

Academic Affairs Committee Minutes

February 15, 2017

Approved March 01, 2017

1. **Roll Call (3:05 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, Bill Hayward proxy for Joe Schmalfeldt, P.J. Sedillo, Jessica Snow, Ann Wolf
Also in Attendance: Carol Linder, Michael Raine
Absent:
2. **Approval of the Agenda,**
The agenda was approved with clarification.
3. **Approval of the Minutes**
Minutes of February 01, 2017 were approved with corrections.
4. **Subcommittee Report**
 - a. **Undergraduate appeals**
 - i. Twelve appeals received. All but one appeal have been resolved. There is an in-person appeal after this meeting to resolve the outstanding appeal.
 - b. **Graduate appeals –**
 - i. Discussion of the in-person appeals procedure. The in-person appeals procedure could be adapted from the athletics hearings procedure. Discussion of where to post the procedure so both students and faculty can easily find it. The Student Handbook would be a good place to post the in person hearing procedure.
 - ii. One appeal that was not signed off on by the Graduate Dean is now in the VPAA's office for review
 - c. **Ballen –**
 - i. The spring 2017 Ballen Scholar, Wayne E. Potratz, arrives this evening and will be on campus through March 4, 2017. The schedule of his events has been sent to all AAC members as an email.
 - ii. Mr. Todd Christensen will be scheduling a subcommittee meeting to set up the timeline for the proposal for the fall 2017 scholar.
 - d. **Other –**The Outcomes Assessment Handbook states that graduate program outcomes should be handled by the Office of Graduate Studies. There was general agreement that the AAC should take care of this matter. The Outcomes Assessment Handbook needs to be reviewed. Mr. Kerry Loewen will contact Dr. Jennifer Lindline, the chair of the Outcomes Assessment Committee, to discuss this matter.
5. **Program Review Schedule and Procedures**
 - a. **Overview of current schedule and procedures**
 - a. Business was under the impression that they wouldn't have to do an AAC program review as they are writing a report for their accreditor. After discussion

with Mr. Loewen, the program has agreed to turn in their AAC self-study with the other fall 2017 self-studies by August 31 2017.

- b. Geology – Program has submitted their self-study. The subcommittee will meet early next week to discuss.
- c. Computer Science – The subcommittee is still waiting for the program self-study. There has been no response from recent emails. Dr. Linder reported that the program is working with OIER (The Office of Institutional Effectiveness and Research) on completing their outcomes assessment.
- d. Dr. Linder noted that all programs' outcomes assessment are due by March 1, 2017.
- e. ESS – The OIER recently sent the program necessary data for their self-study. The program will meet on Tuesday of next week and will have something by next Wednesday.
- f. The Sociology and Criminal Justice self-study will be completed by mid-March.
- g. Biology's self-study was sent back to the program with a few comments from the subcommittee. Overall, the subcommittee thought the study looked good. The department will respond to the subcommittee soon and the report should be done within a month.

b. Program reviews subcommittee membership assignments

- i. None at this time.

6. Catalog Revision Procedure

- a. At the last meeting, the date April 12, 2017 was the agreed upon deadline for changes to be included in the catalog revision to be submitted to the AAC. The next step is to get word out about this deadline to the department chairs.
- b. Dr. Linder and Mr. Raine will work on the procedure for the review of the catalog by departments.
- c. Discussion of what the AAC has to approve in the catalog. The catalog as a whole is not approved by the AAC as it is a mix of different types of statements from different units. The structure of programs, new courses, requirements, and deleted courses need to be approved by the AAC. Program descriptions in the catalog do not need to be approved by the AAC.
- d. Mr. Loewen reminded members to take this back to their departments.
- e. Dr. Linder's office will send an email about the deadline to global teaching jointly with Mr. Loewen.

7. Chemistry Course Proposal and Program Revisions – Action Item

- a. Motion made to
accept the new course proposal and program revisions as submitted
(Kent/Buchanan)
- b. Motion passed (14 in favor, 0 opposed, 0 abstentions)

8. Communication from the Chair

- a. **HLC Updates**
 - a. Mr. Loewen encouraged people to attend the HLC forum.

- b. **Next year's AAC elections coming**
 - a. Term limits and AAC executive leadership discussion. This issue could be an action item at the next meeting. The AAC could adopt the structure of many professional societies with a president elect, president, and past president in order to ensure continuity. The AAC could also add at large members to the executive council. This might make the committee as a whole work more efficiently. AAC members were asked to think about these possibilities and bring comments next meeting. Members can also send comments and suggestions to Mr. Loewen, Dr. Gadsden, or Ms. Kent.
 - b. At the last meeting, Dr. Gloria Gadsden was nominated for chair, and she accepted. There were no other nominations. Dr. Gadsden was elected.
 - c. Nominations for Vice Chair. Dr. Geri Glover was nominated and accepted. Dr. Glover was elected.
 - d. Nominations for Secretary. Ms. April Kent was nominated and accepted. Ms. Kent was elected.
 - e. The 6xx issues will be sent to the Graduate Council for review.

