

Academic Affairs Committee Minutes

November 02, 2016

Approved November 16, 2016

1. **Roll Call (3:03 pm) Members Present:** Judy Barnstone, Peter Buchanan, Todd Christensen, Gloria Gadsden, Geri Glover, Robert Karaba, April Kent, Kerry Loewen, Brooks Maki, Carlos Martinez, Jesus Rivas, Kristie Ross, Joe Schmalfeldt
Also in Attendance: Carol Linder, Michael Raine, Ian Williamson
Absent: Ali Arshad, Lara Heflin, P.J. Sedillo, Ann Wolf
2. **Approval of the Agenda,**
The agenda was approved with reordering of items.
3. **Approval of the Minutes**
Minutes of October 19, 2016 were approved.
4. **Communication from the Administration**
 - a. Dr. Carol Linder handed out the draft General Education Model. The General Education Statewide committee is meeting next Wednesday to try to get close to finalizing the model. There are six foundational courses that have been identified. A 30 credit core has been established. The current core is 36 credits.
 - b. We have to look at how this revised core would look at Highlands University.
 - c. All core classes at Highlands will need to be recertified by HED under this new model.
 - d. Students will need to complete 18 credit hours in the six foundational courses. Credit hours will have to be looked at for core classes.
 - e. This new core should go into effect fall 2018.
 - f. Before next Wednesday, Dr. Linder would like to sit down with faculty in different disciplines to review the model. Dr. Ali Arshad, Mr. Todd Christensen, Dr. Lara Heflin, Ms. April Kent, Mr. Kerry Loewen, Dr. Jason McIntosh, Mr. Michael Raine, Dr. Jesus Rivas, Dr. Kristie Ross and Dr. Donna Woodford-Gormley will take part in this meeting. Mr. Loewen will send an email to help get a meeting time set up.
 - g. Dr. Linder asked that faculty look at classes that could be added to the general education core that are not currently in the core. Highlands has classes that meet the six skills that are not currently core classes.
 - h. The Retention Summit starts tomorrow. Dr. Linder asks that faculty attend even if they can go for just a part of the summit.
5. **Psychology Undergrad Program Change Proposal**
 - a. Dr. Ian Williamson re-presented the proposed changes that were presented at an early meeting and gave the rationale for these changes.
 - b. Motion made to
accept the Psychology Undergrad changes as submitted.
(Rivas/Maki)
Motion passed (11 in favor, 0 opposed, 0 abstentions)

6. Subcommittee Report

- a. **Undergraduate appeals** – Resolved one new appeal. No outstanding appeals.
- b. **Graduate appeals** – Dr. Judy Barnstone and Mr. Loewen met with Dr. Warren Lail to discuss graduate appeals and developed a plan. Dr. Lail will now send appeals to the committee who will decide if the committee or Dr. Lail's office should handle the appeals. The subcommittee will also be discussing how to make the process work more smoothly. Changes may need to be made in the Graduate Handbook. Dr. Lail has also asked the forms subcommittee to look at the different graduate forms and update as needed. Mr. Raine noted that the Graduate Office should own the forms. It is important that forms are developed by the office that uses them. The graduate appeals forms will be reviewed by the graduate appeals subcommittee who will consult with the forms subcommittee if it crosses over into undergraduate issues. There will be one appeal coming soon. Currently, Ms. Germaine Alarcon sends appeals to Dr. Lail. Now, Ms. Alarcon will send appeals to Dr. Barnstone and copy Dr. Lail on the emails.
- c. **Ballen** – There has been one incomplete submission. Another submission is being worked on. The committee is hoping more departments will submit proposals.
- d. **Other subcommittees**
 - i. Dr. Brooks Maki and Mr. Loewen met to discuss the senate charge outlined in agenda item 16. Mr. Loewen emailed Dr. Brandon Kempner to see if this charge is still valid or if the charge is covered by the Outcomes Assessment committee.
 - ii. The calendar subcommittee is working on the drop/add dates for non-full semester length classes. Dr. Peter Buchanan is now the chair of the subcommittee. Dr. Barnstone is reviewing the Social Work classes which have the most eclectic course times.
 - iii. The double dipping subcommittee is working on their charge. There is a double dipping policy in the catalog that was passed by the Board of Regents last year. In regards to double dipping, the 2015-17 Undergraduate and Graduate catalog states:

