

Academic Affairs Committee Minutes

October 04, 2017 Minutes

Approved October 18, 2017

1. **Roll Call (3:02 pm) Members Present:** Ali Arshad, Judy Barnstone, Blanca Cespedes, Jeanie Flood, Gloria Gadsden, Geri Glover, Edward Harrington, Leon Bustos proxy for Lara Heflin, Robert Karaba, April Kent, Miriam Langer, Carlos Martinez, Tyler Mills, Jesus Rivas, Kristie Ross, Chris Stead, Edgar Vargas Blanco, Emily Williams, Ann Wolf
Also in Attendance: Roxanne Gonzales, Carol Linder, Thomasinia Ortiz-Gallegos
Absent:
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of September 20, 2017 were approved with correction.
4. **Subcommittee Report**
 - a. **Undergraduate appeals** – There are four open appeals. The committee is currently working on all four.
 - b. **Graduate appeals** – The subcommittee has no pending appeals. The last open appeal's recommendation has been submitted
 - c. **Appeals Procedure** – Dr. Judy Barnstone, Dr. Gloria Gadsden, and Dr. Robert Karaba, and Ms. April Kent are the ad hoc committee members who will review and revised the appeals procedures.
 - i. No report.
 - 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 – Will submit their review after their accreditation visit.
 2. Sociology/Anthropology & Criminal Justice – Subcommittee is reviewing.
 3. Fine Arts – Dr. Ross has talked to chair about the status of the review.
 4. Health/Human Performance and Sport (ESS) – The subcommittee is waiting for the revised review document.
 5. History/Political Science/Public Affairs –Mr. Harrington has contacted the department. The undergraduate report will be completed soon. Dr. Alvarez will work on the applied sociology track review.
 6. Nursing – The program has submitted materials. The subcommittee will meet next week to make recommends.
 7. Physics – The subcommittee chair has been unable to connect with Dr. Sabutis.

- 8. SSD (Software Systems Design) – The program’s materials are out to the subcommittee for input.
 - 9. University Studies – Dr. Wolf will contact the department in the upcoming week.
- b. **Program reviews subcommittee membership assignments**
 - i. **Subcommittee membership assignments for fall 2017**
 - 1. No updates at this time.
 - c. **Outside accreditation reports guidelines**
 - i. No updates at this time. The executive team should have a draft for the next meeting.
- 6. Nursing 310 Course Revision and Nursing 332 Course Revision – Discussion Item**
- a. Dr. Jeanie Flood reported that the nursing faculty discussed the program as a whole and decided to have more writing early in the program to help prepare students for the rest of the program. She presented the revised syllabi and forms. She explained the rationale for why the credits were shifted around the different courses. The faculty believe this will best serve their students who are mostly working RNs.
 - b. This will be an action item at the next meeting.
- 7. 45 upper division credits graduation requirement – Discussion Item**
- a. Dr. Roxanne Gonzales said that this issue needs to be looked at but in an adult learning model context. We have two populations that we serve and we need to take a look at both: traditional students and the adult learners/working professionals.
 - b. The information that Dr. Gadsden and Ms. Ortiz-Gallegos will get at the CAEL conference on learned experience will inform our discussion on this issue so this matter will be on the back burner until after the conference.
 - c. Dr. Gonzales said that it is worthwhile to do some benchmarking on this matter now.
- 8. Unauthorized Changes to Catalogs – Discussion Item**
- a. Dr. Jesus Rivas reported on the changes made in the catalog to the biology graduate program thesis hours without the department’s knowledge. These changes did not pass through the Academic Affairs Committee.
 - b. This matter was also discussed at the Graduate Council.
 - c. It is unknown how this unauthorized change happened.
 - d. Dr. Rivas said that there are two concerns.
 - i. The requirements must be changed back to the approved requirements.
 - ii. We need to take steps so that this doesn’t happen again.
 - e. Discussion of how the current catalog was reviewed by department chairs in SharePoint. Chairs were asked to review. This is partly a workload issue of chairs. There were problems with how the catalog was reviewed in the past, and we are working on accuracy and alignment going forward. This specific problem with biology was traced back to an error in the 2013-2015 catalog. Catalog software can help with a lot of the issues of accuracy and tracking changes.
 - f. There is a caveat at the beginning of the catalog about the possibility of errors.
 - g. Ms. Ortiz-Gallegos reported that these errors are the reason why the current catalog is a one-year catalog. A one-year catalog means that errors can be corrected sooner than

- later. Ms. Ortiz-Gallegos is asking departments to review their sections, print any pages with errors, attach supporting documentation, and submit them to her office.
- h. Dr. Carol Linder said that the prerequisite amnesty issue needs to be decided on. Dr. Gadsden that the amnesty period is over.

9. 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. The committee met two weeks ago and decided to send out an email to all AAC members to ask their dean, department chair, and department members for input on this issue. The member of the subcommittee will be researching this issue with peers and investigating best practices. The subcommittee will have a report at the next meeting.
- b. Dr. Gadsden will resend the email and encouraged AAC members to get this feedback from their departments and send it to Dr. Barnstone.

