

Academic Affairs Committee Minutes

February 4, 2015

Approved February 18, 2015

1. **Roll Call (3:04 pm) Members Present:** Walter Archuleta, Judy Barnstone, Todd Christensen, Craig Conley, Patricia Cruz, Margot Geagon, Geri Glover, John Jeffries, April Kent, Warren Lail, Kerry Loewen, Seonsook Park, Jesus Rivas, P.J. Sedillo, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley.
Also in Attendance: Linda LaGrange, Michael Raine
Absent: Teresita Aguilar, Karen Brooks
2. **Approval of the Agenda**
The agenda was approved with one addition.
3. **Approval of the Minutes**
Minutes of January 21st, 2015 were approved.
4. **Communication from the Administration**
 - a. Dean Searches.
 - i. School of Education dean search has seven applicants and are extending the deadline.
 - ii. College of Arts and Sciences has a good pool of applicants and will go forward.
 - iii. School of Business decided to select an internal interim dean and start the search in May.
 - iv. The School of Social Work will advertise in 2015 for a dean to start in the fall of 2016. Social Work decided to wait until the new parameters are released before they run a search.
 - b. The graduate council reporting structure will be discussed on Friday with Dr. Romine.
5. **Communication from the Chair**
 - a. Education will be on the agenda for the next meeting with a follow up to their last visit.
 - b. English and History have some minor revisions for the next meeting.
6. **Communication from the Registrar**
 - a. Friday was census day.
 - b. There were 120 administrative drops for making no payment arrangements. About 20 were picked up. Down 140 from last year, but with almost the same number of credit units.
 - c. Discussion of how students can be informed about making payment arrangements with the business office. Discussion of financial aid appeals and the federal government rules on degree process.
 - d. Undergraduate admissions report: 38% admitted compared to 17% this time last year, but total number of applications are down by 1,000. Scholarship letters are going out earlier. The focus is on increasing yield. There are 2,164 applicants this year.

7. Communication from the Faculty Senate

- a. Dr. Aguilar gave a report on presidential search and search firm.
- b. Board of Regents are continuing as is until new regents are confirmed.
- c. Dr. Young is moving to Texas and will be leaving at the end of June.
- d. Center for Teaching Excellence advisory council will be consulted as to how to search for the director.
- e. Dr. Aguilar hopes for more transparent budgeting.
- f. Program reviews will be used to reallocate funds.
- g. Strategic planning kickoff event had about 400 participants.
- h. Executive Committee is looking at faculty ranks for non-tenure track faculty.
- i. Ad hoc committee on research activities promotion is looking for membership. Discussion if this committee is needed or if the research committee should continue with organizing the research day.
- j. Student Senate still has money for student groups and graduate conferences.
- k. Further discussion of voting faculty. Nursing is of special concern.
- l. Arts and Sciences dean search committee is still looking for an outside member.
- m. Discussion of the duties of committee chairs.

8. Communication for subcommittees

- a. Undergraduate appeals committee – Received appeals have been cleared. The committee wants to talk to the department chair about three appeal that had the same instructor. The students who filed these appeal may appeal in person.
- b. Graduate appeals committee – The only appeal in the queue is a student who requested an in person appeal. The committee is waiting on a response from the student in order to schedule the appeal.
- c. Ballen – The schedule is being worked on and will happen this semester.

9. Program Review Schedule and Process

- a. Dr. Aguilar's suggestions for revisions to the program review process have been posted to Dropbox. Jean Hill's suggestion was reviewed.
- b. Motion to
reverse the first two sentences of the revised program review process document
(Lail/Geagon)
Motion passes (16 in favor, 0 opposed, 0 abstentions)
- c. Motion to
incorporate Dr. Aguilars' changes to the document
(Conley/Loewen)
Motion passes (16 in favor, 0 opposed, 0 abstentions)
- d. Motion to
include language in the document that program reviews will be shared with the dean of graduate studies if the review includes a graduate program.
(Woodford/Geagon)
Motion passes (16 in favor, 0 opposed, 0 abstentions)

- e. Media Arts is fine tuning their review. Review will be posted to Dropbox in the Program Review folder.
- f. Business is gathering information.
- g. Biology is working on its review.
- h. Psychology will have review done early to mid-February.
- i. Geology's review will be postponed to the beginning of spring 2016 if agreed to by department.
- j. Math will not be able to turn in its review until end of semester.
- k. Physics minor review needs more follow up.
- l. Dr. Aguilar would like the Math and Physics reviews done this semester. Dr. Woodford-Gormley will discuss the committee's rationale for postponing the Math review. Physics was not on the original schedule and will be discussed.
- m. Chemistry is on the agenda for the fall.
- n. Computer Science had been proposed for the fall pending new faculty, but it may need to be postponed further as new faculty get settled in.
- o. Art and Music would like to be reviewed sooner than they were tentatively scheduled to be reviewed.

10. 2nd Bachelor's Degree/2nd Majors

- a. Department concerns were discussed including courses counting twice, electives, and double dipping.
- b. The registrar will not transfer credit from one degree to another degree. Courses can be waived, but the credit would have to be made up to complete the total unit requirement. Mr. Raine said that double majoring and second degrees are different issues.
- c. Tabled.

11. Retroactive Withdrawals

- a. The committee revised the existing policy to make it clearer and more in line with other institutions' policies on retroactive withdrawal. In the revision, there is a two year statute of limitation. Petitions received after the two-year period will be forwarded to the vice president of academic affairs for consideration.
- b. Motion to
 - approve the document as amended
(Vidal-Lieberman/Conley)
 Motion passes (15 in favor; 0 opposed; 1 abstention)

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

- a. Graduate Handbook
 - i. Tabled.

13. Adjournment Meeting adjourned at 5:00