

Academic Affairs Committee Minutes

September 07, 2016

Approved September 21st

1. **Roll Call (3:01 pm) Members Present:** Ali Arshad, Judy Barnstone, Peter Buchanan, Todd Christensen, Gloria Gadsden, Geri Glover, Bill Hayward proxy for Joe Schmalfeldt, Robert Karaba, April Kent, Kerry Loewen, Brooks Maki, Carlos Martinez, Jesus Rivas, Kristie Ross, P.J. Sedillo, Ann Wolf
Also in Attendance: Carol Linder, Michael Raine
Absent: Lara Heflin
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of May 04, 2016, with correction, and July 13, 2016 were approved.
4. **Introduction of Members New and Old**
5. **Role of Academic Affairs, General Procedures and Document Management**
 - a. Mr. Kerry Loewen reviewed the Faculty Handbook language regarding the Academic Affairs Committee's membership, duties, and responsibilities.
 - b. Ms. April Kent briefly reviewed how AAC documents are stored in SharePoint.
 - c. The final deadline for submitting documents or program changes is the Friday before the next meeting. Submitting documents earlier is preferable.
6. **Communication from the Administration**
 - a. Dr. Carol Linder said the HLC response should be coming soon. One big issue is with the contingent faculty policies including contingent faculty reviews.
 - b. The quickest way to grow enrollment is to grow it online. Administration is looking at how to do this correctly and maintain academic excellence and integrity with online classes. Faculty need to have adequate training and support for online instruction if we are to grow online. Certification and quality control of online programs and classes is also being explored.
 - c. During strategic planning, the provost will ask programs if they could offer their programs online.
 - d. Dr. Linder would like to be able to offer the entire core online.
 - e. The Technology Committee will be working on deadlines for locking in the method of instruction (in person, online, etc.). There is currently a lot of switching by students, which is causing many coding issues and reporting issues. This will be something the Academic Affairs Committee should look at too.
 - f. Questions and discussion about online classes and student retention.
 - g. The statewide revision of the common core is another big issue for this fall. Dr. Linder asked the AAC to review the draft that will soon be coming to Highlands from the statewide committee instead of having the Highlands Core Task Force review it.

There was general agreement that the AAC would review the draft and deal with this issue.

- h. Statewide common course numbering is another issue for this fall. By Sept. 23rd a member of each discipline from Highlands needs to be available to review syllabi and comment on the common core issue. Dr. Linder needs a volunteer from every disciplines by this date. Common numbering for math and English are currently being reviewed. The common numbering will be implemented for all disciplines state-wide by fall 2018. At Highlands many upper division classes will be reclassified to lower division numbers.
- i. Dr. Linder will forward what is happening with English and math and common numbering to all Academic Affairs Committee members. This only affects undergraduate courses.

7. Communication from the Registrar

- a. The 3rd Friday report shows that the total enrollment is down by 3%. Credit hours are basically flat.
- b. Fall 2015 to fall 2016 has a 52.3% freshman retention rate. This rate is in line with past years.
- c. Total freshman is 544 students. Freshman enrollment is up. Senior enrollment is down.
- d. Questions and discussion about graduate admissions and admissions reports.

8. Communication from the Faculty Senate

- a. No meeting yet this semester.

9. Communication from the Chair

- a. **HLC Updates** – This item will be on each Academic Affairs Committee agenda to update the committee on the HLC matters that concern the AAC.

10. Election of Subcommittees (undergraduate appeals, graduate appeals, Ballen)

- a. Undergraduate appeals subcommittee – Dr. Gloria Gadsden was elected as chair. The rest of the subcommittee are Dr. Peter Buchanan, Mr. Todd Christensen, Ms. April Kent, Dr. Brooks Maki, Mr. Carlos Martinez, and Dr. Kristie Ross.
- b. Graduate appeals subcommittee – Dr. Judy Barnstone will continue as chair of the subcommittee. The rest of the subcommittee are Dr. Ali Arshad, Dr. Geri Glover, Dr. Robert Karaba, Dr. Jesus Rivas, Dr. Joseph Schmalfeldt, Dr. Paul Sedillo, and Dr. Ann Wolf.
- c. Ballen subcommittee – Mr. Todd Christensen, will continue as chair of the subcommittee. The rest of the subcommittee are Dr. Gloria Gadsden, Dr. Robert Karaba, Mr. Carlos Martinez, and Dr. Kristie Ross.

