

Academic Affairs Committee Minutes

March 07, 2018 Minutes

Approved March 21, 2018

- 1. Roll Call (3:01 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: Roxanne Gonzales, Jessica Jaramillo, Thomasina Ortiz-Gallegos, Benito Pacheco
Absent: Ian Williamson

- 2. Approval of the Agenda**

The agenda was approved with one addition: reactivation of RDED 442 as 11a.

- 3. Approval of the Minutes**

Minutes of February 21, 2018 were approved.

- 4. Subcommittee Report**

- a. Undergraduate appeals** – No open appeals.
- b. Graduate appeals** – No open appeals.
- c. Ballen** – Dr. Lara Heflin reported that the committee is anticipating one proposal. The deadline for proposals is April 6, 2018.
- d. Other subcommittees**
 - i. Academic Policies Subcommittee – update** – Will meet after spring break.
 - ii. Calendar Committee revisit drop/add policy – update** Dr. Robert Karaba reported that the subcommittee met before this meeting and should have something to present at the next AAC meeting.
 - iii. Appeals Committee Update** – Dr. Judy Barnstone reported that the subcommittee met today and worked on the hardship petition policy. The subcommittee will work on policies for the other types of appeals at future meetings. The goal of these revisions is to have the AAC appeals subcommittees only review the more complicated appeals.
 - iv. Early Alerts Committee Update** –
 1. Mr. Carlos Martinez reported on the subcommittee’s work on this policy. The subcommittee is proposing the combining of attendance alert and early alert; eliminating the current academic alert; having the second alert for after midterms; and changing the comments section to recommendations for what the student should do. The subcommittee will ask for input from faculty for the recommendations for what students should do. These recommendations can include recommendations such as go to the writing center or ARMAS. Mr. Pacheco reviewed the current procedure and purpose of the alerts. Mr. Carlos Martinez emphasized the importance of faculty participation in the alerts process.

2. Discussion of an attendance policy. This policy is outside the scope of this subcommittee, but is something that needs to be worked on. The registrar asked that she get an attendance policy as soon as possible so it can be included in the next catalog. The Provost asked that any attendance policy be flexible enough to accommodate classes of different lengths and modalities. The AAC chair will reach out to the Faculty Senate chair, the Vice President for Strategic Enrollment Management, the financial aid director, and registrar about the attendance policy issue and how we should proceed on this matter.

5. Program Review Schedule and Procedures

a. Program Review Guidelines Revisions – Discussion Item

- i. Dr. Gloria Gadsden reviewed revised language.
- ii. Questions and discussion about how prescriptive this section should be in the AAC program reviews and what costs should be included in these guidelines.
- iii. Dr. Gonzales will get the standard overhead costs from Mr. Max Baca to help departments work on this section of program reviews.
- iv. This will be an action item at the next meeting. Send any further comments to Dr. Gadsden.

b. Overview of current schedule and procedures

i. Update on fall 2017 program reviews

1. Business Administration – The subcommittee has received the accreditation report from the department and hopes to have a response after midterms.
2. Fine Arts – In progress.
3. Health/Human Performance and Sport (ESS) – In progress.
4. History/Political Science/Public Affairs – In progress.
5. University Studies – Deadline is March 30 for program's review.

c. Program reviews subcommittee membership assignments

i. Update on spring 2018 program review

1. Computer Science – Dr. Lara Heflin has emailed the department chair about the review.
2. First Year Experience Program – AAC executive team approved moving this review to fall 2018.
3. General Engineering – AAC executive team approved moving this review to fall 2018.
4. Southwest Studies – subcommittee has the Political Science/ History section of the review and should get the Anthropology section after spring break.
5. Women's Studies – Dr. Ali Arshad sent a reminder email to Dr. Erika Derkas about the review.

d. SSD Program Review Presentation

- i. Dr. Geri Glover reported that the program gave a very clear, well written report. The program's assessment for undergraduates that has the students meet with a real world client is especially notable. A retirement is an upcoming challenge that the program is proactively addressing. The program

is working on live online classes. The program is actively pursuing grant funds which have fallen in recent years. The program is also doing work for real world clients. They have 100% job placement for graduates of this program.

- ii. Ms. Miriam Langer said that the program review process has been helpful for the program moving forward. This is a relatively new program and this process helped provided clarity.

e. **Nursing Program Review Presentation**

- i. Dr. Gloria Gadsden reported that this is the first program to use their accreditation report for the AAC program review. This worked well and the program was very accommodating in making edits. The program and accreditation report made their program competencies very clear. The program has useful information about students who do not complete the program. The subcommittee recommended that the program do more to raise their profile at the university and to think about how they will recruit new faculty. Dr. Gadsden thanked Dr. Jeanie Flood and the rest of the department for being so responsive with the process.

