

Academic Affairs Committee Minutes

October 21, 2015

Approved November 4, 2015

1. **Roll Call** (3:08 pm) **Members Present:** Walter Archuleta, Judy Barnstone, Peter Buchanan, Todd Christensen, Craig Conley, Gloria Gadsden, Margot Geagon, Geri Glover, Robert Karaba, Leslie Broughton, proxy for April Kent, Kerry Loewen, Brooks Maki, Elaine Rodriguez, P.J. Sedillo, Ruthy Watson.
Also in Attendance: Teresita Aguilar, Michael Raine, Cristina Duran
Absent: Gil Gallegos, Linda LaGrange
2. **Approval of the Agenda**
The agenda was approved with additions.
3. **Approval of the Minutes**
Minutes of October 7th, 2015 were approved with corrections.
4. **Communication from the Administration**
 - a. More to work on from the Higher Learning Commission visit:
 - i. Enrollment management: recruitment, retention, all the entities need to coordinate
 - ii. Student learning outcomes: President Minner attended Academic Council; Dr. Aguilar met with Dr. Sabutis on the importance of taking the lead in physics; from her meeting with Jean Hill she learned that not all programs are collecting data and not all are using the data they collect
 - b. Two dean searches are moving along: Education and Business Media Technology
 - c. Several faculty searches are taking place—tenure track positions
 - d. Fund-raising ideas are welcome for the state wide endowment. We've raised \$70,000 of the \$250,000 needed by the March 31st deadline. The state will match two to one.
5. **Communication from Registrar**
 - a. The database of active courses continues to be cleaned up. Searching the catalog will be quicker when non-active courses have been removed.
 - b. 1,000 courses were found that could be deactivated based on documentation in the Registrar's office. The remaining 2,600 courses in the Banner database have been sent out to programs for review, with a November 2nd deadline.
 - c. Issue that needs to be addressed is that when programs end, courses are not deactivated from the database. Suggestion that this should be done in the future.
6. **Communication from the Faculty Senate**
 - a. The Athletic Director search is close to being done.
 - b. The Vice President for Advancement search is getting started.

- c. Foundation office reorganized with Juli Salman as alumni affairs director. A search is underway for a fundraising position.
- d. Trolley Building renovation is back on track; will have webcam.
- e. President Minner looking at the Master Plans (campus and athletic) to decide priorities.
- f. Reviewing learning outcomes and advisement; new articulation agreements with SFCC, training with campus police.
- g. Will be forming a committee of staff and faculty to look at workplace improvements.
- h. Homecoming ideas for next fall needed from departments or schools.
- i. Dr. Bill Taylor asked to lead entrepreneurship initiatives:
 - i. Economic Development Council will be on campus.
 - ii. City wants to have a gift shop downtown that students would operate.
- j. Student dinners are continuing with good conversations.
- k. Can faculty come up with a process for appointing emeritus faculty?
- l. Can faculty come up with a process for nominating candidates for faculty interested in higher education leadership positions?
- m. Dr. Kempner was invited by President Minner to attend Leadership Team meetings.
- n. Portion of the Endowment Fund Grant will go to the Center for Teaching Excellence.
- o. SARA was approved so we can now recruit out-of-state students for online programs.
- p. Proposal being developed regarding indirect funds from grants being divided into fund categories, rather than put into general fund.
- q. Radio station wants Senate to do a show; Dr. Rodriguez will work on this.
- r. Passed items from the faculty handbook: faculty senate chair will be expanded to allow wider group of people.
- s. AAC is proposing that the creation of or changes to the academic calendar must be approved by AAC & Senate.
- t. Strategic plan – more mention of diversity and inclusion needed. Seeking feedback on the Vision 2020 priorities, mission and vision.
- u. Approved language for election of chair.
- v. All committees need to elect a secretary.
- w. Grievance committee duties transferred to Faculty Affairs.
- x. Approved renaming the Instructional Technology Committee to the Technology Committee to include review of the website.
- y. Charge to International Education: create a report on the International Office.

7. Communication from the Chair

- a. Course changes: need to revisit the document because the sequence is now out-of-order, i.e. submitting documents for approval, time limits, etc.
- b. Point of order for the AAC: it is more efficient to have only one member speak at a time and to keep the meeting to time.

8. Subcommittee updates/reports

- a. Undergraduate appeals committee – four ongoing, waiting to hear back.
- b. Graduate appeals committee – none.
- c. Ballen – nothing to report.

9. Academic Calendar

- a. Discussion regarding changing the calendar from 17-weeks to 16-weeks.
Major points of discussion:
 - i. 16 weeks accounts for seat time and exams, so if we stay with 17 weeks faculty are working an extra week in fall.
 - ii. 16 weeks is the standard length of semesters.
 - iii. 16 weeks would allow a winter intercession.
 - iv. Social Work needs the 17 weeks.
 - v. Before surveying all faculty, Michael Raine will do more research on what other institutions' terms are.

10. Charges from the Faculty Senate

- a. To create a syllabus template/guide for all NMHU classes.
- b. To investigate how NMHU handles transfer credits from non-accredited bodies, such as the Straightline company for math.
 - i. The Registrar reported that NMHU does not accept non-accredited credit.
- c. To develop a more explicit matrix for how AP Exams trans to NMHU credits.
 - i. The Office of the Registrar will develop a transfer matrix.
- d. Joint CHARGE for Academic Affairs/Outcome Assessment: To review and make suggestions for improving our current Student Learning Outcomes process and how that process is aligned with Program Review and the Strategic Plan.
 - i. This is needed as we have are developing a new plan and a new mission statement.
 - ii. Some programs are not making the connection between Student Learning Outcomes, Program review, and the mission.

11. Approvals

- a. Media Arts
 - i. Motion to approve the program proposal revision as submitted (Buchanan/Christensen)
Motion passes (14 in favor, 0 opposed, 0 abstentions)
- b. Counseling
 - i. Motion to approve the course revisions as submitted (to cross-list SPED 673 and SPED 674 as counseling courses) (Buchanan/Gadsden)
Motion passes (14 in favor, 0 opposed, 0 abstentions)
 - ii. Motion to approve the course revisions as submitted (to remove the requirement of COUN 601 as a prerequisite for COUN 606) (Loewen/ Maki)
Motion passes (14 in favor, 0 opposed, 0 abstentions)

- c. Social Work
 - i. Motion to table
(Glover/Buchanan)
Motion passes (14 in favor, 0 opposed, 0 abstentions)

12. Program Review Schedule/Status/Guidelines

- a. Media Arts – Subcommittee to visit with faculty.
- b. Psychology – No progress yet – waiting for responses.
- c. Biology – Still reviewing.
- d. Math – Needing additional information.
- e. Physics – Moving along.
- f. Business – Moving along.
- g. Music – Due next semester.

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

- a. Registrar's office is revising the current catalog; after Thanksgiving they will be putting up the new PDF.
- b. Question raised about why there are various separate webpages for departments.
- c. Dr. Aguilar: for next meeting, form taskforce to revisit the core curriculum.

14. Adjournment Meeting adjourned at 4:55