11. Repeatable Courses Amnesty – Discussion Item

- a. Repeatable, co-requisite, pre-requisite courses could be sent out again for cleanup of courses without going through the Academic Affairs Committee.
- b. Questions and discussion about the volume of the cleanup project.
- c. Motion to

Extend the amnesty until the end of December 2016 and to extend the amnesty to repeatable courses.

(Buchanan/Maki)

Motion tabled until next meeting after members can poll their departments.

(Buchanan/Gadsden)

Motion passed (14 in favor, 0 opposed, 0 abstentions)

12. Second Half of Semester and Intersession Courses Call Endorsement – Action Item

- a. Dr. Linder reviewed the intersession classes from last year. Dr. Linder recommends that intersession classes are not offered over the winter break when the university is closed. Scheduling classes during winter break can lead to several problems.
- b. Dr. Linder reviewed the draft memo about offering second half of semester and intersession courses.
- c. There is a lot of flexibility built in, but we must be very careful to maintain academic rigor and contact hours. These classes take a lot of planning. Dr. Linder would like to put the call out this week and is asking for an endorsement for the general plan from the Academic Affairs Committee. The classes proposed would come from the programs. Classes that students need and have trouble passing would be good to offer as second half of the semester or intersession replacement classes to give students a fresh start.
- d. Mr. Michael Raine noted that his office can schedule courses in pretty much anyway.
- e. Questions and discussion about alternative scheduling, student needs, how these classes would be promoted, replacement classes, contact time, out of class time for course work, what has worked with intersession in the past, what hasn't worked, financial aid rules about scheduling, and student athlete needs.

f. Motion to

endorse the Vice President for Academic Affairs to put out a call for second half of semester, alternative scheduled courses, and intersession courses.

(Kent/Rivas)

Motion passed (14 in favor, 0 opposed, 0 abstentions)

- g. Comments and concerns about the call and the scheduling of the classes should be sent to Dr. Linder.

13. Program Review Schedule and Procedures

a. Overview of current schedule and subcommittee membership

- i. The programs whose reviews were due at the beginning of this semester were not officially notified, but every department does have a representative on the Academic Affairs Committee.
- ii. Communication and the process of the program review need to be improved.
- iii. All programs need to have outcomes assessment and that needs to be part of the program review.
- iv. Dr. Linder noted that every unit is doing their unit strategic plan, and wonders if these plans can be tied in with program review.
- v. There is discussion to have every program reviewed. The CBA allows for the provost to call for a review from all programs. The Academic Affairs

Committee has program review, including productivity and cost, as one of its duties and responsibilities in the Faculty Handbook (Section V.5.f).

- vi. Discussion about if some program reviews can be combined. This should be discussed by the departments.
- b. **Graduate program review – discussion item -tabled**
- c. **Music Program Review - tabled**

14. Senate Charges - tabled

- a. **To create a syllabus template/guide for all NMHU classes.**
- b. **To review and make suggestions for improving our current Student Learning Outcomes process and how that process is aligned with Program Review and the Strategic Plan (joint with Outcome Assessment)**
- c. **To work with the Administration and Student Support Services to formulate an official Early Alert policy**
- d. **To develop a more explicit matrix for how AP Exams transfer to NMHU credits**
- e. **To create an online repository of officially approved syllabi**

15. AAC Program and Course change forms -tabled

16. Paper trail of decisions and approvals -tabled

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

18. Adjournment Meeting adjourned at 5:03