

Academic Affairs Committee Minutes

April 1, 2015

Approved April 29, 2015

1. **Roll Call (3:03 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.
Also in Attendance: Teresita Aguilar, Casey Applegate-Aguilar, Gil Gallegos, Michael Raine
Absent: Donna Woodford-Gormley.
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of March 18th, 2015 were approved.
4. **Communication from the Administration**
 - a. Board of Regents, March 30, 2015 meeting
 - i. The Academic Integrity Policy was approved.
 - ii. The MFA was approved. Some tweaks will be made before sending it outside of the university. The program could begin in fall 2016.
 - iii. The regents were interested in the Freshman Learning Communities.
 - b. Faculty searches. Verbal offers have been made to 4 candidates, 2 have accepted, and 2 are thinking about it.
 - c. Dean searches. The School of Education dean search has 12 applicants. The College of Arts and Sciences dean search has 39 applicants. Interviews for both searches should be later this month.
 - d. Moving along with the preparation for the HLC visit in September 2015. Encourage students to participate in the survey coming out soon.
 - e. Budget process. Currently tying up loose ends for this year and will be visiting each school and the college to discuss the upcoming budget later this month.
 - f. Employee Recognition Breakfast is coming up.
5. **Communication from the Chair**
 - a. No report.
6. **Communication from the Registrar**
 - a. The registrar's office is working on graduation. So far for fall 2014 through summer 2015, 938 will graduate. Last year fall 2013 through summer 2014, 944 graduated.
 - b. Undergraduate admission report. Percentages haven't changed since the last report. Numbers have changed.
 - c. Mr. Michael Raine will meet with all the programs to discuss how their programs appear in the catalog.
 - d. University Relations is compiling the current catalog for printing.
 - e. A posthumous degree will be awarded to Paige Martinez in Media Arts.

7. Communication from the Faculty Senate

- a. President Fries gave legislative update.
 - i. Oil and gas program extra funding was vetoed.
 - ii. Infrastructure bills died.
 - iii. SARA passed in both houses and is currently waiting for governor's approved
- b. Organizational shifts at Highlands are being looked into.
- c. Major changes to the website are upcoming.
- d. Presidential search candidates should be on campus by the end of April.
- e. Pino endowment: 2 awards were given
- f. The Student Senate reported that there is still funding available for grad students to go to conferences.
- g. Staff Senate was asked to come up with smaller ask me buttons.
- h. Voting faculty issue has been tabled.
- i. Administration evaluations are being worked on.
- j. Discussion of excused absences in classes, especially for athletes.
- k. Graduate Council and relationship to the Faculty Senate discussed. The relationship between the Graduate Council and Academic Affairs will be discussed as well.
- l. The Retroactive Withdrawal Policy approved by Academic Affairs was discussed. No action was taken.
- m. 2nd Bachelor Degree will be discussed with the registrar at the next meeting.

8. Communication for subcommittees

- a. Undergraduate appeals committee – One appeal is in progress.
- b. Graduate appeals committee – No new appeals at this time. Dr. Margot Geagon and Dr. Patricia Cruz are working on the process for graduate appeals and posting the draft process to Drop Box.
- c. Ballen – Nothing to report. Hopefully, there will be a visiting scholar for the fall.

9. Program Review Updates – Psychology

- a. Subcommittee for Psychology: Dr. Jesus Rivas, Mr. Kerry Loewen, Dr. Geri Glover, and Dr. Judy Barnstone. Dr. Rivas is the chair of the subcommittee.
- b. Dr. Margot Geagon is chair of the Media Arts subcommittee.

10. Business proposal

- a. Dr. Margot Geagon presented the business proposals. She reported that these changes clean up the program and bring Highlands's program into line with other institutions' programs.
- b. Questions and discussion about the level of classes, leveling classes, and how to accommodate students currently in the program with the case study requirement.
- c. Dr. Craig Conley brought up the need to record the logic behind the changes made for the future. An executive summary of the rationale will be created for the record.

- d. Motion to
accept the revisions, proposals, and deletions of courses and table the
programs revisions
(Rivas/Loewen)
Motion passes (16 in favor, 0 opposed, 0 abstentions)

11. CS 135, ST: NetLogo Modeling and Simulation of Artificial Worlds

- a. Dr. Gil Gallegos presented the special topics course and asked for it to count for the computer science proficiency requirement. The course is part of a learning community.
- b. Questions and discussion about the core requirement replacement, course content, and the title of the course.
- c. Motion to
accept the course as counting for the computer science proficiency requirement as well as for the computer science major and minor as described in the memo
(Loewen/Geagon)
Motion passes (16 in favor, 0 opposed, 0 abstentions)

12. Graduate/Undergraduate appeals procedures

- a. Discussed during the subcommittee reports.
- b. Mr. Michael Raine asked that the procedures indicate that appeal decisions state what actions should be taken with the appeals. He also asked that the procedures include the recommendation to contact the registrar's office for research.

13. Disenrollment date

- a. Mr. Max Baca will be coming to the April 15, 2015 meeting to discuss this matter.

14. AAC Decision Paper Trail

- a. Some kind of procedure for tracking paper work and notifying departments of decisions is needed. E-signing and security are concerns for the platform chosen.
- b. Adobe Document Cloud is one potential solution for maintaining this paper trail. It allows for e-signing.
- c. Motion to
table the discussion about the paper trail and to research Adobe Document Cloud
(Christensen/Vidal-Lieberman)
Motion passes (16 in favor, 0 opposed, 0 abstentions)

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

16. Adjournment Meeting adjourned at 4:49