

# Academic Affairs Committee Minutes

April 29, 2015

**Approved May 6, 2015**

1. **Roll Call (3:35 pm) Members Present:** Walter Archuleta, Judy Barnstone, Todd Christensen, Patricia Cruz, Margot Geagon, Geri Glover, John Jeffries, April Kent, Kerry Loewen, Seonsook Park, Jesus Rivas, P.J. Sedillo, Donna Woodford-Gormley.  
**Also in Attendance:** Teresita Aguilar, Helen Blythe, Carlos Martinez, Michael Raine, Susan Williams  
**Absent:** Craig Conley, Warren Lail, Carmen Vidal-Lieberman, Ruthy Watson
2. **Approval of the Agenda**  
The agenda was approved.
3. **Approval of the Minutes**  
Minutes of April 1<sup>st</sup>, 2015 were approved.  
Minutes of April 15<sup>th</sup>, 2015 were approved.
4. **HU Cares syllabus information**
  - a. Questions about the HU Cares services for the centers and the satellite sites.
  - b. Motion to  
approve the requirement that the HU Cares syllabus information be included in all syllabi with the recommendation that HU Cares adds a sentence or two about the services they offer the centers and off campus students.  
(Loewen/Geagon)  
Motion passes (12 in favor, 0 opposed, 0 abstentions)
5. **Business proposal**
  - a. Motion to  
approve the business proposal for program changes  
(Loewen/Rivas)  
Motion passes (12 in favor, 0 opposed, 0 abstentions)
6. **Nursing Proposal**
  - a. Dr. Susan Williams presented the proposed changes to the nursing program and the issues with credits and practicum courses.
  - b. Questions and discussion included the writing intensive classes and faculty work load, credits and faculty loads, the need for more full time nursing faculty, and the number of students and faculty in the nursing program.
  - c. Motion to  
approve the proposed changes  
(Loewen/Geagon)  
Motion passes (11 in favor, 0 opposed, 0 abstentions)

## **7. English Proposal**

- a. Dr. Donna Woodford-Gormley presented the proposed changes to the English program.
- b. Questions and discussion included the lower division classes, the level of classes, and electives.
- c. Motion to  
    approve the proposed program revisions and course proposals  
    (Rivas/Loewen)  
Motion passes (11 in favor, 0 opposed, 0 abstentions)

## **8. Honors Classes**

- a. Dr. Helen Blythe and Mr. Carlos Martinez presented the proposed Honors classes.
- b. Questions and discussion included core classes and HED, how additional content make these both core classes and honors classes, how honors are recorded on student transcripts, honors students who do not do well in honors classes, the honors coordinator position, the honors program budget, and the future of the program.
- c. Motion to  
    approve the proposed courses  
    (Loewen/Christensen)  
Motion passes (11 in favor, 0 opposed, 0 abstentions)

## **9. Media Arts Proposal**

- a. Mr. Kerry Loewen presented the proposed Media Arts proposal.
- b. Questions and discussion included the reasons behind the changes and how these changes related to other recent changes to the program.
- c. Motion to  
    approve the proposed changes  
    (Rivas/Geagon)  
Motion passes (11 in favor, 0 opposed, 0 abstentions)

## **10. Program Review Media Arts**

- a. Dr. Margot Geagon is the chair of the review subcommittee.
- b. The subcommittee will bring their thoughts on the program review to the next Academic Affairs Committee.

## **11. Program Review Psychology**

- a. The subcommittee will bring their thoughts on the program review to the next Academic Affairs Committee.

## **12. Guidelines for reviewers**

- a. Motion to  
    include an extra step requiring a written draft narrative on the program review from the subcommittee to be brought and discussed with the whole

Academic Affairs Committee before going to the Vice President of Academic Affairs. This would be between current steps 2 and 3.  
(Geagon/Rivas)

Motion passes (9 in favor, 0 opposed, 0 abstentions)

### **13. Program Review Schedule**

- a. Tentative Program Review Schedule document reviewed.
- b. Please consult with your departments and bring back comments on the tentative schedule to the next meeting.
- c. Computer Science will be moved to Fall 2016 on the tentative schedule.
- d. Discussion of the need to take accreditation visit schedules into consideration when drafting and revising the review schedule.
- e. Discussion of having smaller subcommittees in order to cover more program reviews.
- f. Business and Biology program reviews should be in before the end of the semester.

### **14. Discussion: Implementation of Program Changes Required by Law**

- a. Mr. Michael Raine said this issue deals with the programs that have requirements mandated by law.
- b. He asked when there is a legally mandated change to a program how Academic Affairs should be informed and if these required changes should be voted on by the committee or just presented as an information item.
- c. A recommendation to the registrar's office will be made and voted on at the next Academic Affairs meeting.

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

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