

Academic Affairs Committee Minutes

November 18, 2015

Approved December 2

1. **Roll Call** (3:05 pm) **Members Present:** Walter Archuleta, Peter Buchanan, Todd Christensen, Craig Conley, Gloria Gadsden, Geri Glover, Robert Karaba, April Kent, Brooks Maki, Ruthy Watson.

Also in Attendance: Teresita Aguilar, Michael Raine

Absent: Judy Barnstone, Gil Gallegos, Margot Geagon, Linda LaGrange, Kerry Loewen, Elaine Rodriquez, P.J. Sedillo

2. **Approval of the Agenda**

The agenda was approved.

3. **Approval of the Minutes**

Minutes of November 4th, 2015 were approved with one correction.

4. **Communication from the Administration**

- a. School of Education Dean Search – phone interviews will begin soon.
- b. School of Business Dean Search – the committee completed minimum qualification review.
- c. School of Social Work Dean Search – the search committee nomination from the Faculty Senate has been received. The committee needs to be finalized. The ad has been posted.
- d. HLC report came back –several academic issues need to be worked on.
 - i. Evaluation of part time faculty needs to be addressed.
 - ii. The administration is double checking the number of adjuncts in the report from the HLC. The data needs to be complete. Most of the adjuncts are in Education and Social Work and are involved with field placement. Most departments do not rely on adjuncts.
 - iii. There will be a 2017-18 interim visit that will look at the implementation of the new strategic plan. They will be looking at the action plan and evaluation at this visit. Planning for this visit cannot go forward until the new plan is approved.
 - iv. There are concerns about program review schedule and process.
 - v. Budgeting is another area of concern.
 - vi. We will have time to respond to the report.
- e. HU HIP endowment was presented to the foundation. The foundation will make sure that we make the \$250,000 to get the matching funds from the state.
- f. The Center for Teaching Excellence has a grand opening on this Friday, November 20, 2015.
- g. The Media Arts MFA passed the Board of Finance. This opens the door for our first terminal degree in recent history.
- h. Learning Communities for fall 2016 need to be planned. Casey Applegate-Aguilar may come to the Academic Affairs Committee to present some of the

issues with the Learning Communities so far. Learning Communities are very important for student engagement and for student retention.

- i. There are five Learning Communities so far for fall 2016. There needs to be 15.
- ii. Ms. Applegate-Aguilar will be invited to the next Academic Affairs Committee meeting.
- i. State wide the core curriculum will be revisited.
 - i. The core itself, the common numbering, meta majors, and articulation agreements will be discussed.
 - ii. Meta majors start students in the general area they are interested in.
 - iii. There will be a Higher Education summit in mid-January. Dr. Aguilar will bring the registrar, the Academic Affairs Committee Chair, faculty, the Dean of Arts and Science, and other groups to the summit.
 - iv. In December, the community colleges will be discussing these matters.
 - v. This will be the first big change to the state core in 18 years. It will be focused on core skills.
 - vi. Task Force committee formed: Dr. Peter Buchanan, Dr. Craig Conley, Dr. Gloria Gadsden, Ms. April Kent, and Mr. Michael Raine.

5. Communication from Registrar

- a. Admissions report – spring 2016: down 10 freshman applications; down 72 applications overall.
- b. Fall 2016: up 527 freshman; 524 up total; we are down transfer applications.
- c. Many of applications from California.
- d. Discussion of president's goals for enrollment.
- e. Experimenting with University Studies degrees to add comments on the areas on the transcripts.
- f. Should thesis titles be on the transcripts? Academic Affairs Committee should talk about this and guidelines if we want to go ahead with including titles.
- g. There are four intercession classes on the schedule. They are on the fall schedule in banner. The easiest way to have students learn about these classes is to send them to the Academic Support Office to talk to an advisor.

6. Communication from the Faculty Senate

- a. Shorter Faculty Senate meeting due to General Faculty meeting.
- b. The president is moving forward with the leadership initiative.
- c. Higher Education Secretary meeting discussed. The secretary wants better articulation agreements and meta majors.
- d. Student Senate still has \$6,000 in undergrad funds and only \$600 in grad funds. Money can be secured in advance for activities.
- e. Staff Senate now has a full Senate.
- f. Discussion of evaluation of administrators and how to make them more useful.
- g. Discussion of Center for Teaching Excellence and Faculty Development Week.
- h. Faculty credentials will be discussed by the Faculty Affairs committee.

- i. Discussion of strategic plan and online classes.

7. Communication from the Chair

- a. Nothing to report.

