

Academic Affairs Committee Minutes

April 18, 2018 Minutes

Approved May 02, 2018

- 1. Roll Call (3:15 pm) Members Present:** Ali Arshad, Judy Barnstone, Blanca Cespedes, Gloria Gadsden, Sandra Gardner, Geri Glover, Edward Harrington, Bill Hayward, Lara Heflin, Robert Karaba, April Kent, Miriam Langer, Carlos Martinez, Peter Buchanan proxy for Tyler Mills, Jesus Rivas, Elaine Rodriguez, Chris Stead, Edgar Vargas Blanco, Emily Williams, Ann Wolf

Also in Attendance: Roxanne Gonzales, Thomasinia Ortiz-Gallegos, Benito Pacheco, Jessica Snow

Absent:

- 2. Approval of the Agenda**

Due to technical difficulties, a truncated agenda was approved with updates and communication reports tabled.

- 3. Approval of the Minutes**

Approval of Minutes of April 04, 2018 – tabled

- 4. Subcommittee Report**

- a. Undergraduate appeals** – tabled
- b. Graduate appeals** – tabled
- c. Ballen** – tabled
- d. Other subcommittees**
 - i. Academic Policies Subcommittee – update** – tabled
 - ii. Calendar Committee revisit drop/add policy – update** – tabled
 - iii. Appeals Committee Update** – tabled
 - iv. Early Alerts Committee Update** – tabled
 - v. Election of AAC Executive Committee: Vice Chair, Secretary, At large Members**

1. Dr. Gloria Gadsden asked returning committee members to think about running for these positions. She will send out an email calling for nominations and self-nominations.

- 5. Program Review Schedule and Procedures**

- e. Overview of current schedule and procedures**
 - i. Update on fall 2017 program reviews** – tabled
- f. Program reviews subcommittee membership assignments**
 - i. Update on spring 2018 program review** – tabled

- 6. Communication from the Chair** – tabled

- 7. Communication from the Registrar** – tabled

8. Communication from the Faculty Senate – tabled

9. Communication from the Graduate Council – tabled

10. Communication from the Administration – tabled

11. Psychology New Course Proposal Psy 305 – Action Item

- a. Dr. Lara Heflin reviewed the special topics course that the psychology program would like to convert to a regular course.
- b. Motion made to
accept the new course proposal [Psy 3xx] as submitted.
(Rivas/Kent)
Motion passed (14 in favor; 0 opposed; 0 abstentions)

12. Psychology Course Revision Psy 319 – Action Item

- a. Dr. Lara Heflin reviewed the revision the psychology program would like made to this course. They would like to remove the prerequisite for this course and clarify that it is recommended but not required. This will help facilitate registration.
- b. Motion made to
accept the course revision as re-submitted.
(Kent/Rivas)
Motion passed (14 in favor; 0 opposed; 0 abstentions)

13. Psychology Course Revision Psy 377 – Discussion Item

- a. Dr. Lara Heflin presented the Psy 377: Environmental Psychology course that the program would like to revise. This course has not been taught recently and the last official syllabus on file is from 1978. The program would like to revive this course and have an adjunct faculty member who is prepared to teach it. In the past, this course was a 2 credit course, and the program would like to make it a 3 credit course.
- b. Questions and discussion of the course on the subject that Dr. Linda LaGrange taught in summer 2017. There is increased interested in this topic and the program would like to have Environmental Psychology be a regular three credit class. Dr. LaGrange taught a 3 credit special topics class.
- c. This will be an action item at the next meeting.

14. Business New Course Proposal MKTG 5XX – Action Item

- a. Motion made to
accept the new course proposal as submitted.
(Glover/Langer)
Motion passed (14 in favor; 0 opposed; 0 abstentions)

15. Curriculum and Instruction New Course Proposal RDED 515 – Discussion Item

- a. Dr. Ann Wolf presented the RDED 515 new course proposal. The program needs a course at the graduate level for students who already have a bachelor's degree, are

- currently teaching, and are pursuing licensure. This course's outcomes meet the state licensure requirements.
- b. Questions and discussion about the licensure program in general, why the undergraduate course is offered at the 300 level instead of the 400 level which has to do with state level issues, and about the grading policy on the syllabus. There was a request for a side by side comparison of the requirements of the course at the 300 level and at the 500 level. Dr. Wolf will send this to the AAC.
 - c. This will be an action item at the next meeting.

