

## **Academic Affairs Committee Minutes**

October 05, 2016

Approved October 19, 2016

1. **Roll Call (3:01 pm) Members Present:** Ali Arshad, Judy Barnstone, Peter Buchanan, Todd Christensen, Gloria Gadsden, Geri Glover, 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:** Carol Linder, Michael Raine, Mary Romero, Bill Taylor  
**Absent:**
2. **Approval of the Agenda**  
The agenda was approved.
3. **Approval of the Minutes**  
Minutes of September 21, 2016 were approved with corrections.
4. **Course substitutions and double dipping policy – discussion item**
  - a. Mr. Michael Raine is asking the Academic Affairs Committee to provide clear guidelines or policies for courses being used for multiple degrees (for example a course being used for both a major and a minor). Degree Audit does not handle ambiguity well. The registrar's office has been handling this on their own and would like faculty guidance for catalog language.
  - b. This is a big issue and an ad hoc committee was formed to draft catalog language and a clear policy. The subcommittee members are Dr. Jesus Rivas, Peter Buchanan, Dr. Brooks Maki, Dr. Kristie Ross, Dr. Lara Heflin, and Mr. Michael Raine.
5. **Academic program proposal process and signatures – discussion item**
  - a. Mr. Kerry Loewen explained the need for electronic signatures to track decisions at the university.
  - b. Dr. Carol Linder said that the new Director of Human Resources Dr. Denise Montoya would like to have electronic signatures as well; however, the university does not have the work force or resources to get this underway right now. Electronic signatures would give the university a cost savings in the long term, but would be expensive in the short term. Dr. Linder said workflow is the crux of the issue. The university has the software, but the workflow needs to be resolved.
  - c. Motion to  
charge the forms subcommittee to work with the technology committee of the Faculty Senate to work on electronic forms. (Rivas/Gadsden)  
Motion passed (15 in favor, 0 opposed, 0 abstentions)
6. **Late add to classes policy – discussion item**
  - a. Dr. Gloria Gadsden described the problem of not having a nuanced policy for late adds to classes which can cause problems for shorter classes. Dr. Gadsden also presented a rough draft of this policy for discussion.
  - b. Dr. Linder said that retroactive adds are also a problem and need to be addressed.

- c. A clearer policy is needed to address both issues.
- d. The calendar subcommittee will develop a policy for these issues. Dr. Peter Buchanan and Dr. Judy Barnstone will join the subcommittee to work on this issue.

## **7. Subcommittee Report**

- a. **Undergraduate appeals** – A new appeal just came in.
- b. **Graduate appeals** -- No appeals have been received yet. Dr. Linder recommended that Dr. Judy Barnstone contact Dr. Warren Lail about the appeals workflow.
- c. **Ballen** – There will be no scholar for this semester. An email call for two scholars for the spring semester will be sent soon. Spring proposals will have a November 4 deadline.
- d. **Other subcommittees** – Memberships were reviewed and updated. Progress on subcommittee charges were reviewed.

## **8. Program Review Schedule and Procedures**

### **a. Overview of current schedule and procedures**

- i. The Math Program Review meeting with the Provost will be scheduled for October. The program review is a snapshot in time, and the process will go forward. Math may present new program ideas and solutions. Math has internally discussed eliminating the current Math major and working on a new interdisciplinary major with Computer Science and possibly other disciplines. The School of Education will need to be included in any discussion of changes with the Math program. Math can invite the AAC subcommittee members to the meeting with the Provost if they choose to.
- ii. Exercise Sport Sciences' self-study should be ready by next Monday.
- iii. Dr. Brooks Maki reviewed his revised program review schedule to speed up the process.
- iv. Dr. Linder pointed out that program review is a responsibility of the department chair so it might make more sense to submit reports by department.
- v. The AAC executive team will meet with Dr. Brandon Kempner about HLC issues, review Dr. Maki's proposal schedule, and bring a revised schedule to the next AAC meeting.

### **b. Program reviews subcommittee membership**

- i. Tabled.

## **9. Psychology Undergrad Program Change Proposal**

- a. Tabled until the next meeting when all cover sheets for new courses are available.

