

Academic Affairs Committee Minutes

May 03, 2017 Minutes

Approved September 06, 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, Bill Hayward proxy for Joe Schmalfeldt, P.J. Sedillo, Jessica Snow, Ann Wolf

Also in Attendance: Carol Linder, Thomasinia Ortiz-Gallegos, Gil Gallegos, Jennifer Lindline, Jesus Rivas, Jessica Johnsen, Miki Ii, Craig Conley

Absent: Roxanne Gonzales,

2. Approval of the Agenda

The agenda was approved.

3. Approval of the Minutes

Minutes of April 19, 2017 were approved with correction.

4. Subcommittee Report

- a. **Undergraduate appeals** – One pending appeal; it is soon to be resolved.
- b. **Graduate appeals** – No pending appeals.
- c. **Ballen** –
 - i. Mr. Todd Christensen sent out official announcements for having two scholars in fall 2017. Dr. Carol Linder will investigate the housing costs that are covered by Highlands administration, not by the endowment.
 - ii. Mr. Christensen will be uploading documents about the Ballen to SharePoint. He also advised the new chair to keep good records and to create a web presence.
 - iii. **Election of Ballen Subcommittee Chair.** Dr. Lara Heflin was elected new chair of the subcommittee.
- d. **Other**
 - i. **Election of at large members of executive committee**
 1. Dr. Judy Barnstone was elected as an at large member.

5. Program Review Schedule and Procedures

- a. **Overview of current schedule and procedures**
 - i. Dr. Linder recommended that we put the interdisciplinary program University Studies under a dean. This program is up for program review fall 2017. Dr. Linder said that for now the program should be kept under the College of Arts and Sciences dean as the current coordinator, Dr. Eric Romero, is in the college. This program is involved with the schools. Dr. Roxane Gonzales wants this program under a dean. While Dr. Jennifer Lindline was in charge of the program she reported to a dean.
 - ii. No action will be taken at this time. This will be followed up on in the fall.
- b. **Program reviews subcommittee membership assignments**

- i. None at this time. Subcommittees for the fall 2017 program reviews will be created at the first meeting of the fall.
- c. **Outside accreditation reports – update**
 - i. Motion made to
move forward with drafting a streamlined plan of program review for programs with extensive outside accreditation. These programs include Social Work, Education, Nursing, Forestry, and Business Administration.
(Kent/Glover)
Motion passed (15 in favor; 0 opposed; 0 abstentions)
 - ii. A checklist will be developed by AAC in the fall
- d. Program Review – Biology
 - i. Dr. Geri Glover presented the highlights from the program review of the Biology program’s self-study including the plan for moving forward.
- e. Program Review – Environmental Geology
 - i. Dr. Gloria Gadsden presented the highlights of the program review. Dr. Jennifer Lindline reported on the program’s plan for moving forward. Dr. Lindline said there is a real continuing focus on recruiting, retaining, and graduating students in their programs in the sciences.
- f. The next step is for the program reviews to be sent to the provost who will schedule a meeting to discuss the program review with program faculty.

6. History New Course Proposal – action item

- a. Motion made to
approve the proposal as submitted
(Kent/Gadsden)
Motion passed (14 in favor; 0 opposed; 0 abstentions)

7. SSD Program and Course Revisions – action item

- a. Motion made to
approve the revisions as submitted
(Kent/Maki)
Motion passed (14 in favor; 0 opposed; 0 abstentions)

8. CS Program Course Revision – action item

- a. Question about how the two hours of lecture and two hours of lab makes for a three credit course. It was explained that this is how it works for many classes in the sciences.
- b. Dr. Linder thanked Ms. Jessica Johnsen for her work on the test out exam and had a question about the test out exam. The test out exam should be looked at again in the future. Discussion and questions about the need for computer literacy and what skills our students need to acquire. There might be a future need for a committee to revise the test for digital proficiencies.
- c. Motion made to
approve the revision as submitted
(Kent/Gadsen)

Motion passed (14 in favor; 0 opposed; 0 abstentions)

