

## Academic Affairs Committee Minutes

November 16, 2016

Approved December 07, 2016

1. **Roll Call (3:02 pm) Members Present:** Ali Arshad, Judy Barnstone, Peter Buchanan, Gloria Gadsden, Geri Glover, Robert Karaba, April Kent, Lara Heflin, Kerry Loewen, Brooks Maki, Carlos Martinez, Jesus Rivas, Kristie Ross, Bill Hayward proxy for Joe Schmalfeldt, P.J. Sedillo, Ann Wolf  
**Also in Attendance:** Carol Linder, David Pan, Michael Raine  
**Absent:** Todd Christensen
2. **Approval of the Agenda,**  
The agenda was approved with reordering of items.
3. **Approval of the Minutes**  
Minutes of November 02, 2016 were approved with on correction.
4. **Subcommittee Report**
  - a. **Undergraduate appeals** – No outstanding appeals.
  - b. **Graduate appeals** – Three appeals in the last week. Approved two. One outstanding.
  - c. **Ballen** – One application is being reviewed. Will have a new call for proposals out soon.
  - d. **Other** –
    - i. Graduate Council. Dr. David Pan reported on the revision of the Graduate Handbook. There is a need for clarification on process for approval. The handbook changes approved at an October meeting of the Graduate Council will be an agenda item for the next meeting. These changes will be sent out to the Academic Affairs Committee members again.
5. **Program Review Schedule and Procedures**
  - a. **Overview of current schedule and procedures**
    - i. Review of the upcoming schedule
      1. Computer Science has been informed about the upcoming review.
      2. Criminal Justice has been informed.
      3. Geology has been contacted.
      4. Political Science and History will be informed in writing by Mr. Kerry Loewen.
      5. Nursing will be contacted.
      6. Social and Anthropology will be formally informed.
      7. The Program Review schedule will be sent out as a global and posted to the AAC website.
      8. The AAC chair will send the program review guidelines and Dr. Geri Glover's program review assessment template to program chairs.
      9. Please give this schedule to your chair as an early warning. Please have programs notify the AAC chair about when they have last done a program review so it can be posted to the website.

10. Financial analysis of programs is part of the AAC's program review responsibility. There was a formula used in the past to review program's finances. The AAC Chair will consult with the Faculty Senate Chair about this issue. Changes to the program review procedure will be an action item next semester.

b. **Program reviews subcommittee membership**

ii. Subcommittee membership will be assigned at the next AAC membership.

**6. Catalog Revision Procedure – Discussion Item**

- a. Mr. Michael Raine reported on the current process for revising the catalog. Currently, the registrar's office reviews the current catalog and action items of the AAC, then the registrar sends changes to department chair for review, the department chair reviews and send back to registrar for the catalog.
- b. Mr. Raine asked how the College of Arts and Sciences catalog review should be handled. He wanted to know if review should be done program by program or by the dean.
- c. There will need to be a catalog supplement for the 2018 general education revisions.
- d. Highlands might switch to a yearly catalog. Dr. Linder, Mr. Loewen, and Mr. Raine will meet to discuss procedure and bring something back to the AAC next meeting.
- e. There are costs and software issues that need to be investigate.

**7. Issuing Grades to Students Quarterly – Discussion Item**

- a. Dr. Linder said the proposal is to have grades entered at 6 weeks and 12 weeks instead of at midterms to better inform students about their progress. This fall, midterms were released in the 10<sup>th</sup> week of the semester which doesn't give students a lot of time to bring their grades up. This proposal of issuing grades at 6 and 12 weeks came from a discussion between Dr. Linder and Ms. Casey Applegate-Aguilar about freshman. Dr. Linder said that there is no particular model of midterm grades that she is behind; rather she wants to have a discussion. This issue is mostly to do with freshmen.
- b. Mr. Michael Raine said that banner allows grades to be entered many ways. The registrar's office would just need to be notified about what to do. There should be no technical difficulties with entering grades more frequently or at different times.
- c. Mr. Carlos Martinez pointed out that changing the timing of midterm grades would have an impact on dual enrollment students as the high schools use the midterm grades for their 9 week grades. This issue would need to be investigated.
- d. Questions and discussion included faculty workload issues, the ability of students to check with faculty at any point in the semester to get feedback, the possibility of moving midterm grades to earlier in the semester. The Early Alert system warnings are not believed by many freshman and so there were questions about if students believe that midterm grades are accurate reflection of their progress. Faculty can choose to use Desire2Learn to let students know more about their progress in a class. Some classes have more weight at the end of the semester than earlier in the semester. Dr. Lara Heflin suggested having focus groups for freshman learning community students to see what kind of feedback would be best for them. Dr. Kristie Ross said that face to face contact with faculty may work best for freshman students. iSeminar

instructors could encourage students to meet with faculty. Dr. Bill Hayward recommended that we use mid-semester anonymous surveys to classes to see what they need.