Requirements for a second bachelor's degree (effective Fall 2015)

A student who has a bachelor's degree are encouraged to consider pursuing a graduate-level degree. However, changes in a student's academic objectives or other circumstances may make a second bachelor's degree desirable.

A student who has completed an undergraduate degree and seeks a second bachelor's degree must meet all requirements for that degree.

To obtain a second undergraduate degree, a student must:

must complete a minimum of 32 additional semester hours of credit in residence at Highlands University following the completion of the first degree;

meet all requirements of the major for the second degree;

upper division coursework from the first degree may not be used for completion of the second degree or to satisfy any requirement of the second degree.

Students are advised that pursuing a second bachelor's degree may have financial aid implications. Please consult with the Financial Aid Office before pursuing a second degree at the baccalaureate level. (page 41)

Second Majors

Students who complete a second major in a different degree will have that degree posted on the transcript (e.g., B.S.in Forestry and B.A. in Spanish). Note that the second major, in order for a degree to be posted separately on the transcript, must be in a field and degree other than the field/degree of the first major, or a two-year degree in that major (as in the example above). Students must complete all the requirements of the second major; courses may not be counted twice between the majors.

Please be advised that pursuing a second major does not increase the financial aid maximum time frame. Please consult the Financial Aid Office for questions regarding financial eligibility and a second major. (page 42).

7. Program Review Schedule and Procedures

a. Overview of current schedule and procedures

- i. Human Performance and Sport and Health will have their self-study done soon.
- ii. Chemistry will be meeting with the VPAA soon to close the loop.
- iii. Math's meeting with the VPAA has been rescheduled.
- iv. Business is working on their outside accreditation report. Mr. Loewen told the program to work on their outside report and then they can use the data for the AAC self-study. The AAC self-study should be written right after the outside report.
- v. Questions and discussion of the program review process and programs that have outside accreditation. There was general consensus that these programs must write a self-study for the AAC in addition to completing their outside accreditation reports as sometimes the requirements for the outside accreditors and AAC program review are very different. Outcomes assessment needs to be reported to the AAC. Sometimes the requirements for the reports are similar so it is beneficial for the AAC self-study to be scheduled around the same time a program is working on their outside accreditation reports as then the same data can be used for both. There was general agreement that there is a benefit to doing both the AAC self-study and the outside accreditation for programs.

- vi. Mr. Kerry Loewen is making sure that the program list is complete, setting up the review schedule, and contacting the departments to let them know a review is coming up.
- b. **Formal notification of program review policy – discussion item**
 - i. Dr. Kristie Ross reported on the history program’s concern that department chairs should be formally notified of program review and not have the notification come through representatives. The chair of the department would like formal notice from the Academic Affairs Committee.
 - ii. Motion made to
 - require the AAC chair to formally notify by email the department chair, appropriate dean, and program’s AAC representative of upcoming program reviews at least a semester advance
(Kent/Gadsden)
 Motion passed (11 in favor, 0 opposed, 0 abstentions)
- c. **Program reviews subcommittee membership**
 - i. Mr. Loewen will update the program list and emailed it out to the AAC membership.

