

## **Academic Affairs Committee Minutes**

April 05, 2017 Minutes

Approved April 19, 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, 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:** Brooks Maki
- 2. Approval of the Agenda,**  
The agenda was approved with agenda item 15 changed to action item.
- 3. Approval of the Minutes**  
Minutes of March 15 2017 were approved.
- 4. Subcommittee Report**
  - a. On April 4, 2017 Dr. Gloria Gadsden, Mr. Kerry Loewen, Ms. Mariah Hausman, Dr. Judy Barnstone, Dr. Carol Linder, and Ms. April Kent met to discuss revising the Academic Petition Procedures that were approved fall 2012. Discussion of the revisions continues over email. Dr. Warren Lail was unable to attend the meeting, but is part of the email discussion.
  - b. **Undergraduate appeals** – One outstanding appeal will be resolved by Friday. Another appeal was just resolved.
  - c. **Graduate appeals** – One appeal resolved. There are no pending appeals.
  - d. **Ballen** – Mr. Todd Christensen reported that the deadline for Ballen proposals is this Friday. If there are no applications, the deadline will be extended again.
  - e. **Other** – No other reports at this time.
- 5. Program Review Schedule and Procedures**
  - a. **Overview of current schedule and procedures**
    - i. The schedule will be reviewed by the executive committee next week, and then sent to the whole committee for review on Wednesday, April 12. Corrections and updates should be sent to the executive team.
  - b. **Program reviews subcommittee membership assignments**
    - i. None at this time.
  - c. **Outside accreditation reports – update**
    - i. Mr. Kerry Loewen reported that both the School of Social Work and the School of Business are interested in coming up with a process for using their accreditation reports for Academic Affairs program review. Programs in both schools undergo a thorough accreditation process. School of Education faculty would also like a streamlined process for program review. Programs in the School of Education undergo a rigorous outside accreditation process.

- ii. In the College, the Nursing program is interested. Forestry is interested, but as not all of their programs have outside accreditation some of their programs will still need to undergo the standard Academic Affairs Committee program review process. Chemistry is interested in streamlining the process as well. Chemistry undergoes approval from the American Chemical Society (ACS) which maybe different than accreditation. Mr. Loewen will write Dr. David Sammeth for a copy of the latest report that the program submitted to the ACS to clarify if approval reports are similar enough to accreditation reports for program review purposes.
- iii. The executive team will continue to work on this matter.
- d. Question about what to do with current program reviews in light of the recent changes with deans. Mr. Loewen said that the procedures call for the interim dean to be invited to the subcommittee meetings with department faculty. He noted that deans are not required at the program meetings, but should be invited.

**6. Catalog Revision Procedure -- update**

- a. Mr. Michael Raine reported that all administrative sections have been set out for review. The sections for Business, Social Work, and Education will be shared on Share Point with the appropriate people. Mr. Raine is working through the College of Arts and Sciences section. Members of the college should be getting sections to work on next week.

**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. Dr. Judy Barnstone reported that the subcommittee is meeting at 5:00 pm today to work on this policy.

**8. Business Courses Revision and Proposal – Discussion Item**

- a. Dr. Mary Romero reported on the two proposal courses below.
  - i. FIN 343 revision. The department would like to change the course name to mitigate confusion and make articulation agreements clearer.
  - ii. MIS course proposal. This is a course that was included in a previously approved program change. The proposal for the course was not included with this paperwork. This was a clerical error. This fixes this error.
- b. Questions and discussion about FIN 343 prerequisites. There will be no changes at this time. There will be many changes with business courses after the statewide adoption of common course numbering. Many Highlands business courses will be changed to the 200 level. Upper division requirements will have to be reviewed at this time.
- c. This will be an action item at the next meeting.

**9. Education Courses Proposals, Revisions and Deletions – discussion items**

- a. Dr. Ann Wolf presented the six new courses and the six course revisions or deletions. These courses are purposely at a 300 level and 500 level split.
- b. These courses were first introduced by Dr. Carolyn Newman at the end of last year. At the time not all paperwork was complete.

- c. Mr. Loewen recommended that program faculty bring an executive summary of the changes and a side by side comparison sheet to the next meeting to make the changes clearer to the committee. There is still time to get these courses approved this semester.
- d. This will be a discussion item at the next meeting.

#### **10. Psychology Course Proposal – discussion item**

- a. Dr. Lara Heflin presented the new course. It is a special topics course that the program would like to make a permanent course. The course has a good track record with student interest and enrollment.
- b. The signature page is working its way through the needed approvals. The department chair has signed. This course is coming from a Farmington instructor who needed procedure assistance from the main campus faculty.
- c. Questions and discussion about the psychology program's counseling classes and the date of the textbook.
- d. This will be an action item at the next meeting.

