

## Academic Affairs Committee Minutes

September 20, 2017 Minutes

**Approved October 04, 2017**

1. **Roll Call (3:00 pm) Members Present:** Ali Arshad, Judy Barnstone, Blanca Cespedes, Jeanie Flood, Gloria Gadsden, Geri Glover, Edward Harrington, Lara Heflin, Robert Karaba, April Kent, Miriam Langer, Carlos Martinez, Tyler Mills, Jesus Rivas, Kristie Ross, Chris Stead, Edgar Vargas Blanco, Ann Wolf  
**Also in Attendance:** Roxanne Gonzales, Carol Linder, Thomasinia Ortiz-Gallegos  
**Absent:** Emily Williams
2. **Approval of the Agenda**  
The agenda was approved.
3. **Approval of the Minutes**  
Minutes of September 06, 2017 were approved with correction.
4. **Subcommittee Report**
  - a. **Undergraduate appeals** – There are five open appeals. The updated membership was reviewed. The committee will begin reviewing appeals this week.
  - b. **Graduate appeals** – The subcommittee has resolved two of the three appeals received. The third appeal is more complex and the committee is working with the graduate office.
  - c. **Ballen** –
    - i. Ms. Miriam Langer reported that the Complex Movements group has been here for two weeks and they are leaving tomorrow. It has been a lot of work, but a great opportunity for your program. It is a good idea to share the work with another department or faculty members.
  - d. **Other**
    - i. None at this time.
5. **Program Review Schedule and Procedures**
  - a. **Overview of current schedule and procedures**
    - i. **Update on fall 2017 program reviews**
      1. Business Administration – Dr. Judy Barnstone reported that the department chair will have the report ready after the site visit from their accreditor in mid-October. Dr. Barnstone reviewed how to use the program review guidelines to prepare a summary of the accreditation report for the AAC subcommittee.
      2. Sociology/Anthropology & Criminal Justice –The subcommittee is reviewing the documents submitted by the department.
      3. Fine Arts – Dr. Kristie Ross will serve a chair of the subcommittee.
      4. Health/Human Performance and Sport (ESS) – The committee is waiting for revised documents from the department.
      5. History/Political Science/Public Affairs –Mr. Edward Harrington will serve as chair.

- 6. Nursing – Dr. Gadsden will serve as chair.
- 7. Physics – The subcommittee has had trouble contacting the department chair, Dr. Joseph Sabutis. The subcommittee is waiting for revised documents.
- 8. SSD (Software Systems Design – Dr. Geri Glover will chair the subcommittee.
- 9. University Studies – Dr. Ann Wolf will chair the subcommittee.
- b. **Program reviews subcommittee membership assignments**
  - i. **Subcommittee membership assignments for fall 2017**
    - 1. Subcommittee memberships were revised and will be recorded on the subcommittee membership document, the agenda, and the program review schedule.
- c. **Outside accreditation reports guidelines**
  - i. The executive team has begun work on a check list document and will bring it to the whole committee soon.
  - ii. Business Administration and Nursing don't have to wait for the check list. They should go ahead with guidance already given on using outside accreditation reports for program review.

## **6. Communication from the Chair**

- a. **HLC Updates**
- b. There are four open charges from the Faculty Senate. These charges are all from last academic year. There are no new charges at this time.
  - i. To work with the Administration and Student Support Services to formulate an official Early Alert policy.
  - ii. To recommend a policy for final exams and snow day cancellations during finals week.
    - 1. The calendar subcommittee will reconvened to work on the snow day policy.
    - 2. The calendar subcommittee will also work on the add/drop deadlines as any changes with add/drop would require academic calendar revisions.
  - iii. To create an online repository of officially approved syllabi.
    - 1. The AAC has a recommendation on this charge.
    - 2. Dr. Gadsden will forward this recommendation to the Faculty Senate.
  - iv. To make a recommendation for policy on class minimums and cancellations.
    - 1. The class minimum subcommittee moving forward on this this issue.
- c. Questions and discussion about AAC record keeping. AAC decisions are recorded on the AAC Decision Log which is posted to the Academic Affairs Committee Documents webpage. Syllabi will be stored in the Academic Affairs Office/Provost's Office.
- d. Please review the membership document emailed out by Dr. Gadsden. Send her any corrections.
- e. The Academic Affairs Committee only has one vacancy and that is for the ESS (Exercise and Sport Sciences) representative. The ESS department is restructuring and will send a representative to the committee in the spring 2018 semester.