6. Revised Dual Credit policy – Discussion Item

- a. Mr. Benito Pacheco presented the draft revised dual credit policy. This policy was drafted to make sure that Highlands's written policy is in line with state requirements and the intent of the program. The draft policy gives clear guidelines for admission as a dual credit student at Highlands such as students must be enrolled at least half-time at their high school. The policy also gives clear points for students to consider prior to enrolling in courses.
- b. The dual credit program was relocated under the Vice President for Strategic Enrollment Management in the middle of fall 2017. This office is now working on policies and procedures.
- c. Questions and discussion about the purpose of dual enrollment, how many dual enrollment students attend Highlands after high school for an undergraduate degree, how many dual enrollment students return to Highlands for graduate programs after pursuing an undergraduate degree elsewhere, reducing the number of classes that are open to dual enrollment students to some core classes, including language about maturity in the expectations of students section of the policy, which policies are in the high school purview and which are with the university, and requiring all dual enrollment students to follow the Highlands code of conduct.
- d. Dr. Gonzales reported that nationally most dual credit students attend college at a different institution than the one where they took dual credit classes. Dr. Gonzales requested that Mr. Pacheco double check on background check requirements from the state of New Mexico for people interacting with dual credit students. Background check requirements vary state to state. Dr. Gonzales requested a list of classes that dual enrollment students are currently taking. Currently all Highlands dual enrollment students take classes on campus or online not at the high schools.
- e. There are several aspects of this program that the AAC might have to look at.
- f. The final version of this policy will come back to the AAC for a vote.

7. International Baccalaureate policy – Discussion Item

- a. Ms. Jessica Jaramillo presented our current practice with International Baccalaureate program credits and sought input on how this could be improved.
- b. Her office would like to have a recommendation so they can handle these credits in a way similar to the way Highlands handles AP courses. The IB test scores are somewhat similar to the AP scores.
- c. Questions and discussion about outreach to individual departments here at Highlands and the nature of the exams and their levels. It was noted that IB students from the World College are very highly motivated students who would be good to have at Highlands.
- d. Ms. Jaramillo has researched the IB policies of other New Mexico institutions such as ENMU and presented these to the committee.
- e. This is an issue that needs more input from other bodies. Ms. Jaramillo will reach out to each department chair and copy the dean to get feedback. She will also send background information about this issue to department chairs.

8. Media Arts Course Revisions – Action Item

- a. Motion made to
accept the revisions as submitted.
(Kent/Rivas)
Motion passed (16 in favor; 0 opposed; 0 abstentions)

9. Public Affairs-Applied Sociology Program Revision – Discussion Item

- a. Tabled.

10. School of Education Counseling Program Revision – Discussion Item

- a. Dr. Geri Glover reported that with these revisions, Counseling is attempting to match their course content and course titles as closely as possible to CACREP (Council for Accreditation of Counseling & Related Educational Programs) requirements. The program is putting forward 19 classes for revision. The program has added 5 new classes. The two overview documents give an outline of the changes.
- b. To better meet national licensing requirements, and to become a nationally accredited program, the Counseling program must teach to CACREP standards. All counseling concentrations have been reviewed. Counseling is increasing the School Counseling Concentration to 60 credits from 48 credits to match accreditation expectations.
- c. Counseling students would no longer required to take the School of Education statistics or research methods requirements as the revised program includes this content in a way that better meets the counseling standards.
- d. These revisions will affect their certificate programs which have all been amended to reflect these changes.
- e. A committee member asked if anyone from CACREP has evaluated these changes. Dr. Glover reported that CACREP standards are very prescriptive and don't have much room for misinterpretations so a review wasn't necessary. Questions and discussion about internship requirements for the program.
- f. Send questions about these revisions to Dr. Geri Glover.

11. Reactivation

a. RDED 422 reactivation – Active Policy

- i. Dr. Ann Wolf reported that the department didn't know that the course had been deactivated, and that they would like to reactivate the undergraduate course. Nothing about the course has changed. The only action that is being requested is to reactivate this course.
- ii. Questions and discussion about the general process of deactivation and reactivation.
- iii. Motion made to
use the past procedure to continue the current practice of an email from the dean to the registrar as the means of re-activating a course until the AAC develops a clear policy on this matter.
(Rivas/Glover)

Motion passed (14 approve); 0 opposed; 3 abstentions)

b. Course Revision/Reactivation/Deactivation Form Revision – Action Item

- i. Tabled

12. Communication from the Chair

- a. Tabled.

13. Communication from the Registrar

- a. Tabled.

14. Communication from the Faculty Senate

- a. Tabled.

15. Communication from Graduate Council

- a. Tabled.

16. Communication from the Administration

- a. Tabled.

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

18. Adjournment Meeting adjourned at 5:00