

Academic Affairs Committee Minutes

February 17, 2016

Approved March 2, 2016

1. **Roll Call (3:04 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, Carlos Martinez, Kristie Ross, P.J. Sedillo, Ruthy Watson.
Also in Attendance: Casey Applegate-Aguilar, Carol Linder, Michael Raine.
Absent: Teresita Aguilar, William Taylor
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of February 3rd, 2016 were approved with one correction.
4. **Communication from the Administration**
 - a. There are weekly meetings of the committee on the HLC Response. The committee is moving fairly quickly on making progress on HLC concerns.
 - b. Ms. Kim Blea is the new interim Dean of Students.
 - c. The mission statement is going to the Board of Regents for approval at their next meeting. Approval would be real progress on one of HLC's big concerns. After the approval, strategic planning will move forward. Dr. Conley noted the Academic Affairs Committee's Faculty Handbook role with the strategic plan. There will be university level set priorities and from these each unit will develop a strategic plan. The strategic plan will drive budgeting.
 - d. There is currently an \$830,000 cut to the budget, but this could go up. Take this back to your department, look at where we can have cuts and where we can look for alternate streams of revenue. 80% of our budget is personnel. NMHU spends 1.2-1.8 million per year for adjunct faculty (including overloads). Dr. Aguilar is asking us to look at minimum enrollment for classes. Departments should look at scheduling upper division classes in the summer or 8 week classes that would have significant enrollment. Class schedules should be well thought out and cost cutting should have the least impact on students.
 - e. Questions about when a class becomes profitable and when a class breaks even factoring in overhead as well as adjunct salary. There are no clear answers. Dr. Linder will look into getting answers to these questions.
 - f. The Board of Regents will be asked to raise tuition.
 - g. There has been a lot of talk about the new administration hires. Dr. Aguilar reminded us that these new positions are focused on raising income.
 - h. Please volunteer for the recruitment phone bank. See email from Dr. Edward Martinez.
 - i. Students see Highlands University's extended core as a big drawback. A task force will be looking at the extended core and its size must be examined. The

state is asking institutions to look at how many credits are needed to get a degree. The core needs to be more flexible and to accept more classes as meeting the core.

5. Communication from Registrar

- a. Admissions report
 - a. Fall 2016 enrollment: 51% admitted; 925 applications up from last year. These numbers will get higher as there are still more applications in process. There are several initiatives to increase the yield. Students have been contacted by different university offices. How many students matriculate in the fall is the key issue.

6. Communication from the Faculty Senate

- a. The alcohol policy is being looked at by the union as it might affect working conditions.
- b. The Faculty Activities Committee is looking for submissions from faculty for the 2015/2016 brochure.
- c. Campus Climate Committee: Mr. Edward Harrington is the chair. The university has signed up for a *Chronicle* competition for great colleges to work for. This year's response will be a baseline survey. All Highlands staff and faculty will be getting this survey.
- d. The Staff Senate is starting a radio program.
- e. Vision 2020 was discussed. Suggested changes were sent back to the committee.

7. Communication from the Chair

- a. The chair is working on tying up loose ends; the end of semester is fast approaching.

8. Subcommittee updates/reports

- a. Undergraduate appeals committee – Mr. Kerry Loewen met with Dr. Carol Linder to discuss the appeals process. A SharePoint site out of the Office of Academic Affairs for appeals has been set up. An invite will be sent to the subcommittee. Dr. Linder is meeting weekly with Mr. Raine to discuss petitions. The appeals that reach the AAC subcommittee is the tip of the iceberg of the appeals that the Office of Academic Affairs sees. The flow of paperwork is being improved.
- b. Graduate appeals committee – Nothing to report.
- c. Ballen – Nothing to report.

9. Decisions

- a. **Learning Communities Course Change Proposals**
 - i. Ms. Casey Applegate-Aguilar presented the course revision proposal for UNST 101 to be renamed Integrative Seminar I and the new course proposal for UNST 1xx: Integrative Seminar II. The new course title for UNST 101, formerly Freshman Forum, will better reflect the purpose

and intent of the course. The UNST 1xx would be a standalone course for students who have some college credits from dual enrollment courses while in high school or transfer students with a freshman level of college credits. The UNST 101 would be a required part of the required learning communities for first time freshman.