9. Communication from the Registrar

- a. Question about the NG grades. NG on a transcript means that an instructor did not submit a grade. A degree will not be awarded to a student who has a NG on a transcript. NG grades are assigned when grade deadlines are missed. The dean needs to sign off on the paperwork to replace a NG grade. The VPAA and the registrar are tracking down the remaining NGs. The registrar's office will notify the dean and the chair to resolve the issue.
- b. Question about the grade options for field projects and thesis credits. For these types of classes, the instructor can only assign an S or No progress grade. According to the catalog, a letter grade should not be assigned. The policy is clear in the catalog, but some instructors do submit grades other than the ones specified by the catalog. Dr. Linder said it would be good to restrict the grade options in banner for these types of classes. Mr. Raine will follow up on this with ITS staff.

10. Communication from the Faculty Senate – This report will be posted to SharePoint.

11. Communication from the Administration

- a. Dr. Linder reported on Friday's NMHU day at the legislature. March 6 is graduate day at the legislature. It is good to have faculty at these legislative events.
- b. The General Education Core Revision Committee's work has slowed down in order to get more input. The comments are still open. There was talk about having Faculty Senate bodies weigh in as a group about the process. The rubrics are being reassessed. Discussion about the communication requirements proposed under the revised core. The housing of speech is a concern. English 111 and 112 may not be required at the state level. Institutions can still have their own core requirements.
- c. Common Course Numbering Committee – Dr. Linder sent the names of volunteers for content areas to the committee. Volunteers have not yet been contacted. Dr. Linder will follow up on this. Registrars state wide are saying that they will need at least a year to implement the common course numbering.

- d. Data on amnesty policy for first time freshmen.
 - i. The First Year Advisory Committee will write and submit a draft policy on first time freshman amnesty to the AAC. They will look at the retention data from fall 2016 to spring 2017 for freshman.
 - ii. Fall to spring retention is down 2.8% from last year's retention rate. Learning Community students did better. The number of students who qualified for the lottery scholarship went up.
 - iii. SEM is still looking at the data to see who we are retaining and who we are not. Matters that may affect retention include the tuition increase, accreditation probation, and changes in coaching staff.
 - iv. Dr. Edward Martinez will be presenting retention data from Noel Levitz at Monday's HLC forum. More freshman are on probation this year than in the past.
 - v. Of the freshman who took advantage of the freshman amnesty policy fall 2016, 17 students out of 45 passed and got the lottery scholarship. Regular in person classes did much better than the online ones for these freshman. Data on this matter is still rough.
- e. Discussion about mandatory online class orientation before students could take an online class. Other universities have online class orientation requirements. Should it be required at Highlands University, and if so for who? How to take an online class is more of an issue for freshman and underclassmen than for transfer student. Dr. Geri Glover said the Technology Committee would also like to have an orientation for faculty who want to teach online for the first time. Faculty online class orientations are required at some other universities.

12. AAC Program and Course change forms – subcommittee update

- a. Dr. Geri Glover asked for comments on the forms sent out. The only additions she has made were the same ones that were made to the New Course form that was approved at the last meeting.
- b. Dr. Glover will add in end date language on the course deletion form. She will include a space for the recommendation for program start date on the program revision and program proposal forms. Language on consulting other departments about changes will be rephrased.
- c. Program location(s) should be recorded on the program revision and program proposals forms.
- d. Ms. Andrea Crespin, registrar's office staff member, said the forms would work for the office.
- e. Dr. Glover will make updates and these forms will be action items at future meeting.

13. Graduate Council: Handbook changes – subcommittee update

- a. Dr. Gloria Gadsden reported on the handbook revision progress.

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

- a. Mr. Raine noted that there is currently only a policy for full term and 8 week courses, and no policy for short term courses. The registrar's office needs a short term course policy so matters are handled consistently

- b. There were concerns about how to handle adding and dropping longer, short term classes such as 4 week classes. Several committee members argued that students should be able to add a longer, short term class on the first day. Weekend classes are very different than four week class. There was discussion as to how much class can be missed by students. The policy cannot be un-student friendly. Late add petitions could solve problems with students adding late.
- c. It was noted that there cannot be a separate policy for each kind of short term class as there are so many.
- d. Another issue that must be considered with this policy is that classes are cancelled due to low enrollment very early in the class. Class cancelations policies should be adjusted for short term classes. Contingent faculty contracts are another issue with these short term classes. Contingent faculty must have a contract to teach and some contingent faculty don't have contracts until later in the term.
- e. Under the draft policy, if students withdraw the first day they still have to pay tuition. This matter needs to be clarified.
- f. This issue will be discussed further at the next meeting. Please send comments to Dr. Peter Buchanan. Dr. Brooks Maki will be joining subcommittee.

15. New First Time Freshman Amnesty Policy – discussion item –tabled

16. Senate Charge – To create an online repository of officially approved syllabi – tabled

17. Senate Charge – To recommend a policy for final exams and snow day cancellations during finals week. – tabled.

18. Senate Charge To develop a policy on class minimums and cancellations and to also develop a process for notifying students of class cancellations. – tabled

19. 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 work with the Administration and Student Support Services to formulate an official Early Alert policy – subcommittee update**

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

21. Adjournment Meeting adjourned at 4:58