## **10. Psychology Graduate Program Change Proposal**

- a. Dr. Lara Heflin present the proposed non-thesis master's program. The idea for a non-thesis option came out of recommendations from psychology's last program review. The thesis would be replaced with a portfolio and an oral exam. This degree option would meet student needs and state needs for more clinicians. Masters level

clinicians do not do a lot of research in their careers. These students need to read and apply research, but not do their own.

- b. Questions and discussion about the non-thesis option and why it would be an MA instead of an MS and the number of credit hours. Students who stalled at the thesis step of the degree already in the psychology master's program would benefit from this option. Question about having an independent study as a required class. A required independent study is done in other programs. Many independent studies can tax the program faculty; there are options to consider such as special topics classes instead of independent studies. Work load and CBA issues should be considered if this program is to grow. Question of why an oral exam instead of a partial written exam. The reason for an oral exam is that a written portfolio is already a degree requirement and oral communication is very important for the field. This is a degree that gets people jobs. New Mexico relies on master's level clinicians. Biology faculty warned that students can get stuck between the two degrees (thesis and non-thesis) and not complete either (this has happened with Biology students). It was suggested to poll psychology students to see if there is interest in this proposed degree. Programs can change in the future to better meet needs after the program is underway. Suggestion for an additional internship to be added to further distinguish between the degree thesis and non-thesis options.
- c. If this is an entirely new degree (MA, not MS) it would have to go through HED and HLC for approval. A non-thesis MS would not need to go through this whole process.
- d. Dr. Heflin will bring comments back to her department.

#### **11. Business Administration Program Change Proposal**

- a. Ms. Mary Romero presented the reasons for the proposed program changes. The reasons include accreditation needs, reducing course substitutions, and better meeting student needs. She then walked the committee through the side by side changes.
- b. Questions and discussion about the naming of business courses, which can be hard to find in banner. The department is going to wait until the common numbering comes down from the state before renaming courses. Question about the elimination of the undergraduate HR Management Certificate. It is being eliminated as it is the same as the management certificate, and there is not a lot of student interest. Business met with Dr. Andrew Israel about the class that would affect Social Work and the Social Work program is ok with the change.
- c. The cover sheets for all of the courses that the registrar needs to take action on are still needed. A vote on the program change will be tabled until all of the paperwork is in.

**12. Senate Charge: To create a syllabus template/guide for all NMHU classes – action item - tabled**

**13. Senate Charge: To develop a more explicit matrix for how AP Exams transfer to NMHU credits – discussion item - tabled**

**14. Paper trail of decisions and approvals electronic signature recommendation – action item - tabled**

## **15. AAC Program and Course change forms -tabled**

### **16. Communication from the Chair**

- a. **HLC Updates** – nothing to report.
- b. There are 60 applications for the Provost search. After the applications are ranked, phone interviews will be scheduled.

### **17. Communication from the Registrar**

- a. Mr. Raine is the President Elect of NMACRAO, a sub-regional chapter of the American Association of Collegiate Registrars and Admissions Officers (AACRAO). New Mexico is going to see the retirement of many registrars in the next five years.
- b. Mr. Raine is working with Ms. Jessica Jaramillo on admissions matters.
- c. The common course numbering project will be a big strain on the office of the registrar's staff.

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

- a. Dr. Gadsden's report will be emailed out to all AAC members.

### **19. Communication from the Administration**

- a. Common course numbering is progressing.
- b. The general model for the general education core has been mostly agreed upon. The 18 hours that every institution would have has been agreed upon. Each institution would decide on the other 12 credit hours. The current proposal recommends that the core be reduced to a 30 credit hour minimum, that the communication core be reduced from three classes to two classes, and that the lab science requirement be reduced from two classes to one class. This will affect resource needs.
- c. The committee is looking at Texas's common core model of coding to map the essential traits.
- d. HED will recertify all core classes for what skills they meet.
- e. The Fair Labor Standards Act changes will not affect faculty, but will affect non-faculty members of departments. It will affect post-docs. Checking email and voicemail counts as work hours. HR has met with the executive team and will have supervisors trained by the end of October about the implications of this rule.
- f. Discussion of program review, administration, and finances.

### **20. Senate Charges - tabled**

- a. **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)**
- b. **To work with the Administration and Student Support Services to formulate an official Early Alert policy**
- c. **To create an online repository of officially approved syllabi**

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

**22. Adjournment** Meeting adjourned at 5:00