

Academic Affairs Committee Minutes

February 21, 2018 Minutes

Approved March 07, 2018

1. **Roll Call (3:08 pm) Members Present:** Ali Arshad, Judy Barnstone, Blanca Cespedes, Geri Glover, Gloria Gadsden, Sandra Gardner Edward Harrington, Bill Hayward, Lara Heflin, Robert Karaba, April Kent, Miriam Langer, Carlos Martinez, Tyler Mills, Jesus Rivas, Chris Stead, Edgar Vargas Blanco, Emily Williams, Ann Wolf
Also in Attendance: Cristina Duran, Thomasina Ortiz-Gallegos, Benito Pacheco, Ian Williamson
Absent: Roxanne Gonzales,
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of February 07, 2017 were approved with one correction.
4. **Subcommittee Report**
 - a. **Undergraduate appeals** – One open appeal. Dr. Chris Stead noted that many of the appeals that the subcommittee receives don't include all of the information that the subcommittee needs to make recommendations. Pages 21-22 of the catalog describe the current appeals procedure. Dr. Ian Williamson is on the appeals procedure subcommittee and has recommendations to improve the appeals process. Email concerns and suggestions about the appeals guidelines for students to Dr. Judy Barnstone, chair of the appeal procedures subcommittee
 - b. **Graduate appeals** – One pending appeal. Dr. Lail is going to provide supporting documents. Graduate appeals subcommittee members are having to do research on their own on these appeals. This information should be provided with the appeal documents.
 - c. **Ballen** – Dr. Lara Heflin reported that they have received no proposals. She asked committee members to encourage colleagues to apply by the April 6 deadline. She will send out a reminder email. There will be a proposal from the ESS department.
 - d. **Other**
 - i. **Call for members for Academic Policies Subcommittee to look at audit policy and incomplete policy beginning in March** – Dr. Gloria Gadsden and Dr. Geri Glover joined the subcommittee. Dr. Jan Shepherd, Chemistry, has drafted an incomplete policy which the subcommittee will ask for.
 - ii. **Calendar Committee revisit drop/add policy** – Dr. Robert Karaba reported that the subcommittee will reconvene next Wednesday at 4:00 pm.
 - iii. **Appeals Committee Update** – Dr. Judy Barnstone reported on the first meeting of the subcommittee with Dr. Ian Williamson and on his proposal to have most appeals decided at the dean level. He will draft language for the appeals process. Committee members gave some feedback. Dr. Williamson will revise and get back to the committee.

- iv. **Early Alerts Committee Update** – Mr. Carlos Martinez reported that the subcommittee is setting up a meeting for next week.

5. Program Review Schedule and Procedures

a. Program Review Guidelines Revisions – Discussion Item

- i. Dr. Gloria Gadsden reviewed the proposed additional language about including cost in the program review. The language is broad enough to allow programs to present the information which they believe is most important.
- ii. Questions and discussion about what costs should be included in the program review, if this part should be standardized, if examples and more advice about what programs should include about costs should be given in this section, and what are the roles of the AAC and the Office of Academic Affairs. The VPAA can always request additional information from programs.
- iii. Dr. Gloria Gadsden will make revisions and bring it back to the committee. If you have further suggestions, please email them to Dr. Gadsden.

b. Overview of current schedule and procedures

i. Update on fall 2017 program reviews

- 1. Business Administration – Ms. Mary Romero has told the subcommittee that she will complete the review when she is back in the office.
- 2. Sociology/Anthropology & Criminal Justice – Program review documents were sent to VPAA.
- 3. Fine Arts – Dr. Geri Glover reported that the program review is in.
- 4. Health/Human Performance and Sport (ESS) – The subcommittee is working on detailed feedback to program.
- 5. History/Political Science/Public Affairs – subcommittee is scheduling subcommittee meeting with the dean, the chair, and department.
- 6. Nursing – Dr. Gadsden should be done by the next meeting.
- 7. SSD (Software Systems Design) – Subcommittee will be meeting with the program next week.

c. Program reviews subcommittee membership assignments

i. Subcommittee membership assignments for spring 2018

- 1. University Studies – Dr. Eric Romero said he will have the program review to the subcommittee by March 30.
- 2. Computer Science – Dr. Heflin will send the guidelines and the rubric from Dr. Glover to the program this evening.
- 3. First Year Experience Program – Ms. Casey Applegate-Aguilar will ask to move this review to the fall as she won't have third year data until the summer.
- 4. General Engineering – The program is asking to move the review back as Dr. Dick Greene is not on campus now and he is the lead.
- 5. Southwest Studies – Dr. Robert Karaba has received paperwork from Dr. Steve Williams and will reach out to Dr. Tom Ward.
- 6. Women's Studies – Dr. Ali Arshad has reached out to Dr. Erika Derkas. They are in communication.

