

Academic Affairs Committee Minutes

November 04, 2015

Approved November 18

1. **Roll Call (3:00 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: 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 October 21st, 2015 were approved with correction.

4. **Communication from the Administration**

- a. No representative.

5. **Communication from Registrar**

- a. Registration for the spring has begun. There are a few issues with banner that are being straightened out. If there are problems let ITS know. Please give as much detail about the error as possible.
- b. 128 courses will be inactivated in the course database clean up so far. More courses will be inactivated as more programs report in. An estimated total of 300 courses will be inactivated in this project.
- c. Questions and discussion of graduate certificates. Application for certificates have to be handled by the graduate office. The graduate council should make the process clear to the campus. The graduate council will be meeting November 13, 2015.

6. **Communication from the Faculty Senate**

- a. President Minner and Dr. Aguilar reported at the last meeting.
- b. General Faculty meeting will be on November 4, 2015 at 4:00 pm in Sininger Hall to discuss the strategic plan.
- c. Better branding of the university will be worked on.
- d. A campus master plan will be presented to the general faculty at an upcoming meeting.
- e. Departments will soon have control over their webpages.
- f. The Board of Regents will meet on November 9, 2015.
- g. Advising manual will be reviewed.
- h. The Faculty Handbook continues to be revised.
- i. The productivity survey will be revised.

- j. The Center for Teaching Excellence will be working with the Faculty Development Committee. The center will also be working on several other projects.
- k. They will be working on exit interviews for departing faculty.

7. Communication from the Chair

- a. Nothing to report.

8. Subcommittee updates/reports

- a. Undergraduate appeals committee – all first four appeals are finished. The appeal received yesterday is close to being done.
- b. Graduate appeals committee – no appeals.
- c. Ballen – the call for proposals has gone out. Please ask your department faculty to apply. Friday, November 27, 2015 was the deadline sent out, but as the university will be closed the deadline was extended to Tuesday, December 1, 2015

9. Academic Calendar

- a. The registrar will report to the subcommittee about the number of hours that are needed in a semester and the fall break issue.

10. Charges from the Faculty Senate

- a. To create a syllabus template/guide for all NMHU classes.
 - i. Dr. Conley is putting together a generic template and will pass it on to the subcommittee soon for review.

11. Approvals

- a. Media Arts
- b. Question and discussion of the core class approval process
 - i. Motion to
approve the fall 2015 Learning Community section of MART 233
LC: Imaging History and Production as a substitution for a core
class for the learning community cohort this one time.
(Geagon/Glover)
Motion passes (13 in favor, 0 opposed, 1 abstentions)
- c. This course will be treated as a substitution.
- d. HED will be looking at the state core soon. All departments should be thinking about their classes in the core.
- e. Questions and discussion about other non-core classes in learning communities. The goal is for learning communities to be all core classes.

12. Program Review Schedule/Status/Guidelines

- a. Media Arts – Dr. Geagon has met with the department and will work on a report.

- b. Psychology – Subcommittee and department are emailing each other to move forward.
- c. Biology – Dr. Geagon will have a report in about a week.
- d. Math – request in to Math for critical items. The deadline for these items is November 6, 2015. After the deadline, the subcommittee report will be sent on.
- e. Physics – Dr. Aguilar has met with Dr. Sabutis about the review.
- f. Business – Submitted report. It is posted to SharePoint.
- g. Music, Chemistry, and Exercise and Sports Sciences – Due next semester.
- h. Discussion of Program Review process. One report will be given to the Academic Affairs Committee at the end of the process. The procedures will be modified and voted on at the next meeting.

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

14. Adjournment Meeting adjourned at 3:52