

Academic Affairs Committee Minutes

March 02, 2016

Approved April 6, 2016

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, Carlos Martinez, Kristie Ross, William Taylor, Ruthy Watson.
Also in Attendance: Carol Linder, Michael Raine.
Absent: Teresita Aguilar, P.J. Sedillo,
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of February 17, 2016 were approved.
4. **Program Review**
 - a. **Schedule/Status/Guidelines/Committee**
 - i. Biology – No report.
 - ii. Math – The department is in transition and working on some bigger issues than program review. The subcommittee will meet with the department and the dean to see what the best course of action would be at this time.
 - iii. Physics –The self-study was submitted. The subcommittee will review.
 - iv. Business – The department will be unable to work on the self-study until April when outcomes assessment will be complete. There should be a new business dean who may want to be involved the self-study process.
 - v. Chemistry – Dr. Peter Buchanan is working on the report to the department. The subcommittee and the department should meet after spring break.
 - vi. Exercise and Sports Sciences –The department chair will soon submit a formal request for an extension until the fall semester.
 - vii. Music – The department is working on the self-study and plans on submitting it by mid-March.
 - viii. Several departments have holes with their outcomes data, which has an effect on progress with the self-studies. Departments should be notified as soon as possible about upcoming program reviews. Department should be given the program review guidelines and a checklist of what is required for the self-study in advance.
 - ix. The Academic Affairs Committee members agreed that advanced notice is a good idea, but programs must be evaluated without handholding. A probationary step for departments that do not have sufficient data for a self-study was recommended. The Academic Affairs Committee also needs to set firmer deadlines for the

submission of departments' self-studies. If departments do not have the required data by the deadline, this deficit would be noted in the subcommittee's review of the department's self-study.

- x. Programs that are externally accredited use that data for their program review self-study.
- xi. An ad hoc subcommittee was formed to work on the program review guidelines. The members are Mr. Kerry Loewen, Dr. Geri Glover, and Dr. Craig Conley. The guidelines for program review need to be revised to better indicate what is required and to let the departments know what will be done with the review. The new mission statement and strategic planning will be incorporated into the guidelines.
- xii. Programs should be notified a year in advance of upcoming program reviews to give them time to prepare.
- xiii. The draft program review schedule will be posted to the Academic Affairs webpage as an online document.

5. Charges from the Faculty Senate

a. Syllabus guidance

- i. The syllabus template would list what is required on all Highlands syllabi and give suggestions for recommended, but not required, syllabi content.
- ii. The draft skeleton syllabus template was reviewed. Academic Affairs Committee members should review and send comments to the syllabus subcommittee.
- iii. The subcommittee will meet with Dr. Diana Marrs, Center for Teaching Excellence Director, to review the draft template after spring break.
- iv. Discussion of syllabi included the need for syllabi to be student friendly, not too long, and to cover all required content. There are different philosophies of syllabi and what they need to do.
- v. The syllabus subcommittee will work on both the syllabus template and the syllabus guidelines document.
- vi. The syllabus guidelines and template should be clear about what syllabus content needs to be included exactly as written; what syllabus content must be included in some form, but may be reworded; and what syllabus content is recommended, but is optional.

b. Develop a more explicit matrix for how AP Exams transfer to NMHU credits

- i. Mr. Michael Raine said that at Highlands the registrar's office will give credit for the comparable class if students have a passing score on the exam. AP credit only applies to the core requirements not to the major.
- ii. UNM has a more complicated matrix of what score on the exams counts for which class.
- iii. Dr. Peter Buchanan volunteered to research this issue and see what AP classes would affect which departments. He will report at the next meeting.

- c. **Review and make suggestions for improving our current Student Learning Outcomes process and how that process is aligned with the Program Review and the Strategic Plan.**
 - i. Not much can be done on this issue until the outcomes assessment revisions are complete.
- d. **Work with the Administration and Student Support Services to formulate an office Early Alert policy.**
 - i. The alert procedure needs to be clarified and more faculty need to participate in the alert. There needs to be a more formalized process.
 - ii. Discussion and suggestions included: the possibility of renaming the alerts for clarity, perhaps naming them by the week; the need for the alerts process to include eight week classes and five classes; and the possibility of pop up messages in banner to alert faculty as to when the alerts are due to be submitted.
 - iii. Dr. Edward Martinez and Mr. Benito Pacheco will be invited to the next Academic Affairs Committee meeting to discuss this matter further.

6. Administrative matters

- a. **AAC Program and Course change forms**
 - i. The emailed draft revised forms were reviewed. The subcommittee is asking for feedback on the content and will address technical issues with the forms after the content is agreed upon.
 - ii. Mr. Raine reminded the subcommittee that the technical issues that need to be addressed are expanding text boxes so the course descriptions are not cut off and that his office needs to be able to cut and paste from the forms.
 - iii. Additional questions/sections for the course forms.
 - 1. Can the course be repeated for credit? If so how many time?
 - 2. Has this class been taught before as a special topic?
 - 3. Section of form for Academic Affairs Committee's needs
 - 4. Separate section for office of the registrar.
 - iv. The subcommittee will meet with Ms. Andrea Crespin in the registrar's office to review what is required by this office on the forms. The subcommittee will also meet with the graduate dean for input.
 - v. The issue of proliferation of courses was discussed.
 - vi. Another issue that needs to be addressed is credit hours and asynchronous class contact hours.
 - vii. The discussion of the forms will continue at the next AAC meeting.
- b. **Paper trail of decisions and approvals**
 - i. Tabled

7. Communication from the Administration

- a. Dr. Aguilar sent an email about the approved mission statement and the academic calendar for next year.
- b. Approximately \$190,000 will be cut from the budget this academic year. Mr. Max Baca has been meeting with different university departments and offices

and finding out what can be cut. If your department has funds left in your budget, it will be looked at.

- c. Our budgeting process is a major issue for the HLC. Mr. Baca is working on budgeting transparency and better budget processes. Policies, rules, and procedures must be made clear to all. The HLC needs the budgeting to be tied to the strategic plan.
- d. Campus wide forums on the HLC report are planned for April.

8. Communication from Registrar

- a. Fall 2016 admissions is way ahead of last year. The new initiatives seem to be working well.
- b. Prerequisites report will be sent out soon to program chairs and to deans for review.
- c. Database cleanup of repeatable courses will be addressed in the future.

9. Communication from the Faculty Senate - tabled

10. Communication from the Chair

- a. Neither Dr. Ruthy Watson nor Dr. Craig Conley will be able to be chair next year. Please consider running for chair. There is a quarter release for this position.
- b. Please let Dr. Conley know if you will not be on this committee next year. He will send a call for new members to department chairs as needed.

11. Subcommittee updates/reports - tabled

- a. Undergraduate appeals subcommittee
- b. Graduate appeals subcommittee
- c. Ballen subcommittee

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

13. Adjournment Meeting adjourned at 5:10