

Academic Affairs Committee Minutes

March 4, 2015

Approved March 18, 2015

1. **Roll Call (3:04 pm) Members Present:** Judy Barnstone, Todd Christensen, Craig Conley, Patricia Cruz, Margot Geagon, Geri Glover, John Jeffries, April Kent, Warren Lail, Kerry Loewen, Jesus Rivas, P.J. Sedillo, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley.
Also in Attendance: Teresita Aguilar, Michael Raine
Absent: Walter Archuleta, Karen Brooks, Linda La Grange, Seonsook Park
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of February 18th, 2015 were approved as corrected.
4. **Communication from the Administration**
 - a. Learning communities for fall 2015 are being set up. There will be at least 14. This should be helpful with recruitment.
 - b. Met with search committees for dean searches for College of Arts and Sciences and School of Education to select chairs.
 - c. 8 faculty searches are in progress.
 - d. Noel-Levitz enrollment management consultants' visit has concluded. They observed that NMHU has many silos in the recruitment process.
 - e. Diversity Council was re-started. Dr. Julius Harrington is chairing the council. First meeting was held. The council is looking at defining diversity for Highlands University and looking at how the university can be more inclusive.
 - f. Strategic planning project is moving forward. The goal is for by the end of the semester that the 3-5 institutional priorities will be identified and approved by the Board of Regents.
 - g. Majority of undergraduate degree plans have been received. Graduate plans are being submitted.
 - h. Vice President for Academic Affairs is meeting with centers and departments on budgets. She will be meeting with Schools and the College as a whole to work on budget.
5. **Communication from the Chair**
 - a. Sent email to Mr. Max Baca about the disenrollment date issue.
 - b. Issue of which course revisions Academic Affairs Committee should approve. Question if "repeatable courses may be retaken with change of content" revisions should be sent to Academic Affairs Committee. These revisions do not need to be brought to Academic Affairs Committee. Questions about how repeated courses will appear on transcripts, and effect on GPA.
6. **Communication from the Registrar**

- a. Undergraduate admission report. Total 2,441 applications, 46% are complete. 2,241 freshman applications, 1,029 complete applications; the incomplete still need high school transcripts. Recruitment will be sending letters to all incomplete applicants' parents with a check list of what needs to be completed. In April, Admissions will send out an email to the students to follow up.

7. Communication from the Faculty Senate

- a. Presidential search committee's goal is for finalists to be on campus by late April.
- b. Faculty marshals selected.
- c. Student Research Day is April 10.
- d. Voting Faculty issue is being looked at by Executive Committee.
- e. Executive Committee is looking at the personnel section of the handbook and administration evaluations.
- f. Staff Senate is looking at administration evaluations and continuing customer service training.

8. Communication for subcommittees

- a. Undergraduate appeals committee – In-personal appeals, two were denied; one was a no show. One new appeal is in the queue. All activities are uploaded to SharePoint along with a log of all subcommittee actions.
- b. Graduate appeals committee – Received more information from student who had in person appeal. The subcommittee has submitted their recommendation. Received one new petition yesterday. This appeal was approved by the dean and the graduate coordinator. It is then sent to Dr. LaGrange who can send it to the subcommittee for further input if she wants more feedback.
- c. Ballen – Spring visit came to conclusion. Mr. Todd Christensen received letters from Dr. Michael Petronis and from the scholar, Dr. Benjamin van Wyk de Vries about the experience. Dr. van Wyk de Vries said the visit was fruitful and thanked the committee.

9. Program Counseling Revisions

- a. Motion to
accept the revisions to the program and courses
(Geagon/Rivas)
Motion passes (13 in favor, 0 opposed, 0 abstentions)

10. Media Arts Revisions

- a. Questions and discussion included teaching load, active learning, time issues, importance of updating curriculum, what course were eliminated, effect on current students, course numbering, effect on Fine Arts program, effect on the Marketing program, and future changes to the program.
- b. The revisions will be brought back to the committee at the next meeting with an explanation of the impact on other programs.

- c. Motion to
table
(Vidal-Lieberman/Geagon)
Motion passes (12 in favor, 0 opposed, 1 abstentions)

11. Graduate Catalog/handbook

- a. The catalog changed the number of graduate credits covered with the graduate assistant tuition waiver. The 2014-2017 catalog now reads that “tuition fees will not be paid for tuition credits in excess of 6 credit hours.” Before the 2011-2013 catalog read “Tuition fees will be paid for graduate-level courses only.”
- b. Dr. Linda LaGrange wrote in an email dated December 05, 2014 that she will correct the language so it will state that the “only restriction is that GA students only get tuition credit for courses in their program of study.”
- c. Dr. Jesus Rivas asked who oversees revisions to the Graduate Handbook. Currently, there does not seem to be a process for making changes to the handbook. Dr. Aguilar said that the graduate handbook is revised by and comes out of Dr. LaGrange’s office. Dr. Aguilar said that this is an example of the need for a graduate council to oversee revisions like these. Dr. Aguilar said there will be continuing discussion of where the graduate council will reside. There is a need for more oversight of graduate policy.
- d. Motion to
have the Graduate Council discuss the graduate handbook and report back to the Academic Affairs Committee.
(Vidal-Lieberman/Rivas)
Motion passes (13 in favor, 1 opposed, 0 abstentions)
- e. Motion to
have Faculty Senate discuss to whom the Graduate Council should report
(Christensen/Rivas)
Motion passes (13 in favor, 1 opposed, 0 abstentions)

12. Graduate/Undergraduate appeals procedures

- a. Dr. Patricia Cruz, chair of the graduate appeals subcommittee, would like to work with Dr. Geagon, former chair of the subcommittee, on draft procedures. Dr. Geagon will post a framework to DropBox and Dr. Cruz will work off of Dr. Geagon’s framework. The draft procedures will be posted to Drop Box for review.
- b. Dr. Ruthy Watson, chair of the undergraduate subcommittee, said there was a need for guidelines on who can be in attendance at in person appeals. There needs to be clarification on who can speak and who can give the student advice. Discussion of how much detail needs to be included in the procedures. There is a need for the student to be informed of the procedure for in-person appeals in advance of the appeal in a letter. The subcommittee should be notified in advance about who will be attending the in-personal appeal. FERPA releases would need to be secured in advance as well.
- c. These documents will be worked on for the next meeting.

13. Disenrollment date

- a. Mr. Max Baca will be invited again to come and discuss this issue at the next meeting.
- b. Mr. Michael Raine's proposed language on disenrollment will be posted to Drop Box.

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

15. Adjournment Meeting adjourned at 4:47