

Academic Affairs Committee Minutes

February 03, 2016

Approved February 17, 2016

1. **Roll Call (3:05 pm) Members Present:** Walter Archuleta, Judy Barnstone, Peter Buchanan, Todd Christensen, Craig Conley, Gloria Gadsden, Geri Glover, Robert Karaba, April Kent, Angela Meron proxy for Kerry Loewen, Brooks Maki, Kristie Ross, P.J. Sedillo, William Taylor, Ruthy Watson.
Also in Attendance: Casey Applegate-Aguilar, Carol Linder, Michael Raine.
Absent: Teresita Aguilar
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of January 20th, 2016 were approved.
4. **Communication from the Administration**
 - a. Email about Vision 2020 was sent out by the Faculty Senate chair. The assignment statement will be taken to the Board of Regents for approval and will not be changed before then. Please give feedback on the rest of the language.
 - b. The HLC accreditation response committee of administrators, faculty, and staff are addressing the HLC report. There will be another meeting on Monday. Dr. Aguilar will send out an email about the membership.
 - c. A HIPS endowment fundraising event has been scheduled for March. All funds must be raised by end of March
 - d. Dr. Lora Bailey has been hired as the new dean of the School of Education. An official announcement will be out soon.
 - e. The first HED steering committee on core reform will be tomorrow. Dr. Carol Linder will be attending online. All requested NMHU 100, 200, and 300 level syllabi have been received by Dr. Linder and will be submitted to HED. Meta majors will be discussed at the meeting. Our learning communities should work well with the LEAP initiative supported by HED.
 - f. The VPAA is working on the organizational chart and reporting lines.
 - g. Learning Communities are a top priority of Dr. Linder.
 - h. Dr. Linder is looking at the independent study and independent research process and the purple card paperwork with the registrar, Mr. Michael Raine. The use of independent and directed studies will be reviewed, as it does not always line up with the catalog language. These courses also have workload implications.
 - i. Reducing the amount of paperwork was discussed.
 - j. The roll of the dean with the purple card and paperwork was discussed. The dean is supposed to keep track of course overrides.
 - k. Dr. Aguilar has said that each signature must mean something. The signature lines on forms will be reviewed by the key stakeholders.

- I. The Outcomes Assessment email was discussed. The survey that had been sent out came from the Outcomes Assessment Committee to gather information.

5. Communication from Registrar

- a. Admissions report
 - a. Fall 2016 enrollment: up 1,049 undergraduate applications from last year. Up 600 admissions from last year. The numbers look good. Mr. Benito Pacheco and his Academic Support staff are calling all admitted students. Communication between different campus groups will be improved to better-serve students.
 - b. Spring 2016 enrollment: Monday's report has 3,217 total enrollment with 168 students dropped for non-payment. Wednesday's report has an enrollment of 3,256 as about 40 students made arrangements for payment. Spring enrollment is essentially flat compared to last year.
 - c. Discussion of potential fall 2016 freshman enrollment. We potentially could have a yield of 400 freshman in the fall. If we get this yield, there will not be enough Learning Communities scheduled for the fall.

6. Communication from the Faculty Senate

- a. The last senate meeting was a short meeting as there was a general faculty meeting at 4:00 pm.
- b. Mission and vision statements were discussed.
- c. A letter about the new administrative positions was sent to the administration jointly from the Faculty Senate and the Faculty Association
- d. Handbook revisions were passed at the General Faculty meeting.

7. Communication from the Chair

- a. Welcome to two new members: Dr. Kristie Ross and Dr. Bill Taylor.
- b. The process for cross listing courses was discussed.
- c. The level at which some courses are currently offered may be changed with the common course numbering HED initiatives. Potentially some of NMHU's 300 level courses might be affected to match them with 100 or 200 level courses taught at community colleges. There will be interesting discussions about this matter.

8. Subcommittee updates/reports

- a. Undergraduate appeals committee – Dr. Kristie Ross joined the subcommittee. An in person appeal was heard last week. There are no outstanding appeals.
- b. Graduate appeals committee – Dr. Bill Taylor joined the subcommittee. No appeals received.
- c. Ballen – The auditors have sent information about errors with taxes that were done in past. Mr. Todd Christensen is making updates to the new paperwork so these errors are not repeated. Mr. Christensen will follow up on obtaining

- the more detailed schedule for this semester's scholar from the department. Dr. Kristie Ross will be joining this committee.
- d. Dr. Carol Linder is working on reducing the amount of paperwork and streamlining the appeals process. Dr. Linder is dealing with undergraduate appeals. Dr. Warren Lail is dealing with graduate appeals. Many appeals are handled in the Academic Affairs office and never come to the appeals subcommittee.

