

Academic Affairs Committee Minutes

December 06, 2017 Minutes

Approved January 17, 2018

1. **Roll Call (3:01 pm) Members Present:** Ali Arshad, Judy Barnstone, Blanca Cespedes, Geri Glover, Jeanie Flood, Gloria Gadsden, Lara Heflin, Robert Karaba, April Kent, Miriam Langer, Lauren Fath proxy for Tyler Mills, Jesus Rivas, Kristie Ross, Chris Stead, Edgar Vargas Blanco, Emily Williams, Ann Wolf
Also in Attendance: Roxanne Gonzales, Thomasinia Ortiz-Gallegos
Absent: Edward Harrington, Bill Hayward, Carol Linder, Carlos Martinez
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of November 15, 2017 were approved.
4. **Subcommittee Report**
 - a. **Undergraduate appeals** – There are three open appeals that the committee is reviewing.
 - b. **Graduate appeals** – There are no pending appeals.
 - c. **Appeals Procedure** – The subcommittee will meet in the spring.
 - d. **Ballen** – Dr. Lara Heflin reported that there were no applications so they will reopen the call for proposals in the spring.
 - e. **Other**
 - i. No other reports.
5. **Program Review Schedule and Procedures**
 - a. **Overview of current schedule and procedures**
 - i. **Update on fall 2017 program reviews**
 1. Business Administration – The subcommittee has not yet received the program review from the department.
 2. Sociology/Anthropology & Criminal Justice – The program submitted requested revisions. The chair has met with the program. Early in the spring it will come to the AAC.
 3. Fine Arts – The subcommittee met and made revisions. These will be sent to the department chair. This subcommittee will need a new chair in the spring.
 4. Health/Human Performance and Sport (ESS) – The subcommittee is reviewing the revised program review.
 5. History/Political Science/Public Affairs – The undergraduate program review was submitted to the subcommittee today. Information about credit hour production will be sent soon. The graduate program review will be sent soon.
 6. Nursing – The program made the revisions. The subcommittee will meet with the department in early in spring.

- 7. Physics – see below.
 - 8. SSD (Software Systems Design) – The subcommittee sent comments to SSD. This might be presented at the second meeting of the spring.
 - 9. University Studies – There will be no program review until January.
- b. **Program reviews subcommittee membership assignments**
 - i. **Subcommittee membership assignments for fall 2017**
 - 1. No updates at this time.
 - c. **Physics Program Review Subcommittee**
 - i. Dr. Robert Karaba presented the subcommittee report sent out to the whole Academic Affairs Committee.
 - ii. A committee member asked if the university can have a discipline without a major or minor attached. This is a possibility. There have been very few minors in this program so it might make more sense to subsume the program. Questions and discussion about PED needs and state law in regards to the teacher education program. Dr. Emily Williams explained that the School of Education recommends that our students major in a subject and have secondary education as a minor. The state has its requirements by minor. Discussion of lack of cooperation from the program in the program review process.
 - iii. Dr. Roxanne Gonzales will be asking a lot of questions when she meets with the program. She will pull data about the program to see five year trends. This is a very complex issue.
 - iv. The subcommittee recommended continuing the program as it doesn't take up resources and provides lots of service credits.
 - v. Dr. Karaba will send to program review documents to Dr. Gadsden, Ms. Kent and Dr. Gonzales. Dr. Gonzales will set up a meeting with the department.