8. Subcommittee updates/reports

- a. Undergraduate appeals committee – one appeal is under discussion.
- b. Graduate appeals committee – No appeals received and reviewed. Nothing pending.
- c. Ballen – Follow up email was sent with the new deadline of Tuesday, December 1, 2015. This will give people the Monday after Thanksgiving to submit proposals.

9. Academic Calendar

- a. The Academic Calendar subcommittee has been working on this issue.
- b. The two emailed calendars were reviewed.
- c. 2,250 minutes are needed for a three hour course. The minutes include work put in by a student outside of class and contact minutes. The federal government expects this. It is part of federal financial aid law.
- d. Concerns
 - i. Fall Break causes problems as these hours need to be made up.
 - ii. Intercession classes.
 - iii. Effect on Registrar's Office and Financial Aid Office.
- e. Academic Affairs Committee will make a recommendation to the Faculty Senate. There are three calendar recommendations that can be made:
 - i. 16 and half weeks with fall break.
 - ii. 16 weeks without fall break.
 - iii. 17 weeks with fall break, which is the status quo.
 - iv. The decision will affect the next five years.
- f. The registrar needs guidance before working on the five year calendar.
- g. A policy needs to be put in place to let students know what is expected for make up hours if hours are lost due to implement weather or other reasons.
- h. There also needs to be a policy for finals canceled due to winter weather.
- i. Motion to
 - have the subcommittee present to the Faculty Senate three possible calendar structures, 16 weeks, 16.5 weeks, and 17 weeks, that will guide the next five years. The subcommittee will also present their recommendation for the 16.5 week semester with fall break, the rationale for this recommendation, implications for intersession courses, implications for 8 week courses, and other concerns with schedules.
(Kent/Glover)
 - Motion passes (9 in favor, 0 opposed, 0 abstentions)
- a. The registrar will have calendars to the subcommittee early next week.
- b. Dr. Conley will contact the Faculty Senate.

10. Charges from the Faculty Senate

- a. To create a syllabus template/guide for all NMHU classes.
 - i. Dr. Conley sent out a rough template to the subcommittee yesterday. It will be discussed by the subcommittee.
- b. Matrix
 - i. The transfer matrix from the registrar will be posted to SharePoint and will be discussed at future meetings. Credits from non-accredited institutions are not accepted.
 - ii. The Compass Exam will no longer be available after December 2015.
- c. A thoughtful discussion of program review, outcomes evaluation, strategic planning needs to take place. Integration of all these processes needs to be discussed.
 - i. A subcommittee was formed. Members include: Dr. Teresita Aguilar, Dr. Geri Glover, Dr. Brooks Maki, and Dr. Craig Conley.
 - ii. Dr. Jean Hill will be asked to join. The subcommittee membership will be revisited next meeting.
 - iii. The subcommittee should first take a look at the institutions who are doing these tasks well.

11. Program Review Schedule/Status/Guidelines

- a. Media Arts – Dr. Conley will talk to Dr. Margot Geagon about sending the report to Vice President for Academic Affairs.
- b. Psychology – The department accepted deadline of November 23 for updating their report to subcommittee. Subcommittee will present report at the next Academic Affairs meeting. A representative from psychology will be invited.
- c. Biology – No report.
- d. Math – Subcommittee will be meeting with chair of Math and invited faculty tomorrow. The dean will be present at this meeting.
- e. Physics – No update from Physics has been received. Mr. Todd Christensen will send an email to Dr. Sabutis and copy Dr. Gil Gallegos, Dean Kenneth Stokes, and Dr. Teresita Aguilar with a deadline of November 30th and a copy of the guidelines.
- f. Business – Subcommittee is reviewing the documents posted to SharePoint. The subcommittee will meet together for discussion and then schedule a meeting with the department.
- g. Music, Chemistry, and Exercise and Sports Sciences – Subcommittees will be put together for these reviews at the next meeting.
- h. Discussion of Program Review process included who presents to the Academic Affairs Committee and the purpose of the different presentations and reports.
- i. Dr. Conley is working on a program review process flowchart.

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

- a. There will be a memorial service for art instructor John McGahie at 2:00pm on December 2 in Kennedy Lounge. Mr. McGahie had taught at Highlands for 24 years. He is recognized for his long service to Highlands University.
- b. The university is working on providing grievance counselors.

- c. At the next meeting, the credit hours required for an Associate's degree will be discussed.
- d. Mr. Michael Raine will check the catalog to see what the catalog says about Associate's degree credit requirements.

13. Adjournment Meeting adjourned at 4:46