

# Academic Affairs Committee Minutes

May 04, 2016

Approved September 7th

1. **Roll Call (3:03 pm) Members Present:** Walter Archuleta, Judy Barnstone, Peter Buchanan, Craig Conley, Todd Christensen, Geri Glover, Robert Karaba, April Kent, Kerry Loewen, Brooks Maki, Carlos Martinez, Kristie Ross, P.J. Sedillo, William Taylor, Ruthy Watson  
**Also in Attendance:** Helen Blythe, Carol Linder, Benito Pacheco, Michael Raine, David Sammeth  
**Absent:** Teresita Aguilar, Gloria Gadsden
2. **Approval of the Agenda**  
The agenda was approved.
3. **Approval of the Minutes**  
Minutes of April 20, 2016 were approved.
4. **Communication from the Administration**
  - a. The HLC tentatively approved our new mission statement and should approve it formally in June. We can begin with the strategic planning unit plans, but cannot publically announce the new mission statement until formally approved.
  - b. The statewide syllabus project is going forward, but will not be complete by the original fall due date.
  - c. There will be a mini-retreat on May 17, 2016 from 2:30-5:00 pm on high impact practices. For accreditation, co-curricular activities have to be tracked and evaluated. Some schools offer co-curricular transcripts to show everything students are doing. Let Dr. Carol Linder know if you would like to be invited to the retreat.
  - d. The state level core revision task force will meet tomorrow. The revised core will be no fewer than 30 credit hours. The next task for the task force is to look at how skills are built on and assessed throughout the core.
  - e. How the revised core and transferability will be implemented is unknown at this time. This will continue to be worked on this summer. Institutions can still have their own additional essential skills and core requirements. Creative skills was dropped from the state level list of essential skills. Skills versus content and the purpose of the core classes were discussed.
5. **Communication from the Registrar**
  - a. Fall Admissions Report: Fall enrollment for freshman is up 58% from last year. 207 freshman have already registered for fall 2016.
    - i. The residence halls can handle the possible increase of new students.

- ii. Dr. Linder reported that we can handle 400 students in the current learning communities. More learning communities can be added if needed.
- b. Transfer student admissions are also up from last year.
- c. International student admissions has greatly increased. This will be our biggest class in several years.
- d. A new director of recruitment and admissions position could provide us with a more detailed report of admissions including graduate admissions.
- e. Catalog. Dr. Carol Linder, Dr. Teresita Aguilar, Mr. Michael Raine, Mr. Kerry Loewen, Dr. Craig Conley, and Ms. Mariah Hausman will be meeting on the catalog. Mr. Michael Raine recommends going to a one-year catalog and a web-based catalog. Archival issues with the catalog will be taken into consideration. Next year the catalog committee will report back to the Academic Affair Committee on this issue.
- f. Advisor Issues:
  - i. Default advisors have been updated in banner. Not everything is correct at this time, but this will be worked on.
  - ii. In self-service banner, department secretaries will be able to make advisor changes just by clicking a button. This will be worked on this summer.
  - iii. The major/minor form will be a banner form. This form will be worked on this summer.

## **6. Communication from the Faculty Senate**

- a. No meeting last week. There was a general faculty meeting.

## **7. Communication from the Chair**

- a. Thank you to committee members for their thoughtful work on the committee this year.

## **8. Subcommittee updates/reports**

- a. Undergraduate appeals subcommittee – Finished four appeals. The subcommittee is caught up at this time.
- b. Graduate appeals subcommittee – The appeal recommendation has been submitted to Dr. Warren Lail's office.
- c. Ballen subcommittee – The Ballen scholar visit is wrapped up for this semester. The Ballen scholar spent two days at the Albuquerque site, which was greatly appreciated. There should be sufficient funds for one or two scholars next year.

## **9. Decision/Recommendation Items**

### **a. English**

- i. Dr. Helen Blythe presented the proposed revisions to the English MA program and the reasons for these changes.
- ii. Questions and discussion included if orals will still be required (they will be), monitoring students to make sure they are correctly registered,

if credit hours would be variable for the new course, the number of credit hours per semester, professional verses publishable paper terminology (professional papers is the term used in the course title, the CBA uses both terms), student need or demand for the non-thesis option, how many hours can count toward the degree, DegreeAudit set up with hours, and implementation date.

- iii. Motion to
  - accept the program revisions to the MA English program as amended
  - (Kent/Loewen)Motion passed (12 in favor, 0 opposed, 0 abstentions)

## **10. Charges from the Faculty Senate**

- a. **Develop a more explicit matrix for how AP Exams transfer to NMHU credits - tabled**
- b. **Syllabus guidance – tabled**
- c. **Early Alert**
  - i. The Faculty Senate clarified that the Academic Affairs Committee should come up with a policy on early alerts.
  - ii. Mr. Benito Pacheco presented the draft early alert policy as a starting point of the discussion. The Student Affairs Committee is drafting the student-advising handbook, which may include information about early alerts.
  - iii. Mr. Kerry Loewen said it would be beneficial for department chairs to be informed which instructors have submitted alerts for which classes so they can make sure all alerts are submitted.
  - iv. Motion to
    - invite the Student Affairs Committee to come to a meeting of the Academic Affairs Committee in the fall to further discuss this issue
    - (Maki/Buchanan)Motion passed (10 in favor, 0 opposed, 2 abstentions)
- d. Discussion of how students are administratively dropped at Highlands University and at other universities.

## **11. Program Review**

- a. **Chemistry**
  - i. Dr. Peter Buchanan presented the Chemistry subcommittee's program review of Chemistry's self-study. He noted the large program growth in recent years. Chemistry has a strong assessment program at both the graduate and undergraduate level. It is a fairly young department with three new hires in recent years. Their accrediting body noted that no faculty has had research leave in recent years, which is a cause for concern. It is important that new faculty get research opportunities. Another key area of concern is the large amount of technical equipment that is required for the program. This equipment is beneficial for the other STEM programs. The funds for this equipment need to be more sustainable. Currently the funding mostly comes from

grants written by faculty members. Release time for faculty to write equipment grants is recommended by the subcommittee. It is also essential that the new biochemistry program has adequate lab access. There are challenges, but opportunity for growth.

- ii. Questions and discussions about how many non-major students are served by the department and the capacity for chemistry majors with current staffing. Approximately 50 majors could be served with existing faculty.
- iii. Dr. David Sammeth said that STEM programs are limited by available space in the science building. The labs can accommodate more teaching, but no more research. This space problem applies to all STEM fields not just Chemistry.
- iv. Dr. Buchanan will send the subcommittee's report to the Vice President for Academic Affairs and copy the Academic Affairs Chair and Secretary.
- v. Dr. Carol Linder said that Dr. Teresita Aguilar would like the subcommittee reports on the self-studies to be more evaluative and analytical than just summary. Dr. Linder recommends that Academic Affairs meet with Dr. Aguilar to discuss what she wants from the future program reviews.

**b. Schedule/Status - tabled**

**12. Administrative matters – tabled**

- a. **AAC Program and Course change forms**
- b. **Paper trail of decisions and approvals**
- c. **Directed Study Forms**

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

**14. Adjournment** Meeting adjourned at 4:57