

Academic Affairs Committee Minutes

April 19, 2017 Minutes

Approved May 03, 2017

1. **Roll Call (3:00 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, Brooks Maki, Kristie Ross, P.J. Sedillo, Jessica Snow, Ann Wolf
Also in Attendance: Carol Linder, Michael Raine, Jonathan Lee, Roxanne Gonzales
Absent: Bill Hayward proxy for Joe Schmalfeldt
2. **Approval of the Agenda,**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of April 05, 2017 were approved.
4. **Subcommittee Report**
 - a. **Undergraduate appeals** – One pending appeal.
 - b. **Graduate appeals** – No pending appeals.
 - c. The appeal procedures continue to be worked on via email.
 - d. **Ballen** –
 - i. Mr. Todd Christensen reported that the subcommittee received two applications. There is enough funding to support both proposals and to still have a scholar in the spring 2018 semester.
 - ii. There was general agreement from the AAC committee members that it would support the strategic goal of an active campus to have two scholars in the fall 2017 semester as long as the visits are at different times during semester.
 - e. **Other** – No other reports at this time.
5. **Program Review Schedule and Procedures**
 - a. **Overview of current schedule and procedures**
 - i. The schedule was reviewed by the committee. Programs lacking outcomes assessment reports were discussed. There are no outcomes for the Health BA or minor or the Human Performance and Sport, MA, BA, or Minor. Program faculty for History, BA and Minor, Public Affairs, MA, and Southwest Studies, MA are working with OIER on posting their outcomes results. Spanish has no outcomes, but the new faculty member, hired this academic year, will work on them. Spanish is on the schedule for program review in spring 2018 and will have outcome data for this review.
 - ii. Mr. Raine said the AAC should discuss how to best deal with interdisciplinary program reviews.
 - iii. Dr. Linder noted that the University Studies program should be reviewed in the near future. This program will undergo review fall 2017.
 - b. **Program reviews subcommittee membership assignments**
 - i. None at this time. Please review the current list of subcommittee memberships for accuracy.

c. Outside accreditation reports – update

- i. There was general agreement to move forward with a streamlined program review for programs with thorough outside accreditation reports.
- ii. This will be an action item next meeting.

6. Catalog Revision Procedure -- update

- a. Mr. Michael Raine reported that all program chairs have been given access to make changes to their section of the catalog. From now on program chairs should contact Dr. Linder to make catalog changes.
- b. The email to the department chairs describes everything that needs to be reviewed and updated. Prerequisite updates do not need to go through the Academic Affairs Committee for this catalog. Changes should be made before May 16, 2017.
- c. Dr. Linder said we also need these prerequisites up to date for going forward with academic roadmaps with UNM. These updates are needed before the end of the semester. Dr. Linder asked committee members to make sure that their departments are working on this. She also asked departments to take out of the catalog the classes that are no longer offered.
- d. Minimal course description changes don't need to go through the Academic Affairs Committee for approval.
- e. The draft catalog is chopped up into small chunks. It should be easy to get these edits done.
- f. Dr. Linder is the go to person for the Catalog SharePoint site permissions and catalog questions.

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 met after the last AAC meeting. The subcommittee reviewed where the policy is at currently. They will be meeting next week to move forward. Class size is a big part of this issue.
- b. Dr. Linder reviewed spring 2017 statistics on class size. She reported that in the spring there were 1,488 class sections total; 115 were planned for greater than 30 students. Only 3% of classes ended up having 30 or more students. Dr. Linder said we will have to look at how we plan and schedule classes. OIER pulled data on this issue so we have a historic perspective. Class size and scheduling are critical issues for Highlands.

8. Business Courses Revision and Proposal – action item

- a. Motion made to
approve the proposals as submitted
(Kent/Gadsden)
Motion passed (13 in favor; 0 opposed; 0 abstentions)

9. Education Courses Proposals, Revisions and Deletions – action item

- a. Dr. Ann Wolf reported that most of the changes are very minor, and this is mostly about bringing the program up to state requirements and standards. All of the new

courses have been taught as special topics with success. Dr. Wolf also explained further the rationale for the 300/500 split for certain courses.

- b. Motion made to
 approve the proposals as submitted
 (Glover/Kent)
Motion passed (14 in favor; 0 opposed; 0 abstentions)

10. Psychology Course Proposal – action item

- a. Motion made to
 approve the proposal as submitted
 (Kent/Ross)
Motion passed (13 in favor; 0 opposed; 0 abstentions)

11. History New Course Proposal – discussion item

- a. Dr. Kristie Ross reviewed the new course proposal submitted by the department. It has been taught as a special topics class before by several History program faculty. This is a challenging course to teach and one that students have taken a lot from. The class works at multiple levels for students as it covers the historical events and the attitude toward these events at the time of the film's creation. This course does not overlap with Media Arts films classes. This has been discussed with Media Arts faculty.
- b. Questions and discussion about increased outcomes for the graduate level course. These increased outcomes must be clearly articulated on the syllabus. Dr. Peter Linder will have this for the next meeting. The papers are longer for the graduate students.
- c. This will be an action item at the next meeting. The cover sheet with all signatures must be received before the vote.

12. SSD Program and Course Revisions – discussion item

- a. Mr. Jonathan Lee presented the changes to the previously presented course. These changes incorporated input from the AAC members' comments. The course and program revisions came out of a desire to cross list more courses with the Computer Science program. Media Arts is very supportive of this. Mr. Lee reviewed the side by side comparison. Program faculty has met with Dr. Gil Gallegos on this cross listing to offer more to the students; faculty from both programs will teach in rotation. The minor was revised to make it more appealing to students.
- b. Questions and discussion about Ambient Computing syllabus that has no textbook listed. The course material is created by the professor as this information dates very quickly. Code changes yearly and so the instructor needs to create new course material every year. Question about the number of credits required. The BS in SSD has no required minor. The minor is built in.
- c. This will be an action item at the next meeting.

