

Academic Affairs Committee Minutes

September 16, 2015

Approved October 7, 2015

1. **Roll Call** (3:02 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: Teresita Aguilar, Michael Raine

Absent: Gil Gallegos, Linda LaGrange

2. **Approval of the Agenda**

The agenda was approved.

3. **Approval of the Minutes**

Minutes of September 2nd, 2015 were approved with corrections.

4. **Communication from the Administration**

- a. The Higher Learning Commission (HLC) has requested additional information before their visit on September 28th and 29th.
- b. HLC wants electronic copies of all faculty CVs including CVs from per course instructors. They are looking at academic credentials of instructors to see that they are qualified for the courses they teach. Highlands must be in compliance by 2017 with the faculty requirements. CVs will be requested through chairs and deans.
- c. A final agenda of the HLC visit will be sent out soon. The days of the visit should be kept as open as possible.
- d. Discussion of learning outcomes, program assessment, and the HLC visit.
- e. Homecoming is next week.
- f. Governor Martinez praised NMHU for lowering the degree requirement to 120 credits for bachelor's degrees. Highlands came to this lower degree requirement by working with the faculty. The governor has many positive things to say about Highlands.
- g. ARMAS was acknowledged as a bright spot by the White House Initiative on Educational Excellence for Hispanics. Information about this initiative can be found at <http://www.ed.gov/edblogs/hispanic-initiative/>.

5. **Communication from Registrar**

- a. The third Friday report shows that 50% of disenrolled students reenrolled.
- b. New Mexico community colleges enrollments are down statewide.
- c. Questions about the list of students who have over 120 credit hours and finding these students in degree audit.
- d. Only advisors can pull student transcripts.
- e. Questions about students on the 120+ credit hour list should be sent to Mr. Michael Raine.
- f. Discussion of graduation requirements.

6. Communication from the Faculty Senate

- a. There will be a General Faculty meeting on Wednesday, September 30 from 4:00-5:00 pm.
- b. The chair of the senate reported that the president's cabinet will be meeting monthly to make this a better place to work.
- c. The president is starting a reading group on higher education issues.
- d. The campus bookstore has a new manager who is reaching out to department chairs.
- e. The Student Senate has had a retreat. All senators will have office hours.
- f. Staff Senate reported on trainings on assault and active shooters.
- g. The Center for Teaching Excellence director is meeting with departments and determining what trainings are needed. She wants to make the center a drop in center.
- h. The senate is working on a new student advising manual.
- i. Dr. Tom Ward presented a report on the university's finances. Highlands' debt is more than 1 million dollars mostly due to the Student Union Building. The ongoing litigation might cost as much as another 1 million dollars. The university's reserves are below the required 3%.
- j. Honorary degrees are being discussed.

7. Communication from the Chair

- a. There are housekeeping items that need to be dealt with that have been brought to light with the upcoming HLC visit.
- b. Motion to
change the Program Proposal Guidance document to show current credit requirements. The statement "A student must have a minimum of 128 credit hours and 52 credit hours in the upper division to graduate." will be changed to "A student must have a minimum of 120 credit hours and 45 credit hours in the upper division to graduate."
(Loewen/Buchanan)
Motion passes (13 in favor, 0 opposed, 0 abstentions)
- c. More documents that need revision will be coming soon.
- d. Dr. Conley would like to streamline the program proposal guidance document. It is a living document that will be continuously revised as needed.

8. Subcommittee updates/reports

- a. Undergraduate appeals committee – Four appeals are being worked on. All four were sent to the registrar's office and one appeal was sent to the dean's office for more information.
- b. Information in student files may be relevant to the student appeals. The subcommittee chair will ask for relevant information from the registrar's office about the appeal before the subcommittee reviews the appeal. Mr. Raine will let his staff know what input is required from them with appeals.
- c. Graduate appeals committee – Request sent to Dr. Linda LaGrange to see if there is any appeals coming in.

- d. Ballen – \$29,526 is available for this academic year. A call for proposals will be out soon.

