

Academic Affairs Committee Minutes

May 06, 2015

Approved September 2, 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, Donna Woodford-Gormley.
Also in Attendance: Linda LaGrange, Michael Raine
Absent: Teresita Aguilar
2. **Approval of the Agenda**
The agenda was approved as amended.
3. **Approval of the Minutes**
Minutes of April 29th, 2015 were approved.
4. **Communication from the Administration**
 - a. Dean of Education search. The committee has met with the second candidate.
 - b. Dean of College of Arts and Sciences search. On campus interviews are ongoing.
 - c. Questions about the presidential search. Results of the faculty survey on the search will be released on Monday.
5. **Communication from the Chair**
 - a. Thank you for your service. The Faculty Senate will be sending certificates to committee members.
 - b. Dr. Woodford-Gormley will send the status of program reviews to the Vice President of Academic Affairs after this meeting.
6. **Communication from the Registrar**
 - a. Admissions Report. 906 applications down from last year. Admitted 53% of applicants.
 - b. Enrollment is flat for summer and fall compared to last year.
7. **Communication from the Faculty Senate**
 - a. Dr. Brandon Kempner was elected chair and Dr. Maureen Romine was elected vice chair.
 - b. Administration hopes to have the director of the Center for Teaching Excellence in place by soon.
 - c. Administration hopes to fill open positions and not move around funds this year.
 - d. Class attendance policy was recommended.
8. **Communication from subcommittees**

- a. Undergraduate appeals committee – The two remaining appeals are ready to be finished up. Dr. Ruthy Watson will create a document of all work done by the subcommittee this academic year.
- b. Graduate appeals committee – One final petition recommendation has been submitted. Dr. Patricia Cruz will submit a document with all work done this academic year by the subcommittee.
- c. Ballen – No report.

9. Election of Officers

- a. Chair – Dr. Craig Conley was nominated. He was elected.
- b. Vice Chair – Dr. Ruth Watson was nominated. She was elected
- c. Secretary – Ms. April Kent was nominated. She was elected.

10. Appeals Procedures

- a. Dr. Patricia Cruz reviewed the draft graduate appeals procedure which includes a proposal for having a graduate student on the appeals committee. She used current practice and other institutions' practices to create this document. Dr. Cruz said this document is a draft and she is open to suggestions and revisions.
- b. Comments and suggestions include discussion of the way subcommittee members are selected, due process, the role of departments in appeals, grade appeals, other types of petitions and appeals, record keeping, the role of the Graduate Office, and the role of the Dean of Graduate Studies.
- c. Reservations about having students on committees that deal with confidential information were discussed.
- d. The terms of service section was recommended to be removed to allow for greater flexibility with membership.
- e. Mr. Michael Raine asked that the Graduate Office is informed of the new procedure.
- f. The Graduate Office and the Academic Affairs Office will be consulted about the draft procedures.
- g. Dr. Cruz will send the draft document to Dr. Linda LaGrange.
- h. Motion to
 table until next year
 (Vidal-Lieberman/Loewen)
 Motion passes (15 in favor, 0 opposed, 0 abstentions)
- i. The undergraduate appeals committee will work on an appeals procedure as well in the new academic year.

11. Program Review Media Arts

- a. The program review subcommittee chair, Dr. Geagon, reviewed the documents she emailed out to the committee. She noted that the program has many strengths. Dr. Geagon made recommendations on how to better present information and how to plug holes in the report. One weakness identified in the review is outcomes assessment. The documents offer

- suggestions of how to gather outcomes information and present it. More detailed outcomes reports are increasingly important.
- b. Questions and discussion about program growth, what Media Arts needs to grow, faculty retention issues, faculty salary issues, the plans for an MFA, the new building, and the future of the program. Discussion of success of internships and job placement.
 - c. The subcommittee next needs to meet with the Media Arts program.
 - d. Dr. Woodford-Gormley will report the status of this review to the Provost and to Dr. Jean Hill.

12. Program Review Psychology

- a. Dr. Jesus Rivas reported that subcommittee members have done an initial, brief review of the program review. He noted that their undergraduate student graduations rates look good. He noted that program reviews can be used to learn about different programs' strengths and to see how programs have produced positive outcomes.
- b. It was observed that graduate student graduation rates could be better in the program.
- c. Outcomes assessment could be improved. How the four traits are used to assess the undergraduate program needs to be clarified. It would also be good if an outside assessment tool could be used for the program.
- d. It was noted that the program has been flagged in the past for not having enough tenure track faculty and this need still needs to be addressed.
- e. Discussion of review guidelines and what should be included in the program review including curricular overviews.
- f. Discussion of the need for different programs to be evaluated according to their field's standards in regards to publications.
- g. The subcommittee next needs to meet with the Psychology program.
- h. Dr. Woodford-Gormely will report the status of this review to the Provost and to Dr. Jean Hill. Dr. Woodford-Gormley will also send the initial feedback that the subcommittee presented to Academic Affairs to the department.

13. Guidelines for reviewers

- a. Dr. Conley recommended that Dr. Aguilar is asked for her final comments on the English and Forestry program reviews and to get her guidelines so we know what she is looking for in a program review. This would help programs address her questions in their reviews.
- b. Mr. Kerry Loewen recommended that the committee consult Dr. Jean Hill so the accreditation needs with program reviews are better understood.

14. Program Review Schedule

- a. School of Business program submission moved to early fall 2015.
- b. Math's review will be submitted by the end of Tuesday.
- c. No report from Physics. The review is scheduled for review in fall.

- d. Fall 2015 review includes Math, Business, and Biology. By the end of the fall 2015 semester, Chemistry and Exercise Sports Sciences reviews should be submitted to the committee.
- e. Spring 2016 schedule was reviewed.
- f. The future review schedule was discussed with the understanding that the schedule can be modified based on accreditation and program needs and schedules.

15. Discussion: Implementation of Program Changes Required by Law

- a. These changes should be run through Academic Affairs as while the law sets the minimum requirements, the Academic Affairs committee may set higher or narrower requirements.
- b. Motion to
 - have Dr. Woodford-Gormley email Dean Laumbach asking her to send to the registrar a request for a blanket course substitution for the students graduating spring 2015 and to bring the issue of program revision to Academic Affairs for action in fall 2015.
 - (Geagon/Vidal-Lieberman)Motion passes (12 in favor, 0 opposed, 1 abstentions)

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

17. Adjournment Meeting adjourned at 4:56