

Academic Affairs Committee Minutes

January 21, 2015 Minutes

Approved February 4, 2015

Roll Call (3:03 pm) **Members Present:** Walter Archuleta, Judy Barnstone, Todd Christensen, Craig Conley, Patricia Cruz, Geri Glover, April Kent, Kerry Loewen, Seonsook Park, Jesus Rivas, P.J. Sedillo, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley.

Also in Attendance: Michael Raine

Absent: Teresita Aguilar, Karen Brooks, Margot Geagon, Lara Heflin, John Jeffries

1. Approval of the Agenda

The agenda was approved as amended.

2. Approval of the Minutes

Minutes of December 3rd, 2014 were approved.

3. Communication from the Administration

No representative.

4. Communication from the Chair

- a. Change to procedures on voting. Presenters will stop being asked to leave during program and course votes. To maintain confidential votes, paper ballots and email ballots from center faculty is a possibility. Please let Dr. Woodford-Gormley know if you want to do paper ballots.
- b. Dr. Woodford-Gormley needs one hard copy of each proposal submitted.

5. Communication from the Registrar

- a. Spring enrollment is down 132 students (4%) from last spring. Credit units are down 1,343 from last spring.
- b. Fall undergraduate admissions report. 528 have been admitted; last fall 227 were admitted at this time. 29% of applications were admitted; last year we admitted 8%. More students are being admitted earlier, but total applications are down.
- c. Dr. Aguilar had sent out a research bulletin from the Southern Education Foundation on low income students. 51% of public school students are low income. 68% of public school students in New Mexico are low income. There are a lot of implications for higher education.

6. Communication from the Faculty Senate

- a. Dr. Romine reported on the Board of Regents meeting.
 - a. Handbook revisions were approved.
 - b. The +/- grading system for fall 2015 was approved.
 - c. Report on the presidential search.

- d. There are three new regents. LouElla Marr-Montoya has been sworn in. Sandra Turner will be sworn in, and two names were submitted for the student regent.
- b. Call for volunteers to serve on the Ad-Hoc Committee on Research & Scholarly Activities went out
- c. Center for Teaching Excellence –Next step is for the provost to meet with committee to search for director.
- d. Strategic Planning is ongoing.
- e. Discussion of voting faculty. Special concern with nursing faculty who have no tenured faculty. Possible solutions and concerns discussed. Discussion of full time non-tenure track faculty role and titles.
- f. Student Integrity policy passed. Will go to a full vote.
- g. Committee chairs' roles were discussed.

7. Communication for subcommittees

- a. Undergraduate appeals committee – Three appeals are under consideration. One appeal was withdrawn. The subcommittee will meet sometime next week.
- b. Graduate appeals committee – One new appeal under consideration. Another appeal came in during the break where the student wants a personal appeal. Dr. Woodford-Gormley will send the personal appeal procedure to the subcommittee chair.
- c. Ballen – The process is moving forward.

8. Report on program reviews – English and Forestry

- a. Both departments have met with the Provost.
- b. Forestry – Dr. Craig Conley presented key points of the Forestry department's program review meeting with the provost. It was a positive, productive meeting. The department learned how to better explain program strengths and needs to the administration including the importance of discussing major courses and service courses offered by the department, the need to present the curriculum as a whole, and to show the need for additional faculty as expertise needs rather than credit hour needs. The Programmatic Release Time idea was received favorably. The program review limit of five pages is too small for everything that needs to be covered.
- c. English – Dr. Woodford-Gormley presented key points of the English department's program review meeting with the provost. It was also a positive experience. The meeting with the provost made the program review process feel more beneficial and productive. The provost recommended that the department celebrate what the program is doing well more in the review and to explain unknown or unclear accomplishments. The mission statement was criticized as being too standard. The program is working on revising the mission statement and recruitment process based on meeting.

9. Program Review Schedule and Process

- a. Media Arts will do some fine tuning and have the review in soon.

- b. Biology asked for more time. The third week of March is the latest possible date for reviews for this semester.
- c. Psychology will have the review by early to mid-February.
- d. Business and Geology have not yet said when their reviews will be ready.
- e. Math and Political Science may be turning in program reviews at the end of the spring semester or the beginning of fall.
- f. A greater review schedule still needs to be created. Dr. Woodford-Gormley will talk to Dr. Aguilar about any changes to the program process and will communicate these changes to the programs up for review.

10. NRM proposals

- a. Dr. Craig Conley reported that the main driver for the changes comes from the SAF accreditation visit recommendations on course numbering, expertise expectations, and reducing the number of credits. Program balance is needed.
- b. Questions about the 500 component in classes moved from the 400 level to the 300 level, minor requirements, number of credits for major, and timeline for minors.
- c. Motion to
 accept the Forestry program changes as submitted.
 (Loewen/Rivas)
 Motion passes (13 in favor, 0 opposed, 0 abstentions)

11. Degrees vs. Certificates

- a. Feedback from the Faculty Senate on certificates that are the same as a bachelor's degree program was reported. This comes from the certificates proposals from the School of Education in the fall.
- b. Second bachelor's degree requirements, PED requirements, financial aid implications, number of credits, and the funding formula were discussed.
- c. The Faculty Senate wants to get more feedback from departments who are most involved with the dual program bachelor's degree issue. Clarifying this issue should help with the second degree issue.
- d. Dr. Woodford-Gormley asked committee members to please poll departments on dual degree and second degree issue.
- e. Dr. Woodford-Gormley will communicate issues discussed with Dr. Carolyn Newman.

12. Retroactive Withdrawals

- a. Tabled.

13. Late Additions to the Agenda (minor items only)

14. Adjournment Meeting adjourned at 4:50