

Academic Affairs Committee Minutes

February 07, 2018 Minutes

Approved February 21, 2018

- 1. Roll Call (3:01 pm) Members Present:** Ali Arshad, Judy Barnstone, Geri Glover, Blanca Cespedes, Sandra Gardner, Gloria Gadsden, Edward Harrington, Bill Hayward, Lara Heflin, Robert Karaba, Leslie Broughton proxy for April Kent, Miriam Langer, Carlos Martinez, Tyler Mills, Jesus Rivas, Chris Stead, Edgar Vargas Blanco, Emily Williams, Ann Wolf, Elaine Rodriguez

Also in Attendance: Roxanne Gonzales, Thomasinia Ortiz-Gallegos, Benito Pacheco, Orit Tamir, Tom Ward, Cristina Duran

Absent:

- 2. Approval of the Agenda with corrections to rearrange items.**

The agenda was approved. Motion made to Approve (Heflin/Harrington 2nd)
(15 in favor; 0 opposed; 0 abstentions)

- 3. Approval of the Minutes**

Minutes of January 17, 2018 were approved. Motion made to Approve (Heflin/Vargas Blanco 2nd)
(15 in favor; 0 opposed; 0 abstentions)

- 4. NM Curriculum Committee Update from Dr. Carol Linder**

- a. Dr. Linder reported on the status of the NM Curriculum Committee. The new statewide policy for numbering of the General Education Core has been approved. Courses will be reviewed and corrected to be brought into alignment with the approved GenEd Core. As new courses are added to core, they will need to be approved through the AAC. Any changes through the State for this spring will be done using the existing state forms. New forms have not yet been approved by the State. Common Student Learning Outcomes (SLO's) must be used, and using appropriate assessment terminology is paramount, i.e. using terminology that is measurable.

A subcommittee of State Registrars is working on the new numbering system. They want to have this numbering system ready by fall of 2018 which will be posted online and ready for use. The goal is to have this new numbering system in catalogs by fall of 2019. The numbering system for NMHU will be changing from a 3-digit to a 4-digit system.

The New Mexico GenEd Core consists of 22 credits. NMHU can add an additional 9 credits. These 9 additional credits can be specific courses, or the required proficiencies can be woven into selected courses. A committee made up of faculty and appropriate staff needs to be formed as soon as possible to determine what courses or selection of courses will fulfill the proficiencies required with 9 additional credits to the GenEd Core. Dr. Linder was asked to spearhead this committee.

The suggestion was made that a call go out for committee membership which should include representatives from across departments, especially to Humanities and Fine Arts, student support offices, and Centers. Other institutions are allowing a set of courses from which to select for the GenEd Core. There are rubrics for the content areas as well as skill areas that need to be covered.

Discussion ensued about the various possibilities for these 9 credits

Dr. Linder mentioned HB 204 and believed it would be passed in the next legislative session if not in this short session. If a student receives at least a 3 on an AP exam, that course would be accepted for credit. Comments on this policy must be sent to the appropriate legislative committee by March 9th.

5. Southwest Studies Program Revision – Discussion Item

a. Dr. Orit Tamir presented for discussion:

Move to include a non-thesis option. Rationale that many students get all the way to the point of thesis, but they don't finish. They are not planning to go on to a PhD, they are successful, and can be employed with an MA.

Comments were added about the program in general and how it can increase its recruitment, add courses online that might be attractive to graduate students, and adding a course that might be of interest to the general Santa Fe community.

Discussion ensued about the comparison of thesis and non-thesis and a question about their equivalency. This proposal does not seem to include anything to replace the thesis. A concern from the History department that they were not consulted. A PoliSci course that has not been offered for 5-6 years, can't just be removed even if it has not been taught. It was noted that everything in the program must be the same and must reflect what is in the catalog.

Clarification on differences between thesis and non-thesis was requested, a recommendation was made that the program meet with History Department to be sure there are no changes that impact that department. The Program was asked to meet with Registrar to assess any issues that might impact the current status of the program and the catalog.

It was suggested that the discussion about Master's with Thesis and Non-Thesis options be taken back to the Graduate Council.

Comments from Dr. Gonzales – Professional degrees are very common across the country describing the three populations across NMHU. She would like to see the thesis title be acknowledged on the student's transcript.

6. Subcommittee Reports

a. Undergraduate appeals – There are no open appeals.

- b. **Graduate appeals** – No open appeals. Resolved one since last meeting.
- c. **Appeals Procedure** – Committee reconstituted, see below.
- d. **Ballen**
 - i. **Call for New Member** – Dr. Lara Heflin sent out a Friday April 6th deadline for proposals. Dr. Elaine Rodriguez will serve on Ballen to replace Dr. Kristie Ross.
- e. **Other Subcommittee**
 - i. **Will no longer have Academic Integrity Committee.**
 - The Academic Affairs Committee reviewed one case because there was a disparity. On the “Faculty Resources” page of NMHU’s website, the policy states the Student Affairs Committee is charged with reviewing these matters. However, in the Student Handbook (PDF version posted on NMHU website Spring 2018), the policy states the Academic Affairs Committee is charged with reviewing these matters. Because there were financial implications for the student and a decision had to be made relatively quickly, and because the AAC had already convened an Academic Integrity Subcommittee, this case was reviewed by the Academic Affairs Committee. Future offenses will be directed to the Student Affairs Committee.
 - ii. **Creation of Academic Policies Subcommittee to look at audit policy and incomplete policy** - floor open for volunteers – Dr. Elaine Rodriguez, Mr. Carlos Martinez, Dr. Blanca Cespedes (Need two more. Call should be sent out, especially to Centers.)
 - iii. **Charge to Calendar Committee revisit drop/add policy** – Reconvening. Did not address drop/add policy with the Registrar? Kudos to Registrar’s Office as they have already been gathering data.
 - iv. **Appeals Committee Update** – Issues related to how petitions are handled was brought up. (Dr. Judy Barnstone, Chair. Dr. Gloria Gadsden, Dr. Geri Glover, Ms. April Kent, Dr. Ann Wolf, Dr. Ali Arshad, Members. Dr. Roxanne Gonzales and Dr. Ian Williamson, invited)
 - v. **Early Alerts Committee Update**- Mr. Benito Pacheco, Dr. Gloria Gadsden, Mr. Carlos Martinez and Ms. April Kent to review items from last semester.