10. Form Flow Chart and Language Clarification – update

- a. Dr. Geri Glover presented the changes made to the form. The last part of the workflow still needs to be clarified. The forms committee will meet with Ms. Ortiz-Gallegos to make final changes. The loop needs to be closed on the whole process.
- b. Dr. Carol Linder recommended using a spreadsheet log as the Academic Affairs Office uses for petitions to track AAC paperwork. Ms. April Kent will follow up on this.

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

- a. Dr. Robert Karaba reported on the subcommittee’s discussion about this issue at their meeting earlier today. The subcommittee should have a draft at the AAC meeting in two weeks.
- b. Dr. Karaba reported that Ms. Ortiz-Gallegos had done some valuable research on the add/drop issue. UNM has a table that makes these dates very clear to their campus.

12. Senate Charge –To work with the Administration and Student Support Services to formulate an official Early Alert policy – Discussion Item.

- a. Mr. Carlos Martinez reviewed the Early Alert policy language that was developed by the subcommittee last year. Mr. Kenneth Litherland, ITS, has already made the description in banner of the time frame for each alert clearer. Mr. Benito Pacheco, Academic Support Director, worked with the committee on this matter.
- b. As semesters now begin on Wednesdays, the weekly time frame for each alert is a little confusing. This fall, there was a time when reports overlapped and no alerts could be reported. Allowing the alerts to overlap could solve this problem. The “nothing to report” button should be looked at again to make it clearer that faculty are participating in the alerts system even when there is nothing to report for a class
- c. Faculty are encouraged to use early alert sooner than later so that student support staff can help students who are struggling with a class before it is too late.
- d. Endorsing the early alert statement will be an action item at the next meeting.

13. Communication from the Chair

- a. **HLC Updates**
- b. Dr. Gadsden reported that the second version of the spring schedule is due on Friday, October 6, 2017.
- c. She reminded AAC members that they may send a proxy if they have to miss a meeting so they don't miss a vote or discussion. She thanked members for letting her know in advance when they will miss a meeting. She said members can send a vote in advance if their proxy is non-voting.

14. Communication from the Registrar

- a. Ms. Ortiz-Gallegos reported that the second half of the semester classes were sent out. Departments might want to consider offering second half of the semester at the 100 or 200 level as most of these classes are at the 300 or 400 level.
- b. The next step in the new scheduling process is for Dr. Gonzales to review the spring 2018 schedule with the deans to make sure all the bases are covered.
- c. Ms. Ortiz-Gallegos wants to develop a process for a policy for transfer students. The university should provide more support for students transferring in. There will be a lot of policies that the AAC and Faculty Senate will have to review and vet. The CAEL training next month will provide helpful information to inform these policies and procedures.
- d. The catalog taskforce will be working to improve the upcoming catalog. The first half of the catalog will be worked on by the taskforce. The academic portion will be gone over department by department. Dr. Jesus Rivas volunteered to join the taskforce.

15. Communication from the Faculty Senate

- a. Dr. Kristie Ross reported on highlights from the last senate meeting. The online consultant will be on campus soon. The consultant will review administration, faculty, and handbooks. His final report will be posted online. Discussion of potential growth of online programs and the role of the centers.
- b. The budget hearings have taken place.
- c. Academic units needs to complete strategic planning.
- d. Dr. Minner will be invited to the next general faculty meeting.
- e. Committees don't need to be charged by the senate to work on concerns, but can bring up issues they want to explore on their own.
- f. Handbook modifications are coming up about grievances and ex officio members.
- g. The student senator reported that the add/drop procedures needs to be fixed. The Student Senate is concerned that campus is siloed with each part of the university only focused on their own concerns.
- h. Discussion of converting retained term faculty to tenure track lines.

16. Communication from Graduate Council

- a. Dr. Rivas reported that Dr. Gonzales's office has the latest version of the Graduate Handbook that needs her approval. Dr. Gonzales hasn't seen it yet so it will be resent so she can review and approve these minor changes. The council will begin a total overhaul of the handbook after these changes are approved. The handbook needs to be aligned with the catalog.

- b. Class size was discussed. The council knows that the AAC is looking at this issue.
- c. Comprehensive exams were also discussed. Some programs have moved away from proctored, in place exams. This is especially of concern for programs that have online, remote students. This is a complex issue and different departments have different needs.

17. Communication from the Administration

- a. Dr. Roxanne Gonzales clarified that the online consultant Dr. York is coming out the first week of December later than originally scheduled due to a family emergency. The Pierson representative for online programs will come out in November to do a market analysis for free. This visit will be looking at online programs from a business perspective. Dr. York will look at online programs from an academic perspective.
- b. Dr. Gonzales will write a one page white page about her perspective on online learning at Highlands for the campus. She noted that we have different buckets of students that have very different needs. We have a lot of questions to answer and there are many options to explore.
- c. She hopes that we can set up a unique, specific online plan for Highlands. We have over 20 years of research to build on.
- d. Dr. Gonzales is looking for funds to send four faculty members to go to the November Online Learning Consortium conference in Orlando. She will ask these faculty members to go to different sessions and report back to the campus.
- e. The music, biology, and environmental geology program review executive summaries will be written to close the loop. Program review documents will be stored in the Academic Affairs Offices. The executive summaries might be made public.

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

19. Adjournment Meeting adjourned at 5:00