#### **11. Communication from the Chair**

- a. Discussion of which members will be on the committee next academic year and who will be leaving.
- a. **HLC Updates**
  - a. Subcommittees are drafting new language for the assurance argument.
- b. **Policy for majors that do not require a minor or have a built in minor**
  - a. This issue comes from the HPS faculty, but affects several programs including the sciences and BFA programs. A subcommittee was set up to work on this issue. The subcommittee will include Mr. Kerry Loewen, Dr. Joe Schmalfeldt (Dr. Bill Hayward will brief Dr. Schmalfeldt), Dr. Jessica Snow, and Dr. Linder. An email discussion on this issue will be started by Mr. Loewen. Dr. Linder will send the subcommittee the language on this matter that was included in the 2015 HLC assurance argument.

#### **12. Communication from the Registrar**

- a. Mr. Raine reported that 1,023 students have applied for graduation this spring. The graduation rate is good, but we are not currently replacing these graduating students with new students. Commencement will be robust this year. The commencement program has been streamlined.

#### **13. Communication from the Faculty Senate – This report is posted to SharePoint.**

#### **14. Communication from the Administration**

- a. Mr. Kerry Loewen thanked Dr. Carol Linder for her service on the committee as the interim VPAA.
- b. Dr. Linder said she does not know at this time if the new VPAA, Dr. Roxanne Gonzales, will be attending these meetings or if she will continue on the committee in her role as AVPAA.

- c. Dr. Linder said it maybe Dr. Roxanne Gonzales who closes the loop on the music program review.

**15. Adding, Dropping and Withdrawing from Classes Deadline Policy – subcommittee updates – changed to an action item.**

- a. Dr. Peter Buchanan reviewed the policy and the key revisions that have been made.
- b. Questions and discussion about asynchronous deadlines.
- c. Dr. Gloria Gadsden noted that the subcommittee considers this to be a living policy that will be adapted as we encounter new issues with the policy.
- d. Motion made to  
    approve the policy as submitted  
    (Kent/Heflin)  
    Motion passed (14 in favor; 0 opposed; 0 abstentions)
- e. Mr. Loewen will send a memo along with the policy to Dr. Linder.
- f. There is also the issue of ensuring quality of classes of all lengths and modalities. This is something the AAC will need to address in the future.

**16. New First Time Freshman Amnesty Policy – subcommittee update**

- a. The draft policy was written by the learning community advisory committee.
- b. Dr. Linder asked the committee if the policy is acceptable. There is currently no mechanism to enforce the cost aspect described in the recommendations. Something could be developed, but this might be problematic. This part will be taken out for now.
- c. The committee members also recommended a few changes to the wording of the policy. There were also questions and discussion about credit hours, financial aid implications, and what text should go into the contract.
- d. Mr. Raine would like to see all first-time freshman using this policy go to the Academic Support office before the registrar's office.
- e. Dr. Linder will adapt the draft policy to include the recommendations from the committee and bring it to the next AAC meeting. This policy will be an action item at the April 19, 2017 AAC meeting.

**17. Senate Charges – see above**

- a. **Senate Charges - To create an online repository of officially approved syllabi – update**
  - i. No update from the subcommittee at this time.
  - ii. Dr. Linder had questions about what syllabi should be collected and how. The syllabi should not have instructor specific information so that personal information is not made publicly available. Many of these details would have to be worked out.
  - iii. Questions and discussion about whether we are collecting and storing just what was approved by the AAC or the most recent version of the syllabi. If we decide to archive the most recent versions of syllabi, this repository will have to be updated each semester.
  - iv. The senate charge comes from HLC reporting concerns, but there are also other reasons to store syllabi. There are student requests to departments and to

the office of the registrar for the exact syllabi from past semesters (not for just the approved template syllabus for a course). Dr. Linder said that the Office of Academic Affairs should be the holder of these documents.

- v. Some of the officially approved syllabi are no longer available as they were approved many years ago. Mr. Loewen said that while we may not be able to reconstruct all old syllabi, we can store all approved syllabi going forward. He said that banner would be a logical storage place.
- vi. Dr. Linder will investigate using banner as storage. She will work with Mr. Raine.

**b. Senate Charge -- To recommend a policy for final exams and snow day cancellations during finals week. – subcommittee update**

- i. Dr. Buchanan reviewed the key points from the Snow Day Cancellation during Final Exams document that was sent out during the meeting. The subcommittee found three main options for this policy and are leaning toward the third policy option which is to give professors discretion for scheduling make-up exams. The subcommittee also had recommendations to help mitigate potential conflicts.
- ii. There was general agreement from committee members that the third option was the best.
- iii. Mr. Loewen noted that there are other causes for why students have to miss final exams and universities have well worded policies for these conditions as well.
- iv. Dr. Linder noted that some faculty do not work with athletes who need to miss final exams even when they are absent to attend a university sponsored event.
- v. There may be a need to draft policies to address other unavoidable events, like buildings that are forced to evacuate, that cause students to miss final exams. The snow day policy may be adapted to address these issues too.
- vi. Comments and recommendations should be sent to Dr. Buchanan to bring to the subcommittee.

**18. Late Additions to the Agenda (minor items only)**

**19. Adjournment** Meeting adjourned at 4:57