

Academic Affairs Committee Minutes

January 17, 2018 Minutes

Approved February 07, 2018

1. **Roll Call (3:09 pm) Members Present:** Ali Arshad, Judy Barnstone, Blanca Cespedes, Geri Glover, Jeanie Flood, Gloria Gadsden, Edward Harrington, Bill Hayward, Lara Heflin, Robert Karaba, April Kent, Carlos Martinez, Tyler Mills, Jesus Rivas, Chris Stead, Edgar Vargas Blanco, Emily Williams, Ann Wolf
Also in Attendance: Roxanne Gonzales, Thomasinia Ortiz-Gallegos, Ian Williamson
Absent: Miriam Langer
2. **Approval of the Agenda**
The agenda was approved with additional.
3. **Approval of the Minutes**
Minutes of December 06, 2017 were approved.
4. **Subcommittee Report**
 - a. **Undergraduate appeals** – The committee resolved two appeals and there is one open appeal that the committee is reviewing.
 - b. **Graduate appeals** – One open appeal.
 - c. **Appeals Procedure** – No update at this time.
 - d. **Ballen** – Dr. Lara Heflin reported that she will revise and resend the call for proposals by Friday.
 - e. **Academic Integrity Subcommittee** – Blanca Cespedes, Lara Heflin, Emily Williams, Gloria Gadsden, and Chris Stead have joined the new subcommittee.
 - f. **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 sent reminders to the department chair. The department is working on the review.
 2. Sociology/Anthropology & Criminal Justice – Dr. Heflin has met with the chair and has revised material from the program. The revised review might be ready for presentation at the next AAC meeting.
 3. Fine Arts – Dr. Geri Glover will take over as chair.
 4. Health/Human Performance and Sport (ESS) – The subcommittee will be sending requests for additional information.
 5. History/Political Science/Public Affairs – Dr. Ross sent additional information that that subcommittee is working on.
 6. Nursing – Dr. Gadsden will set up a meeting with the program.
 7. SSD (Software Systems Design) – The subcommittee is waiting on the comments on their suggestions to the program.
 - b. **Program reviews subcommittee membership assignments**

i. Subcommittee membership assignments for spring 2018

1. University Studies – Ann Wolf (Chair) Blanca Cespedes, Jeanie Flood
2. Computer Science – Lara Heflin (Chair), Chris Stead, April Kent
3. First Year Experience Program– Gloria Gadsden, Ann Wolf, Tyler Mills
4. General Engineering – Geri Glover (Chair), Chris Stead, Emily Williams
5. Southwest Studies – Robert Karaba (Chair), Judy Barnstone
6. Spanish – Will check with program
7. Women’s Studies– Blanca Cespedes, Emily Williams
8. Other positions will be filled by member who were unable to attend the first meeting.

6. Communication from the Registrar

- a. Ms. Ortiz-Gallegos reported that the registrar’s office has been very busy at the beginning of the semester.
- b. Disenrollment process update. Students had until December 31 to bring their Fall balance to 199 dollars. If not, they were disenrolled as the university was not open this was pushed back until Jan 2. At 5:00 this disenroll 230 were disenrolled due to their fall balance.
- c. We have 20 more students than this time than last spring. Ms. Ortiz-Gallegos reviewed the report. More students, but fewer credit hours.
- d. This afternoon spring non-payment disenrollment will happen at 5:00 pm today. This included student who have not made a payment or set up a payment plan. This will bring the spring enrollment down, but students can make arrangements and reenroll through January 22 so they have 6 days.
- e. Dr. Glover noted that this new enrollment procedure worked well for her program. Ms. Ortiz-Gallegos said that her office has a much better understanding of who the disenrolled students are, how to contact them, and how to help them. All of these changes were accomplished as the business office had to move out of Rodgers. Ms. Ortiz-Gallegos said that offices are communicating and working together more effectively.
- f. The president has charge the matriculation committee to review the disenrollment policy.
- g. Dr. Robert Karaba asked about how the disenrollment process effects students under title II.
- h. Students have to re-registrar themselves if they have been disenrolled.
- i. TouchNet has had a few hiccups over the break, but these problems have been resolved. Until Monday, students were unable to charge books online, but now it is working.