6. Early Alert -- Academic Support Report

- a. Mr. Benito Pacheco presented the three systems of alerts at Highlands that began in 2015. This data is presented on the documents sent to committee members prior to the meeting. The reports give number of reports not number of unique students. Data shows fall 2015 – spring 2017. These alerts are just for undergraduate courses and students.
- b. Attendance Alerts (1st and 2nd weeks) are mostly submitted for 100 level courses and most students reported are freshman students. Attendance alerts help drop students who never attend, but would count against the university's retention rates if they are not dropped administratively. Completion of attendance alerts helps with retention and persistence goals.
- c. Data shows that lack of attendance is a primary factor in student failure.
- d. Early Alerts (3rd and 4th weeks) are again mostly submitted for 100 level classes and most students reported are freshman. In the data presented, students may be counted more than once as the reports track alerts submitted not students. The early alert has five reasons for reporting students unlike the attendance alert which just reports on whether or not students attend class. About 35% of early alerts submitted have to do with attendance concerns either many absences or never attending. There is a space for faculty comments. Comments vary.

- e. This alerts program initially began to target students in their first two years of their undergraduate degree programs.
- f. The data shows how students reported through the alerts ended up at the end of the semester (good standing, dismissed, etc.) and persistent rates for students reported. There was discussion of outside factors like HLC probation and staffing changes in advisement that can effect retention and persistent. The data needs to have graduating seniors taken out to give a more accurate picture of retention rates. This will take time to do, but can be presented at a future meeting.
- g. Mr. Pacheco recommends combining Attendance Alert and Early Alert to make the process easier for faculty. He would also like to review and update available reasons for placing alerts, change the comments section to recommendations from faculty on what the student should do (for example, go to ARMAS or the writing center), create a standard attendance policy, provide automated feedback to faculty on alert activities, have interventions for the centers, and interventions for upper division students. Mr. Pacheco will provide more communication to faculty about what is happening with the alerts submitted.
- h. Mr. Pacheco reviewed the many ways his office reaches out to first time freshman including sending peer advisors to the residence halls and contacting families when there is a FERPA release on file.
- i. There were questions about support for center students. This is one of the discussion items on Mr. Pacheco's report. Dr. Gonzales asked for data on centers and a separate report for online students as these are different populations with different needs. Mr. Pacheco will run these reports. He currently sends alert reports to center directors. Ms. Ortiz-Gallegos noted a need for different approaches for interventions for adult center students as they have different needs.
- j. The alerts system is designed for 16 week courses. How to adapt the alerts system for 8 week classes will have to be investigated.
- k. Alerts is a faculty driven process. It needs wide faculty participation. The report gives the number of faculty who have participated.
- l. Discussion of timeline of census, reporting to IPEDS and HED, and attendance alerts.
- m. The Early Alert Subcommittee can work on some of these recommendations and report back to the AAC. There will be no changes for the spring. Changes will be made for the fall 2018 is appropriate.
- n. Mr. Pacheco asked that any questions, comments, or requests for more data can be sent to him.

7. SOC300 - Sociocultural Theory Course Revision – discussion item

- a. Dr. Gloria Gadsden presented the proposed revision to the SOC/ANTH 300: Sociocultural Theory course that would require an additional prerequisite as students need more of a background in the related disciplines in order to succeed in the class. An insufficient background was a problem for freshman students who took the previous single required prerequisite as a dual enrollment student. These students need more knowledge before taking SOC/ANTH 300. Dr. Gadsden worked with the registrar on the wording of the prerequisite language.
- b. The committee agreed that the program did a good job of identifying a problem and developing a solution.

- c. This 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. – action item

- a. Dr. Judy Barnstone reported that she integrated comments from the last meeting and reviewed the new changes. Communication between administrators and department chairs is essential when making these class size and class cancelation decisions. This document is a recommendation as this body does not set policies.
- b. Motion made to
 - accept the recommendation from the subcommittee and to send it to the Provost's Office
(Rivas/Ross)Motion passed (14 in favor; 1 opposed; 0 abstentions)
- c. This policy will be sent to the Faculty Senate and the Provost.

