

## Academic Affairs Committee Minutes

September 06, 2017 Minutes

**Approved September 20, 2017**

- 1. Roll Call (3:00 pm) Members Present:** Ali Arshad, Judy Barnstone, Blanca Cespedes, Jeanie Flood, Gloria Gadsden, Geri Glover, Lara Heflin, Robert Karaba, April Kent, Miriam Langer, Carlos Martinez, Tyler Mills, Jesus Rivas, Kristie Ross, Ann Wolf  
**Also in Attendance:** Casey Applegate- Aguilar, Carol Linder, Thomasinia Ortiz-Gallegos, Mariano Ulibarri  
**Absent:** Roxanne Gonzales, Edward Harrington, Chris Stead, Emily Williams
- 2. Approval of the Agenda**  
The agenda was approved.
- 3. Approval of the Minutes**  
Minutes of May 03, 2017 were approved.
- 4. Subcommittee Report**
  - a. **Undergraduate appeals** – The executive team handled some appeals over the summer. There are unresolved student appeals for the newly formed subcommittee. The new subcommittee members are Ms. April Kent (chair), Dr. Lara Heflin, and Dr. Kristie Ross.
  - b. **Graduate appeals** – The subcommittee members are Dr. Judy Barnstone (chair), Dr. Ali Arshad, Dr. Geri Glover, Dr. Robert Karaba, Dr. Tyler Mills, Dr. Jesus Rivas, and Dr. Ann Wolf.
  - c. **Ballen** –
    - i. The subcommittee members are Dr. Lara Heflin, Dr. Gloria Gadsden, Dr. Robert Karaba, Mr. Carlos Martinez, and Dr. Kristie Ross. Dr. Heflin is the incoming chair for the subcommittee.
    - ii. There are two Ballen scholars on campus this fall. The first visit is from the group Complex Movements. The proposal for this group is from the Media Arts department. Public events have been sent out as a global email.
  - d. **Other**
    - i. **Election of at large members of executive committee**
      1. Dr. Jesus Rivas was elected as an at large member.
- 5. Program Review Schedule and Procedures**
  - a. **Overview of current schedule and procedures**
    - i. **Update on 2016-2107 program reviews**
      1. The Biology and Environmental Geology program reviews were presented to the full committee at the last Academic Affairs Committee of 2016-2017. The programs' reviews and subcommittee reports have been sent to the Provost. The last step of this process is for the Provost to schedule meeting with program faculty.
  - b. **Program reviews subcommittee membership assignments**
    - i. **Review of subcommittee membership from 2016-2017**

1. Membership for the ongoing program reviews from 2016-2017 were reviewed and updated. The membership lists will appear on the Academic Affairs webpage and on the agenda roll call.
2. The continuing program reviews include: Business Administration, Sociology/Anthropology/Criminal Justice Studies, Health/Human Performance and Sport, and the Physics minor.
- ii. **Subcommittee membership assignments for fall 2017**
  1. Subcommittee memberships for the new fall 2017 program reviews were assigned the fall program reviews include Fine Arts, History/Political Science/Public Affairs, Nursing, Software Systems Design, and University Studies.
- c. **Outside accreditation reports guidelines**
  - i. Programs that have outside accreditation may use these accreditation reports with a check list or executive summary to guide the program subcommittee members through the points that have to be addressed according to the Academic Affairs Committee program guidelines document.
  - ii. The executive committee will develop guidance for these programs.

#### **6. Nursing 310 Course Revision – discussion item**

- a. Dr. Jeanie Flood presented the rationale for the revision to the NURS 310: RN to BSN Course. Students need more instruction and practice with academic writing including how to structure a paper. The program would like to increase the credits in this course in order to add this additional writing instruction support. Many of the students in this course are RNs who have been out of school for a while and would benefit from more practice writing.
- b. There was general support by committee members for providing more writing assignments and support in courses. Several other degree programs have made similar efforts to increase writing in courses.
- c. Dr. Flood was asked to make some revisions to the course revision cover sheet and to send the revised syllabus to the committee. As this course revision will change the number of credits required for the degree program, Dr. Flood was asked to submit a program revision form.
- d. Suggestions were made to make the course revision process clearer. The form subcommittee will work on this matter.

