

Academic Affairs Committee Minutes

September 21, 2016 Minutes

Approved October 5

1. **Roll Call (3:00 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, Lara Heflin, Kerry Loewen, Brooks Maki, Carlos Martinez, Jesus Rivas, Kristie Ross, P.J. Sedillo, Ann Wolf
Also in Attendance: Blanca Cespedes-Gonzalez, Edward Harrington, Jessica Jaramillo, Carol Linder, Andre Garcia-Nuthmann, Michael Raine, Ian Williamson
Absent:

2. **Approval of the Agenda**
The agenda was approved.

3. **Approval of the Minutes**
Minutes of September 07, 2016 were approved.

4. **Repeatable Courses Amnesty – Action Item**

- a. There was general concern that this amnesty is only for fall 2016 and not an ongoing amnesty. There was discussion about the best way for programs to communicate with the registrar.
- b. Motion to
extend the amnesty period for programs to send clarifications about co-requisites and pre-requisites for courses, and to extend this amnesty to also clarify if courses are repeatable or not, directly to the registrar without having to go through the Academic Affairs Committee for approval during fall 2016 (Rivas/Ross)
Motion passed (15 in favor, 0 opposed, 0 abstentions)
- c. An email notice about the amnesty will be sent as a global email to all faculty. The detailed instructions and individual report will be sent to the program chairs and the AAC member for that program by the registrar.
- d. Motion to
charge the Academic Affairs Office to email a notice about the amnesty as a global email to all faculty, and to charge the registrar to email detailed instructions and individual program reports to the program chairs and the AAC member for that program. (Kent/Glover)
Motion passed (15 in favor, 0 opposed, 0 abstentions)

5. **Program Review Schedule and Procedures**

- a. **Overview of current schedule and subcommittee membership**
 - i. Subcommittee memberships were reviewed including the non-program review subcommittee of the AAC. Dr. Jesus Rivas and Dr. Robert Karaba joined the Syllabus Template Ad Hoc Subcommittee, and Dr. Jesus Rivas joined the Program Review Guidelines Ad Hoc Subcommittee.
 - ii. Mr. Loewen asked that all subcommittees select a chair before the next AAC meeting.

b. Graduate program review – discussion item

- i. Discussion about how graduate program review should be handled and which body should handle it. There has been some discussion of having the Graduate Council handle graduate program review or if it should be the responsibility of the Academic Affairs Committee. The Graduate Council is in the Faculty Handbook including their duties and responsibilities. Program review can be overwhelming and how to best approach this process needs to be explored.
- ii. There was general agreement that having program review stay with Academic Affairs makes the most sense, but that the workflow needs to be sped up. The size of the subcommittees could be set at three. The role of the Graduate Council with program review will be discussed further.

c. Music Program Review

- i. Dr. Geri Glover presented the subcommittee's program review of the Music Program's self-study. She noted that they have already acted on the recommendations of the program review subcommittee. Music faculty are working on improving their student learning outcomes assessments. The department would like to have a third full time faculty member and have building issues addressed. They have worked with Dr. Jean Hill and are now working with Mr. Buddy Rivera to get their outcomes assessment data posted to the outcomes webpage. The outcomes are completed by the department and will be posted soon.
- ii. Questions and discussion about the number of students in the program. There are currently around 30 students in the program.
- iii. Mr. Garcia said that the program review process was useful. It also made them seriously consider getting accredited. The process made the department take another look at their associate's degree. The associate's degree is only in its third semester, and there are students on track in the degree program. Mr. Garcia and Mr. Harrington said it was useful to examine everything during the self-study and that it was generally a positive experience.
- iv. In general, clearer instructions on program review are needed so the subcommittees can do a more efficient job. Clearer guidelines on what the subcommittee's recommendation should look like would be helpful. Programs should be told that service course enrollment numbers should be included in the self-studies as well as data on majors, minors, and graduates.
- v. Dr. Carol Linder said that the Academic Affairs Committee program reviews need to look at cost and to have better guidelines for when a new faculty member is needed and justified. The program review recommendations should be supported by numbers. The Academic Affairs Committee could come up with some guidelines for programs. This would make the budget process more transparent.
- vi. Dr. Ali Arshad volunteered to help with analysis of program costs and benefits. There was general discussion about costs and the role of program review and the role of administration.
- vii. Motion to

