

Academic Affairs Committee Minutes

April 15, 2015

Approved April 29, 2015

1. **Roll Call (3:03 pm) Members Present:** Walter Archuleta, Judy Barnstone, Todd Christensen, Margot Geagon, Geri Glover, John Jeffries, April Kent, Warren Lail, Seonsook Park, Jesus Rivas, P.J. Sedillo, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley.
Also in Attendance: Teresita Aguilar, Max Baca, Don Evans, Yasmin Flores Andre Garcia-Nuthmann, Edward Harrington, Michael Raine
Absent: Craig Conley, Patricia Cruz, Kerry Loewen
2. **Approval of the Agenda**
The agenda was approved with corrected date.
3. **Approval of the Minutes**
Approval of minutes of April 1st, 2015 tabled due to technical difficulties.
4. **Communication from the Administration**
 - a. Faculty searches. Attracting high quality applicants. A couple of verbal offers are out.
 - b. Dean searches. Committees are scheduling telephone interviews. Goal is to have on campus interviews before commencement.
 - c. Scholarships. 198 incoming freshman accepted scholarships.
 - d. Honors program is moving forward. There will be a half time release for the director for the fall.
 - e. Center for Teaching Excellence director search committee is moving forward.
 - f. Website for the freshman learning communities is up.
5. **Communication from the Chair**
 - a. Call for an extra meeting on April 29th. Please contact Dr. Woodford-Gormley if you will be unable to attend.
 - b. Dropbox has been acting up. A technology solution is needed. It needs to be secure, stable, and allow for signatures. Mr. Max Baca will look into this. In the meantime, no deletions or drag and drop should be done in Dropbox.
 - c. Faculty Senate passed the retroactive withdrawal policy and the second major/second bachelor language.
 - d. Officers need to be elected this meeting or the first meeting in May.
 - e. It was agreed that we need to have in writing that departments have discretion on which courses can be transferred in.
 - f. Program review schedule, program review guidelines, and program review results need to be posted. The Faculty Senate and the Academic Affairs webpages could be a good places to post.
6. **Communication from the Registrar**

- a. 943 students, fall 2014 through summer 2015, are scheduled to graduate. 497 are undergraduates, and 446 are graduate students. 49% have received some form of honors.
- b. Admissions report. 52% have been admitted which is up from last year. Still down in overall applications. Transfer student numbers are up.

7. Communication from the Faculty Senate

- a. Diversity Council will have a retreat to prepare for the Diversity Summit which NMHU is hosting this year.
- b. Strategic planning committee is proposing a new vision statement which will be presented at all senates.
- c. Report on March 30, 2015 Board of Regents meeting.
- d. Next Board of Regents meeting is April 24, 2015.
- e. Presidential search is moving forward.
- f. Faculty Senate Executive Committee is working on a new way of evaluating the administration.
- g. Call for presenters for Faculty Development Week.
- h. Student research day was last Friday.
- i. Distance Learning manual passed.
- j. Voting issue for non-tenure track faculty is being worked on.

8. Communication for subcommittees

- a. Undergraduate appeals committee – A decision was made on the last appeal. No new appeals.
- b. Graduate appeals committee – No report.
- c. Ballen committee – No report.

9. Disenrollment procedures – Max Baca

- a. Mr. Max Baca reported that the university has close to half a million dollars of bad debt with unpaid tuition.
- b. Mr. Baca recommended to the upper administration that students who have not made a financial commitment be dis-enrolled two weeks prior to the start of the semester. This should be less disruptive to academics and should make sure that students complete their financial aid paperwork.
- c. Questions and discussion of the history of bad debt, the issue of graduate contracts, communication with students, scholarship options for students, peer institutions' practices, and financial aid implications.
- d. Mr. Michael Raine requested to have the language of the new procedure or policy for the new catalog.

10. Business proposal

- a. Dr. Margot Geagon distributed the new changes which will also be posted to Dropbox. This will be voted on at the next meeting.

11. Music Proposal

- a. Mr. Edward Harrington presented music program revisions and course revisions.
- b. Questions and discussion about number of credit hours, the deletion of the minors, and the addition of Associate's degrees.
- c. Motion to
 approve the program and course revisions and to give the registrar flexibility to make changes as needed
 (Rivas/Geagon)
Motion passes (12 in favor, 0 opposed, 0 abstentions)

12. Biology Proposal

- a. Dr. Jesus Rivas presented the proposed revisions to the biology program and courses.
- b. Questions and discussion about the elective credit that requires extra funding and ecotourism.
- c. Motion to
 approve the biology revisions as proposed
 (Vidal-Lieberman/Geagon)
Motion passes (11 in favor, 0 opposed, 0 abstentions)

13. Theater Proposal

- a. Dr. Woodford-Gormley presented the proposed Associate of Arts Degree in Theater and proposed courses.
- b. Questions and discussion about new courses, the room for other theater and drama classes, and bilingual theater.
- c. Motion to
 approve the creation of the associate's degree and the proposed classes
 (Geagon/Lail)
Motion passes (11 in favor, 0 opposed, 0 abstentions)

14. Election of officers

- a. Tabled.

15. Program Review Updates

- a. Business will complete their review soon.
- b. Biology is finishing their draft. It should be done for the next meeting.
- c. Math will have a draft by the end of the semester.
- d. Physics is due at the end of the semester.
- e. Fine Arts will not be doing a program review in the fall as a faculty member will be on sabbatical.
- f. Media Arts subcommittee will have their reports for the next meeting.

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

17. Adjournment Meeting adjourned at 5:00