#### **7. CS 135 Course as Substitution for CS 101 for Learning Community – discussion item**

- a. Mr. Mariano Ulibarri, course instructor and LANL coordinator, explained the content of the learning community CS 135 course. Dr. Gil Gallegos, Computer Science, had said this course was a better fit for the learning community than other Computer Science courses. The learning community is focused on community engagement. CS 101 is more focused on hardware and basic office software. This CS 135 course will meet computer science proficiency requirements through project based learning. The students will document their work using software and gain understanding of different kinds of software and how to choose the best software and hardware to solve problems. The special topics course will cover more software than CS 101.

- b. Ms. Casey Applegate-Aguilar, First Year Experience Learning Communities Coordinator, reported that she brought the CS 135 course back to the Academic Affairs Committee for substitution approval as it is different than the CS learning community course that was previously approved as a substitution. She noted that this new course will be addressing the same outcomes.
- c. Committee members asked questions about the content of CS 101 and CS 135. Both syllabi will be sent to members after the meeting.
- d. This substitution will be an action item at the next meeting.

**8. 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. Carol Linder reported that the Provost, Dr. Roxanne Gonzales, would like the committee to do some benchmarking and see what other institutions are doing on this issue. Dr. Gonzales would like to see what similar institutions set as class minimums and to also look at discipline specific issues and accreditation concerns with class sizes.
- b. Dr. Judy Barnstone, the subcommittee chair, asked Dr. Carol Linder to help with the benchmarking. Dr. Barnstone noted that Dr. Linder offers important historical information and big picture perspective on the class minimum issue. Dr. Linder will discuss this with the Provost.
- c. Dr. Geri Glover said that class minimums and cancellations was a big discussion item at the Graduate Council meeting. She let the council know that the AAC is working on the issue. Dr. Glover said the council noted a need for policies to be announced in advance to faculty including what justifies exceptions to class size policies.
- d. There is also a need for a policy about what to do with full time faculty whose class is canceled. This is a complex issue due to credentials and specialization of faculty.
- e. Scheduling and planning program size are key parts of a solution to a class size policy.
- f. There are many facets to developing a policy. There are philosophical issues including concerns about pressure on faculty and the purpose of the university. There are technical issues such as setting a cap on a section of a course taught at multiple locations as a whole and not by each location. Banner can not do this for us, but the scheduling software that the registrar's office is looking at can.
- g. The final decision about this policy rests with the Provost. The Academic Affairs Committee and the Faculty Senate recommend policy.
- h. Independent and directed studies skew the numbers on the reports that show that classes are too small. The subcommittee will work on cleaning up the numbers.
- i. The subcommittee will move forward with benchmarking and looking at issues from this discussion.

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

- a. Ms. April Kent reviewed the concerns about the new course form that came up at the end of the spring 2017 semester. The form could be read as giving the department chair veto power on new courses. The form also only gives space to record the discipline vote and not the department vote.

- b. There was general consensus that chairs are the first among equals and do not have veto power. The chair's role is to record the vote and move the paperwork along.
- c. The forms should note that the School of Social Work has a curriculum committee that has to approve changes. The school does not have chairs.
- d. The forms subcommittee will work on these changes and bring revised forms to the committee.

