

Academic Affairs Committee Minutes

April 04, 2018 Minutes

Approved May 02, 2018

1. **Roll Call (3:04 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, Mariah Hausman proxy for Miriam Langer, Carlos Martinez, Tyler Mills, Jesus Rivas, Chris Stead, Emily Williams, Ann Wolf
Also in Attendance: Roxanne Gonzales, Thomasinia Ortiz-Gallegos, Benito Pacheco, and Mary Romero
Absent: Elaine Rodriquez, Edgar Vargas Blanco
2. **Approval of the Agenda**
The agenda was approved.
3. **Approval of the Minutes**
Minutes of March 21, 2018 were approved with correction.
4. **Subcommittee Report**
 - a. **Undergraduate appeals** – No open appeals.
 - b. **Graduate appeals** – No open appeals.
 - c. **Ballen** – Deadline is Friday, April 6, 2018.
 - d. **Other subcommittees**
 - i. **Academic Policies Subcommittee – update**– Dr. Gloria Gadsden reported that the committee has met twice and has reviewed the auditing policy for which they will recommend some revisions. The committee has also reviewed the incomplete policy, which will be kept the same, but the form will be revised. The course substitution policy is currently under review.
 - ii. **Calendar Committee revisit drop/add policy – update**
 1. Ms. Thomasinia Ortiz-Gallegos reviewed the recommended changes that the subcommittee has made to the policy. The purpose of these revisions is to provide more clarity for students and reduce the number of petitions and appeals.
 2. Questions and discussion about the revisions and online dropping and adding of classes and faculty and dean overrides. The online process is new to many of our students and the language should be clear about the new online nature of dropping and adding. Eight-week sessions are going to be the norm for some programs, such as nursing, and this should be taken into account in the policy revisions.
 3. Ms. Ortiz-Gallegos will work with the financial aid director on this policy to be sure that we are in compliance with federal regulations. She reported that her office is tightening up procedures to make sure that students are adding and dropping classes according to the dates in the policy.
 4. This policy will be an action item at the next meeting. Please review the draft and send any comments to Dr. Robert Karaba.

iii. **Appeals Committee Update –**

1. Dr. Judith Barnstone reported that the subcommittee met last week. Dr. Ian Williamson asked for input from the AAC on petition procedures. He had also received input from the business office and financial aid. These revised procedures should streamline the process and put more decision making power in the hands of the dean. Some petitions will still be reviewed by the Provost's office. The AAC appeals subcommittees could be asked to weigh in on more complex appeals and will review petitions periodically. These procedures belong to the Academic Affairs Office and the Academic Affairs Committee appreciates being asked for input on these matters.

iv. **Early Alerts Committee Update –**

1. Mr. Carlos Martinez reported that the subcommittee has a meeting scheduled for tomorrow. Mr. Benito Pacheco reported that he has met with Mr. Ken Litherland, ITS Systems Analyst/Programmer, to discuss the subcommittee recommendations. Mr. Litherland confirmed that these changes are possible in banner.

5. Program Review Schedule and Procedures

a. **Overview of current schedule and procedures**

i. **Update on fall 2017 program reviews**

1. Business Administration – No action.
2. Fine Arts – In progress.
3. Health/Human Performance and Sport (ESS) – In progress.
4. History/Political Science/Public Affairs – Dr. Edward Harrington reported that the subcommittee has met with sociology faculty and the dean on the applied sociology part of the degree, and that he is setting up meeting with history and political science.
5. University Studies – Deadline is March 30 for program's review. Dr. Eric Romero promised he would have the document to the subcommittee by this Friday.

b. **Program reviews subcommittee membership assignments**

i. **Update on spring 2018 program review**

1. Computer Science – Dr. Lara Heflin reported that Dr. Gil Gallegos asked to have the review deadline pushed back to early fall. Dr. Gadsden asked Dr. Heflin to have Dr. Gallegos send an email to her about the requested deadline change.
2. Southwest Studies – Dr. Robert Karaba reported that the subcommittee has the program review documents from the History and Political Science side of the program. Dr. Mario Gonzales told the subcommittee that he will have the Anthropology side of the review to them within the next few weeks.
3. Women's Studies – Dr. Ali Arshad reported that Dr. Erika Derkas said she will have the review to the subcommittee ASAP.

6. Public Affairs-Applied Sociology Program Revision – Action Item

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

7. Psychology New Course Proposal Psy 305 – Discussion Item

- a. Dr. Lara Heflin presented the new course proposal. The course has been taught as a special topics course several times and has been popular and successful. The program would like to make it a permanent course.
- b. Questions and discussion about the course status in the program. It is an elective. It could be a course substitution in the program, but so far students haven't needed to use it as such.
- c. This will be an action item at the next meeting.