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

- a. Dr. Robert Karaba reviewed the committee's most recent revisions to the draft policy including language about delays.
- b. Motion made to
 - approve the recommendation as revised
(Kent/Rivas)Motion passed (15 in favor; 0 opposed; 0 abstentions)

10. Communication from the Chair

- a. **HLC Updates**
- b. The AAC's first meeting of the spring is the first day of class. Dr. Gadsden will try to keep the meeting brief. The first meeting will have updates on program review.
- c. If you are not returning to the committee in the spring, let Dr. Gadsden know who your replacement is.
- a. Archives update – Contact the library/archives for historic AAC minutes questions.

11. Communication from the Registrar

- a. Reminder about incomplete grade forms. Submit the electronic incomplete grade forms as soon as possible. The forms must be done by December 12.
- b. Committee members noted that the role of the deans in the incomplete policy should be reviewed.
- c. Reminder about the final grade due date of 8:00 am on Tuesday, December 12. Submit grades as soon as they are done.
- d. 214 students applied to graduate in fall 2017. All degrees that have been cleared should be posted before winter break.
- e. Questions about transcript timing for students applying for PhD programs or jobs.
- f. The registrar's office receives 5-10 schedule entry changes per day. We have to look at how to be more efficient with schedule changes.
- g. The prerequisite amnesty spreadsheet from last year was not processed in the catalog, banner or degree audit. The registrar found the spreadsheet about three weeks ago and

- her office is now making the updates. This has been an opportunity to improve processes. Until we have an automated workflow, the paperwork process should work. Dr. Cristina Duran recommend a scanning phone app that can help.
- h. The catalog committee has been active.
 - i. Instructor Overrides
 - i. Currently, only deans can electronically add students to closed classes. There is not a policy on this matter.
 - ii. Motion made to
allow faculty to perform overrides to closed classes
(Heflin/Glover)
Motion passed (15 in favor; 0 opposed; 0 abstentions)
 - Ms. Ortiz-Gallegos will discuss this with the deans.
 - j. Add/drop dates have been updated. This means that students will not need signatures to add during this period.
 - k. Registration start time has been changed from 12:00 am to 6:00 am for early registration. 6:00 am is a common time at other institutions. At 6:00 am there will be IT support available. This will be very helpful for the Social Work program in Albuquerque.
 - l. It will cost between 15-20 dollars per copy for printed catalogs. Dr. Gonzales would like a print copy for each CBA faculty member, advisor, center director, and library.

12. Communication from the Faculty Senate

- a. Dr. Lauren Fath reported highlights from the last senate meeting.
- b. The main discussion item was online learning and adult learning. Faculty would like a bottom up process on this issue. Dr. Gonzales will distribute a white paper on online learning. There was discussion about outcomes assessment by modality, how we will balance needs of main campus, centers, and online, infrastructure issues, how faculty from out of state will be accommodated, and results from the David York form.
- c. Safety officer Mr. Brian Henington presented new safety procedures. These were approved. Changes to staff working conditions must be part of collective bargaining.
- d. There is a need for defibrillation machines in key locations such the Wilson complex, the Natatorium, and the SUB.

13. Communication from Graduate Council

- a. Dr. Jesus Rivas reported that the council continues to work on handbook revisions.
- b. International student and graduate assistantship requirements are being looked at.

14. Communication from the Administration

- a. Dr. Roxanne Gonzales reported that she will have reappointment letters out by December 19, 2017.
- b. A list of classes for which book orders were not submitted were sent to the deans.
- c. The online learning white paper is in its final draft.
- d. Reports from the online conference and the CALE conference will be sent out.
- e. Dr. Gonzales will start a provost council. This council will be a big group meeting so that deans, department chairs, the Academic Affairs Committee chair, the Faculty Senate chair, financial aid staff, and business office staff can provide and get

feedback on drafts of policies. Chairs will get information through this council rather than from deans. The council will allow for more communication and discussion. Keep an eye out for an announcement about this body.

- f. Searches are underway. The goal is to complete the OIER director search, the AVPPA search and the registrar search before break.
- g. Distance and extended learning may be the new name for online and centers as it better describes all of these kinds of learning.

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

16. Adjournment Meeting adjourned at 5:00