

**Academic Affairs Committee Minutes**  
**February 18, 2015**  
**March 4, 2015**

1. **Roll Call** (3:07 pm) **Members Present:** Walter Archuleta, Judy Barnstone, Todd Christensen, Craig Conley, Patricia Cruz, Margot Geagon, Geri Glover, Gil Gallegos proxy for John Jeffries, April Kent, John Baldy proxy for Warren Lail, Kerry Loewen, Seonsook Park, Jesus Rivas, P.J. Sedillo, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley.  
**Also in Attendance:** Linda La Grange, Michael Raine  
**Absent:** Teresita Aguilar, Karen Brooks,
2. **Approval of the Agenda**  
The agenda was approved.
3. **Approval of the Minutes**  
Minutes of February 4<sup>th</sup>, 2015 were approved as amended.  
**Note:** The faculty at the centers missed the report from the administration at the last meeting due to ITV technical issues. Center faculty had a few points to clarify about the dean searches for the School of Social Work and for the School of Education. The School of Education is reviewing applications for the dean position now. The School of Social Work postponed the search for the dean to prioritize several faculty searches.
4. **Communication from the Administration**
  - a. 70% of undergraduate degree program maps and plans have been received.
  - b. Graduate plans will take a bit longer.
  - c. Articulation agreements with in-state community colleges are being updated. Working on agreements with Oklahoma and Colorado community colleges.
  - d. Arts and Sciences and School of Education dean applications will begin to be reviewed this week. School of Business dean interviews will be within the next two weeks.
  - e. The presidential search company was on campus this week.
  - f. Strategic planning community forum was held last week.
  - g. Questions and discussion of degree maps and financial aid.
5. **Communication from the Chair**
  - a. Media Arts has submitted its program review. The subcommittee will be assembled today.
  - b. Retroactive withdrawal policy was sent to Faculty Senate.
  - c. Updated Dr. Aguilar about the schedule of program review.
6. **Communication from the Registrar**
  - a. Undergraduate admission report. 2,363 applications, 1,003 (42%) are admitted. 900 down in total applications from last year. Mr. Michael Raine reported admitted freshman for fall 2015 by major and by state.

- b. University Relations can give faculty the names of prospective admitted majors if faculty would like to contact them.
- c. Mr. Raine will have a draft of the print catalog soon.
- d. Mr. Raine will be developing guidelines for the next catalog.

#### **7. Communication from the Faculty Senate**

- a. Special Board of Regents meeting to approve the RFP for trolley building. Monday is a mandatory meeting for contractors.
- b. Farmington building will be enlarged.
- c. Improvements will be made to the science building.
- d. Let the Provost know if there are major building problems.
- e. Dr. Julius Harrington will be chair of the Diversity Council.
- f. Legislature has reduced expectations due to lower gas revenue.
- g. Center for Teaching Excellence search committee is being formed.
- h. 14 Learning Communities are being developed. Evergreen College is hosting a week long symposium on learning communities which Highlands's faculty will attend.
- i. Recruitment is being worked on. Faculty units can propose release time to do recruitment.
- j. Different types of classes at the centers are being looked at.
- k. Cabinet Report:
  - a. Hearing on Makwa is coming up in March.
  - b. Presidential search committee has meet.
  - c. Comments about the search and qualifications can be sent to nmhupresident@rhperry.com.
- l. Department chair selections are underway. Business and Media Arts are being postponed.
- m. Pino call for proposals has gone out. The deadline is February 27. More members for the Pino committee are needed.
- n. Dr. Fidel Trujillo wants faculty input on the student attendance policy.
- o. Voting Faculty is being looked at. Please take the Survey Monkey survey on this issue.
- p. HU Cares requested that syllabi include information about their services. Discussion of a syllabus template.
- q. Provost is looking for input on an appreciation event for faculty only.

#### **8. Communication for subcommittees**

- a. Undergraduate appeals committee – Three in-person appeals scheduled for next Wednesday. There are no other new appeals.
- b. Graduate appeals committee – First in-person appeal this morning. The committee is waiting on more email documents and will then submit its recommendation.
- c. Dr. Patricia Cruz is working on a procedure for the graduate appeals committee chair. Dr. Woodford-Gormley asked the current appeals subcommittee chairs to come up with a procedure for their appeals subcommittee and bring it to the next Academic Affair Committee meeting.

- d. Discussion of keeping appeals records on SharePoint.
- e. Ballen – The Ballen Scholar, Benjamin van Wyk de Vries, is on campus and will be on campus for the next two weeks. An email went out with his full schedule.

#### **9. Program Review Schedule and Process, update and subcommittee formation**

- a. Program review changes are on Drop Box. The changes will be sent out.
- b. Media Arts program review has been submitted. Please use the Drop Box version. Media Arts Subcommittee: Dr. Carmen Vidal-Lieberman, Dr. Todd Christensen, Dr. Patricia Cruz, and Dr. Margot Geagon.
- c. Business, Biology, and Psychology program reviews will also be submitted this semester.
- d. Fall program reviews tentatively include Visual and Performing Arts. History and Political Science will be asked if they are interested in having program review for the fall.
- e. Program Review document will include a statement indicating that departments with both an undergraduate program and a graduate program should review both programs at the same time.
- f. Archive of program reviews will be kept.

#### **10. History Revisions**

- a. The changes will go into effect in the fall not summer.
- b. Motion to  
accept the revisions as amended  
(Vidal-Lieberman/Rivas)  
Motion passes (15 in favor, 0 opposed, 0 abstentions)

#### **11. Counseling Revisions**

- a. Mr. Raine asked if this is a new course. Question asked if this effects the program as this would require a program revision form. A course deletion form, a new course proposal form for Counseling 6xx, and a program revision proposal should be submitted.
- b. Dr. Geri Glover will submit the new forms for the next meeting.

#### **12. 2nd Bachelor's Degree/2nd Majors**

- a. 2<sup>nd</sup> Bachelor Degree students are penalized as they are required to take core classes that they didn't take in a previous degree.
- b. Motion to  
accept the new language for 2<sup>nd</sup> Bachelor's Degrees and 2<sup>nd</sup> Majors  
(Glover/Loewen)  
Motion passes (14 in favor, 1 opposed, 0 abstentions)
- c. Language will be sent to Faculty Senate.

#### **13. Graduate Catalog/handbook**

- a. Tabled.

**14. Disenrollment date**

- a. Discussion of current process and the request for input from Mr. Max Baca.
- b. Input can be sent directly to Mr. Baca.
- c. Mr. Raine will draft language based on the discussion which he will send to Dr. Woodford-Gormley to send to the committee.
- d. Dr. Woodford-Gormley will email Mr. Baca to let him know the committee is working on a recommendation on this issue and invite him to the next Academic Affairs Committee.

**15. Late Additions to the Agenda (minor items only)**

**16. Adjournment** Meeting adjourned at 4:59