

Academic Affairs Committee Minutes

October 18, 2017 Minutes

Approved November 01, 2017

1. **Roll Call (3:05 pm) Members Present:** Ali Arshad, Judy Barnstone, Blanca Cespedes, , 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, Emily Williams, Ann Wolf
Also in Attendance: Carol Linder, Thomasinia Ortiz-Gallegos
Absent: Jeanie Flood, Roxanne Gonzales
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of October 04, 2017 were approved.
4. **Subcommittee Report**
 - a. **Undergraduate appeals** – There are no pending appeals.
 - b. **Graduate appeals** – There are no pending appeals.
 - c. **Appeals Procedure** – The subcommittee has not met yet.
 - d. **Other**
 - i. Ballen – Dr. Lara Heflin is reviewing the files in SharePoint.
5. **Program Review Schedule and Procedures**
 - a. **Overview of current schedule and procedures**
 - i. **Update on fall 2017 program reviews**
 1. Business Administration – The program accreditation site visit was concluded yesterday. The department will now finalize their program review for AAC.
 2. Sociology/Anthropology & Criminal Justice – The subcommittee is meeting with the program on October 27.
 3. Fine Arts – Mr. Harrington will forward program review documents to Dr. Kristie Ross.
 4. Health/Human Performance and Sport (ESS) – Dr. Jay Lee hopes to have the revised review in the next few week.
 5. History/Political Science/Public Affairs – Dr. Ross should have undergraduate materials to Mr. Harrington by Friday. The graduate material will take longer. The sociology material should be sent next week.
 6. Nursing – The subcommittee will meet on Friday,
 7. Physics – Dr. Robert Karaba sent one last email to Dr. Joe Sabutis. If there is no response, the subcommittee will move forward without program documents.

8. SSD (Software Systems Design) – Dr. Geri Glover will have an update at the next meeting.
 9. University Studies – Dr. Eric Romero told Dr. Ann Wolf that the program is working on the review.
 10. First Year Experience – Dr. Carol Linder reported that Highlands is in the third year of the four year commitment to the First Year Experience Program. She asked AAC committee members if they would like to add the program to the program review schedule for spring 2018. The committee agreed to this addition to the schedule. Dr. Gloria Gadsden is sending a reminder email to chairs of programs up for review in spring 2018 and will include Ms. Casey Applegate-Aguilar, Coordinator of First Year Experience Learning Communities, on this email.
- 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. Dr. Gadsden asked for feedback on the checklist document sent out to the committee.
 - ii. Approval of the guidelines will be an action item at the next meeting.

6. Communication from the Chair

- a. **HLC Updates**
- b. Dr. Gadsden reported that program reviews must have a section on cost. Cost is not currently in the program guidelines, but cost is required by the Faculty Handbook. Dr. Gadsden will send out this requirement to all chairs of programs currently under review. The program review guidelines will need to be revised. For cost, program reviews have been reporting number of credit hours and the department budget. OIER can give this information to department chairs. There isn't a set formula in place for cost which can make cost challenging for departments to report. Departments should report additional information on cost if they believe it to be relevant.

7. Communication from the Registrar

- a. Ms. Ortiz-Gallegos reported that her office has been working on requests for additional information for the HLC visit.
- b. The spring 2018 schedule should be online by next week. October 30, 2017 is the start date for early registration for spring 2018. The office would like to promote early registration to get students registered before the end of the fall semester. There are barriers for students especially for students with outstanding balances. The office of the registrar is trying to make things seamless. Students can have a balance of no more than 200.00 and a payment plan in place to register.
- c. Questions and discussion of the scope of student balances and how to deal with this barrier. It is a complex issue that is being worked on by the matriculation taskforce. Ms. Paula Escudero, Director of Finance/Comptroller, and Ms. Ortiz-Gallegos have done a lot of research about how other institutions have handled this issue. Housing costs are a big part of the outstanding balances. The taskforce has carefully looked at

- which segments of the student body have what kind of outstanding balances. Graduate students without GAs and seniors have the largest balances. The statistics have been examined to better develop solutions. There will be no changes in policy before the spring, but changes are being investigated.
- d. There has been better communication between the financial aid office, registrar, and business office this fall and this has already solved some problems. TouchNet has made payment easier for students and third parties. This software also makes it clearer what student owe earlier.
 - e. The members of the catalog taskforce have been identified, and the taskforce has had its first meeting. The goal is to meet each week and to have smaller groups work on the catalog section by section.
 - f. Errors in the current catalog for certain departments were carefully reviewed. These errors will be corrected, but when exactly these updates will be made has to be carefully considered. Please let Ms. Ortiz-Gallegos know about any other errors and bring documentation. Future corrections will be made in the 2018-2019 catalog. The errors will be corrected in DegreeAudit and in Banner immediately.

