

Academic Affairs Committee Minutes

March 01, 2017

Approved March 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, 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 the change of item 15 to an action item.

3. Approval of the Minutes

Minutes of February 15, 2017 were approved with corrections.

4. Subcommittee Report

a. Undergraduate appeals

- i. No new appeals. The last open appeal was resolved two weeks ago.

b. Graduate appeals –

- i. Resolved two appeals. Dr. Judy Barnstone will forward the hearing draft procedures to the AAC executive committee for review. The AAC as a whole will take a look at these procedures in the future.

c. Ballen –

- i. The spring 2017 Ballen Scholar, Wayne E. Potratz, will be here through Saturday, but his last official day as the Ballen scholar is today. He has interacted with students in art, chemistry, and criminal justice classes. His visit went well.
- ii. Mr. Todd Christensen emailed subcommittee members possible dates for the RFP for the fall 2017 Ballen scholar. Mr. Christensen encouraged everyone to get their departments to submit a proposal. Faculty at the centers are encouraged to apply as well.
- iii. Mr. Christensen's term on the AAC is over this semester so the subcommittee will need a new chair for next year. The selection of a new Ballen subcommittee chair will be done at the second to last meeting of this semester.

d. Other –

- i. Early Alert Charge. The Early Alert subcommittee chair, Mr. Carlos Martinez, presented the early alert statement for review. This statement will be presented as an action item at a future meeting.
1. It is especially important that Learning Community instructors participate in the early alert process as this should help with retention of freshman.
2. Dr. Peter Buchanan made suggestions on improving the clarity of the language. He will send these to Mr. Martinez.

3. Discussion of how to get faculty to participate in this process. It was noted that the alerts are especially important for classes at the 100 and 200 level.
 4. It was suggested that a session on the importance and purpose of the alert system be held during the Faculty Development week.
 5. Please send additional comments and suggestions about the statement to Mr. Martinez.
- ii. Student Learning Outcomes Charge.
1. Dr. Brooks Maki spoke with Dr. Brandon Kempner about this issue. The subcommittee also discussed this charge and the pertinent sections of the Outcomes Assessment Handbook with the Outcomes Assessment Committee. The subcommittee determined that no structural changes seem to be need at this time.
 2. Motion made
for the Academic Affairs Committee as a whole to endorse the subcommittee statement that follows: The Academic Affairs subcommittee and the Outcomes Assessment committee, having jointly reviewed both the Outcomes Assessment Handbook and Program Review guidelines with focus on linking Student Learning Outcomes throughout the entire assessment process, found them to be in close agreement and therefore recommended no changes in policy at the moment.
(Brooks/Glover)
 3. Motion passed (13 in favor; 0 opposed; 0 abstentions)

5. Program Review Schedule and Procedures

- a. **Overview of current schedule and procedures**
 - a. There is a need for formal guidelines on cost in program self-studies. The program review subcommittee will discuss this matter.
 - b. Computer Science – The subcommittee is waiting to hear from the program.
 - c. Biology – The program has a meeting to discuss the subcommittee’s feedback on Friday.
 - d. HPS – Submitted their self-study to the subcommittee chair today.
 - e. Geology – The subcommittee will be sending recommendations to the program in next few days.
 - f. Physics – The subcommittee members have sent their comments on the self-study to subcommittee chair, Dr. Robert Karaba. He is compiling this feedback and will send the subcommittee recommendation to the program soon.
 - g. Business is working on their accreditation report.
- b. **Program reviews subcommittee membership assignments**
 - a. None at this time.
- c. **Outside accreditation reports – discussion item**
 - a. Mr. Loewen reintroduced the discussion of whether or not programs with outside accreditors should have to do AAC program reviews. There are arguments to be made that programs that complete substantial reviews for their accreditors should not have to complete an AAC program review or not have to complete the entire AAC program review process.

- b. There was general agreement from the committee that the AAC program review process should be modified for programs that complete substantial accreditation reports.
- c. There were various suggestions from committee members about what these programs should submit instead of the AAC program review. Dr. Buchanan suggested that programs submit a supplemental document if their accreditation report doesn't cover everything the AAC program review guidelines ask for. Mr. Loewen suggested a checklist of AAC requirements with links to the relevant sections of the accreditation report be submitted to the AAC. Dr. Geri Glover suggested an executive summary of the accreditation report be written for the AAC.
- d. The executive committee will work on language and gather input from the School of Education, the School of Social Work, the School of Business, and other programs that have outside accreditation. This language could be added to the program review guidelines.
- e. If anyone wants to have input on this issue, contact Mr. Loewen.

6. Catalog Revision Procedure -- upcoming

- a. Mr. Loewen and Dr. Carol Linder will email out the deadline for catalog revisions to department chairs. Mr. Loewen asked that AAC members also bring up the April 12, 2017 deadline to their departments.

7. Transcript Disciplinary Notations

- a. Mr. Michael Raine brought up this issue as a discussion item. The professional association, American Association of Collegiate Registrars and Admissions Officers (AACRAO), sets standards for registrars' offices. AACRAO is looking at changing the language on standards for noting separation (suspension or expulsion) from universities for any reason. The current standards only call for documentation for academic reasons for separation.
- b. Discussion included the sensitive nature of mental health issues and students, the purpose of transcripts for school and employment, how a disciplinary note could be prejudicial with future employment, the role of academic institutions in these matters, how certain population are disproportionately targeted in criminal justice matters, the need for faculty to know certain things, implications for GA-ships, the role of the NMHU Student Behavior Intervention and Support Team (SBIST), and how many students at Highlands would this affect.
- c. Mr. Raine noted that there is a revived national conversation about transcript records and disciplinary notations. He reported that the AACRAO voted down disciplinary notes on transcript a few years ago and now the issue has come up again. The AACRAO has always recommended that academic reasons for expulsion be noted on transcripts; these have not been included on official Highlands transcripts. Two states require disciplinary notations on transcripts now and five states are considering requiring this. This could indicate a national movement toward these kinds of statements. Mr. Raine said that Highlands would have to decide how to deal with transcripts that come in from other institutions with these notations as well as deciding if Highlands would include these statements on its own transcripts.

