

Academic Affairs Committee Minutes

January 20, 2016

Approved February 3

1. **Roll Call** (3:03 pm) **Members Present:** Walter Archuleta, Judy Barnstone, Peter Buchanan, Todd Christensen, Craig Conley, Gloria Gadsden, Geri Glover, Robert Karaba, April Kent, Kerry Loewen, Brooks Maki, Kristie Ross, P.J. Sedillo, Ruthy Watson.

Also in Attendance: Teresita Aguilar, Casey Applegate-Aguilar, Lara Heflin, Carol Linder, Michael Raine, Ian Williamson.

Absent:

2. **Approval of the Agenda**

The agenda was approved.

3. **Approval of the Minutes**

Minutes of December 2nd, 2015 approved.

4. **Communication from the Administration**

- a. HED General Education Summit held in Albuquerque, January 13, 2016

- i. Attended by Dr. Teresita Aguilar, Ms. Ryan Armijo (student regent), Dr. Craig Conley, Dr. Brandon Kempner, Ms. April Kent, Dr. Carol Linder, Dr. Edward Martinez, and Dr. Kenneth Stokes.
- ii. Dr. Linder will be on the steering committee at the state wide level.
- iii. The state wide common core will be revised and reduced. A reduction is a part of the discussion.
- iv. Each institution will have their own core task force. Highlands's Academics Affairs Committee will be heavily involved.
- v. Highlands University will have to look at our extended core as well. Highlands students graduate with the highest number of credit hours. Our students graduate with an average of 145 credits. This high numbers is due to the number of transfer students.
- vi. There is a very short timeline for developing common course naming and numbering.
- vii. Meta majors is another item being worked on by HED.

- b. Priorities of Academic Affairs

- i. Interim positions in the Academic Affairs office are in place and support staff are being organized.
- ii. A complete update of staff and office locations will be sent out as an email soon.
- iii. A new organization chart may be coming soon to make responsibilities clearer.
- iv. There should be an expansion of services in all of these office.
- v. In February or March, Dr. Aguilar will call a general faculty meeting to review these offices and services.

- vi. The Vice President of Enrollment Management is also setting up his office.
- vii. There will be a special meeting with the Vice Presidents and Campus Leadership to review the HLC report and to prepare for the April in person meeting with HLC. If significant progress has been made, the president will discuss moving the Media Art MFA forward with HLC. HLC requires a written report a month before the in person meeting.
- viii. The mission statement is moving forward.

5. Communication from Registrar

- a. Admissions report
 - a. Spring 2016: down 71 undergraduate applications, mostly down for transfer student, from last year.
 - b. Fall 2016: up 1,098 undergraduate applications from last year.
- b. Enrollment is currently up by 31, a 1% increase from last year, up 3% in credit hours. This is a moving number at this time in the semester.
- c. The registrar's office would like to clean up the repeatable courses and prerequisites in the database as they did with the inactive courses with the committee's blessings.
- d. Motion to
 - Accept the registrar's proposal to send out the repeatable courses and the prerequisites to the programs for updating.
(Loewen/Gadsden)
 - Motion passes (13 in favor, 0 opposed, 0 abstentions)
- a. Timeline for cleanup project was discussed.
- b. The 16 and a half week calendar was approved at the last general faculty meeting. Mr. Michael Raine will meet with the Provost tomorrow to discuss the calendar further.

6. Communication from the Faculty Senate

- a. The Trolley Building is on budget and schedule. There will be a lactation room on campus.
- b. A new student fee is coming to support more student activities. These activities would be student driven.
- c. There is a new cultural film series organized with the United World College at Ilfeld.
- d. Changes to the Distance Learning Manual were approved
- e. The current Faculty Development Week ad hoc committee was dissolved, and a new committee was formed for working on faculty development week. A call for members will be sent out.
- f. The academic calendar was discussed.
- g. Zoom was adopted as a distance learning platform.
- h. Handbook changes to the Athletic Committee were passed by the senate.
- i. The Adjunct/Visiting Faculty Manual will be sending out for feedback.

7. Communication from the Chair

- a. The next six months will be very busy for the committee with the core revision work.
- b. Discussion of the common core revisions.