- ii. Questions and discussion about the reason for the name change and if the course titles of Integrative Seminar I and II might be confusing to students who might think that they would have to take both. These courses would expand the required extended core for students. It is a required elective credit. This one credit makes a few programs go from 120 credits to 121 credits. This one credit should be shown in all degree maps, but not all programs have done so.
- iii. Motion to
accept the change in course title and catalog description for UNST 101 and the new course proposal for UNST 1xx with the requested course title change from Integrative Seminar I and II to Integrative Seminar A and B respectively with the course descriptions indicating that students take one course or the other but not both.
(Loewen/Glover)
Motion passes (13 in favor, 0 opposed, 0 abstentions)
- iv. Procedurally, this goes directly from the Academic Affairs Committee to the VPAA as there is no dean or chair for the learning communities.

b. Block Schedule Proposal Recommendation- Senate Charge

- i. The wording on the new time block memo clarifies that the scheduling block is a priority scheduling block and not a complete ban on offering 100 and 200 class this time. The memo explains how the AVPAA and the registrar will deal with the scheduling.
- ii. The intent is to make sure that there are enough classes outside of the priority scheduling block so freshman in learning communities can create a complete schedule.
- iii. Questions and discussion about the M/W 11:30-12:45 block and ENGL 106, Freshman scheduling, how the priority scheduling block will be enforced/scheduled, and scheduling software at NMHU.
- iv. The scheduling software from CollegeNET would cost \$35,000 to buy the software and implement the software. The annual cost is \$16,000 for the 25Live software. The master planning software would be another \$7,000 annually. This software will be discussed further in the future.
- v. Motion to
approve the time blocks as proposed in the memo but taking out the 11:30 am-12:45 M/W block.
(Christensen/Ross)
Motion passes (12 in favor, 0 opposed, 1 abstention)

c. Freshman Honors Program Suspension

- i. Questions and discussion of how to accommodate the students who are currently in the program if it is suspended. Question asked if we can work with other universities to serve students in this program as we have with other suspended programs. This is logistically difficult and expensive, but will be looked into. There are a few students currently enrolled who are considered honors students. Dr. Linder wants to meet with these students to find out how to meet their needs. Dr. Linder asked for a list of students who have taken honors classes. Currently, the university doesn't have the resources to serve an honors programs. There are structural issues with the honors program that need to be addressed.
- ii. If this is suspended, there will be no honors classes offered in the fall. This is the main implication for suspending the program. There are very few students in the program.
- iii. Motion to
approve the suspension of the honors program/minor until it is retooled.
(Christensen/Glover)
Motion passes (10 in favor, 1 opposed, 0 abstention)
- iv. There is an advisory committee to the honors program.

d. Separation of Biology and Chemistry

- i. Dr. Brooks Maki explained the reasons behind the proposed split of the department into two separate departments. The documents emailed out were reviewed.
- ii. Questions and discussion about the size of programs and the number of faculty in a program needed to justify a separate department was discussed.
- iii. Highlands has a history of combining and separating departments without going to the Academic Affairs Committee. The Faculty Handbook states that these changes should go to Academic Affairs.
- iv. Currently, departments in the School of Education are being combined due to low number of faculty.
- v. Faculty evaluation is an issue of concern for small departments with few tenured faculty.
- vi. Changes in departments create work for the Office of the Registrar as changes in department coding and in the catalog need to be made to reflect the department changes.
- vii. The biochemistry program will continue as is.
- viii. Communication about department changes needs to happen earlier in the process.
- ix. Motion to
approve the separation of Biology and Chemistry into their own separate departments.

(Buchanan/Sedillo)
Motion passes (13 in favor, 0 opposed, 0 abstention)

10. Program Review

a. Schedule/Status/Guidelines/Committee – tabled

- i. Biology – The subcommittee with new membership will start the review process from the beginning.
- ii. Business – Dr. Ruthy Watson reported that the subcommittee won't meet with the department until April.

11. Charges from the Faculty Senate – 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 4:56