

Academic Affairs Committee Minutes

October 19, 2016

Approved November 02, 2016

1. **Roll Call (3:02 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: Casey Applegate-Aguilar, David Esquibel, Carolyn Newman, Park Seonsook, Michael Raine
Absent: Carol Linder
2. **Approval of the Agenda,**
The agenda was approved with changes.
3. **Approval of the Minutes**
Minutes of October 05, 2016 were approved.
4. **First Time Freshman Amnesty Program Fall 2016 Policy – Emergency Action Item**
 - a. Mr. Michael Raine and Mr. David Esquibel gave the background of this issue and the need for a policy on the issue. Ms. Casey Applegate-Aguilar explained how the learning communities would work with the proposed policy.
 - b. Discussion of number of credit hours and scholarships, the purpose of this policy which is to help retention.
 - c. This policy is not intended to be a long-term policy, but a short-term solution for a time critical issue with the understanding that a longer-term policy will be developed later.
 - d. Mr. Michael Raine said that there is a need to see if this policy helps with retention and if students who dropped classes passed the classes they added in the second half. Data would help to inform the long-term policy. He is comfortable with supporting this policy as a short-term measure, but not as a long-term item.
 - e. Withdrawal dates for 2nd half of the semester classes will need to be investigated. The calendar subcommittee will take a look at this aspect of the issue.
 - f. Motion to
accept the New First Time Freshman Amnesty Program Fall 2016 policy as submitted with the understanding that a long-term policy will be developed after data is collected from fall 2016. (Kent/Glover)
Motion passed (14 in favor, 0 opposed, 0 abstentions)
5. **Departments of Teacher Education and Curriculum and Instruction – Due Process**
 - a. Dr. Seonsook Park presented the proposal to split the department of Teacher Education and the department of Curriculum and Instruction. The merger of the two departments was done without faculty input a week before the spring 2016 semester. Teacher Education is all undergraduate and Curriculum and Instruction is graduate. The two departments each have many students.

- b. Questions and discussion of chair course release. The chair's course release is a CBA issue and not something that can be addressed by the Academic Affairs Committee.
 - c. It was noted that the process of merging departments has been handled differently procedurally than the division of programs.
 - d. Mr. Raine said that the courses are still assigned as they have been in the past when there were two separate departments so the merger had not affected his office.
 - e. The size of the Curriculum and Instruction faculty and the need for more full time and tenure line faculty was discussed. This program serves many students.
 - f. Motion to
 - recommend that Vice President for Academic Affairs/Provost void the merger of the department of Teacher Education and the department of Curriculum & Instruction as the Faculty Handbook procedure as outlined in Section V.C.5b was not followed. (Rivas/Wolf)
- Motion passed (14 in favor, 0 opposed, 0 abstentions)

6. Subcommittee Report

- a. **Undergraduate appeals** – Resolved two appeals.
- b. **Graduate appeals** – Dr. Judy Barnstone contacted Dr. Warren Lail, the Graduate Dean. He is trying to handle the straight forward appeals in his own office in the interest of timeliness. He has asked to meet with the Graduate Appeals Subcommittee, the AAC Forms Subcommittee, and Mr. Michael Raine to discuss the forms. Dr. Geri Glover asked to have this meeting after the Forms Subcommittee meets to finish up work from last semester. Questions and discussions about the appeals that the Graduate Dean has been handling without subcommittee input. The previous Graduate Dean would only forward the complex appeals to the Graduate Appeals Subcommittee. So far this semester the Graduate Appeals Subcommittee has received no appeals from the Graduate Dean. Dr. Barnstone said that she is comfortable with the Graduate Dean handling the appeals that have a clear policy. A first step could be to have Dr. Barnstone and Dr. Warren meet to discuss recent appeals and discuss the role of the subcommittee. Mr. Kerry Loewen recommended that Dr. Barnstone ask Dr. Lail to send the subcommittee a report of the recent appeals and decisions so the subcommittee could have a better idea of what is happening.
- c. **Ballen** – The call for proposals has been emailed out. It will be sent out again to all faculty and staff. Mr. Todd Christensen asked that AAC members encourage faculty in their departments to apply for this wonderful opportunity.
- d. **Other subcommittees** – The forms subcommittee will be meeting soon.