accept the subcommittee's program review of the Music program self-study as submitted and to send it on to the Provost (Glover/Buchanan)
Motion passed (15 in favor, 0 opposed, 0 abstentions)

d. Math Program Review

- i. Dr. Peter Buchanan and Dr. Gloria Gadsden summarized the subcommittee's program review of Math's self-study. One problem identified was that enrollment of upper division classes is too low. The major is under-enrolled as well. Math is an important subject for many other programs and the university in general. On Math's revised self-study (submitted after the first self-study) more required data was provided, but not all of the required data. Math reported no student learning outcomes. There may be inconsistencies with the number of majors in the self-study and the number from the OIER report.
- ii. Motion to
accept the subcommittee's program review of the Math program self-study as submitted and to send it on to the Provost (Rivas/Maki)
Motion passed (13 in favor, 0 opposed, 0 abstentions)
- iii. Comments about the need for the AAC to move program reviews forward on time even if all of the self-study documents are not provided on time by the program.

6. Psychology Undergrad Program Change Proposal

- a. Dr. Lara Heflin reviewed the psychology undergraduate program proposal changes. The program faculty are asking for no new resources, but are reorganizing classes to better meet student needs and interests. The reorganization would also provide students with more flexibility in completing the major while still covering all necessary content.
- b. Questions and discussion about the two new classes that would be added and staffing of these courses, how electives are handled, and differences in credits.
- c. Mr. Michael Raine noted that DegreeAudit does not handle options very well. He said that this was just an observation that there could be some problems with this system. Mr. Raine also had questions about how often these classes will be offered so students will have the opportunity to take the classes they are interested in. Dr. Heflin said the department has plans and is very responsive to student interest and needs. Mr. Raine also asked if the department has considered offering concentrations.
- d. This proposal will be tabled until all of the signatures are received on the cover page and submitted to the Academic Affairs Committee.

7. 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**

8. AAC Program and Course change forms - tabled

9. Paper trail of decisions and approvals - tabled

10. Communication from the Administration

- a. Dr. Carol Linder reported that rubrics were created for different content areas by the Statewide General Education Steering Committee and are now out for review. Dr. Linder will send out these rubrics for comment to NMHU faculty as a global email.
- b. English submitted comments on the common course numbering. Math has not yet submitted comments. The math department has until Friday to submit comments.
- c. Strategic plans are due Friday, September 23, 2016.
- d. Dr. Linder asked the AAC to review fees for late registration. Mr. Michael Raine can draft a proposal.

11. Communication from the Registrar

- a. Mr. Michael Raine introduced Ms. Jessica Jaramillo, Director of Recruitment & Admission.
- b. Ms. Jaramillo started at Highlands University in June 2016. She came to Highlands from UNM where she worked in both admissions and recruitment. She looks forward to working here and improving data collection to move forward strategically with recruitment. She is looking at increasing transfer recruitment and hiring new student recruiters as there are currently none in her office.
- c. Questions and discussion about how to improve transfer recruitment. We can request student lists from community colleges and then target those students. Recommendation to look at how the School of Social Work's transfer recruitment plan could be adapted. Ms. Jaramillo will be meeting with the centers next week. The centers do have some recruiters who have been helping Ms. Jaramillo. She plans on working more strategically with centers and to better document and coordinate recruitment effects.
- d. Admissions questions can be sent to Ms. Jaramillo.
- e. Mr. Raine reviewed his emailed report.
- f. Mr. Raine explained how program chairs can reassign advisors. This was also covered in the email sent to the committee members.

12. Communication from the Faculty Senate

- a. Dr. Gloria Gadsden will send her report on the Faculty Senate to the AAC by email.

13. Communication from the Chair

- a. **HLC Updates** – Mr. Kerry Loewen reviewed page 4 of the HLC letter and the issues described on this page that concern the Academic Affairs Committee.

14. Subcommittee Reports (undergraduate appeals, graduate appeals, Ballen)

- a. Undergraduate appeals subcommittee – Dr. Lara Heflin is now a member of this subcommittee. Mr. Carlos Martinez is off the subcommittee.
- b. Graduate appeals subcommittee – No appeals received.
- c. Ballen subcommittee – No report.

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

16. Adjournment Meeting adjourned at 4:59