9. Charges from the Faculty Senate

a. Academic Affairs, 9/9/15: To create a syllabus template/guide for all NMHU classes.

- i. The barebones syllabus from Mr. Kerry Loewen was reviewed.
- ii. Thoughts on what should be on every syllabus
 1. Disability/Accessibility Policy
 2. HU Cares Policy
 3. Four University Traits
 4. Academic Integrity Policy
 5. Attendance Policy
 6. Grading Policy
- iii. Dr. Aguilar asked that the Attendance Policy be looked at by the Academic Affairs Committee.
- iv. Dr. Geri Glover will send the standard School of Education syllabus to Dr. Conley. Education syllabi are very standardized due to accreditation requirements.
- v. Committee members should send their favorite syllabi to Dr. Conley before the next meeting so they can be shared with whole committee.

b. Academic Affairs, 9/9/15: To recommend procedures for future academic calendar changes.

- i. The Academic Affairs Committee's role is to weigh in on procedure for approving upcoming calendars.
- ii. Questions about who needs to approve academic calendars and if the Board of Regents needs to approve changes.
- iii. The changes to the fall 2015 academic calendar were discussed.
- iv. No changes were made with the spring 2016 and summer 2016 dates.
- v. Motion for
the approval process to be as follows: the registrar creates the academic calendar and submits the calendar to the Academic Affairs Committee for review, feedback, and approval; the committee next sends the approved calendar to the Vice President for Academic Affairs for final approval. Changes to the calendar go through the same process.
(Christensen/Loewen)
Motion passes (13 in favor, 0 opposed, 0 abstentions)

10. Current Catalog Discussion

- a. Dr. Conley reported that we don't have a current catalog.
- b. Mr. Raine reported that the catalog is current until it is replaced.
- c. Dr. Aguilar reported that the recent changes have been integrated into the online catalog. Footnotes will indicate when the changes went into effect.

- d. A 2015-2017 catalog will be online this week or the very beginning of next week. There will be a PDF version available too. Later this year there will be print copies.
- e. There is a lot of confusion among faculty and students about the catalog and degree requirements. Degree Audit has the correct requirements.
- f. There is a time crunch with posting the new version of the catalog. This version will be sent to deans, department chairs, and Academic Affairs Committee members for a 24 hour turnaround for comments. Mr. Raine will check with Mr. Sean Weaver about the state of the catalog.
- g. The online catalog is the living document where changes can be made.
- h. The registrar will work with the Academic Affairs Committee on an approval process for future catalogs.

11. Program Review Schedule

- a. Dean Stokes said that he is still looking at the program review schedule. The Academic Affairs Program Review Schedule is a living document and will be revised as needed if requested by the dean.
- b. Media Arts will be able to move forward sooner than they thought as HED matters have moved faster than anticipated.
- c. The program review process was discussed.
- d. The psychology program review committee should have their written report to the chair of the psychology department soon. After the department has time to review and revise their program review, the program review and the updated psychology program review committee's report will be sent to the Vice President for Academic Affairs.
- e. School of Business's review should be in by mid-October.
- f. Biology should have its review submitted soon.
- g. Math did submit a rough draft to Dropbox last spring. It has been sent to Dr. Gil Gallegos to review, revise, and resubmit.
- h. Physics – Dr. Dick Greene will be writing this review.

12. Honors Program

- a. A global email went out about the honors program. Dr. Ken Bentson will give a report to the Academic Affairs Committee soon about the program.

13. AAC Decision Paper Trail

- a. There is a meeting tomorrow about SharePoint and the paper trail.
- b. Dr. Geri Glover requested that a decision log be created.
- c. There will be a place for the final policies to reside.
- d. There will be an Academic Affairs Committee SharePoint site available for the next meeting. There will be a presentation on using SharePoint with the projector at the next meeting.
- e. At the next meeting, program and class form submission will be discussed. Documents should be sent to Dr. Conley who will post to SharePoint.

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

15. Adjournment Meeting adjourned at 4:43