

Academic Affairs Committee Minutes

February 01, 2017

Approved February 15, 2017

- 1. Roll Call (3:01 pm) Members Present:** Ali Arshad, Judy Barnstone, Peter Buchanan, Todd Christensen, Gloria Gadsden, Geri Glover, Lara Heflin, Robert Karaba, April Kent, Kerry Loewen, Brooks Maki, Carlos Martinez, Kristie Ross, P.J. Sedillo, Jessica Snow, Ann Wolf
Also in Attendance: Carol Linder, Benito Pacheco, Michael Raine
Absent: Joe Schmalfeldt

- 2. Approval of the Agenda,**
The agenda was approved.

- 3. Approval of the Minutes**
Minutes of January 18, 2017 were approved with corrections.

- 4. NetTutor – Benito Pacheco**
 - a. Mr. Benito Pacheco reported that most students who used NetTutor were seniors along with some juniors and graduate students. Only a few underclassmen used this service. The students who used this service earned higher GPAs so it worth trying to get more students, especially freshman and sophomores, to use it.
 - b. Questions about the subjects that NetTutor covers. The live writing tutor service gets the most use with the accounting tutor service getting the second greatest amount of sessions.
 - c. Mr. Pacheco noted that the online nature of the service benefits students who are not at the main campus. This online service could also benefit student athletes who are on travel a lot.
 - d. Dr. Peter Buchanan suggested a student resources statement that includes NetTutor and resources such as ARMAS and the Writing Center. Dr. Buchanan also recommended having all the student tutoring services on Desire2Learn.
 - e. Dr. Carol Linder said that having all of the services listed on the iSeminar syllabus would let first time freshman know about these tutoring services. She also said there should be a student resources webpage like the faculty resources webpage. There is a student services and information webpage, but it is not as complete as it should be.
 - f. Mr. Kerry Loewen recommended using social media especially Snapchat to let students about tutoring services. There was further discussion of where to make this information most available.
 - g. The Academic Affairs Committee executive team will work on a motion to deal with this issue and bring it to the next meeting.
 - h. Ms. April Kent will ask the various tutoring services at Highlands for short optional syllabus statements about their services and how students may contact them.

- 5. Subcommittee Report**

- a. **Undergraduate appeals** – Two appeals have been resolved. Two appeals are pending. There is one in-person appeal after this meeting and one schedule for after the next meeting of the AAC.
- b. **Graduate appeals** – No pending appeals. There was a meeting two weeks ago to discuss which appeals need to be reviewed by the committee. Once the subcommittee has their recommendations, they will present them to the whole AAC. It would be good to have the graduate and undergraduate appeal guidelines line up.
- c. **Ballen** –
 - i. The spring 2017 Ballen Scholar, Wayne E. Potratz, will be at Highlands from February 15 to March 4, 2017. He is a sculptor and will help students smelt iron.
 - ii. Dr. Linder asked to have the Ballen events posted to the student activities calendar produced by the Dean of Students' office.
 - iii. This week, Mr. Todd Christensen will suggest a timeline for the Ballen proposal process to the subcommittee. There may be enough money for another scholar this spring and one for the fall. The committee needs meet to discuss.
- d. **Other** – no report

6. Program Review Schedule and Procedures

- a. **Overview of current schedule and procedures**
 - a. Mr. Kerry Loewen has formally notified Nursing, Art, SSD, and University Studies that they are scheduled for program review during fall 2017. These programs are to submit all program review paperwork to the Academic Affairs Committee no later than August 31, 2017.
 - b. The Computer Science report should be in next week.
 - c. The ESS report should be complete in two weeks.
 - d. There is no update from Business.
 - e. The new director of Nursing wrote Mr. Loewen that at her last university the nursing program didn't need to do a university level program review as it is an accredited program. Mr. Loewen brought this issue to the committee. After discussion, the AAC agreed that Nursing must complete an AAC program review. The program is encouraged to use accreditation report language and data as appropriate.
 - f. The Geology review should be submitted today.
- b. **Program reviews subcommittee membership assignments**
 - i. None at this time.

7. Catalog Revision Procedure

- a. Revisions to the new catalog must be submitted to the AAC by April 12, 2017 in order to be on the April 19, 2017 meeting agenda.
- b. The catalog is still a two year catalog.
- c. Dr. Linder will send the timeline and procedure out as a global to faculty. Mr. Loewen will help the Provost draft the language on this issue.

8. Social Work Course Proposals – discussion item

- a. Dr. Judy Barnstone presented new elective course proposals. Social Work has been developing electives that are responsive to student and agencies' interests and needs. The syllabi for the proposed electives can be used at any of the centers. These classes have seen student interest when offered as special topics.
- b. Questions about the name of one of the proposed courses and questions about the policy prerequisites for a course. Questions about who teaches these classes, full time faculty or contingent. Dr. Barnstone noted that professional expertise is valued for these elective classes. They are often taught by contingent faculty who are practitioners in the field.
- c. The committee requested separate syllabi for the 400 and 500 level versions of the proposed courses. The proposals have the expectations for both levels on one document, but program faculty will separate the expectations in to two separate documents for next meeting. The cover sheets will not need to be changed.