- d. Please send any additional comments or concerns to Mr. Michael Raine.

8. Social Work Course Proposal– action item

- a. Dr. Judy Barnstone presented the two electives, SW 4xx-5xx, The Social Determinants of Health and Wellbeing and SW4xx-5xx, Social Work Practice with Military Families, with separated out syllabi for the two levels the electives would be offered at. Dr. Barnstone had presented the electives at a previous meeting. The School of Social Work is still working on the third elective, Social Work Practice with Latino Clients, which was also previously presented. These courses have had success as special topics. The prerequisite were eliminated for clarity.
- b. Motion made to
accept the new course proposals as submitted
(Kent/Heflin)
- c. Motion passed (14 in favor, 0 opposed, 0 abstentions)

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

- a. Volunteers for a subcommittee to work on this charge include Ms. Andrea Crispin (volunteered by Mr. Michael Raine), Dr. Gloria Gadsden, Dr. Geri Glover, Dr. Judy Barnstone, and Dr. Kristie Ross.

10. Communication from the Chair

- a. **HLC Updates**
 - a. Mr. Loewen reported that the HLC subcommittees are starting to meet. He encouraged everyone to pay attention and be involved with the process whether or not they are on a subcommittee. It is important that all staff and faculty read and understand the assurance documents in advance of the visit.
- b. **Senate Charge – To create an online repository of officially approved syllabi**
 - a. It is unclear where all the syllabi are currently stored. It is know that not all approved syllabi are stored electronically.
 - b. Approved syllabi are in the Register's Office, but not stored there are the updated syllabi for classes that may been approved over 30 years ago.
 - c. The VPAA's office has stored electronically 100, 200, and 300 level syllabi in dropbox.
 - d. The School of Education has been gathering all syllabi for the last 8 years both electronically and on paper. This process has been very work intensive for the education administrative assistants. Dr. Lora Bailey wants to create syllabi templates for courses to simplifying this process.
 - e. Banner Management System (BMS) could be used to store syllabi electronically. This is a very secure system.
 - f. There were questions as to what all needs to be stored: AAC approved syllabi or the syllabi that have most recently used by instructors.
 - g. The VPAA is posting approved syllabi from now on to the Academic Affairs Office SharePoint.
- c. **Senate Charge – To recommend a policy for final exams and snow day cancellations during finals week.**

- a. The calendar subcommittee is charged with this matter.

11. Communication from the Registrar

- a. No report.

12. Communication from the Faculty Senate – This report is posted to SharePoint.

13. Communication from the Administration

- a. Dr. Carol Linder asked AAC members to think about the below issues, share these issues with their departments, and come prepared to discuss these matters at next meeting.
 - i. What should be done when faculty don't turn grade in on time.
 - ii. What to do about intersession classes.
 - 1. Dr. Linder recommends that we not have fall 2017 intersession classes until we figure out what we are going to do. The fall 2017 class schedule comes out on April 3. The intersession classes is mostly an issue for the HPS program.
 - 2. There are financial aid issue with these classes and timing of grades.
- b. Next Tuesday, the statewide general education task force will meet. The rubric may have competency as a binary system (proficient or not) like Highlands uses rather than a three level system.

14. AAC Program and Course change forms – subcommittee update/action item

- a. Dr. Geri Glover reviewed the updates on the revised forms.
- b. Motion made to
 - accept the revised forms as submitted and to add library review to the new major/minors form
 - (Kent/Maki)
- c. Motion passed (14 in favor, 0 opposed, 0 abstentions)

15. Graduate Council: Handbook changes – subcommittee update

- a. Dr. Gloria Gadsden reported that Dr. David Pan made all of the changes requested by the AAC. The Graduate Council has voted to approve the revised handbook and is waiting for the AAC to vote on it.
- b. Mr. Raine reminded the committee that this revision is a cleanup of the current Graduate Handbook. The Graduate Council will be revising the entire handbook again in the near future.
- c. Motion made to
 - endorse the Graduate Handbook as submitted.
 - (Kent/Maki)
- d. Motion passed (14 in favor, 0 opposed, 0 abstentions)

16. Adding, Dropping and Withdrawing from Classes Deadline Policy – subcommittee updates

- a. Dr. Peter Buchanan noted that the subcommittee is working on the policy and will have language for the next meeting.

17. New First Time Freshman Amnesty Policy – subcommittee update

- a. The Learning Community advisory committee is reviewing data and developing language for issue.

18. Senate Charges – see above

- 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**

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

- a. The AAC executive team has been meeting informally this year on the Wednesdays the AAC doesn't meet just as the Faculty Senate's executive team meets on the weeks there are no Faculty Senate meetings. The AAC executive team would like to have at large members just as the Faculty Senate executive team does. AAC members should think about if they want to elect these at large members now or wait until the fall when the committee has new members.

20. Adjournment Meeting adjourned at 4:50