8. Psychology Course Revision Psy 319 – Discussion Item

- a. Dr. Lara Heflin presented the revisions. The old catalog description is a bit confusing about the recommended, but not required, prerequisites. The revision is to clarify the language.
- b. Questions and discussion about recommended, but not required, prerequisites for courses and how to make language as clear as possible for students and advisors.
- c. This will be an action item at the next meeting.

9. Business New Course Proposal MKTG 5XX – Discussion Item

- a. Ms. Mary Romero presented the marketing course that has been offered as a special topics class at the 500 level and is taught at the 400 level as a regular course.
- b. Questions and discussion about how the 500 level requirements differ from the 400 level requirements. Ms. Romero will send the committee a chart that compares the different requirements by course level.
- c. Discussion of how special topics are monitored for repetition. Ms. Ortiz-Gallegos said that the registrar's office is working on a procedure for helping programs monitor this.
- d. This will be an action item at the next meeting.

10. Dual Credit Draft Language for 2018-2019 Undergraduate Catalog – Action Item

- a. Mr. Benito Pacheco reviewed the language and revisions for this proposed catalog language.
- b. Questions and discussion about parking permits and the strength of the language about course limits.
- c. Motion made to
endorse the catalog language as submitted.
(Glover/Kent)
Motion passed (15 in favor; 0 opposed; 1 abstentions)

11. Communication from the Chair

- a. No report.

12. Communication from the Registrar

- a. Ms. Thomasinia Ortiz-Gallegos reported that catalog revisions are underway. Errors are being sent to each program for clarification. She hopes to have another draft to all department chairs and deans by Friday. The information from the graduate council is still needed. The graduate council is meeting on April 27 on this issue. The goal is to have the catalog online by June 1.
- b. The program for commencement was submitted today. After last Monday, graduating students will not be in the program, but they still may apply for graduation and participate in commencement.
- c. Commencement map number 4 was selected based campus wide input.
- d. Early registration began this Monday. There were a couple of override issues that had to be taken care of, but overall the start went smoothly. Ms. Ortiz-Gallegos will have a report on numbers for the next meeting.
- e. There are a few more policies that the registrar is working on including a policy about requiring id for Office of the registrar services.
- f. The registrar is working on the crosswalk on 100 and 200 level courses that was sent to HED. This is the statewide common course-numbering project. Ms. Ortiz-Gallegos will be serving on the statewide taskforce on this project.
- g. Her office is working on final degree checks, diplomas, and future scheduling projects.
- h. Questions and discussion about status of common course numbering and academic calendar revision status.
- i. Dr. Judy Barnstone thanked the registrar for making fall semester registration so smooth for the School of Social Work program.

13. Communication from the Faculty Senate

- a. No report. The minutes will be sent out when available.

14. Communication from the Graduate Council

- a. Dr. Jesus Rivas reported that the council is continuing to work on revising the graduate handbook and needs input from faculty from programs with licenses and certificates to help draft policy.
- b. The council has asked Ms. Ortiz-Gallegos about what issues are most pressing for revision in the graduate handbook. They will work on this issue.
- c. The council will next meet on April 20 and then again on April 27.

15. Communication from the Administration

- a. Dr. Roxanne Gonzales reported that Dr. Edward Martinez and Ms. Michelle Bencomo went to the military education conference. There are many possibilities for New Mexico and for NMHU to improve education for veterans. There are opportunities for special training, green training, for faculty who teach combat veterans. Dr. Gonzales, Dr. Martinez and Ms. Bencomo will put out a one page summary on the conference.
- b. Dr. Gonzales will complete the program review of nursing today.
- c. Dr. Gonzales has spent the last few days in Farmington and met with Dine College. Dine wants to work with Highlands. They want ITV classes from Highlands, not online, as their population does not have as the online access needed.

- d. HU Futures recommendations were sent to the president.
- e. Tomorrow is a budget meeting with the regents. All are encouraged to ZOOM in or attend in person if possible.
- f. Dr. Gonzales hopes to have reappointments out by Friday.
- g. Questions and discussion about the next steps for the taskforce on reorganization. Dr. Gonzales would like to have the proposals sent out as summer reading leading into fall discussions on reorganization. There needs to be discussion about what HU wants to look like. There is concern about what to do about growing online programs including what policies need to be developed and what kind of training is needed. CBA and workload issues will also need to be investigated. This will probably have to be a yearlong investigation by a committee or taskforce.
- h. Tuition for the fall for different parts of the student body will be clarified at the Board of Regent's meeting tomorrow.
- i. The white paper on online programs is done and with the president. The president has asked to chat with the Provost before releasing it.

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

17. Adjournment Meeting adjourned at 4:26