

Academic Affairs Committee Minutes

September 02, 2015

Approved September 16, 2015

1. **Roll Call** (3:04 pm) **Members Present:** Walter Archuleta, Judy Barnstone, Peter Buchanan, Todd Christensen, Craig Conley, Gloria Gadsden, Margot Geagon, Geri Glover, Robert Karaba, April Kent, Kerry Loewen, Brooks Maki, P.J. Sedillo, Ruthy Watson.
Also in Attendance: Michael Raine
Absent: Teresita Aguilar, Gil Gallegos, Linda LaGrange
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of May 6th, 2015 were approved.
4. **Introduction of Members New and Old**
5. **Communication from the Administration**
No representative
6. **Communication from the Chair**
 - a. Dr. Craig Conley thanked old members for coming back and new members joining the committee.
 - b. Dr. Conley reviewed the four main functions of the committee:
 - i. Courses: approving or denying course creation, deletion, or changes.
 - ii. Academic policies review.
 - iii. Program reviews (part of a larger processes of review).
 - iv. Grade appeals.
 - c. Additional responsibilities of the committee include:
 - i. Overseeing the Ballen award.
 - ii. Responding to charges from the Faculty Senate.
 - iii. Forms. Creating and editing academic forms.
 - d. Developing procedures is a large part of this committee. Procedures are living, active documents under constant review and update.
 - e. Document management is undergoing review. Dropbox was used last year, but has several drawbacks so we are moving to SharePoint for all committee documents. The technical issues have been smoothed out.
 - f. There will be a meeting next week to set up a SharePoint site for Academic Affairs. The DropBox documents will be moved over.
 - g. Diana Marrs will train committee members on how to use SharePoint.
 - h. Question if there was any progress with electronic signatures. There is no progress, and this should be brought up to the president's attention.

- i. Program Reviews are still a work in progress. Dr. Conley has met with Dr. Aguilar about improving the process to make it more productive and streamlined. The review guidelines will be shared with committee members.
- j. This and other program review documents will be emailed by Dr. Conley to all committee members.

7. Communication from the Registrar

- a. Overall enrollment is 4% up in head count and 3% up in units.
- b. About 200 students will be dis-enrolled on Friday for non-payment; about 100 will probably reenroll. Enrollment will still be slightly up.
- c. First alert process was discussed. The Academic Support office handles the alerts.
- d. Retention is still the key issue for growth at the university.
- e. The enrollment report is imperfect for the counting of where students are actually taking classes.
- f. The graduate cross enrollment proposal was approved by HED. This means that four NMHU students from geology could take a course at Tech. NMHU gets the tuition revenue. The teaching institution gets head count. This means that the registrar's office had to create shell courses to transfer in with a grade. This program is especially beneficial for the comprehensive universities and their students. There are limits and restrictions on this program. Dr. Linda LaGrange worked on the proposal and can report more fully on the details of this agreement. The application for this program is available on online documents.

8. Communication from the Faculty Senate

- a. Both the president and the Vice President for Academic Affairs gave reports at the last meeting.
- b. Facilities updates – The Trolley Building is underway. HVAC and accessibility issues will be addressed in Rodgers Building.
- c. There is a search for new Vice President for Advancement.
- d. There is a search for a new Athletic Director.
- e. The dean searches for Education and Business will begin soon.
- f. Dr. Minner attended a meeting of the Council of University Presidents. The council's number one goal is to increase faculty salaries.
- g. There are 1% for the arts funds to be spent. Mr. Kerry Loewen will be chairing a committee to spend these funds.
- h. The Center for Teaching Excellence is now open and has a director, Dr. Diana Marrs. Dr. Marrs is contacting departments and assessing needs.
- i. The SARA application will be submitted soon.
- j. The Higher Learning Commission report was submitted.
- k. Strategic planning needs to move forward.
- l. The new chair of the Faculty Senate is Dr. Brandon Kempner. He will be holding Faculty Senate office hours and sending out biweekly emails to faculty about senate activities.

- m. The Faculty Senate is looking at updating the faculty handbook, beginning with the committee section. The senate is also looking at the advising manual. And at the honorary degrees policy.
- n. Charges will be coming to Academic Affairs from the Senate after the next meeting.

9. Election of Subcommittees

- a. Undergraduate appeals committee –Peter Buchanan, Todd Christensen, Gloria Gadsden, Brooks Maki, April Kent, Ruthy Watson, and Kerry Loewen (chair).
- b. Graduate appeals committee – Walter Archuleta, Craig Conley, Margot Geagon, Geri Glover, Robert Karaba, P.J Sedillo, and Judy Barnstone (chair).
- c. Mr. Michael Raine said that it would be beneficial to have the registrar's office give input on the appeals before the recommendation is made by the either the undergraduate or graduate subcommittee. The subcommittee chair could send a request for more information to Ms. Henrietta Maestas for undergraduate appeals or Mr. Raine for graduate appeals.
- d. The appeals process was discussed.
- e. Ballen – Todd Christensen agreed to stay as chair of this committee. The purpose of the endowment and committee and past visiting scholars was reviewed. Peter Buchanan and Margot Geagon will also serve on this committee.

10. Program Review Schedule and Procedures

- a. Overview of the current schedule and subcommittee membership.
 - i. Three members is the goal for each review committee.
 - ii. Media Arts program review committee – Dr. Margot Geagon (chair) and Mr. Todd Christensen. In late October, after Media Arts is done with its HED commitments, the committee will meet with Media Arts faculty.
 - iii. Psychology program review committee – Dr. Geri Glover (chair), Dr. Judy Barnstone, and Ms. April Kent. Dr. Jesus Rivas who was chair of the committee, but is no longer on Academic Affairs will send the new chair review document.
 - iv. The Biology program review committee – Dr. Margot Geagon (chair), P.J. Sedillo, and third member TBD. Biology is finishing up the review.
 - v. Math program review committee – Dr. Craig Conley (chair), Peter Buchanan, and Dr. Gloria Gadsden. Dr. Conley will check with Dr. Gil Gallegos about the status of the review.
 - vi. Physics (minor) – Dr. Walter Archuleta, Dr. Robert Karaba, and Mr. Todd Christensen (chair). Dr. Conley will check on the status of this review.
 - vii. Business Administration – Mr. Kerry Loewen, Dr. Brooks Maki, and Dr. Ruthy Watson (chair). The review should be done by the program by the end of September.

- viii. Dr. Conley will post the living Program Review Schedule and Status Sheet document to SharePoint.
- ix. Motion to
 - revise the program schedule so that program reviews are submitted at the beginning of the semester and will be reviewed by the end of that semester.
 - (Geagon/Loewen)
 - Motion passes (13 in favor, 0 opposed, 0 abstentions)
- b. The program review of Music will be moved up to spring 2016 as it will soon be undergoing external review by request of the Dean of Arts and Sciences.
- c. Criminal Justice will be moved up too if the dean wants to review it sooner than was planned on the schedule.
- d. Dr. Conley will be contacting the Dean of Arts and Sciences to see if other programs will be up for external review soon and so should be moved on the Academic Affairs review calendar. The dean will be invited to the next meeting to discuss his plans.
- e. **Program Review Procedures**
 - i. New procedures and copies of the English program review will be emailed to the committee by Dr. Conley

11. Honors Program discussion

- a. The administration announced that Dr. Ken Bentson will be the coordinator of honors program.
- b. The status of the program will stay on the agenda as it need to be reviewed.

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

13. Adjournment Meeting adjourned at 4:34