

Academic Affairs Committee Minutes

December 02, 2015

Approved January 20, 2016

1. **Roll Call** (3:03 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, Cristina Duran, Michael Raine

Absent: Gil Gallegos, Linda LaGrange

2. **Approval of the Agenda**

The agenda was approved.

3. **Approval of the Minutes**

Minutes of November 18th, 2015 were approved with corrections.

4. **Communication from the Administration**

- a. HLC report

- i. The Media Arts MFA program will not go forward with the HLC until the university makes progress with HLC concerns. This will mean a delay of at least 2 years.
- ii. There will be three interim HLC visits upcoming.
- iii. Main concerns are
 1. Strategic planning.
 2. Budget linked to strategic planning.
 3. Student learning outcomes.
 4. Program reviews.
 5. Adjunct faculty concerns.
 - a. Need to have policies on hiring and evaluating adjunct faculty.
 - b. The number of adjunct faculty at Highlands looks high on paper; however, 80% of adjunct faculty are in the Schools and Social Work and involved with matters like field placements.
- iv. The HLC expects the Highlands leadership team to meet with them in person in Chicago in April 2016 to discuss concerns.
- v. The visiting team's report goes to the IAC (Institutional Actions Council) team which can recommend a harsher evaluation. The IAC team will not be meeting until January 2016.
- vi. There will be a campus wide presentation from the leadership team on the major issues in the near future.
- vii. The strategic plan is the first essential step for dealing all of the other HLC concerns.

- viii. Four versions of the mission statement will be sent to students, faculty, and staff for ranking. It will go out as a SurveyMonkey survey. Community will also be asked for feedback on this survey.
 - ix. The Strategic Planning Committee will be meeting on December 11, 2015 after the mission statement survey deadline. There will be a Board of Regents after this meeting where a mission statement could be voted on so we could have an approved mission statement soon.
- b. HED General Education Summit
- i. State wide conversation is starting about core classes/general education.
 - ii. On December 14, 2015 there is a preliminary meeting on this issue in Albuquerque. Dr. Aguilar, Dr. Conley, and Mr. Raine will be attending.
 - iii. The preliminary discussion will be on how general education in New Mexico is working right now and what isn't working. The discussion will include community colleges, colleges, and universities. The current core is 19 years old.
 - iv. The number of credit hours is up for discussion. Currently 35 credit hours are required by the state.
 - v. January 13, 2016 is the general education submit in Albuquerque.
 - vi. Last Academic Affairs Committee, Dr. Peter Buchanan, Dr. Craig Conley, Dr. Gloria Gadsden, Ms. April Kent, and Mr. Michael Raine volunteered to be on Highlands Core Task Force.
 - vii. This meeting, Dr. Robert Karaba, Mr. Kerry Loewen, Dr. David Sammeth, Dr. Eric Romero, Dr. P.J. Sedillo, and Dr. Ruthy Watson have volunteered or been recommended for the task force and the summit meeting on January 13th. Several of the deans may be in attendance too.

5. Communication from Registrar

- a. Admissions report
 - a. Spring 2016: down 66 undergraduate applications from last year.
 - b. Fall 2016: up 645 undergrad applications from last year.
- b. Discussion of strategic enrollment plan and Dr. Minner's presentation on this issue on Monday, December 7, 2015 at 8:30 am in SUB Ballroom.
- c. Ms. Angel Benavidez has been hired as the graduate records coordinator. This is part of the plan to make the registrar's office more efficient.

6. Communication from the Faculty Senate

- a. Vision statement and mission statement were discussed.
- b. President's leadership institute email was sent out.
- c. Shorter meeting due to the following general faculty meeting.

7. Communication from the Chair

- a. General question for the break: What is a quality education? "Quality" appears in possible mission statements for Highlands. This is something that the Academic Affairs Committee should look at, discuss and possibly define.

8. Subcommittee updates/reports

- a. Undergraduate appeals committee – There are two more appeals which will be resolved soon. There is an in person appeal after this meeting.
- b. Graduate appeals committee – No appeals received.
- c. Ballen – The deadline of Tuesday, December 1, 2015 passed. The submission will be reviewed by the subcommittee.

9. Approvals

- a. Social Work (vote)
- b. The Social Work proposals were reviewed.
- c. Motion to
approve the program change, the creation of the Immigrant Rights course, and revisions to the Latino Family course as submitted (Glover/Buchanan)
Motion passes (13 in favor, 0 opposed, 0 abstentions)

10. Charges from the Faculty Senate

- a. Syllabus template
 - i. Discussion of the Guidance - Syllabus Contents document that was passed in 2010 by the Academic Affairs Committee.
- b. Integrated Planning
 - i. No progress at this time.

11. Academic Calendar

- a. The emailed calendars were reviewed.
- b. The subcommittee will be presenting the calendars and other concerns to the Faculty Senate as voted on at the last meeting. Dr. Conley will contact the Faculty Senate chair to set up the presentation.

12. Program Review Schedule/Status/Guidelines

- a. Media Arts – Review is done. The final report will be completed soon.
- b. Psychology – The revised review from the department was received. The subcommittee is reviewing the revision.
- c. Biology – Dr. Geagon will write the report. Mr. Christensen will take over as chair of the subcommittee in the spring.
- d. Math – There were some internal communication issues. The subcommittee met with the department yesterday along with the dean. The purpose of the program review was gone over with the department. The revised document from the department is now due on December 18, 2015.
- e. Physics – A meeting with physics faculty was scheduled for today, but was rescheduled for Monday, December 7, 2015 at 2:00 pm.
- f. Business – Subcommittee is reviewing the documents posted to SharePoint. The meeting with the department will be held next semester.
- g. Music subcommittee: Dr. Geri Glover (chair), Dr. Walter Archuleta, Dr. Brooks Maki, Dr. P.J. Sedillo, and Dr. Ruthy Watson.

- h. Chemistry subcommittee: Dr. Peter Buchanan (chair), Mr. Todd Christensen, Dr. Craig Conley, and Dr. Robert Karaba.
- i. Exercise and Sports Sciences subcommittee: Ms. April Kent (chair), Dr. Judy Barnstone, Dr. Gloria Gadsden, and Mr. Kerry Loewen.

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

- a. Associate Degrees issues and concerns will be picked up next semester.

14. Adjournment Meeting adjourned at 4:39