

Academic Affairs Committee Minutes

March 15, 2017 Minutes

Approved April 05, 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, Maki, Brooks, Carlos Martinez, Kristie Ross, Jessica Snow, Ann Wolf
Also in Attendance: Carol Linder, Michael Raine
Absent: Kerry Loewen, Bill Hayward proxy for Joe Schmalfeldt, P.J. Sedillo
2. **Approval of the Agenda,**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of March 01, 2017 were approved.
4. **Subcommittee Report**
 - a. **Undergraduate appeals**
 - i. One new appeal was received today. It should be resolved before Spring Break.
 - b. **Graduate appeals –**
 - i. There is one pending appeal which should be resolved today.
 - ii. There has been an email discussion about setting up the appeals processes. Dr. Carol Linder will set up a meeting for all concerned.
 - c. **Ballen –**
 - i. Mr. Todd Christensen will be sending out reminders for the next round of proposals. The deadline is mid-April. Please encourage your department to apply.
 - d. **Other –**
 - i. Early Alert Charge. Mr. Benito Pacheco sent the committee information on research done on the efficacy of alerts programs at other institutions. He will be getting data on the effectiveness of the early alert program at Highlands from Dr. Edward Martinez. He will share this data with the committee when it becomes available.
5. **Program Review Schedule and Procedures**
 - a. **Overview of current schedule and procedures**
 - a. Biology – The department wants the subcommittee to understand that they wrote the self-study in 2015. Subcommittee changes delayed the review of the self-study. The self-study serves as a snapshot of the program at the time of its drafting. The subcommittee will meet with the department after spring break. The dean will be attending the meeting.
 - b. HPS/ESS – Subcommittee chair has received the program’s self-study.

- c. Geology – Asked for an extension on the program review process as they are working on a big grant. The subcommittee has received and reviewed Geology’s self-study; it is the next steps that will be postponed due to the grant.
- d. Sociology, Anthropology – Program faculty members are working on getting accurate data from the OIER. There were some problems with the initial numbers from this office. The program should have their self-study done after Spring Break.
- e. Physics – Subcommittee recommendations have been sent to department.
- b. **Program reviews subcommittee membership assignments**
 - a. None at this time.
- c. **Outside accreditation reports – update**
 - a. Mr. Kerry Loewen will report on this issue at the next meeting.

6. Catalog Revision Procedure -- update

- a. Mr. Michael Raine is pulling apart the catalog and adding in the revisions section by section.
- b. The proof of the revised catalog will be available around late April.

7. Senate Charge -- To develop a policy on class minimums and cancellations and to also develop a process for notifying students of class cancellations. – subcommittee update

- a. The conversation on class minimums has started. Subcommittee members will meet with Dr. Carol Linder to get background information and the history of this issue at Highlands. Subcommittee members will also research other institutions’ policies on class minimums.
- b. Dr. Linder will set up a meeting with stakeholders on this issue.

8. Communication from the Chair

- a. **HLC Updates**
 - a. The next forum will be on Monday during spring break. You can ZOOM in to the meeting if you will not be on campus.
- b. **Policy for majors that do not require a minor or have a built in minor**
 - a. Bachelor of Science majors have a built in minor that is not coded into banner.
 - b. BFA degrees also do not require a separate minor.
 - c. There will probably be a subcommittee formed to investigate these majors and draft a policy. The subcommittee will look into the credit threshold for majors not needing a separate minor.
 - d. Dr. Linder said there used to be a policy or specific guidelines, but there is not an official policy now.

9. Communication from the Registrar

- a. External communication was sent to students about applying for a degree if they want to be in the commencement program with the deadline of March 10. This week the internal communication will be sent with a March 17 deadline.
- b. The deadline is much earlier this year than previous years as there is a lot of work that is involved in drafting the commencement program.

- c. Students can walk at commencement if they aren't in the program as long as they satisfy the other requirements.