9. Discussion

a. Learning Communities Schedule and Program Proposals

- i. Not all 100-200 level courses will be affected by the scheduling block. Only 100-200 level courses that freshman would typically take in the first semester will be affected by the scheduling block proposal.
- ii. Ms. Casey Applegate-Aguilar reviewed the benefits of the block scheduling as proposed for fall 2016.
- iii. Feedback from departments. Faculty who teach languages have concerns about their labs and the scheduling blocks. Faculty want more time to see what the impact would be. Ms. Applegate-Aguilar will send out more data about the scheduling.
- iv. The call for fall classes will be sent out on February 22, 2016.
- v. The scheduling of courses is decided officially at the dean level. In the past, deans have not gotten too involved in the scheduling process, but the power to make changes is at this level. It has worked well organically in the past at the department level.
- vi. The proposal takes into consideration the needs of our student athletes especially as a third of our freshman are student athletes.
- vii. Scheduling software will be purchased next fiscal year. This software can calculate any number of what if scheduling scenarios. The software will not be available for this fall.
- viii. A flyer for Learning Communities that will outline the benefits for faculty will be sent out soon. Compensation and benefits will be outlined here including professional development benefits. The benefits and nature of compensation were discussed. Compensation for faculty is a key part of this process.
- ix. This is an important initiative, but our biggest schools are not involved. Enrollment management is the key focus of the administration at this time.
- x. The data shows that allowing freshman to get their first choice is important to the success of this program and most freshman did not get their first, second, or third choice. This is why the scheduling block idea is being pursued.
- xi. Ms. Applegate-Aguilar and Mr. Benito Pacheco are looking at how to better talk to students about learning communities.
- xii. The student survey data is also being reviewed. Some of the data is odd. So far, we only have data from one year so we only have one data point. Trends are hard to identify at this stage.

- xiii. Fall to fall retention rates will have to be looked at as well. We will also look to see how students are doing academically in subsequent semesters. It will take a while to gather this data. Many different aspects will have to be investigated.
- xiv. Dr. Diana Marrs and Ms. Applegate-Aguilar have reworked the freshman forum class and have prepared professional development flow charts to encourage faculty to better work together.
- xv. Any additional concerns or comments should be sent to Ms. Applegate-Aguilar and Dr. Carol Linder.

10. Program Review

a. Schedule/Status/Guidelines/Committee

- i. Media Arts – Final documents were sent to the VPAA. The formal meeting between the VPAA and the department is the next step.
- ii. Psychology – Final documents were sent to the VPAA. The formal meeting between the VPAA and the department is the next step.
- iii. Biology – Dr. Margot Geagon needs to send her report to Mr. Christensen. Dr. Craig Conley will follow up with Dr. Geagon. Dr. Bill Taylor will be joining this subcommittee.
- iv. Math – Subcommittee will meet with the program in the next few weeks.
- v. Physics – Dr. Joe Sabutis submitted the review. Mr. Christensen will send it out to the subcommittee.
- vi. Business – Subcommittee will meet with program chair on February 25.
- vii. Music: The department is working on it, and the self-study should be received by mid-February.
- viii. Chemistry: Subcommittee is gathering feedback on self-study. The program review guidelines might need to be reworked to better guide self-studies to put outcomes within the self-studies itself.
- ix. Exercise and Sports Sciences: The department is working on the review. Dr. Ross will be joining this subcommittee.

11. Charges from the Faculty Senate

a. Syllabus template

- i. Questions about if HED will be setting standards for syllabi with common core revisions.
- ii. The course designers are now on board and will review syllabi.
- iii. Dr. Linder noted that new faculty and adjunct faculty need guidance on syllabi structure.

b. Integrated planning – tabled

12. Administrative matters – tabled

- a. **AAC Program and Course forms**
- b. **Paper trail of decisions and approvals**

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

14. Adjournment Meeting adjourned at 4:58