

Academic Affairs Committee Minutes

March 21, 2018 Minutes

Approved April 04, 2018

1. **Roll Call (3:06 pm) Members Present:** Ali Arshad, 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, Elaine Rodriguez, Chris Stead, Edgar Vargas Blanco, Emily Williams, Ann Wolf
Also in Attendance: Thomasinia Ortiz-Gallegos, Ian Williamson
Absent: Judy Barnstone, Benito Pacheco
2. **Approval of the Agenda**
The agenda was approved with item 13 changed to a discussion item on the course reactivation or deactivation process, and the new faculty senate charge on course substitution added as agenda item 14.
3. **Approval of the Minutes**
Minutes of March 07, 2018 were approved with clarification of the counseling program revision section of the minutes.
4. **Subcommittee Report**
 - a. **Undergraduate appeals** – No open appeals.
 - b. **Graduate appeals** – No open appeals.
 - c. **Ballen** – Remind members of your department to submit applications. Deadline is April 6, 2018.
 - d. **Other subcommittees**
 - i. **Academic Policies Subcommittee – update**– Dr. Emily Williams is joining the subcommittee. The subcommittee will meet next week.
 - ii. **Calendar Committee revisit drop/add policy – update** Dr. Robert Karaba reported that they will be having a meeting next Thursday and have language for the next AAC meeting.
 - iii. **Appeals Committee Update** –
 1. Dr. Judith Barnstone sent a report stating that there have been no updates from last meeting. The subcommittee has met twice to discuss alternative pathways for review of petitions/appeals with more decision-making authority granted to departments and Deans. The subcommittee has given input to Dr. Ian Williamson who has drafted language related to hardship petitions and is working on revising language for retroactive add/drop/withdraws.
 2. Dr. Ian Williamson reported that he has been working with the business office and the financial aid office as well as with the subcommittee as there are many financial implications for these petitions and appeals.
 3. The subcommittee is meeting next at 1:00 pm on March 28.
 - iv. **Early Alerts Committee Update** –
 1. No update.

5. Program Review Schedule and Procedures

a. Program Review Guidelines Revisions – Action Item

- i. Dr. Gloria Gadsden reviewed the revised language presented at the last meeting.
- ii. Motion made to
accept the program review guideline revision as written.
(Langer/Kent)

Motion passed (14 in favor; 1 opposed; 1 abstentions)

b. Overview of current schedule and procedures

i. Update on fall 2017 program reviews

1. Business Administration – No action. The subcommittee has the documents from the program, but have not completed their review of the program's review.
2. Fine Arts – In progress.
3. Health/Human Performance and Sport (ESS) – In progress.
4. History/Political Science/Public Affairs – Dr. Harrington is trying to schedule a meeting with the programs. It may be one meeting or two separate meetings.
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 will call the program as emails have not been responded to.
2. Southwest Studies – In progress.
3. Women's Studies – Dr. Ali Arshad is waiting to hear back from Dr. Erika Derkas.

6. Communication from the Chair

- a. Dr. Gloria Gadsden reported that Mr. Benito Pacheco sent an update on the dual enrollment draft language for the catalog. This language will be an action item at next meeting.

7. Communication from the Registrar

- a. Ms. Thomasinia Ortiz-Gallegos presented a packet of information from her office.
- b. Upper Division Credit. The packet includes a report of the upper division credit requirement for each program offered at the university.
- c. Proposed Policy Change on Credit for Military Service. Ms. Ortiz-Gallegos noted that Highlands does not currently have a policy for this type of credit. The registrar's office would like input from the AAC on this policy. A military service committee is also reviewing the policy. The packet has a sample form for Military Credit Approval. This will be part of PLA (prior learning assessment).
- d. Graduate Proposed Policy Change. This policy draft concerns what happens to thesis hours when students change concentration. There needs to be a process to close the loop on a status of PR to S for graduation. This draft policy will be presented to the Graduate Council next week. Questions and discussion about this policy include if

other grades could be assigned in problem cases, program level concerns about this matter, and use of exit documents. There are several issues that must be discussed on this matter.

