

Academic Affairs Committee Minutes

November 01, 2017 Minutes

Approved November 15, 2017

1. **Roll Call (3:05 pm) Members Present:** Ali Arshad, Judy Barnstone, Blanca Cespedes, Jeanie Flood, Gloria Gadsden, Geri Glover, Edward Harrington, Bill Hayward, Lara Heflin, Robert Karaba, Leslie Broughton (Proxy for April Kent), Miriam Langer, Carlos Martinez, Tyler Mills, Jesus Rivas, Kristy Ross, Edgar Blanco Vargas, and Emily Williams,
Also in Attendance: Thomasinia Ortiz-Gallegos, Carol Linder
Absent: April Kent, Ann Wolf, and Chris Stead.
2. **Approval of the Agenda**
Motion made to approve the Agenda (Cespedes/Mills)
Motion passed (15 in favor; 0 opposed; 0 abstentions)
The agenda was approved.
3. **Approval of the Minutes**
Motion made to approve the Minutes (Broughton/Ross)
Motion passed (15 in favor; 0 opposed; 0 abstentions)
Minutes of October 18, 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** – No information.
 - d. **Other**
 - i. Ballen – Dr. Lara Heflin reported that she is checking on funding for a possible second Ballen Scholar for the spring semester. She should have that information by the end of this week and will have a discussion with her committee about a deadline for submissions.
5. **Disenrollment Procedure – Business Office Report (Moved from #8 to accommodate guest)**
 - a. Guest – Ms. Paula Escobedo from Business Office.
 - i. A new procedure was used this semester to try to alleviate the issues that have occurred with disenrollment in the past. The Business Office requested and received permission from the Administration for extensions to the current policy. Rather than being disenrolled, anyone with a balance on the 1st day of the semester received phone calls and emails to let them know about disenrollment giving students the opportunity to bring their accounts current.
 - ii. In addition, prior to making the personal contact with students, the Business Office work with the Office of the Registrar and the Office of Financial Aid to evaluate the list of students with balances to account for circumstances that would impact those balances. The team started with a list of 1/3 the student

body population. Assessing potential financial aid awards, grants, scholarships and assistantships, this list was reduced to about 600 students.

- iii. The Business Office worked on this revised list making personal contact with students reducing this group to about 300, and with an additional extension from the administration to continue the personal contacts, the final list of students who were disenrolled was 150 students. Of this list, approximately 90 students were eventually re-enrolled once payment and/or payment plans were established.
 - iv. A new system is being tested for the spring semester. All students will be allowed to enroll no matter what their balance. There are approximately 1,200 students with balances over \$199 who would typically be barred from early enrollment. This does put NMHU in a bit of a precarious financial position, carrying the student debt from the fall while adding the new expenses from the spring, but it allows the University picture of actual enrollment through earlier registration.
 - v. Two teams will be formed. The Business Office team will make personal contact through phone calls to all students with a balance over \$199. Students will be told they must bring their balances current by December 30th or their classes for the spring “may not be secure”. The Business Office has added 6 work studies with a supervisor who have all been trained for this task by Ms. Castillo-Tovar (a Ph.D. candidate with an MBA from NMHU).
 - vi. The Student Life team, headed by Ms. Jessica Jaramillo, using the new SLATE program will use email communications with students related to registering early and paying early.
 - vii. The goal of these two teams is more communication and collaboration across campus.
 - viii. In addition, the new software package, TOUCHNET, will allow students to access to their accounts online. They will be able to see their current balances immediately. They will be able to set up payment plans directly through the system within a specific structure that has been established.
 - ix. Finally, the Business Office is moving to a new space. A student help center will be set up. The new component (SLATE) will be online January 8th and the physical move will be December 14th & 15th.
- b. A discussion ensued regarding faculty’s role in assisting with communication with students about balances, disenrollment procedures and early registration. Emails to faculty to remind students of the disenrollment deadline proved helpful this semester and should be continued. The possibility of text blasts was discussed.

- i. The biggest hurdle to communication is that students do not check their NMHU live email accounts.
- ii. For the spring semester, disenrollment for any students with a balance over \$199 will be 1st day of class at 5 pm. This includes any past balance and what is due for the current semester. All students who are protected with funds from financial aid or other sources will not be included in this disenrollment cycle.

6. 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 needs to follow up.
2. Sociology/Anthropology & Criminal Justice – Dr. Heflin had a meeting with Dep't Chair to give update and feedback. Couple of areas of revision requested for changes. Once changes are reviewed, the process will move forward.
3. Fine Arts – Dr. Kristy Ross has received the program report.
4. Health/Human Performance and Sport (ESS) – Ms. April Kent has an updated review which the sub-committee will be looking at.
5. History/Political Science/Public Affairs – Mr. Edward Harrington received document from Dr. Alvarez, but she recalled it. In addition, the budget section was missing, so this has been requested. The undergraduate reports for History and Political Science will be completed by the programs first and the Graduate report for Political Science will be completed later.
6. Nursing – Dr. Gloria Gadsden is waiting on response from program regarding sub-committee comments.
7. Physics – Dr. Robert Karaba reported that even with Dr. Lail's involvement, no communication was received from the program. The sub-committee will proceed with writing their evaluation.
8. SSD (Software Systems Design) – Dr. Geri Glover reported that the committee has sent feedback and the draft report for sub-committee review will be done.
9. University Studies – Dr. Ann Wolf was not unavailable.
10. First Year Experience – This program will be added to spring 2018 schedule. This will be a different kind of report and the program will work closely with the AAC.