7. Communication from the Chair

- a. **HLC Updates**
- a. Dr. Gloria Gadsden clarified the AAC meeting dates for the spring 2018.
- b. She will contact History/Political Science for a replacement for Dr. Kristie Ross who retired.

- c. Reminder cannot change modality of classes once they have started. Please remind your department. The Education Technology committee will be asked to look at that further.
- d. Attendance Alert and Early Alert soon. It is important that faculty participate and participate as soon as possible as this will give students more time to correct. Please encourage your program's faculty to participate.
- e. Holding off on selecting a senate liaison.
- f. Archives update – AAO still have more office

8. Communication from the Faculty Senate

- a. No spring meeting yet.

9. Communication from Graduate Council

- a. No spring meeting yet.

10. Communication from the Administration

- a. Welcome to the new Associate Vice President of Academic Affairs, Dr. Ian Williamson. He and the Provost will switch off meeting with the AAC and the FS Exec Committee.
- b. She wants to discuss the role of Academic Affairs Committee – booklet.
- c. The catalog committee is active and they are looking at changing the language about petitions to make the process more efficient. Dr. Gonzales would be happy to have departments and dean handle most of the petitions rather than go to the Provost's office. The Provost's office should only handle the outlier petitions. The AAC appeals subcommittee should reconvene soon to give input on this matter. Dr. Gonzales said most of the petitions that come through the Provost's office are routine and should be handle at the department dean.
- d. Everyone should have seen the first issue of the Academic Round Up – will send out at least at beginning of every semester. Right now she is looking for volunteers for HU Future and the five working groups. [see round up for notes] Online for tradition students here at Las Vegas Campus – look at questions we have to have
- e. Dr. David York's report and the White Paper is almost done. Once we are settle with the semester. Would like to get volunteers to work on online learning. We need to start with traditional students and their needs.
- f. Dr. G. is instituting a Provost's council. She wants to be sure that information gets out to the chairs. Fridays 9-10:15 – will be ZOOM and recorded. Bring policies in draft form so everyone can provide.
- g. Dr. Gonzales expanded on the focus of the different working groups for HU Futures. If you want to be on any of the groups email Dr. Gonzales.
- h. Dr. Roxanne Gonzales provided feedback on the Physic Program Review. She noted that there wasn't enough information to provide feedback on how to have the programs to grow. The more information provided the more she can do with this. Dr. Gonzales noted that information such as the photographs of the music building in the music program review gave her a clear idea of what the program's needed. She asked programs to take program reviews serious. Physics serve many student, but they have been shrinking. She would like them to work more closely with other programs. She

- is concerned that lab fees don't go to the program budget. It was noted that this is a concern for other kinds of class fees. It is complicated accounting for this fee. Dr. Gonzales has talked to Mr. Max Baca about this and is working with him on this issue.
- i. Questions and discussion of course fees and sale of university property alternative to general auction.

11. SOC300 - Sociocultural Theory Course Revision – action item

- a. Dr. Gloria Gadsden reviewed the reasons for the change presented at the last meeting.
- b. Motion made to
accept the revisions to SOC/ANTH 300: Sociocultural Theory as submitted.
(Rivas/Heflin)
Motion passed (15 in favor; 0 opposed; 0 abstentions)

12. Use of Release Funds – Discussion Item

- a. Dr. Jesus Rivas reported that the release funding in biology that is in excess of hiring per course faculty that is used to fund teaching assistance to set up the labs. This week the funds were used for something else and classes are without Dr. Maureen Romine asked for the swept money back and was told that it was only allowed for the fall not for the spring. The department is trying to meet with Mr. Max Baca to discuss these meets. It was part of the sweep which happened earlier in the spring than is usual. Dr. Jesus Rivas said that the program was not informed that this was only allowed for the fall and not for the spring. This has left classes without TAs and students unsure of their employment. Other programs were given some swept funds back.
- b. Dr. Gonzales asked questions about teaching load and labs. She also explained that I & G funds by law have to be used for teaching purposes. Dr. Gonzales said that Dr. Warren Lail brought the issue to her today and the next step is to meet with Mr. Max Baca. This matter is being worked on.
- c. Dr. Jesus Rivas made a motion and withdrew motion
- d. The money for teaching should only be used for teaching.
- e. Information will be emailed out as progress with the issue.
- f. This topic will be followed up next meeting.
- g. Budget forums are going up.

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

14. Adjournment Meeting adjourned at 4:56