#### **10. Communication from the Chair**

- a. **HLC Updates – none at this time.**
- b. Dr. Gloria Gadsden officially welcomed committee members. She thanked members for serving on the Academic Affairs Committee and noted that it is an important committee that does a lot of work. Subcommittees allow us to get more done.
- c. Dr. Gadsden welcomed Ms. Thomasinia Ortiz-Gallegos, the registrar, and looks forward to welcoming the Provost at the next meeting.
- d. Dr. Gadsden asked committee members to please review the Faculty Handbook language on the Academic Affairs Committee.
- e. She noted that we will at times flip the agenda to make sure reports and other agenda items all get enough meeting time.
- f. All meetings are open. Please let faculty know that they may come to all meetings in person or via ZOOM.
- g. Reminder that faculty cannot change the modality of a class after starting teaching. This is the official policy.

#### **11. Communication from the Registrar**

- a. Ms. Thomasinia Ortiz-Gallegos thanked the committee for working with her. She has been the interim registrar for a few months and has been looking at meeting institutional and student needs holistically.
- b. Her big summer project was working on the new catalog which is a one-year catalog so we can start on the next one right away to make sure everything is in alignment and up to date. She has been looking at user friendly catalog software that should make catalog revisions smoother. In order to have best catalog, she will be putting together a catalog taskforce.
- c. Ms. Ortiz-Gallegos has also been looking at scheduling software that can make things work more efficiently and provide the university with some great analytics. The data that this software produces can help us plan better future schedules.
- d. One of her top priorities is to make sure that there is alignment between the catalog, degree audit and programs of student. Departments may be getting call from the registrar's office to make sure everything is inline.
- e. Her office is also looking ways of improving service to center student with more electronic processes to improve workflow. More online process, including electronic signatures will make workflow smoother and cleaner for everyone.
- f. She will run future form revisions through the Academic Affairs Committee.
- g. She presented the census day enrollment report that has the same format as previous year's enrollment reports. The census data is the official numbers that are reported to HED, IPEDS, etc. She also presented the revised enrollment report which uses live data and can give a more detailed breakdown of students, locations, and hours. This

- new report format gives better information about transfer students. The report also indicated that our greatest enrollment challenge is retention of students. Both reports will be emailed out to committee members after the meeting.
- h. Slate software will make for better reports and can restrict students from registration for programs that are not offered at a location. It will also help with monitoring online enrollment.
  - i. If you want a report on your program's enrollment, please email Ms. Ortiz-Gallegos.
  - j. Disenrollment for nonpayment and nonattendance happened on Tuesday.
  - k. Committee members had questions about coding and software updates.

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

- a. **Selection of liaison to committee** – Dr. Kristie Ross will be the liaison for the fall semester.
- b. The first senate meeting was mostly administrative. There were charges made to the Academic Affair Committee which the chair will receive in the near future.
- c. The first meeting was a short meeting as there was a general faculty meeting at 4:00 pm.

## **13. Communication from the Administration**

- a. Dr. Carol Linder reported that the HLC Assurance Argument passed the Board of Regents earlier today.
- b. This summer, there was a center retreat to discuss the future of the centers. The center task force recommended two center models, and Dr. Gonzales is having listening sessions for centers staff and faculty this fall.
- c. Dr. Linder and Ms. Ortiz-Gallegos worked closely with the deans to make sure that the list of which programs are offered where is accurate. Dr. Linder will send this list out to committee members so they can also check for accuracy. This list will be programmed into the Slate software and will only allow students to apply for programs at locations that offer said programs.
- d. The student petition process should be efficient. We should work on this.
- e. There will be a committee on degree audit reporting. Dr. Bill Taylor and Ms. Ortiz-Gallegos have been working on this matter.
- f. The certification of core course and the common course number process are big projects going forward.
- g. There needs to be a university wide general education assessment committee. There was one once, but now general education is being assessed at only at the program level.
- h. Statistics was the only class added to our core in recent years. There will be a new process for adding a new core course.
- i. The process of how documents move to the Academic Affairs Office and Registrar needs to be improved.

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

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

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

- i. Motion made to  
something  
(XX/XX)  
Motion passed (XX in favor; X opposed; X abstentions)