

Academic Affairs Committee Minutes

October 07, 2015

Approved October 21, 2015

1. **Roll Call** (3:06 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, Elaine Rodriguez, 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 16th, 2015 were approved.

4. **Communication from the Administration**

- a. Highlights of the Higher Learning Commission (HLC) visit.
 - i. There is lots of work to be done with student learning outcomes (SLO) and the Academic Affairs Committee is critical in this project.
 - ii. The provost reported that more program reviews need to be done than in the past. Five program reviews a year would be a reasonable goal for each academic year.
 - iii. The report from the HLC will be received six weeks out from visit.
- b. There has been discussion of where research fits into our vision and mission statements. The three senates, faculty, student, and staff, will be sent the draft University Priorities, Core Values, and Vision Statement, and Mission Statement for endorsement.
- c. Highlands made it to the next step for the state wide endowment. We need to raise 250,000 in new monies by the deadline, March 31, 2015. The state will match two to one up to 500,000. The money would be spent on high impact practices that help students. The fundraising timeline is tight. The foundation is meeting next week to discuss meeting the goal.

5. **Communication from Registrar**

- a. The 2015-2017 catalog was put up on the website quickly. Corrections are being made now to this document.
- b. The database of active courses is being cleaned up. Many active courses in the database are no longer being taught. The registrar wants to catalog and the database to match.
- c. Discussion of active courses, inactive courses, and procedures for making a course inactive or reactivated.

6. **Communication from the Faculty Senate**

- a. President Minner talked about homecoming, the trolley building, and other building projects.
 - i. There will be a webcam on the Trolley Building project.
 - ii. The administration is looking for capital requests for Rogers and the Facilities Building. The money probably won't go for facilities at this time.
- b. The search for the Athletic Director is almost complete.
- c. Enrollment is up 1%. Yield is up 4%.
- d. The honorary degree policy passed the Faculty Senate and went to the General Faculty.
- e. Dr. Minner is getting emeriti faculty more involved with new faculty.
- f. The president's book group filled up quickly. There is a waiting list for the next group.
- g. Erika Derkas will be on the Vice President search.
- h. The Student Senate budget has been approved so they can disperse their monies.
- i. The Staff Senate had a forum with the president today, October 7, 2015.
- j. The Faculty Senate approved revisions to section IV of the Faculty Handbook. Part of this was presented at the last General Faculty meeting.
- k. Art in Public Places funding is in danger from being eliminated. Highlands has a good amount of unspent funds in this area.

7. Communication from the Chair

- a. This is the calm before the storm of course and program changes. This is the best time for Academic Affairs housekeeping.

8. Subcommittee updates/reports

- a. Undergraduate appeals committee – Four appeals are being worked on. There was a delay as the subcommittee asked for additional information. There are no new appeals.
- b. Graduate appeals committee – No appeals have been received.
- c. Ballen – Nothing to report.

9. Academic Calendar

- a. There is a draft of the academic calendar out.
- b. A calendar subcommittee was formed to review the draft five year calendar on the request of the registrar. More eyes reviewing this draft calendar is useful. The committee members are Dr. Craig Conley, Dr. Gloria Gadsden, and Dr. Robert Karaba.
- c. The calendar is a 16 week calendar not a 17 week calendar; this could be an item for discussion.
- d. The calendar is posted in SharePoint.

10. Education

- a. Bilingual/TESOL program revision proposal was reviewed. This is a housekeeping, clean up revision.

- b. Motion to
approve the program proposal revision as submitted.
(Buchanan/Gadsden)
Motion passes (14 in favor, 0 opposed, 0 abstentions)
- c. There was a question about the fillable form and technical issues.
- d. Dr. Geri Glover, Dr. Gloria Gadsden, and Ms. April Kent will be reviewing the Academic Affairs forms and reporting back to the full Academic Affairs Committee at the next meeting.

11. Charges from the Faculty Senate

- a. **Academic Affairs, 9/9/15: To create a syllabus template/guide for all NMHU classes.**
 - i. Dr. Margot Geagon, Dr. Judy Barnstone, and Dr. Craig Conley will review the submitted syllabi and report back to the full committee at the next Academic Affairs Committee meeting.
 - ii. Mr. Kerry Loewen recommended creating document naming conventions for naming syllabi files. The department should be clear in the document title.
 - iii. Mr. Michael Raine said there should be a digital depository of syllabi for all classes taught. Where this digital depository would be housed would have to be determined. Several departments have their administrative assistants store all class syllabi both in print and electronically for their programs.
 - iv. HLC and other agencies need access to electronic syllabi. A digital depository would meet this need.

12. Program Review Schedule/Status/Guidelines

- a. Media Arts program evaluation meeting is being set up.
- b. The Psychology subcommittee has met and has a few questions about the review of program review guidelines. One question is about section III.E-F and if only the plans for evaluation should be given or if results should also be provided. The subcommittee was advised to ask the department for the data.
- c. No report on Biology self-study.
- d. Discussion of Program Review Procedures and Outcomes Assessment. The HLC report should provide feedback on where Highlands should be in terms of Outcomes Assessment. Some of the language in the Program Review Procedures is more vague and flexible than it ideally should be.
- e. The program review procedures are a working document that will continue to be revised as needed.
- f. The importance of program review, course evaluation, and the difficulty of enforcing the collection of data was discussed. Faculty need to understand the importance of the program review process. Not all faculty have bought into the process yet.

- g. Math does not have a complete self-study. The subcommittee will be asking the department for the missing information.
- h. Physics program review is stalled. Dr. Joe Sabutis will be contacted directly by Mr. Todd Christensen about the review.
- i. Music has been moved up in the program review schedule to spring 2016.
- j. Dean Stokes will be confirming which programs should be moved up in the schedule.

13. SharePoint

- a. The Academic Affairs SharePoint site and the subcommittee SharePoint sites were reviewed.

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

15. Adjournment Meeting adjourned at 4:51