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

11. Communication from the Administration

- a. Dr. Carol Linder gave an update on the state general education committee. At the May 2, 2017 meeting, exactly what will be done with the distribution model and skills model will be determined. Dr. Linder will give the committee the names of the chairs and vice chairs of the Faculty Senate and the Academic Affairs Committee so they can give feedback on this matter.
- b. Bill 108 is on the governor's desk. Common course number is moving forward. UNM faculty were pushing for the diversity requirement.
- c. The new provost, Dr. Roxane Gonzales, is starting on April 10, 2017. She will be reviewing all of the tenure and promotion files and be making the decisions on these matters.
- d. Outcomes Assessment is moving forward.
 - i. Academic Affairs is working on some logistical issues.
 - ii. The president is committed to 100% compliance. We are currently at 80%.
 - iii. HLC wants institutions to use this outcomes assessment data to make improvements to programs. Highlands is working on ways of better using data to improve programs.

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

- a. Dr. Peter Buchanan reported on revisions to the draft policy.
 - i. Students will be able to add on the first day of class.
 - ii. The revised policy makes a distinction between short term courses and very short term courses. Very short term courses are here defined as courses meeting six times or fewer.
 - iii. The new draft policy also has a statement about the reason and need for the policy.
 - iv. Questions and discussion about independent or directed study courses and timelines for adding these types of courses.
 - 1. The guidelines were added to the policy to ensure quality and sufficient time for these type of courses.
 - 2. Both students and faculty should be proactive about these type of courses.
 - 3. Everything in the policy is subject to petition. This should take care of unusual situations and these courses.
 - 4. Directed studies are not as much of a concern as a syllabus is already in place. Independent studies need more scrutiny.
 - v. The subcommittee is open to suggestions. This is setting policy so we did need input. Send further comments to Dr. Buchanan. This will be an action item at soon.

13. New First Time Freshman Amnesty Policy – subcommittee update

- a. The draft policy was sent electronically to committee members during the meeting. Dr. Linder reviewed the key points for a preliminary discussion. This is a policy that puts a lot of responsibility on the student.
- b. This policy will be a discussion item at the next committee meeting after members have time to review the policy and discuss with their departments.
- c. Along with the policy recommendations, Dr. Linder emailed data on how well the amnesty intersession/second half courses worked during fall 2017. 67% of these students were retained with about 33% keeping their scholarships. The amnesty policy is retaining students.
- d. The in person classes have worked better at retaining students. The data analysis sent by Dr. Linder only includes information about the in person classes. Courses like Soc 152 which was taught online are not included in the data.
- e. Fall 2017 intersession courses cause a lot of problems with financial aid and other offices. Dr. Linder recommends not offering these classes during fall 2017. There has to be a lot of planning to make the intersession courses work. Hybrid classes might be a good option to get enough contact hours. Asynchronous classes would offer flexibility, but are not the best fit for first time freshman. We could possibly schedule a second half learning community, but scheduling this would be very difficult.
- f. Dr. Linder asked if the committee would want to look at offering amnesty for other types of students. This was brought up when the fall 2016 policy was passed. There was general agreement to expand the scope of the policy after the freshman plan is finalized.
- g. Committee members generally favored students being required to sign an enrollment contract as part of this policy.
- h. This matter will be a discussion item at the April 5, 2017 Academic Affairs meeting and an action item at the April 19, 2017 meeting.

14. Senate Charges – see above

- a. **Senate Charges - To create an online repository of officially approved syllabi – update**
 - i. No update at this time.
 - ii.
- b. **Senate Charge -- To recommend a policy for final exams and snow day cancellations during finals week. – subcommittee update**
 - i. Dr. Buchanan said the subcommittee is working on this charge. This policy is a complicated matter, but the subcommittee will have pieces of the language available to discuss at the next meeting.
 - ii. This is a policy that we hope to never have to use.
 - iii. The subcommittee is looking at other universities for examples of a finals snow day policy. Some universities have faculty handle it on a class by class basis, some universities have very prescribed rules for handling exams missed for weather closures, but most institutions have no posted policy on this issue.

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

- a. At large members. The committee could identify two at large members at the end of this semester so the executive team would have a few more members for the summer. This would be helpful in case the committee has to set up a special summer AAC meeting. The committee could select additional at large members at the beginning of the fall semester. This would allow new AAC members to be part of the executive team.

16. Adjournment Meeting adjourned at 4:03