- e. Proposed Policy Course Substitutions Graduate and Undergraduate. Highlands does not have a policy about the percentage of course substitutions allowed for a program. This is mostly an issue at the graduate level. Some graduate programs of study are very different from the program approved by the AAC, but were signed off on by a department chair. The proposed policy is based on research on the policies of other institutions. Ms. Ortiz-Gallegos said Highlands needs a policy in place for the 2018-2019 calendar year.
- f. Proposed Policy Directed Study Graduate and Undergraduate – Ms. Ortiz-Gallegos reviewed the current policy and her comments on this policy. There is some confusion about the difference between directed study and independent study. Currently the same form is used for both and having two separate forms could make things clearer. The catalog language also needs to be revised for clarity. Questions and discussion about policy, the graduate handbook, catalog language, faculty workload issues, course numbering, and DegreeAudit capabilities.
- g. The Faculty Senate has approved pushing back the start of the fall 2018 and 2019 semesters by one week. The fall 2018 semester will now run Wednesday, August 22 to December 14. The academic calendar committee is working on tweaking the calendar and then the revised calendar will be sent out to all campus. There will be a shorter gap between the fall and spring semesters so students will retain more knowledge and will be more likely to return.
- h. Please re-review the freshman amnesty policy. It is on page 22 of the undergraduate catalog. There are problems with this policy and financial aid federal policy. This policy needs to be brought in to alignment. Ms. Susan Chavez, Financial Aid Director should be part of these conversations.
- i. These policies will be sent to the Academic Policies Subcommittee for review. After review, the subcommittee bring these back to the full committee.

8. Communication from the Faculty Senate

- a. Dr. Edward Harrington reported the highlights from the February 28 meeting.
- b. The Provost's white paper on online education should be released soon.
- c. The new OIER director Dr. Lee Allard is on board.
- d. Research Handbook revision in progress.
- e. Dr. Edward Martinez is looking for volunteers for the retention committee. The more faculty involved the better.
- f. The HU Futures Taskforces were discussed.

9. Communication from the Graduate Council

- a. The council has had productive discussions about graduate assistantships and how we stand compared with peer institutions. Discussion on this matter will continue.
- b. The council will meet Friday, March 23.

10. Communication from the Administration

- a. Dr. Ian Williamson reported that the HU Futures taskforces have concluded, and the Provost has sent summaries to the president.
- b. There will be a faculty excellence celebration. Dr. Williamson is working with the deans and Ms. Angela Meron, who has put together the faculty activities brochure. This will be an informal celebration.
- c. Tenure and promotion dossiers are being reviewed. Several faculty would like to move to electronic dossiers so center faculty don't need to travel to the main campus.
- d. There are several active faculty searches progressing. We need to discuss how to get these searches started earlier in the academic year.
- e. There are several new director hires around campus: Dr. Susan Decker, Dr. Susan Decker, Michael A. Rivera, Title V – CONECTADO Director, and Frances Ortega, AP New Mexico Director.
- f. Transfer credits are still being handled manually at NMHU while many institutions have automated this process. TES (Transfer Evaluation System) will hopefully be purchased through a grant and will make the process much more efficient.

11. School of Education Counseling Program Revision – Action Item

- a. Motion made to
 accept the revisions as submitted.
 (Rivas/Harrington)
 Motion passed (17 in favor; 0 opposed; 0 abstentions)

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

- a. Dr. Gloria Gadsden presented the revisions. The program is trying to align program practice, catalog language, and DegreeAudit. Dr. Gadsden reviewed the three key changes outlined in the memo. These program revisions will provide more clear guidelines to students. Dr. Gadsden thanked Ms. Ortiz-Gallegos for making necessary changes to DegreeAudit.
- b. Questions and discussion about number of credits for the program, role of core classes, the reason for requiring more theory, how Public Affairs – Political Science and Applied Sociology tracks vary, and future plans for the programs.
- c. This will be an action item at the next meeting.

13. Course Reactivation or Deactivation Process – Discussion Item

- a. Dr. Gloria Gadsden asked Dr. Jesus Rivas to send language on this matter to the academic policy subcommittee as they work on this issue.
- b. Dr. Edward Harrington asked if there was a depository of deactivated classes and if there is a way of finding out how they were deactivated. All courses are still in the system in some form active or inactive. The current practice for reactivating courses still stands until a new policy is developed. The current practice has the appropriate dean contact the registrar to reactivate a course.
- c. The academic policy subcommittee will work on this issue.

14. Faculty Senate Charge – Course Substitutions

- a. This charge was emailed out by Dr. Gadsden before the meeting. The charge from the senate reads, “[d]evelop a formal policy as to when course substitution within a

program of study is allowable, and when allowed, what is the process for implementation.” Dr. Gadsden noted that this charge should incorporate the register’s concerns mentioned in her report.

- b. The academic policy subcommittee will take a look at this matter and bring more language to the full committee.
- c. Dr. Jesus Rivas will join the academic policy committee.

15. Psychology New Course Proposal Psy 305 – Discussion Item

- a. Tabled.

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

17. Adjournment Meeting adjourned at 4:43