- e. The Early Alert subcommittee will take a look at better ways of alerting freshman about their progress. Ms. April Kent will be joining the subcommittee which currently includes Mr. Carlos Martinez, subcommittee chair, and Dr. Gloria Gadsden. The subcommittee will include Mr. Benito Pacheco and Ms. Casey Applegate-Aguilar in these discussion.
- f. Dr. Linder would like to have something in place for the spring semester and for the new freshman entering in fall 2017 in order to help first-time students.
- g. The results of the one-time amnesty policy for first time freshman issued for this fall semester will need to be analyzed to see if students were saved or if they failed out anyway.

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

- a. Dr. Kristie Ross voiced her objections to the template saying that many of the required elements such as the traits and the outcomes will not be helpful for students. Other faculty agreed that parts of the syllabus guidelines require data that obfuscates the real purpose of the syllabus. Discussion about HLC, outcomes assessment, and the roll of the syllabus. It was generally agreed that some guidelines for syllabi are needed especially for new faculty and per course faculty. Dr. Judy Barnstone said that all of the proposed requirements are already on the Social Work syllabi as this information is required by their outside accreditors and for some programs having a detailed syllabus is a licensure issue. Some faculty are concerned that having traits and outcomes listed on the syllabi is confusing education jargon to the students in the class.
- b. There was a discussion of the 2009 HLC assessment academy where Highlands faculty developed the four traits for all Highlands students. This is where the four traits required on syllabi were developed. Dr. Linder said that the traits shouldn't just be on the syllabus, but should be carefully considered in the design of a class.
- c. More discussion of the purpose of syllabi and if syllabi are primarily for students, faculty, administrators, or accreditors.
- d. Further discussion tabled until next meeting.

**9. AAC Program and Course change forms: New Course Proposal Coversheet revisions – action item**

- a. Discussion – program vote; textbox for justification for course; check box for if it was offered as a Special topics course or not

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

**11. SSD and Media Arts Revisions**

- a. Mr. Jonathan Lee, Visiting Professor of SSD, walked the committee through the SSD proposed changes. SSD would like to stack the two classes together and move the

- grad class from the 600 level to the 500 level. The 600 level course was a legacy course that make more sense now at 500 level.
- b. Questions and discussion about the amount of 600 level classes in the SSD program and if dropping this class would cause any problems. 15 hours of 600 level classes are required. There would only be 13 hours of 600 level SSD classes if this class is removed. Discussion of stacking 400 and 600 classes. Question about the sequencing of the class in the program and if this class would be repeatable. The program will look at these questions and the 600 level class.
  - c. Discussion of how to make this work for students next semester.
  - d. The AAC should look at the policy of prohibiting stacking 400 and 600 classes and if there is an official policy or if this is just practice.
  - e. The new 400 level SSD class is needed whether or not it is stacked with a graduate class.
  - f. Motion made to  
accept the SSD 4xx Ambient Computing new course proposal submitted.  
(Brooks/Maki)  
Motion passed (12 in favor, 0 opposed, 0 abstentions)
  - g. Mr. Kerry Loewen reviewed the Media Arts changes and explained that only the title of the courses is being changed. The syllabus and catalog description remains the same. The changes in the titles of the courses is to make it clearer to students that these are Media Arts classes and not Fine Arts or Music classes.
  - h. Questions and discussion about how the Media Arts and Fine Arts/Music classes are different. Dr. Linder said that as a committee, the AAC has to be very careful that it doesn't add new classes that are already being offered by other programs. Dr. Linder said that some classes like research methods classes can be cross listed between related disciplines instead of created a new class.
  - i. Motion made to  
accept the Media Arts Revisions as submitted.  
(Gadsden/Kent)  
Motion passed (12 in favor, 0 opposed, 0 abstentions)

**12. Communication from the Chair –**

- a. **HLC Updates – nothing new at this time**
- b. There will be three candidates for the Provost position on campus soon for interviews. There will be multiple forums for each candidate.
- c. The split of the Department of Teacher Education and Curriculum and Instruction into two separate departments was denied by the Provost.

**13. Communication from the Registrar - tabled**

**14. Communication from the Faculty Senate - tabled**

**15. Communication from the Administration - tabled**

**16. Senate Charges - tabled**

- d. **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)**
- e. **To create an online repository of officially approved syllabi**

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

**18. Adjournment** Meeting adjourned at 4:59