8. Media Arts Program Change Proposal

- a. Mr. Kerry Loewen reviewed the program changes sent out. Discussion of changing from three credit classes to four credit classes in the Media Arts program. Overall, this change has gone well, but there are still revisions to make. The two classes that make up the PICT program (the Program in Interactive Cultural Technology) are a total of six credits (three credits each) and these classes meet once a week. The program found that teaching these classes one day a week did not work well for students. The proposal will changed these classes from 3 credits each to 4 credits each and the class times will be split among different days of the week in order to better manage student workload.
- b. Discussion and questions about number of credits, scheduling blocks, and repeatable option for course (the content of the course is always different; this year it will be with the Manhattan Project National Historic Park and so making the course repeatable is logical).
- c. Motion made to
 - accept the Media Arts changes as submitted.
(Rivas/Gadsden)
 Motion passed (11 in favor, 0 opposed, 0 abstentions)

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

- a. Dr. Robert Karaba reported on the syllabus subcommittee’s list of 18 items that they recommend as being part of the syllabus template and therefore required of all NMHU syllabi.
- b. Discussion and questions about the policies required to be on all syllabi and the concern that the catalog language on syllabi is redundant. Also discussed was the many purposes and audiences of syllabi: parts are required by the federal government

- for financial aid, by outside accreditors, by HED, and parts are for letting students know what the class is about and the syllabus also serves as a contract with students. Discussion of what the subcommittee decided shouldn't be required on all syllabi.
- c. The proposed syllabus template/guide is to prove the basic minimum requirements for syllabi at Highlands. Instructors can always add to these basic requirements for their own syllabi.
 - d. Committee members should bring feedback to the next AAC meeting when the syllabus template will be an action item.

10. Thesis review process and signatures – discussion item

- a. Dr. Warren Lail, Interim Dean of Graduate Studies, presented the revisions to the Graduate Handbook including the thesis process. Dr. David Pan is the chair of the subcommittee of the Graduate Council that is working on the revisions. The Graduate Handbook needed to be cleaned up. The Graduate Council owns the Graduate Handbook. The Graduate Council wants more eyes on this document to get more feedback. They have been looking at Stanford University's Graduate Handbook as a template for some policies. Once the current handbook has been cleaned up, the Graduate Council will review the Graduate Handbook again from the beginning.
- b. The Graduate Council is looking at the role of college and school Deans in reading theses. No other New Mexico University has school or college Dean reads theses. Typically, the theses at other universities go from the committee to the graduate dean. Discussion of the pros and cons of removing the school or college deans from the process. Some faculty are concerned that if cut out from the thesis process the dean will be increasingly cut off from the academics of the departments he or she oversee.
- c. The graduate office is concerned about the turnaround time with decisions on graduate appeals. Timeliness is important as it affects financial aid and students' ability to register for class. Students will ask how long their appeal will take. Dr. Lail is working with the Graduate Appeals Subcommittee to make this process run smoothly.
- d. The Graduate Dean would like to have approval of the AAC before going forward with the thesis change.

11. AAC Program and Course change forms

- a. Dr. Geri Glover presented a draft of the revised New Course Proposal Cover sheet and paperwork workflow. This is the first form of the AAC main forms to be revised. It is now a Microsoft Word template which should work better technically. There weren't a lot of changes, but the subcommittee is asking that the AAC review these changes.
- b. Please review and bring back comments to the next meeting where approval of the form will be an action item.

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

13. Communication from the Chair – tabled

- a. **HLC Updates** – tabled

14. Communication from the Registrar

- a. Mr. Raine noted that the leave absence policy in the revised grad handbook will solve a lot of problems.
- b. The repeatable courses and prerequisites reports have been sent out to some departments.
- c. Next fall is a new catalog. There are concerns about this new catalog and the HED changes to the core.
- d. The registrar's office has been receiving many changes to the spring 2017 schedule which is a real concern as many students have already registered. The Academic Affairs Committee will have to talk about this issues at a future meeting.
- e. Banner has a student snapshot feature. It is a grid that you can populate with anything you like. This could be useful for the subcommittees. Mr. Raine will send email about this feature.

15. Communication from the Faculty Senate

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

16. 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**

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

18. Adjournment Meeting adjourned at 5:00