8. Subcommittee updates/reports

- a. Undergraduate appeals committee –There is an in person appeal after this meeting.
- b. Graduate appeals committee – No appeals received.
- c. Ballen –
 - i. The application from the School of Social Work has been accepted. The visiting will be Dr. Thohahoken Michael Doxater. The scholar has made several films. A more detailed schedule of the visit will be requested from the school. The visit will be sometime during the spring 2016 semester.
 - ii. The university auditors contacted the committee about taxes related to the international scholars brought in by the Ballen award. From now on, a statement will be included in the call of proposals to budget for these taxes.
 - iii. There should be sufficient funds for a fall scholar so there will be a new call for proposals soon.

9. Program Review

a. Psychology

- i. Dr. Geri Glover presented the subcommittee's review of the psychology department's self-study of their undergraduate and graduate programs.
- ii. Dr. Ian Williamson and Dr. Lara Heflin presented the department's response to the subcommittee's review.
 - 1. They found that completion rates in their graduate program is comparable with other programs at Highlands that require a thesis.
 - 2. The department is considering creating a track for an MA in clinical psychology with an exit exam instead of thesis to better serve students who want to be state licensed clinicians immediately instead of pursuing a PhD. This would also increase graduate rates.
 - 3. The department sees growth potential in Rio Rancho if they can have a faculty member there.
 - 4. Improving student writing is an important goal for the program and a goal they are continuing to work on.
 - 5. Discussion of a possible doctoral program at Highlands.
 - 6. The department found the program review process was more meaningful and productive this time than the last time around. Critical comments sparked new ideas.

- iii. Discussion of the matter that the program review guidelines do not explicitly state that outcome data, not just plans for assessing, should be presented. Program review guidelines will be revised as needed.

b. Schedule/Status/Guidelines/Committee

- i. Media Arts – Done.
- ii. Psychology – Done.
- iii. Biology –Mr. Todd Christensen has taken over as chair of the subcommittee. Dr. Margot Geagon needs to send her report to Mr. Christensen.
- iv. Math – The department has resubmitted their self-study. It is improved, but there are still some holes to fill in.
- v. Physics – Dr. Joe Sabutis has committed to an end of January deadline for the review. Dr. Sabutis feels the guidelines should be revised for minor reviews. The guideline could be adapted for this purpose.
- vi. Business – Subcommittee members has submitted their feedback on the self-study. The chair is setting up a meeting with the department. Dr. Ruthy Watson will send an email request for a meeting to Dr. Mary Romero, the new interim chair.
- vii. Music: Dr. Geri Glover sent a reminder to the department along with the review outline.
- viii. Chemistry: Dr. David Sammeth emailed the self-study to the subcommittee.
- ix. Exercise and Sports Sciences: The department is working on the review.

10. Discussion

a. Learning Communities

- i. Ms. Casey Applegate-Aguilar reported on the progress with scheduling the second year of learning communities.
- ii. The biggest challenge with the learning communities is scheduling. Most students did not get the first, second, or third choice of learning community due to scheduling. It is important for retention that students get their choice.
- iii. The advisory committee is proposing to have all learning communities scheduled at the same time between 10:00 am and 12:15 pm. The memo emailed out with the scheduling blocks was reviewed. The proposal would bar non-learning community 100 and 200 level classes scheduled during this time.
- iv. The scheduling block would offer opportunities such as Freshman Forum sections meeting together across sections. It would also create opportunities for combined field trips and other combined events.
- v. The scheduling block is one of the most popular scheduling blocks for several departments so it could be a hardship for some departments to lose this time for their 100 or 200 level classes.

- vi. This scheduling change could affect the scheduling of upper division classes for departments with limited instructors.
- vii. This block is open for student athletes.
- viii. The second greatest challenge for the second year of learning communities is having enough learning communities for fall 2016. We currently have too few learning communities. There are currently 14 learning communities, and 25 learning communities will be needed if we get the possible freshman enrollment based on applications.
- ix. Students who come in with many dual enrollment credits are another challenge with learning communities.
- x. Dr. Carol Linder asked that departments recommend faculty who haven't yet taught a learning community to teach a learning community this fall. The goal is to have only full time instructors teach the learning communities.
- xi. A suggestion was made to have a reduction in workload for the first time faculty teach a learning community as it is such a large time commitment. It was also suggested that more resources are needed every time a learning community is taught as it always a great time commitment.
- xii. Dr. Craig Conley will send the information from Ms. Applegate-Agular out to the committee members to bring to their department for feedback for discussion next Academic Affairs meeting.

11. Charges from the Faculty Senate – Tabled

- a. **Syllabus template**
- b. **Integrated Planning**

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 5:00