6. Communication from the Chair

- a. Tabled.

7. Communication from the Registrar

- a. Ms. Ortiz-Gallegos reported that she has been working with many different academic units on the catalog. The registrar's office staff is reviewing the credits for different programs at the 300/400 level to see if there is a need to revisit the upper division degree requirement at the university level. Degree requirements in general are being reviewed.
- b. The call for the summer and fall schedules has gone out. The registrar's office is reviewing contact time carefully to make sure that we meet HLC requirements. We do not currently have a policy for synchronous online class contact hours. Contact hours are handled differently in different courses. Asynchronous classes also vary in how they are handled.
- c. The registrar's office is working on final degree checks. In order to have their name in the commencement program students must apply for graduation by March 16. Students can still apply for graduation after this date but they will not appear in the program. Students may participate in commencement if they need to complete 9 or fewer credits that can be completed in the summer term. Committee members noted that March 16 is during spring break when faculty won't be on campus and can't sign off on degree checks. Ms. Ortiz-Gallegos said that her office will push the deadline back to March 19th to give students time to get needed faculty signatures.
- d. Taskforce reminder – all communication with current students must be done through official student email. Faculty should follow this policy.
- e. Active and inactive classes. Under the previous registrar, there was a spreadsheet that went around to departments to de-activate classes. The spreadsheet process was done to clean up the catalog. There is no formal process for de-activating or re-activating classes and now programs are asking to offer de-activated classes. There should be a formal, clearer process on this matter going forward. The AAC forms subcommittee will work with the registrar to develop a form for these classes.
- f. Questions about catalog revisions sent to chairs and about letter for final degree checks. Send any DegreeAudit corrections to Ms. Ortiz-Gallegos. Questions and discussion of final degree check and role of the Office of the Registrar and the role of the advisor.

8. Communication from the Faculty Senate

- a. Dr. Edward Harrington reported the highlights of the last Faculty Senate meeting.
 - i. Global email policies are being review by Dr. Roxanne Gonzales. It was suggested that Ms. Margaret Gonzales, Director of Campus Life, send a weekly digest of events to limit the amount of global emails.
 - ii. Chair elections are almost complete.
 - iii. Faculty marshals are being selected for commencement.
 - iv. Academic calendars are synced up. The calendar online is the official calendar.
 - v. A policy for honorary bachelor's degrees is being looked.

9. Communication from Graduate Council

- a. Dr. Jesus Rivas reported that extensive revisions of the graduate handbook are underway. The leave of absence language is being revised. The committee is working on unifying language throughout the entire handbook.

10. Communication from the Administration

- a. **Sweep update** – tabled.
- b. Dr. Ian Williamson reported that Dr. Roxane Gonzales reviewed 9 sabbatical proposals. The president is the ultimate decider. The decisions could be announced by Friday or early next week. Dr. Gonzales is working on the reappoint process.
- c. Dr. Gonzales is planning on having her white paper on online out on Friday.
- d. Dr. Gonzales encourages everyone to attend the Provost council and send agenda items to her. All faculty are welcome to attend including contingent faculty. Department chairs are very strongly encourage to go council meetings.

11. Media Arts Course Revisions – Discussion Item

- a. Ms. Miriam Langer reported that all changes relate to prerequisites. The program wants to be sure that students are prepared for the classes that they are enroll in. It is important to have everything formalized with the increase of transfer students. In the past, making sure that students were prepared was handled through advisement.
- b. This will be an action item at next meeting.

12. Social Work Course Revision – Action Item

- a. Dr. Judy Barnstone reviewed the rationale for the change.
- b. Motion made to
accept the revisions to as submitted.
(Glover/Kent)
Motion passed (16 in favor; 0 opposed; 0 abstentions)

13. Southwest Studies Program Revision – Action Item

- a. Dr. Gloria Gadsden reviewed the updated information that Dr. Orit Tamir prepared to address concerns from committee members.
- b. Committee members asked if the history program was consulted. They were not, but this was not required. Question about the role of the graduate council in graduate program revisions. The graduate council is meeting this Friday. Reviewing graduate programs is part of their body's responsibilities, but they are not the recommending body. The graduate council will discuss what their role is in the process.
- c. Motion made to
accept the revisions as revised.
(Rivas/Glover)
Motion passed (14 in favor; 1 opposed; 0 abstentions)

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

15. Adjournment Meeting adjourned at 4:40

