

Academic Affairs Committee Minutes

January 18, 2017

Approved February 01, 2017

1. **Roll Call (3:02 pm) Members Present:** Ali Arshad, Judy Barnstone, Todd Christensen, Gloria Gadsden, Geri Glover, Lara Heflin, Robert Karaba, April Kent, Kerry Loewen, Brooks Maki, Ann Wolf
Also in Attendance: Michael Raine
Absent: Peter Buchanan, Carol Linder, Carlos Martinez, Kristie Ross, Joe Schmalfeldt, P.J. Sedillo
2. **Approval of the Agenda,**
The adjusted agenda was approved with the deletion of agenda items 8. AAC Program and Course change forms: New Course Proposal Coversheet revisions – action item; 11. Media Arts – New General Education Course Proposal – discussion item; and 12. NetTudor – Benito Pacheco.
3. **Approval of the Minutes**
Minutes of December 07, 2016 were approved with clarification that no action was taken on item 10. Graduate Council: Handbook changes – Action Item.
4. **Subcommittee Report**
 - a. **Undergraduate appeals** – Received seven appeals over the break. Five appeals have been resolved. There are two outstanding appeals and one new appeal was just received.
 - b. **Graduate appeals** –
 - i. Completed nine appeals from last semester. Three new appeals have been received with two resolved. The subcommittee is waiting for more information about the remaining appeal from the department.
 - ii. The subcommittee members have started a conversation about what appeals to hear and what should be handled by the Graduate Office. The subcommittee might want input from the undergraduate appeals subcommittee.
 - c. **Ballen** – There was one application that was accepted. A sculptor will be coming to Highlands just before the iron pour event. Mr. Todd Christensen will send out a new call for proposals soon.
 - d. **Other** –
 - i. Calendar Ad Hoc Subcommittee. The subcommittee has made some headway on the policy on withdrawal deadlines. Mr. Michael Raine will discuss these dates with his office's staff.
5. **Program Review Schedule and Procedures**
 - a. **Overview of current schedule and procedures**
 - i. The AAC needs to discuss the proper way to conduct program reviews that are called for by the administration. The Collective Bargaining Agreement (CBA) has language about program review and the elimination of program faculty due to financial exigence and for other non-financial exigence reasons

(see CBA section 21.2 Financial Exigency. and section 21.3: Discontinuance of Faculty Positions, Program, or Department Not Mandated by Financial Exigency). Currently, the exact process for program review called for by the administration is not clear. If review of a program is called for by the VPAA, then the Faculty Senate might handle these program reviews rather than the AAC due to the special concern. If the Faculty Senate or the AAC should handle these reviews should be discussed.

1. One possibility is that the AAC only does the regular planned program reviews and has the Senate do reviews that focus on cost. The AAC can see the programs' budgets, but does not have access to the cost. The AAC needs to know the minimum cost for a class and for running a program from the administration. On a related note, class minimums should also be determined based on these cost issues.
 2. There was general agreement among AAC members that the program reviews called for by the administration and those that focus on cost should be run through the AAC and not the Senate in order to avoid redundancies and as this committee has experience with program review.
 3. Issues of timeline and summer work need to be addressed.
 4. The issue of administration initiated program review may be coming up, and the committee should be prepared to address this.
- ii. Review of the upcoming schedule
- i. Human Performance and Sport/Health self-study is overdue. Ms. April Kent will follow up with the program.
 - ii. Business is working on their self-study and on their accreditation report. These processes are tied together and will affect when their self-study will be complete.
 - iii. Physics is still in progress.
 - iv. Nursing will be pushed back to fall 2017. Mr. Loewen will contact the new program director.
 - v. Mr. Loewen will formally notify the following programs that they are up for program review in fall 2017: SSD, Nursing, and Fine Arts.
 - vi. The University Studies program will be added to the fall 2017 program review schedule. This program was not on the master schedule, and the program coordinator has recently done a lot of work on this program. The program needs to be part of the review process.
 - vii. Women's Studies will be pushed back to spring 2018 as the program coordinator is currently on sabbatical.
 - viii. Biology will be finished up soon. Dr. Geri Glover will take over as chair.
 - ix. Physics. As Dr. Jesus Rivas is on sabbatical, Dr. Robert Karaba will take over as chair. Mr. Christensen will forward the subcommittee work so far to Dr. Karaba. Dr. Lara Heflin will join this subcommittee.
 - x. The Business Program Review subcommittee will add Dr. Judy Barnstone as chair.

- xi. The program review process will start formally including examination of program costs for the fall 2017 self-studies. The executive team will add cost to the guidelines that will be sent to the programs under review in the fall. These revised guidelines will be sent with the formal notification to the program chairs.
- b. **Program reviews subcommittee membership**
 - i. Computer Science has been notified about their upcoming review. So far, there has been no response.
 - ii. Geology emailed that they will have their self-study complete by February 1, 2017. Program faculty had questions about the student learning outcomes part of report. The student learning outcomes section of the guidelines will be clarified. The Geology program review subcommittee will have Dr. Gloria Gadsden as chair and include Dr. Ali Arshad and Dr. Robert Karaba as members.
 - iii. Sociology, Anthropology, and Criminal Justice will submit a collective program review on March 1, 2017. This program review subcommittee will have Dr. Brooks Maki as chair and include Dr. Lara Heflin and Dr. Ann Wolf as members.