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

- a. Dr. Peter Buchanan reviewed the current NMHU AP policy. This policy is not inline with other universities' policies and the current NMHU AP policy is unclear. Dr. Buchanan contacted departments to weigh in on the classes in their programs for a draft AP Matrix.
- b. Mr. Raine noted that this matrix will mostly affect the admissions office.
- c. Motion made

to adopt the NMHU AP transfer matrix developed by the AAC in consultation with the departments affected by it pending the additions made by the History and Political Science department, and Art department and to send it forward to the Faculty Senate with a recommendation that the catalog language be updated in consultation with the registrar. (Buchanan/Gadsden)
Motion passed (13 in favor, 0 opposed, 0 abstentions)

8. Program Review Schedule and Procedures

a. Overview of current schedule and procedures

- i. Mr. Loewen reviewed the list of all the programs that we are scheduled to review. This list will be reviewed again to make sure that no minors or standalones are missed. Every minor, major, and certificate needs to be reviewed. Please take these back to your departments and send corrections to the AAC executive team (Mr. Kerry Loewen, Dr. Gloria Gadsden, and Ms. April Kent) and the date of your program's last review or current or upcoming review.

b. Program reviews subcommittee membership

- i. Tabled.

9. Business Administration Program Change Proposal

- a. Motion made to
accept the Business Administration changes as submitted.
(Gadsden/Glover)
Motion passed (13 in favor, 0 opposed, 0 abstentions)

10. Media Arts Program Change Proposal

- a. Tabled.

11. Senate Charge: To create a syllabus template/guide for all NMHU classes – discussion item

- a. Dr. Robert Karaba reported that the subcommittee met and came up with 18 items for the syllabus template.
- b. This will be an action item at the next meeting so be sure to discuss with your department before the next AAC meeting.

12. AAC Program and Course change forms

- a. Subcommittee will have forms for the next meeting. Approval of these forms is scheduled to be an action item at the next meeting.

13. Senate Charge: To work with the Administration and Student Support Services to formulate an official Early Alert policy – discussion item

- a. Discussion of the policy and the setup of the early alerts system in banner.
- b. The Early Alert policy would define the types of alerts, recommend that faculty submit the alerts, and explain the reasons for the alerts.
- c. This could have CBA implications if it is required for faculty to report early alerts.

- d. Executive Committee needs to work on language with Mr. Raine and Mr. Benito Pacheco.
- e. Some faculty have a philosophical objection to the alert system.

14. Communication from the Chair

- a. **HLC Updates** – nothing to report.
- b. 62 applicants for Provost search; 28 meet the minimum requirements. All will be ranked by next Monday. Phone interviews by the end of next week and there will be on campus interviews as soon as possible.
- c. Academic Calendar informational item from the Faculty Senate. Should the calendar be brought back to the AAC? If you have input on this, please send comments to Mr. Kerry Loewen so he could share with Dr. Brandon Kempner.

15. Communication from the Registrar

- a. Mr. Raine needs double dipping policy. The Faculty Senate believes that we voted on this. Nothing has made its way to the registrar. Executive team will investigate this issue and report back.
- b. The AAC Academic Calendar subcommittee will look at the issues of dropping and adding classes that fall outside of full semester length classes. Mr. Raine has sent rules to the subcommittee and they will meet soon to discuss.

16. Communication from the Faculty Senate

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

17. Communication from the Administration

- a. No representative.

18. 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 create an online repository of officially approved syllabi**

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

20. Adjournment Meeting adjourned at 5:00