

Academic Affairs Committee Minutes

May 02, 2018 Minutes

Approved August 29, 2018

1. **Roll Call (3:02 pm) Members Present:** Ali Arshad, Judy Barnstone, Blanca Cespedes, Gloria Gadsden, Geri Glover, Edward Harrington, Bill Hayward, Lara Heflin, Robert Karaba, April Kent, Miriam Langer, Tyler Mills, Jesus Rivas, Elaine Rodriguez, Chris Stead, Edgar Vargas Blanco, Emily Williams, Ann Wolf

Also in Attendance: Roxanne Gonzales, Shirley Meckes, Thomasinia Ortiz-Gallegos, Benito Pacheco, Jessica Snow, Ian Williamson

Absent: Sandra Gardner, Carlos Martinez

2. **Approval of the Agenda**

The agenda was approved with Early Alert Update to Action Item.

3. **Approval of the Minutes**

- a. The Minutes of April 4, 2018 were approved
- b. The Minutes of April 18, 2018 were approved.

4. **Subcommittee Report**

- a. **Undergraduate appeals** – One open appeal.
- b. **Graduate appeals** – No open appeal.
- c. **Appeals/Petitions Procedures – Action Item**
 - i. Dr. Judy Barnstone reviewed the procedure that had been previously discussed.
 - ii. Questions and discussion about how an item would be considered disputed and how the petition would get to the next level. There was further discussion of the different kinds of petitions and processes. Reasons for these revisions are to streamline the process and to make the entire process clearer to students. The petition language will be included in the catalog.
 - iii. Motion made to
circulated the finalized draft from Dr. Ian Williamson to the full committee and then have the full committee vote on the procedure via email
(Barnstone/Rodriquez)
Motion passed (12 in favor; 0 opposed; 4 abstentions)
- d. **Ballen** – Dr. Lara Heflin reported that Aldrena Corder will be coming to campus in late October 2018. There will be a series of great events that will involve the whole campus. There may be funds to bring in a spring 2019 semester scholar. Dr. Heflin will keep the committee informed about progress. The second application was strong, but did not include how the scholar would engage the whole campus and different disciplines. The subcommittee has asked the department to revise this proposal and resubmit.
- e. **Other subcommittees**
 - i. **Academic Policies Subcommittee – update**

1. Transfer Credit Policy – Discussion Item

- a. Dr. Gloria Gadsden reported on the changes made to the policy on transfer credits including the statement about credits that have been reviewed and accredited by the American Council on Education (ACE), which would allow us to accept military credit and other kinds of credit. The committee also removed the statement on not accepting vocational training. This will be handled on a case-by-case basis.
- b. Questions and discussion about the current transfer policy and how grades are transferred. Common core courses are transferred in if the student earned a D or higher. This can affect programs that have core classes that are part of the major and for which students have to earn a C or higher. Upper division credits are transferred in if the student earned a C or higher. This is a process that the AAC might need to take a look at.
- c. This issue will be revisited in the fall.

2. Course Substitution Policy – Discussion Item

- a. Dr. Gadsden reported on the policy that was created from scratch by the subcommittee. One source of contention is the appeals processed at the end of the draft policy and where final say on substitutions should rest. There was lively debate on this part of the policy. Please take a closer look at this part of the process when you review the documents.
- b. Dr. Jesus Rivas reported that the policy draft was for both the undergraduate level and the graduate level. Moving forward we will probably need two separate policies, one for each level.
- c. The new policy will request justification for substitutions and for supporting documentation when appropriate.
- d. The policy puts a 30% limit on the percentage of courses that can be substituted. The language about this limit will be revised in the draft policy.
- e. Dr. Roxanne Gonzales stressed the importance of course competencies in course substitutions especially for courses for licensure programs. Directed studies can be a better fit than a course substitution in some cases.
- f. This is an important and complex issue that must be taken seriously by programs and the university as a whole. The subcommittee will continue to work on the policy.
- g. Revised policies on this issue will be discussed further in the fall.

3. Incomplete Grade Form – Action Item

- a. Dr. Gadsden reviewed the revised form and the removal of the dean approval step.
- b. Questions about the instructions for computing the grade part of the form. The language about this part of the form will be revised for clarity.

- c. Questions and discussion about how to record student input in banner about an incomplete.
 - d. Motion made to
 - accept the form submitted.
 - (Rivas/Glover)
 Motion passed (16 in favor; 0 opposed; 1 abstention)
- ii. **Calendar Committee revisit drop/add policy – Action Item**
 - a. Dr. Robert Karaba reported that Ms. Thomasinia Ortiz-Gallegos has made sure the policy lines up with financial aid requirements. The final policy changes “summer session” to “eight-week session.”
 - b. Motion made to
 - accept the policy with the wording change of summer session to eight week session
 - (Kent/Glover)
 Motion passed (16 in favor; 0 opposed; 0 abstentions)
 - c. This will next go to the Faculty Senate.
- iii. **Early Alerts Committee – Action Item**
 - 1. Dr. Gadsden reported that the subcommittee met this afternoon before this meeting. She reviewed the refined proposed changes to the alerts system.
 - 2. Questions and discussion about the timeline of the alerts system. The names of the second half of the semester alerts was discussed. Making the alert names clear to all has been challenging.
 - a. Motion made to
 - approve the revised alert system
 - (Harrington/Rodriquez)
 Motion passed (15 in favor; 0 opposed; 2 abstentions)
 - b. This will next go to the Faculty Senate.
- iv. **Election of AAC Executive Committee: Vice Chair, Secretary, At large Members**
 - 1. Motion made to
 - table the vote until fall
 - (Rivas/Kent)
 Motion passed (17 in favor; 0 opposed; 0 abstentions)