6. Catalog Revision Procedure

- a. Mr. Michael Raine will get in touch with the Dean of the School of Business, the Dean of the School of Social Work, and offices such as Financial Aid to make sure everything is current and correct in their sections of the catalog.
- b. Mr. Raine will talk to Dean Stokes to see how to address the College of Arts and Sciences sections of the catalog. He will also talk to Dean Bailey about how to best work with the School of Education on the catalog revisions.

7. Senate Charge: To create a syllabus template/guide for all NMHU classes – subcommittee update

- a. Dr. Robert Karaba noted item 9 (Course objectives and student learning outcomes are stated and related) of the syllabus template/guidance document was the big sticking point in the discussion. Dr. Karaba has spoken with Dr. Brandon Kempner about HLC requirements in regards to this issue. Dr. Kempner said that HLC does not require these to be stated at the level of syllabi. However, syllabi are usually where student goals are listed.
- b. The subcommittee was sent the revised syllabi minimum requirements for comment. After subcommittee members get their comments back to Dr. Karaba, he will send the document to the executive team to send to AAC members.
- c. This could be an action item at the next AAC meeting.

8. Graduate Council: Handbook changes – update

- a. Comments on changes will be discussed at the next meeting of the Graduate Council.

9. Psychology – M.S. proposal – action item

- a. Dr. Lara Heflin presented the revised M.S. proposal that incorporated many of the AAC members' comments and suggestions.

- i. The proposed non-thesis option is a revision of a current degree. It adds a new path to the current degree.
 - ii. The only difference between the proposed non-thesis option and the thesis option is that instead of taking the three thesis units, the students in the non-thesis option would take three publishable papers/capstones units.
 - iii. The revised non-thesis plan has a much more manageable workload for the advisors and committee members for the capstone review.
- b. Questions and comments.
 - i. Question about how the prerequisites for the 696 course will be enforced... In order to ensure that students are ready for this course, the instructor's signature can be required for registration. Psychology has registration for several courses set up like this with required instructor signatures and this process works well for the program.
 - ii. Questions about committee vote not needing to be unanimous in Appendix D. Each paper has to have a majority approve the paper in order for the process to move forward. The language describing the vote in the appendix was drafted in this way in order to best handle the multiple papers the committee has to work through.
 - iii. In the proposal, "independent study" will be replaced with the 696 course. This independent study statement was an error left over from an earlier version of the proposal.
- c. It was noted that this degree option will be very useful for many students who wish to pursue non-research careers. Many students in the psychology master's program would be good clinicians according to their practicum supervisors, but are not inclined toward the thesis option. There are current students in the program who will benefit from the non-thesis option, and some past students who drifted away from the program without progressing on their theses could complete their degree under this option.
- d. The feedback from AAC members to the first non-thesis proposal was very helpful in the proposal revisions. It should be noted that it was the feedback from the program review subcommittee chair, Dr. Geri Glover, on Psychology's self-study during the AAC program review process that suggested the idea of a non-thesis option in the first place. The AAC program review process provided the Psychology faculty with several concrete suggestions of how to improve the program.
- e. Motion made to
 - approve the M.S. proposal as submitted with corrections.
(Gadsden/Kent)
 Motion passed (10 in favor, 0 opposed, 0 abstentions)

10. Senate Charge: To work with the Administration and Student Support Services to formulate an official Early Alert policy – subcommittee update

- a. Subcommittee chair absent. No report.

11. Graduate 6xx requirements – Discussion item

- a. Mr. Raine noted that the catalog describes 600 level requirements.

- b. Subcommittee – Mr. Raine and Mr. Loewen will meet and report back on requirements and standards for 6xx classes.

12. Communication from the Chair

- a. **HLC Updates**
 - a. No report.
- b. **Next year's AAC elections coming**
 - a. Mr. Loewen would like to hold elections soon so departments can schedule the fall 2017 semester around a course release. By general consensus elections will be put on the February 15, 2017 meeting agenda. Chair, Vice Chair, and Secretary will be elected.
- c. **Open meeting requirements**
 - a. Mr. Loewen explained why department representatives stay in the room during votes on course or program changes. It is illegal to have a closed meeting, aside from very specific topics like personnel issues, due to open meeting or sunshine laws. The AAC can choose to do a ballot vote, but we cannot ask people to leave the meeting. The AAC tries to have an agenda item as a discussion item one meeting before the item is an action item to allow time for reflection and discussion with departments; however, this time period is not always possible or necessary.

13. Communication from the Registrar

- a. 93 graduate degrees and certificates have been awarded. There are 65 graduate degrees pending. Most of the degrees that are pending are due to programs requiring clearance forms.
- b. Last year's degree production was very high so this year will be down.
- c. 122 undergraduate degrees were awarded, and there are 66 undergraduate degrees pending. One reasons why degrees are pending is that the registrar's office is waiting on transcripts and faculty signatures for course substitutions. Some of the structure for getting this paperwork should be streamlined to make it more efficient.
- d. Highlands is down 6% in head count and down 7% in credit hours from last spring. Enrollment is down due to the high number of graduates last year.
- e. It will take time to see degree award benefits from enrollment management.

14. Communication from the Faculty Senate – The senate will meet next week.

15. Communication from the Administration

- a. No representative.

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**
- f. **To recommend a policy for final exams and snow day cancellations during finals week.**

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

18. Adjournment Meeting adjourned at 4:31