13. CS Course Revision – discussion item

- a. Mr. Carlos Martinez presented the revised course description which was last written over twenty years ago. The main change is wording and that prior knowledge of computing is expected as this is expected with current students.

- b. Dr. Linder said that more than 90% of students test out of this course. Dr. Linder said that the test out exam for this course should be reviewed and perhaps replaced. The course content and the exam no longer match up. Dr. Linder thanked Ms. Jessica Johnsen for taking the initiative to update this course description.
- c. Questions and discussion about whether or not the AAC should vote on the test out exam or if it should be up to the department. There was general agreement that the program should determine the test out exam for a course. There were also questions about how often programs review the test out exams and if this is done on a regular basis or not.
- d. Dr. Linder will send out the current test out exam for discussion at the next meeting.
- e. A generic syllabus with no instructor information will be submitted by program faculty.
- f. This will be an action item at the next meeting.

14. Exemption of Term Limits for Chair of Academic Affairs – action item

- a. Mr. Kerry Loewen brought up the previously discussed issue of an exemption of term limits for the AAC Chair to help leadership continuity and to expand the pool of who can run for chair. This would be sent to the Faculty Senate as this would be a handbook change. This year, we have modeled the AAC executive team after the Faculty Senate executive team.
- b. Motion made to
 - have an exemption of term limits for the Chair of Academic Affairs (Heflin/Kent)
 - Motion passed (12 in favor; 0 opposed; 1 abstentions)

15. At large members – action item

- a. Mr. Loewen noted that this change does not require a handbook change.
- b. Motion made to
 - add between two to four at large members to the executive team (Christensen/Gadsden)
 - Motion passed (13 in favor; 0 opposed; 0 abstentions)

16. Communication from the Chair

- a. **HLC Updates**
 - a. Subcommittees are continuing to meeting and draft subsections of the report.
- b. **Policy for majors that do not require a minor or have a built in minor – subcommittee update**
 - a. Mr. Loewen has done some research on this issue. The minimum number of credits for a major is 30 credits and the minimum number of credits for a minor is 20 credits. Mr. Loewen asked the committee if majors with over 50 or over 56 credits should not be required to require a separate minor.
 - b. Mr. Raine reported that the minimum number of credits for a major is state law, and that the minimum number of credits for minors is an HLC issue. The previous catalog and other documents had discrepancies with minimum numbers. These errors have since been corrected.

- c. Questions and discussion about breadth of programs; exposure to other disciplines; needs of pre-professional programs; if there should be a credit minimum or if programs should be reviewed on a case by case bases.
- d. There was general consensus that not requiring a minor cannot be based only on the number of credit hours in the major. There has to be a rationale for not requiring a minor. The HPS faculty should come to the AAC with a rationale for not requiring a minor.
- e. Question about the role of AA degrees and minors. The AA degree waves the minor requirement. While many of our transfer students come in with an AA degree, not all do. We have many adult learners and transfer students who come in with a lot of credits, but no AA degree. The AAC should look at the needs of this group of students. The applied AA degree is another issue to be reviewed.
- f. Dr. Roxanne Gonzales said that we have to be careful about setting requirements for different degrees and be aware of the needs of the different populations that we serve. Adult learners have different needs.
- g. Mr. Loewen will take the comments back to the subcommittee. Please email additional comments to him.
- c. **Selection of Ballen Subcommittee Chair at May 3 Meeting**
 - a. At last meet.

17. Communication from the Registrar

- a. Mr. Michael Raine thanked the committee for working with him and listening to him. He thanked the committee members for the passion and care they have for students and academic issues.

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

19. Communication from the Administration

- a. Dr. Gonzales said she is looking forward to working with the committee.
- b. She is moving forward with the interim registrar position and the interim dean positions.
- c. Dr. Gonzales will talk with Athletics and Financial Aid about the add/drop policy passed by the AAC and sent to the Faculty Senate.

20. New First Time Freshman Amnesty Policy – action item

- a. Dr. Carol Linder presented the policy that was drafted by the subcommittee. Dr. Linder tried to make it as clear as possible in the policy language that the added class made possible by the amnesty policy cannot be an online class aside from exceptions made by the VPAA or designee. AAC members suggested additional language to make this more explicit.
- b. Committee members also asked that the policy language is as clear as possible that students are getting a retroactive drop so the dropped class will not appear on their transcripts. It also must be made clear that the amnesty class may not be dropped.
- c. The policy should make it clear that Academic Support Office advisors have to sign off on the add form before going to the Office of the Registrar.
- d. Every step of the process has to be as explicit as possible.

- e. There was discussion of penalties, cost, and fees.
- f. Dr. Linder will make changes for the next meeting. Further comments should be sent to Dr. Linder.
- g. This will be an action item at the next meeting.
- h. Motion made to
 - table item until next meeting
 - (Gadsden/Kent)Motion passed (10 in favor; 0 opposed; 0 abstentions)

21. Senate Charges – subcommittee updates

- a. **Senate Charges - To create an online repository of officially approved syllabi – update**
 - i. No update from Dr. Linder at this time about the use of banner for syllabi storage.
 - ii. The Faculty Senate said that SharePoint could be used as centralized storage for syllabi. The repository can be simple storage.
- b. **Senate Charge -- To recommend a policy for final exams and snow day cancellations during finals week. – subcommittee update**
 - i. Tabled

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

23. Adjournment Meeting adjourned at 4:59