7. Program Review Schedule and Procedures

- a. **Program Review Guidelines Revisions – Discussion Item**
- b. **Overview of current schedule and procedures**
 - i. **Update on fall 2017 program reviews**
 1. Business Administration – Strong nudge from AAC chair to be done by Feb 16th.
 2. Sociology/Anthropology & Criminal Justice – Report presented.
 3. Fine Arts –. Materials have been submitted. Draft report in process.
 4. Health/Human Performance and Sport (ESS) – Subcommittee reviewed and has some recommendations. They would like to give the program another chance to respond since there are new people involved.

5. History/Political Science/Public Affairs – Materials have been reviewed and a meeting with the Program, Dept. Chair, and Dean being arranged.
6. Nursing – Meeting with Program scheduled for 2/8.
7. University studies – gentle nudge will be sent to get this done by end of semester.
8. SSD (Software Systems Design) – meeting with Program, Dept. Chair and Dean scheduled for 2/28.

A glowing summary of the report for Sociology/Anthropology & Criminal Justice was given by subcommittee chair, Dr. Lara Heflin. Dr. Tom Ward was present for report. The report will be submitted to AAC and the VPAA. Ms. Thomasinia Ortiz-Gallegos commented on how the growth of CJ program at the Santa Fe Center has been successful for Post-traditional students. Mr. Benito Pacheco stated that this is typically one of three largest programs for incoming students.

- c. **Program reviews subcommittee membership assignments TABLED**
 - i. **Subcommittee membership assignments for spring 2018**

8. Media Arts Course Revisions – Discussion Item

- a. TABLED until next meeting

9. Social Work Course Revision – Discussion Item

- a. Dean Duran presented.
The request is being made to remove some co-requisites that are practice classes and add prerequisites so that students are prepared to move into practice. Many students now do their practicum after their coursework. Students are not able to register for classes without special permission because several academic courses are tied to practice courses. Social Work believes that making certain classes' pre-requisites will insure appropriate progression through their program and eliminating the co-requisites will alleviate registration issues that occur every semester.

Due to time constraints any additional concerns should be directed to Dr. Duran and/or Dr. Gloria Gadsden so that the Committee will be ready to vote at the next meeting.

10. Special Education Certificate Program – Action Item

- a. Dr. Emily Williams presented.
- b. Questions and discussion
This must get done because several certificates for SPED and they were inconsistent. Dr. Williams discovered that the certificates had not been approved through AAC. These certificates were approved by the state and NMHU has been awarding the certificates for some time. To make sure paperwork is clean, and because about 30 students are coming in this semester, these certificates require review and approval.
- c. Motion made to approve the Special Education Certificate Program as submitted. (Rivas /Heflin, second)

Motion passed (17 in favor; 0 opposed; 0 abstentions)

11. Communication from the Chair

- a. Dr. Gloria Gadsden reported that the College of Arts and Sciences has a new Assistant Dean, Dr. Peter Linder.

12. Communication from the Registrar

- a. **Catalog Deadline Reminders** –
 - b. Ms. Ortiz-Gallegos reported
Number 3,147 students enrolled for spring 2018. Disenrollment down about 2% from last spring. Awarded 222 degrees fall semester. Dr. Gadsden acknowledged that the registrar's office did not take the extended vacation to be sure to get degrees posted.

Informational piece about disenrollment process and policy, the previous process, fall 17 and then spring 2018. Inclusive of business office, financial aid, registrar, matriculation task force meeting also had a chance to review.

Disenrollment will occur each day, starting on fixing loophole, where person could be disenrolled. Registrar will send report/policy

Needs to have a process that is consistent to all students and student types.
Requesting feedback.

Early grade posted.

A number of graduate students were applying for psych to meet a specific deadline. Wanted to do an early posting – which picked up grades that other faculty had put a posting in early impacted other programs. Brings in the question of how to rotating in different terms.

Challenge with commencement is 4 hours long for 400 students. Drafts. Email for comments. Open to suggestions.

13. Communication from the Faculty Senate

- a. Dr. Edward Harrington will send report via email.

14. Communication from Graduate Council

- a. Dr. Jesus Rivas will send report via email.

15. Communication from the Administration

- a. Dr. Gonzales clarified the need for a review of the appeals process by sharing that her office has evaluated 98 petitions since Jan 16th (independent studies, drop/adds, 45 credit waivers).

16. Late Additions to the Agenda (none)

17. Adjournment Meeting adjourned at 5:05 p.m.