16. Proposed Changes to Biology Non-Thesis Master's Program – Discussion Item

- a. Dr. Jesus Rivas and Dr. Jessica Snow presented the proposal for a non-thesis biology master's degree. This would be a one-year, compact program to meet demand from employers for employees with 1 year master's degrees. The biology program already has 14 current biology majors who are interested in this track of the master program. The courses for this track are already being taught. Students in this program would not be eligible for GA positions and would, on average, take 15 credits a semester.
- b. Questions and discussion about the total number of credits required for this program. The proposal has the non-thesis option as a 30 credit track and 32 is the minimum number of credits required for master's degree programs according to the graduate catalog. Questions and discussion about adding in 2 credits.
- c. Dr. Warren Lail noted that the program benchmarked this non-thesis proposal against similar programs offered nationwide. He said that the program could be completed in one year if students pursue it fulltime or in up to five years for students pursuing it part time.
- d. There were questions and discussion about the flexibility of the program. The openness of course requirements was designed to meet students' needs and interests.
- e. Questions and discussion about the use of independent study in the program. It was noted that this should be used rarely and that an elective, capstone course, or independent research course could meet this need. Independent research taken as a 3 credit course is a better fit than an independent study.
- f. Question and discussion about how to be sure students take biology classes in this flexible program of study. Program faculty noted that all of the electives are biology classes and the psychology class is very biologically oriented. The program does state that only 10 credits can be taken outside of biology for this track.
- g. It was noted that the program may need to develop a course substitution policy for students who want to complete the program in one year.
- h. Questions and discussion about the role of the research methodology class for the non-thesis, non-research option. This course is still essential for students to learn how to use and interpret research.
- i. Questions and discussion of how faculty course load and budget will be affected by courses in this track. Question about the TA increase request and how it will be funded.
- j. Questions about how the non-thesis track will be indicated on transcripts. Dr. Gonzales noted that the thesis titles will be listed on thesis track transcripts. It was

noted that non-thesis option could be recorded on transcripts for non-thesis transcripts.

- k. Questions and discussion about the possibility of offering the non-thesis track 100% online. The program has discussed the possibility, but notes that some parts of the program work much better in the lab. Online is still being discussed. Other programs are investigating the possibility of 100% online graduate programs. Dr. Gonzales noted that a key value of Highlands is access and that by offering different types of programs the university is serving the needs of non-traditional students. Career professionals are looking for online programs and sometimes their employers will cover the cost.
- l. Questions about how to make sure all students in a one-year program can take the research ethics class which is currently offered every other year. This would change with the implementation of this track of the program.
- m. This will be an action item at the next meeting. The program will submit updated paperwork based on suggestions made a today's discussion.

17. School of Education, Early Childhood, Elementary Education and Special Education Course and Program Revisions – Discussion Item

- a. Dr. Emily Williams presented the proposed revisions to the Early Childhood Multicultural Education Age 3 to Grade 3 BA.
- b. Request for the syllabi of the courses to know more about what the reading electives cover. Dr. Williams will get more information from Dr. Shirley Meckes on these classes and have her attend the next meeting to answer these questions.
- c. Dr. Williams presented the proposed revisions to the Early Childhood Multicultural Education Birth to Age 4 – Licensure BA. The program is asking to remove 3 hours of math as it is a requirement that is not needed by the state. The program has been tracking students' pass rate on the math exam and the extra math class isn't helping. The program is looking at revising the prep courses for students who need to take the exam.
- d. It was noted that the SB329 changes need to go through the AAC. The new core from this bill will have to be implemented by next year. Dr. Williams will take this back to the department and clarify the math requirement.
- e. The program revision for the Early Childhood Multicultural Education Birth to Age 4 – Non-Licensure BA is the same as the program revision to the Early Childhood Multicultural Education Birth to Age 4 – Licensure BA.
- f. Dr. Williams will gather more information from her department have updated paperwork for the next AAC meeting.

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

- a. Dr. Roxanne Gonzales announced that there would be a reception in Kennedy Hall honoring faculty authors this evening right after the meeting and that she hoped all will be able attend.
- b. Dr. Gonzales also announced that she will be distributing proposed rules about adding and revising undergraduate and graduate programs through department chairs and the AAC chair. Please be sure to read and send your comments on these rule to your dean or directly to the provost. The legislature will vote on the rules in May.

19. Adjournment Meeting adjourned at 5:00