5. Program Review Schedule and Procedures

f. Overview of current schedule and procedures

i. Update on fall 2017 program reviews

- 1. Business Administration – The subcommittee has reviewed the accreditation report and their summary. Dr. Mary Romero will make suggested revisions.
- 2. Health/Human Performance and Sport (ESS) –There was a meeting with department faculty that had to be postponed and will be rescheduled.

3. History/Political Science/Public Affairs – Dr. Edward Harrington reported that the review is done. The documents were sent to the AAC, and will be presented in the fall.
 4. University Studies – Dr. Ann Wolf reported that she has received a draft from Dr. Eric Romero, and there are still parts of the report that are needed. Dr. Wolf and Dr. Gadsden will work on this for the fall.
- g. Program reviews subcommittee membership assignments**
- i. Update on spring 2018 program review –**
 1. Southwest Studies – Dr. Robert Karaba reported that the subcommittee will be meeting on Friday to review their comments and write the first response to the program.
 2. Women’s Studies– Dr. Ali Arshad reported that Dr. Erika Derkas said the program review has been delayed. This will be followed up on in the fall.
 - ii. Fine Art Program Review**
 1. Dr. Geri Glover report that the revised Fine Art report review was a good document. Dr. Edward Harrington represented the program. The committee has asked the program to revise their vision statement and to more clearly articulate how they meet their values. The subcommittee asked why more majors aren’t graduating. The program is revising their outcomes assessment plan to look at underclassman. They plan to gather information about different levels of the program. They will analyze why their credit hour production is going down. The subcommittee asked them to look at recruitment. The program needs to have better communication with advising as some interested students are being directed to Media Arts. The program is frustrated about not receiving support in growing their program.
 2. Questions and discussion about the advising problem and if there is documentation about this. It was noted that advising problems could be solved by training. Dr. Gonzales will bring this concern to Dr. Edward Martinez. Advising is an issue that concerns many different programs. Dr. Gadsden will invite Dr. Martinez to come and talk to the committee in the fall. Dr. Jessica Snow said that the student advising manual is being revised and that the Student Affairs Committee is aware of these problems and trying to fix them.

6. Psychology Course Revision PSY 377 – Action Item

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

7. Curriculum and Instruction New Course Proposal RDED 515 – Action Item

- a. Dr. Ann Wolf reported that she had sent the side-by-side comparison document that was requested at the last meeting to the committee.
- b. Motion made to

accept the new course proposal as submitted.

(Glover/Karaba)

Motion passed (15 in favor; 0 opposed; 1 abstention)

8. Proposed Changes to Biology Non-Thesis Master's Program – Action Item

- a. Dr. Gloria Gadsden reported that she had received several comments and concerns from faculty that this is not a degree in biology, but in the natural sciences and that the non-biology science faculty were not consulted on this matter. Dr. Gadsden recommended that the other natural science faculty be consulted. Psychology faculty should also be consulted as their courses are part of the proposed program. Other programs are concerned about precedent being set with this track. Several faculty are concerned about a one year master of science degree program.
- b. The biology faculty said that they had spoken to the chair of forestry and other concerned faculty. Dr. Gadsden said that many faculty members in the related programs have not been brought into the discussion about the proposed program.
- c. More discussion and due diligence is needed before this proposal can come to a vote.
- d. Motion to

table this agenda item

(Stead/Kent)

Motion passed (12 in favor; 1 opposed; 0 abstention)

9. School of Education, Early Childhood, Elementary Education and Special Education Course and Program Revisions

- a. Dr. Emily Williams reported that the programs want to make these courses have variable credits. The programs are requesting to change the credits for these courses from 6 hours to 6-9 hours for students who need this flexibility.

- b. Motion to

approve revision to all four class, ELSP 451, GNED 451, ELEM 451 and SPED 451

(Glover/Williams)

Motion passed (10 in favor; 0 opposed; 1 abstention)

- c. **RDED Elective to ECME 417 – Tabled**

10. Communication from the Chair – Tabled

11. Communication from the Registrar – Tabled

12. Communication from the Faculty Senate – Tabled

13. Communication from the Graduate Council – Tabled

14. Communication from the Administration – Tabled

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

16. Adjournment Meeting adjourned at 5:05