b. Program reviews subcommittee membership assignments

i. Subcommittee membership assignments for fall 2017

1. Getting ready to request volunteers for Spring

c. Outside accreditation reports guidelines

- i. Motion made to approve the checklist (Rivas/Broughton)
Motion passed (17 in favor; 0 opposed; 0 abstentions)

7. MART 477 Course Revision – Action Item

- a. Ms. Miriam Langer made the requested adjustments and the dean approved changes.
 - i. Motion made to approve the course revision (Rivas/Blanco Vargas)
Motion passed (16 in favor; 0 opposed; 1 abstention)

8. Print Catalog Recommendation – Discussion Item

- a. Language drafted by executive committee.
 - i. The Academic Affairs Committee strongly recommends that the catalog for each year is printed with a copy given to each academic dean, each department chair/director, Vice President for Academic Affairs Office, Office of the Registrar, and the Library (2 Copies for the University Archives).
 - ii. Ms. Thomasinia Ortiz-Gallegos reported that there is no budget and some department would need to be assigned to oversee this policy. University Relations has been asked for a cost analysis. It was suggested that Departments and units each pay for their own printed copy.
 - iii. Discussion ensued about costs and responsibilities. Several suggestions were given. Ms. Ortiz-Gallegos stated that about 95% of the institutions she surveyed no longer print a catalog. Still a strong feeling from the Committee that an official copy should be archived, even if it is only a printed pdf with an official date of publication.
 - iv. Possible Action Item for the next meeting.

9. Early Alert -- Academic Support Report

- a. Mr. Benito Pacheco was unavailable for this meeting and will be invited for the 15th.
- b. It was suggested that AAC invite someone from Student Support Services join the committee unofficially, as a permanent representative.

10. 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. Barnstone reported that the subcommittee will be meeting next week. A review of issues and benchmarks has been done. The next step is to prepare a recommendation for the Committee to review. The goal is to have a recommendation to the administration by the end of the semester.
- b. Dr. Gadsden thanked Dr. Linder, Ms. Ortiz-Gallegos and Dr. Barnstone for their service on this project.

11. Form Language Clarification – Discussion Item

- a. Dr. Glover presented the updated sample form. The cc's need to include the Office of the VPAA.
- b. (Post-meeting suggestion which needs to be introduced is a change to the line "Is an Articulation Agreement affected by the changes? Check with the Office of the Registrar" to a statement such as "Reviewed by Office of the Registrar" and date.

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

- a. Dr. Karaba reported that the subcommittee sent a draft. The Office of the Registrar reviewed to make sure that there are no contradictions with the catalog. The subcommittee wanted to keep the policy broad so that it was left to the faculty's discretion, but to give some guidelines.
- b. Discussion ensued regarding delays. It was suggested that "delay" needed to be added to the title. Delays can impact programs in different ways depending on the type of final (i.e. exam, critique, etc.). A suggestion was made that a line could be added to the policy that recommends each Department have an internal policy regarding how to administer final exams.
- c. Additionally, there was discussion about a policy for when faculty are unable to get to campus or a center.

13. Communication from the Chair

- a. **HLC Updates:** The team will be here on Friday. Be candid and complementary.
- b. Dr. Gadsden welcomed Dr. Bill Hayward to the Committee representing ESS & HPS (largest undergraduate major.)
- c. An email was sent to all representatives to ask departments to review catalog for changes that need to be made for the Fall 2018-19 catalog. Departments were reminded that any changes, revisions, or deletions must come through the Committee by March to be included in the catalog. Actual errors can be changed in Degree Audit at this time, but not in the catalog.

14. Communication from the Registrar

- a. Ms. Ortiz-Gallegos reported that any changes coming through the Committee at this time, will be included in a draft of the 2018-19 catalog which will be available for review after the April meeting of the AAC. The draft of the 2018-19 catalog will be sent for review to the Chairs, and must be returned no later than the end of May.
- b. The Catalog Task Force, which includes two AAC member (Dr. Gallegos and Dr. Blythe), along with other members from across campus are looking at the policies; not academic information within the catalog to be sure they are consistent.

- c. Early registration started on October 30th at midnight. There was a technical glitch that caused problems, but by 4:38 am issues were resolved. NMHU was launching TOUCHNET at the same time, and the server could not handle it. TOUCHNET was temporarily deactivated. TOUCHNET issues have now been resolved.
- d. Just approved earlier today, NMHU will have a party for all students who get registered for the spring semester by December 1st. Center students will receive a different incentive/reward (possibly a gift care). All of the faculty are being asked to help get students registered for 6+ credits. Funding for these incentives/rewards will come from the Campus Life fee.
- e. The current schedule is online, but the Office of the Registrar continues to receive 5-10 changes daily. The goal is to find a way to reduce the need for so many changes. The View Books link is not working right now, but once the new bookstore vendor is on board, that should be resolved.
 - i. Discussion ensued regarding the midnight registration. This is especially difficult for Social Work. Survey of student needs was suggested.
- f. There are no policies for certificate programs at this time. A committee is being formed to evaluate all issues related to certificate programs (application process, using classes towards a degree, differences between undergraduate/graduate certificates, etc.) Gadsden suggested that recruiting a faculty member for this committee should be done through the Faculty Senate.

15. Communication from the Faculty Senate

- a. Dr. Kristie Ross reported – will send typed report.

16. Communication from Graduate Council

- a. Dr. Jesus Rivas reported – will send typed report.

17. Communication from the Administration

- a. Dr. Carol Linder had nothing to report.

18. Adjournment Meeting adjourned at 4:55 p.m.