

Academic Affairs Committee Minutes

April 20, 2016

Approved May 4, 2016

1. **Roll Call** (3:03 pm) **Members Present:** Walter Archuleta, Judy Barnstone, Peter Buchanan, Craig Conley, Todd Christensen, Gloria Gadsden, Geri Glover, Robert Karaba April Kent, Kerry Loewen, Brooks Maki, Carlos Martinez, Kristie Ross, P.J. Sedillo, William Taylor, Ruthy Watson
Also in Attendance: Cathryn Brooks-Williams, Carol Linder, Carolyn Newman, Michael Raine, Susan Williams
Absent: Teresita Aguilar
2. **Approval of the Agenda**
The agenda was approved with one correction.
3. **Approval of the Minutes**
Minutes of April 06, 2016 were approved.
4. **Decision/Recommendation Items**
 - a. **Nursing**
 - i. Dr. Susan Williams presented the proposed revisions to NURS 432: Healthcare Law and Policy. The class would be focused on health care policy. The accrediting body requires a strong emphasis on health care policy in nursing programs.
 - ii. Questions and discussion about the accrediting body's requirements, if there would be any confusion about the course title change, and if this should be a new course or just renamed.
 - iii. Motion to
accept the course revisions to NURS 432: Healthcare Law and Policy as submitted
(Loewen/Taylor)
Motion passed (13 in favor, 0 opposed, 0 abstentions)
 - b. **Social Work**
 - i. Dr. Judy Barnstone presented the two packets of changes to the Social Work program that were distributed before the meeting.
 - ii. Questions and discussion about the total number of credits in the program for the Clinical Concentration and Leadership & Admin Concentration.
 - iii. Motion to
accept the changes to the Master of Social Work – Clinical Concentration and Leadership & Admin Concentration as submitted.
(Kent/Ross)
Motion passed (13 in favor, 0 opposed, 0 abstentions)
 - iv. Questions and discussion about the changes to the Leadership & Administration Concentration included the related business classes,

the history of the program, capstone courses, DegreeAudit issues, and prerequisites for the class.

- v. Motion to accept the changes to the Master of Social Work, Leadership & Administration Concentration as amended with prerequisite clarification.
(Kent/Taylor)

Motion passed (13 in favor, 0 opposed, 0 abstentions)

- vi. Mr. Michael Raine mentioned that the effect of program changes during non-catalog years on the Office of the Registrar's workflow is something that has to be thought on and discussed with the Academic Affairs Office and Academic Affairs Committee.

c. Education

- i. Dr. Carolyn Newman presented the six changes to the education courses in the packet sent out.
- ii. Questions and discussion included course numbering and the cover sheets.
- iii. Dr. Newman will bring the course revisions and the program changes to the next Academic Affairs meeting.

5. Charges from the Faculty Senate

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

- i. Dr. Peter Buchanan reviewed AP documents that he sent out last meeting.

b. Syllabus guidance

- i. Review of the syllabus guidance document from the Adjunct and Visiting Faculty Handbook, the UNIDOS/CONNECTADO syllabus evaluation rubric that was sent out by email prior to the meeting, and the syllabus rubric handout distributed out at the meeting.
- ii. Ms. Cathryn Brooks-Williams from the EOS office gave background information about the syllabus evaluation rubric and its use.
- iii. Discussion began on what parts of the syllabus should be mandatory or optional.
- iv. A SurveyMonkey survey on the syllabus template will be sent out via email. Committee members should mark which parts of the syllabus should be mandatory, optional, or needs further discussion. The syllabus discussion will continue at the next meeting.

6. Program Review

- a. **Schedule/Status/Guidelines/Committee - Tabled**

7. Administrative matters – Tabled

- a. **AAC Program and Course change forms**

b. Paper trail of decisions and approvals

8. Communication from the Administration

- a. Program Reviews will be revisited after the HLC visit next week.
- b. Tracking of decisions will be worked on.
- c. Dr. Carol Linder would like to change the way Independent Studies and Directed Studies are handled and revised their forms. She would like to bring these form revisions to the May meeting of the Academic Affairs Committee. Dr. Linder will meet with the AAC form subcommittee about the revisions.
- d. The administration is working on a fee for retroactive withdrawals, retroactive drops, and retroactive adds. These retroactive forms takes a lot of staff time.
- e. The default advisor issue is being worked on.

9. Communication from Registrar

- a. Admissions: For fall 2016, 2,202 freshman have been admitted. This is 1,030 more than last year at this time. 57% are from New Mexico, and 34% from California.
- b. 192 transfer students have been admitted. This is slightly down from last year for transfers.
- c. There is currently no policy on deadlines for independent studies, directed studies, practicums, and thesis credits. Mr. Michael Raine is recommending putting in registration deadlines.
- d. Dr. Gloria Gadsden said that the independent studies should be addressed next academic year as this is a complex issue that will need more time to be discussed.
- e. Dr. Linder noted that there are Collective Bargaining Agreement and workload issues with independent studies and directed studies.
- f. Mr. Raine noted that there are many retroactive adds and drops at the university and this is an issue that needs to be looked at.

10. Communication from the Faculty Senate

- a. Dr. Brooks Maki was named the professor of the year.

11. Communication from the Chair – tabled

12. Subcommittee updates/reports - tabled

- a. Undergraduate appeals subcommittee – There are three new undergraduate appeals.
- b. Graduate appeals subcommittee – The petition is almost resolved.
- c. Ballen subcommittee – The Ballen scholar is on campus now for a total of two weeks. He is going to the centers and is the first Ballen Scholar to visit the sites.

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

14. Adjournment Meeting adjourned at 5:04