8. Communication from the Faculty Senate

- a. Dr. Kristie Ross reported that Dr. Brandon Kempner presented on the HLC visit.
- b. At the October 25 meeting, Dr. Minner will answer questions about the executive strategic plan. There were questions about where academics are in the budget.
- c. General Faculty meetings might start earlier to allow for more discussion.
- d. There was discussion about conversions of term faculty lines to tenure/tenure track lines. This matter is going to the Faculty Association.
- e. The prior learning assessment committee has been formed
- f. Discussion of online consultant costs.
- g. Student participation in class evaluations is lower than desired. Discussion of how to increase completion.
- h. Discussion of the student advising manual and center concerns including security concerns at the Rio Rancho center.
- i. Title IX and Cleary Act training is being planned for the spring.
- j. Discussion of sabbatical review process and the possibility of an appeals process. This process can only be changed with the CBA.
- k. Discussion of contract issues that will be discussed with the president soon. This is joint matter with the association.

9. Communication from Graduate Council

- a. Dr. Jesus Rivas reported that there hasn't been a council meeting since the last AAC meeting. The Graduate Handbook is still be reviewed.

10. Communication from the Administration

- a. Dr. Carol Linder reported on the state-wide General Education Task Force listening sessions. The task force is still in the collecting stage. There will probably be a Highlands general education task force to start looking at this matter.
- b. There is reorganization in EOS with the retirement of Ms. Evonne Roybal-Tafoya. AP and Title V will be going to the School of Education.

- c. How to approve and assess course changing modality is an issue on the horizon. No matter the modality, the same learning objectives must be met for a course. Assessment of objectives is an important part of this issue. Discussion of how programs with their own accreditation are documenting that outcomes are being met regardless of modality.

11. Nursing 310 Course Revision and Nursing 332 Course Revision – Action Item

- a. Dr. Gloria Gadsden reviewed the change.
- b. Motion made to
 approve the Nursing 310 and Nursing 332 course revisions as submitted
 (Glover/Rivas)
Motion passed (15 in favor; 0 opposed; 0 abstentions)

12. MART 367 Course Revision and MART 477 Course Revision – Discussion Item

- a. Ms. Miriam Langer explained how Media Arts has been moving classes from 3 credits to 4 credits. All required classes have been revised to go from 3 to 4 credits. The department is now working through revising electives. These two courses are electives that have been revised to increase content and contact hours.
- b. Questions and discussion about how the AAC forms document the reasons for course changes. The form should have space to better explain the revision. The forms will be revised to make this possible.
- c. MART 367 has already been approved to be increased to 4 credits. MART 477's increased credits still need to be approved. The committee would like to have an expanded justification for the increase.
- d. Ms. Langer explained that MART 477's revisions include more analog content. Including more analog techniques in courses has been a goal of the department. The scope of the MART 477 class will include more analog techniques and more history of typesetting. This is new content. Previously it was all digital typesetting. The program wants students to be prepared for techniques that do not require electricity.
- e. MART 477 will action item at the next meeting.

13. Unauthorized Changes to Catalogs – Discussion Item

- a. Dr. Jesus Rivas reported that the process for making the biology corrections to the catalog was orderly and straightforward.
- b. Dr. Rivas advocated for having print catalogs for record keeping. There was general agreement to have copies for the library and other offices. The executive team will draft a recommendation to send to Dr. Roxanne Gonzales about having a certain number of printed copies of the catalog.
- c. Mr. Edward Harrington asked that there be a documented, public procedure for the proofreading of new catalogs.
- d. Discussion of the process used for the most recent catalog and what we are doing going forward.
- e. The catalog taskforce will be setting up deadlines for the new catalog. These deadlines haven't been set yet, but Ms. Ortiz-Gallegos recommends that departments get changes to the Academic Affairs Committee no later than March 2018.

14. 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 on the subcommittee's meeting just before today's AAC meeting. The subcommittee is in the process of summarizing the feedback from the departments. Ms. Ortiz-Gallegos has done research on policies on class size at peer institutions.
- b. The goal is to have a recommendation before the end of the semester.
- c. Please send department feedback to Dr. Barnstone and Dr. Glover.
- d. The recommendation will be brought to the whole committee before being sent to the Faculty Senate.

15. Form Flow Chart and Language Clarification – update

- a. Dr. Geri Glover will worked on form revisions discussed as part of the MART 477 discussion.

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

- a. Dr. Robert Karaba reported that the subcommittee has been meeting and working on this issue. They need one more meeting before they will be ready to bring a recommendation to the whole committee.

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

- a. Motion made to
approve the Early Alert policy as submitted
(Kent/Stead)
Motion passed (15 in favor; 0 opposed; 0 abstentions)
- b. Dr. Emily Williams asked about a missing 'nothing to report' button for certain alerts. This will be brought to Mr. Benito Pacheco's attention.

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

19. Adjournment Meeting adjourned at 5:00