## **7. Communication from the Registrar**

- a. Today is the deadline for the spring 2018 schedule. The call sent out earlier is the streamlined procedure. The spring 2017 schedule was sent out to chairs to better help plan the spring 2018 schedule. The new schedule form is a fillable form which should make everything more efficient. As long as the dean emails that the program schedule is approved there is no need for a signature. There should be a final proof by October 6 which the Provost will review with deans. The schedule will be live by October 24. November 1 is early registration. Later changes to the schedule will require paper forms and signatures.
- b. Highlands has 44 articulation agreements with 9 different colleges and universities. Some of these agreements are outdated and no longer aligned with a catalog. If these agreements are still going to be used, they need to be aligned to the current catalog. Ms. Ortiz-Gallegos would like to set up a taskforce to work on this issue. There is a need for a standardized format for these agreements. Ms. Ortiz-Gallegos will talk to department chairs who are affected by the agreements about this matter.
- c. AAC forms should have a section that shows that departments have reviewed how course or program changes might affect articulation agreements. The AAC forms subcommittee will look at how to include this point on the forms and processes.
- d. The articulation agreements will be centrally located. Currently they are located at the Academic Affairs' Office and the registrar's office. The go to office for questions is registrar's. The majority of agreements are program to program agreements. Ms. Ortiz-Gallegos will update department chairs about the agreements annually and as needed to make sure everyone is in the loop.
- e. Question about expiration dates for agreements. Ms. Ortiz-Gallegos would recommend that departments include her office when these agreements are being written or revised and to build them around catalog years. This concern came out of the federal compliance report worked on as part of the accreditation report.
- f. Mr. Edward Harrington asked about having a statement in the catalog limiting liability about these agreements.
- g. Catalog taskforce – Ms. Ortiz-Gallegos will ask for members from the AAC to work on the undergraduate catalog. The Graduate Council will review the graduate handbook. The taskforce will work on aligning policies. This taskforce will also look at catalog software.
- h. Matriculation taskforce – Ms. Ortiz-Gallegos is looking for faculty members to work on the drop/add dates issue and how it is handled across the state. This is a very complex issue that has implications for financial aid. The calendar subcommittee will reconvene to help the registrar's office on this issue. New add/drop dates would require academic calendar revisions. The calendar subcommittee members include: Robert Karaba, Chair, Gloria Gadsden, Judy Barnstone, and Chris Stead. The registrar will work with the committee.
- i. Questions and discussion about scheduling and the academic calendar.

## **8. Communication from the Faculty Senate**

- a. The minutes from the last senate meeting will be sent to committee.

## **9. Communication from Graduate Council**

- a. Changes made to the graduate handbook are on the Provost's desk.
- b. There are several issues that will be brought to the AAC committee this fall.
- c. Dr. Jesus Rivas is the official liaison to Graduate Council.