9. Criminal Justice Minor Proposal – action item

- a. Dr. Gloria Gadsden presented the Criminal Justice minor. It is an academic minor. The program is looking at other degree program options, but this proposal is for a traditional minor.
- b. Questions and discussion about student interest. There have been student questions about why there is no criminal justice minor. Other faculty agreed that their majors are interested in this minor. There is sufficient faculty with this year's hire who is half criminal justice. This minor does include the classes currently taught for the major.
- c. Motion made to
approve the proposal as submitted
(Kent/Buchanan)
Motion passed (15 in favor; 0 opposed; 0 abstentions)

10. Forestry Program Revision – action item

- a. Dr. Craig Conley presented the rationale for the changes to the program and gave historical background. Dr. Conley has spoken with other forestry programs about how to work this topic into the curriculum.
- b. Motion made to
approve the revision as submitted with the corrected syllabus to include university traits
(Buchanan/Gadsden)
Motion passed (15 in favor; 0 opposed; 0 abstentions)

11. 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 has met several times. The subcommittee has determined that this issue is more about scheduling and setting class size rather than just class minimums. Class size could be determined by the type of class, modality, classroom space, and other factors. The subcommittee hopes that this will open up a conversation about class size, but not a blanket statement about class size university wide.
- b. The subcommittee came up with a list of recommendations on the summary of key issues on class size document. They hope that action will be taken on this issue during the first half of the fall 2017 semester.

12. Form Flow Chart and Language Clarification – action item

- a. Mr. Kerry Loewen reported that this issue came up due to confusion about the role of the chair. Does the chair just move the course proposal process forward or does the chair have veto power? Should the form record the discipline vote and the department vote?
- b. Motion made to
table the item
(Christensen/Kent)
Motion passed (15 in favor; 0 opposed; 0 abstentions)

13. New First Time Freshman Amnesty Policy – action item

- a. Dr. Carol Linder reviewed the policy with athletics to make sure that there were no compliance issues with the policy. The draft policy passed athletics.
- b. Dr. Linder also presented the proposed schedule for 2nd half of semester classes. She will have Ms. Andrea Crespin and Ms. Thomasina Ortiz-Gallegos review it once again. She would like to get feedback from faculty as well as this schedule must be well planned out and is involved with the freshman amnesty policy.
- c. Motion made to
 - approve the policy with clarifying language for step 2.
(Kent/Heflin)Motion passed (12 in favor; 1 opposed; 0 abstentions)

14. Communication from the Chair

- a. **HLC Updates**
 - a. None at this time.
- b. Please remind your chairs to update their sections of the catalog and to contact Dr. Linder with any questions.
- c. Outgoing chair Mr. Kerry Loewen thanked committee members for working with him.

15. Communication from the Registrar

- a. Ms. Thomasina Ortiz-Gallegos, the interim registrar, was welcomed to the committee.
- b. The office of the registrar is working on streamlining the process of informing students about not being eligible for commencement. The office will work on improving communication.
- c. The office is working on the catalog and the SharePoint site.

16. Communication from the Faculty Senate

- a. No meeting last week. There was a general faculty meeting.

17. Communication from the Administration

- a. Dr. Linder attended a state-wide committee on the statewide common core. There was discussion about how the common core and common course numbering will work together. The committee hopes to have the core approved by August 2017. There will be a year for it to be implemented. The revised core has to be in catalogs by fall 2019.

18. Senate Charges – subcommittee updates

- a. **Senate Charges - To create an online repository of officially approved syllabi – update**
 - i. The Academic Affairs Office SharePoint will serve this purpose.
- b. **Senate Charge -- To recommend a policy for final exams and snow day cancellations during finals week. – subcommittee update**
 - i. Dr. Peter Buchanan reviewed the subcommittee's document that was sent out for the last meeting. Dr. Carol Linder had brought up the lack of room

availability for make-up exams during finals week. She suggested using large lecture rooms for group make-up exams in the evenings. Centers have their own issues and concerns with make-up exams.

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

20. Adjournment Meeting adjourned at 4:57