9. Chemistry Course Proposal and Program Revisions – Discussion Items

- a. Dr. Brooks Maki presented the proposed 2 credit lab course and the program revisions that would add it to the two majors in the program. The program's approving body, the American Chemical Society (ACS), requires that the curriculum provides an appropriate level of lab experience for students. This class would meet this need. The department now has appropriate faculty and sufficient student need for this course. This could also benefit biology students.
- b. Questions and comments about the program's capstone class. It will remain in the program. The ACS now requires the capstone and no longer allows this to count as the lab course. The scheduling and sequencing of the class was discussed. Dr. Linder asked about having the class made available at the 500 level too. The department would be interested in offering the class in the future at the 500 level, but for now will only offer it at the 400 level due to the available lab space. This might be look at in the future.
- c. This will be an action item at the next meeting.

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

- a. Dr. Robert Karaba reviewed the revised syllabus documents. Item number 9 is the main change from the previous document. It now reads "course objectives OR student learning outcomes." Dr. Karaba consulted with Dr. Brandon Kempner to make sure the guidelines meet HLC requirements. These documents will serve as syllabi guidelines.
- b. Motion made to
 adopt the documents put forward by the subcommittee as guides and templates with notations indicating NMHU AAC/HLC requirements.
 (Maki/Heflin)
- c. Motion passed (13 in favor, 0 opposed, 1 abstentions)

11. AAC Program and Course change forms: New Course Proposal Cover Sheet Revision – action item

- a. Dr. Geri Glover reported on the revision to the New Course Proposal Cover Sheet. The new revision gives a place to indicate how many times repeatable courses may be repeated.
- b. The form should include language that states that the approved proposal will be posted to the Academic Affairs Committee Shared Drive by Office of Academic Affairs staff.
- c. The form should have a space to record the recommended term for the course to start. It should be noted on the form that the AAC will determine the start date.
- d. Mr. Raine requested that the revision include co-requisites on the form.
- e. The form should include a section for prerequisites.
- f. Motion made to
 - approved the new course proposal form with the recommended additions.
(Buchanan/Maki)
- g. Motion passed (13 in favor, 0 opposed, 1 abstention)
- h. Ms. Kent will replace the current form with the revised form and post work flow to the AAC webpage.

12. Graduate Council: Handbook changes – update

- a. Dr. Gloria Gadsden reported on Dr. David Pan’s comments on the questions and suggestions from the AAC on the handbook revisions. The Graduate Council continues to work on the revisions.

13. Adding, Dropping and Withdrawing from Classes Deadline Policy – discussion item

- a. Mr. Michael Raine said that we have never had official deadlines for short term classes before, and his office would like to have these guidelines.
- b. There needs to be further discussion about a possible withdrawal fee and the deadlines.
- c. Discussion will continue next week,

14. Graduate 6xx requirements – Discussion item

- a. Tabled

15. New First Time Freshman Amnesty Policy – discussion item

- a. Tabled

16. Communication from the Chair

- a. **HLC Updates**
 - a. Mr. Loewen reminded the committee to make sure that their programs get their outcomes assessment done. If they need forms or assistance, contact Mr. Buddy Rivera, Institutional Research Interim Director.
- b. **Next year’s AAC elections coming**
 - a. Mr. Loewen nominated Dr. Gloria Gadsden for Chair. She accepted. There were no other nominations. Nominations for Vice Chair and Secretary were tabled for the next meeting.
 - b. There is a new Faculty Senate charge about class minimums; see agenda item 20.e.

17. Communication from the Registrar

- a. 298 degrees have been posted for fall 2016. There should be over 300 degrees posted by the end of the week.
- b. Our spring disenrollment is half of what it used to be. Better communication between financial aid and the business office has led to fewer drops due to non-payment.

18. Communication from the Faculty Senate – This reports will be posted to SharePoint.

19. Communication from the Administration

- a. Dr. Linder thanked the common course numbering subcommittee volunteers.
- b. She will be sending out a clarification email about copyright concerns to faculty.
- c. She will have an update on the results of the amnesty policy for first time freshmen at the next meeting.
- d. The incoming Provost may be starting a week earlier than initially planned.

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 create an online repository of officially approved syllabi**
- c. **To work with the Administration and Student Support Services to formulate an official Early Alert policy – subcommittee update**
- d. **To recommend a policy for final exams and snow day cancellations during finals week.**
- e. **To develop a policy on class minimums and cancellations and to also develop a process for notifying students of class cancellations.**

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

22. Adjournment Meeting adjourned at 4:58