## **10. Communication from the Administration**

- a. Dr. Carol Linder reported that Dr. Gonzales is working on being on both this committee and the Faculty Senate Executive Committee meeting which meet at the same time.
- b. The Academic Affairs Office is asking for all fall 2017 syllabi.
- c. The statewide General Education Task Force is doing a roadshow and presenting the work on the revisions around the state at different institutions. The task force will send a notice to the chief academic officer at each institution who will then send a notice to faculty about the forum. Dr. Linder will send a notice to all Highlands Faculty about our listening session which will be held on Monday, October 22 from 4:00-6:00 pm in room 322, Student Union Ballroom. The session will be ZOOMed and recorded. As part of the revision process, all core classes will need to be recertified. Please come to meeting to give input and ask questions.
- d. The statewide common course numbering project is still moving forward. It is a very complicated issue. Dr. Linder thanked everyone who has given input. The state won't force institutions to change names for classes offered at different levels at different institutions, but if course names aren't different it will be very confusing for students.
- e. The Academic Affairs Office has been looking at our upper division credit requirement and how we compare to peer institutions. The 45-credit requirement is a concern and challenge for transfer students who have completed major and minor requirements, have a lot of lower division credits, and not enough upper division credits to graduate. This issue needs to be revisited as it is a problem for many students. Dr. Roxanne Gonzales reported on student concerns and said the university needs to look at how we serve different populations.
- f. Faculty Senate members are looking at the prior learning issue. Highlands University doesn't currently give any college credit for prior learning assessment. Dr. Gonzales has put together a taskforce to start looking at this issue. There is a national body, Council for Adult and Experiential Learning (CAEL) that gives guidance on this matter. Dr. Gadsden, AAC Chair, and Ms. Ortiz-Gallegos, registrar, will go to the CAEL conference and debrief the committee on this issue.
- g. The OIER director search is being reopened. Highlands need a seasoned leader in this position. The job description has been revised.
- h. The AVPAA and registrar positions are open internal positions.
- i. Ms. Evonne Roybal-Tafoya, EOS director, is retiring this October. There will be some shifting of the organization of that position.
- j. The VPAA budget presentation will be on September 28 from 1:00 pm – 4:00 pm. Deans will be presenting budget priorities. Dr. Gonzales said it is good to have dialog between faculty and chairs and to talk about group priorities. The session is open to anyone who want to show up.
- k. Dr. Gloria Gadsden officially welcomed Dr. Gonzales to the committee.

**11. Nursing 310 Course Revision – discussion item**

- a. Dr. Jeanie Flood went back to the department faculty and they agreed that they don't want to increase the total number of program credits so they are looking at how to shift the credits around within the program to increase the credits for NURS 310.

**12. CS 135 Course as Substitution for CS 101 for Learning Community – action item**

- a. Comments and discussion on the wording for the agenda item and motion. Mr. Carlos Martinez asked that in the future such action items more clearly state that a course is fulfilling a proficiency requirement and is not taking the place of another specific class.
- b. There was discussion of how substitutions work. Substituting one course for another is what the registrar's office is currently doing for a short-term, one-time issue like this matter.
- c. Motion made to  
approve the CS 135 course as substitution for CS 101 for [the Light] Learning Community for fall 2017  
(Kent/Stead)

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

**13. 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, subcommittee chair, reported on the subcommittee's meeting earlier today. The subcommittee is going to do some information gathering on ideal class sizes for best outcomes at our peer institutions. The subcommittee members will also talk to their chairs about ideal class size. The subcommittee will look at matters such type of class, modality, and level and how these factors should inform ideal class size. Dr. Gloria Gadsden and Dr. Barnstone will draft uniform language for subcommittee members to use to ask for information from their departments.
- b. The committee will report again in about a month.

**14. Form Flow Chart and Language Clarification – update**

- a. Dr. Geri Glover, subcommittee chair, reported on the changes made to the form from the discussion at the last meeting and concerns from May 2017.
- b. Dr. Judy Barnstone will check in with the School of Social Work coordinators, dean, and curriculum committee about how to best record the Social Work chair equivalent section on the form.
- c. The workflow is being built into the form.
- d. The forms will further be revised to incorporate articulation agreement concerns. The form will direct faculty members to check with the registrar on this matter.
- e. The subcommittee will finalize the form language and the revised forms will be an action item at the next meeting.

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

- a. Dr. Gadsden reported that the subcommittee will have an update at the next meeting.

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

**17. Adjournment** Meeting adjourned at 5:00