

Academic Affairs Committee Minutes

August 29, 2018 Draft Minutes

Approved September 19, 2019

1. **Roll Call (3:02 pm) Members Present:** Ali Arshad, April Kent proxy for Leslie Broughton, Peter Buchanan, Blanca Cespedes, Gloria Gadsden, Gil Gallegos, Edward Harrington, Bill Hayward, Sheree Jederberg, Lara Heflin, Miriam Langer, Maria Munguia-Wellman, P. J. Sedillo, Chris Stead, Edgar Vargas Blanco, Ann Wolf

Also in Attendance: Roxanne Gonzales, Thomasinia Ortiz-Gallegos

Absent: Sandra Gardner, Robert Karaba, Jesus Rivas, Elaine Rodriguez

2. **Approval of the Agenda**

The agenda was approved with moving item 6 to the end of the agenda.

3. **Approval of the Minutes**

- a. The Minutes of May 2, 2018 were approved.

4. **Subcommittee Report**

- a. **Undergraduate appeals – committee assignments**

- i. Lara Heflin, chair
- ii. Leslie Broughton
- iii. Peter Buchanan
- iv. Chris Stead
- v. Elaine Rodriguez
- vi. Edward Harrington
- vii. Blanca Cespedes
- viii. Sandra Gardner
- ix. Edgar Vargas Blanco

- b. **Graduate appeals – committee assignments**

- i. Miriam Langer, chair
- ii. Gil Gallegos
- iii. Bill Hayward
- iv. P. J. Sedillo
- v. Maria Munguia-Wellman
- vi. Ali Arshad
- vii. Ann Wolf
- viii. Robert Karaba
- ix. Jesus Rivas

- c. **Appeals/Petitions Procedures – committee assignment**

- i. Tabled.

- d. **Ballen** – Dr. Lara Heflin will continue as chair of this subcommittee.

- e. **Other subcommittees**

- i. **Academic Policies Subcommittee – committee assignment**

1. Dr. Gadsden asked for additional volunteers for this committee. Dr. Maria Munguia-Wellman volunteered.

ii. **Early Alerts Committee Update**

1. Tabled

iii. **Election of AAC Executive Committee: Vice Chair, Secretary, At large Members**

1. Dr. Robert Karaba was nominated for Vice Chair
2. Dr. Roxanne Gonzales reported that at her previous three institutions the Provost's admin team took minutes and handled the paperwork for these committees. Ms. Denice Spicer, Academic Affairs Senior Administrative Assistant, has agreed to take on this duty. This will need to be further discussed with the Faculty Senate Chair as there are handbook requirements. Dr. Gadsden has contacted Dr. David Sammeth to discuss this.

5. HED Statewide Core Changes Procedures – Brandon Kempner and Ian Williamson

a. **Core Changes Timeline and Roadmaps**

- i. Dr. Brandon Kempner reviewed the procedures that were presented at the last General Faculty meeting and approved at the last Faculty Senate.
- ii. All the courses must come to the Academic Affairs Committee by November 7, 2018. Programs should start moving on this process as quickly as possible.
- iii. We need to know soon if there are any problems or courses that will need extra work or intervention by the administration.
- iv. All programs that have courses in the common core should work on their classes. Dr. Ian Williamson, Dr. Brandon Kempner, and Ms. Thomasinia Ortiz-Gallegos are knowledgeable about this and keep up to date with changes from the state. Contact them when you have questions.
- v. Questions and discussion about the future of this processing and what the state will be monitoring. Ms. Ortiz-Gallegos reported that at a statewide meeting she was told that registrars will be responsible for monitoring syllabi for alignment.
- vi. Common course numbering is expected for all 100 and 200 level course by fall 2019. This will have to be addressed in the spring. Core classes will take up the committees time in the fall.
- vii. Other issues that must be looked as to how they are affected by this process professional accreditation concerns, upper division credit requirements, change in course level.

b. **Core Changes subcommittee assignment**

- i. Tabled

6. Program Review Schedule and Procedures

a. **Update on fall 2017 and spring 2018 program reviews and subcommittee memberships**

- i. Changes to membership will be recorded on the Program Review Schedule and Status document.

b. **Program reviews subcommittee membership assignments**

- i. **Fall 2018 program reviews**

7. 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)

8. Environmental Geology Program Revision – Discussion Item

- a. Dr. Jennifer Lindline presented the proposed revisions to the geology program and its rationale. This will make the three concentrations in Natural Resource Management more in sync and will reduce the number of course substitutions.
- b. Note: GEOL 620 will be changed to 6xx in the final version of the paperwork.
- c. This will be an action item at the next meeting.

9. Nursing Course Revisions – Discussion Item

- a. Tabled.

10. Communication from the Chair

- a. Tabled.

11. Communication from the Registrar

- a. Ms. Thomasinia Ortiz-Gallegos reported that there are a lot of initiatives coming up this year including the common course numbering that will be very time consuming for her office.
- b. The registrar is on a very tight deadline with the common course numbering and the common core changes projects.
- c. With the upcoming changes, Ms. Ortiz-Gallegos is developing crosswalks to better track courses.
- d. All of the changes will have to be in the catalog. The 2018-2019 catalog has been posted.
- e. They are converting to Banner 9 which will take a lot of adjustment.
- f. Her office is continuing to work on cleaning up alignment between program of study and catalog.
- g. Degree deadlines and course substitutions are of concern and have to be looked at.
- h. A few programs that were in the catalog hadn't gone through the complete approval process. Dr. Gonzales has restructured the Academic Affairs office to be sure that there is a specific position, the Associate Vice President for Academic Affairs & Research/Director of Office of Research & Sponsored Projects, who is responsible for ensuring that new degree programs go through all of the steps required by the university, HED, and HLC. There are new policies and procedures in place and all programs that didn't have approval have been taken off admissions and are out of the catalog.
- i. Monday was the last day to register for classes. The late petition process has been in effect since Tuesday.
- j. Reminder: students should not be in classes that they are not enrolled in.
- k. Fall enrollment numbers are strong.

1. Ms. Ortiz-Gallegos will be bringing draft policies to the committee including a 300 and 400 policy proposals so that the course number length matches up with the new 100 and 200 level course numbers.

12. Communication from the Faculty Senate

- a. Ms. April Kent reported that the Faculty Senate approved the process prepared by the Common Core Committee this summer to address the Statewide Core Changes.

13. Communication from the Graduate Council

- a. Dr. Gadsden reported that the graduate council did meet and that Dr. Helen Blythe has been given a course release to work on the revision of the Graduate Handbook. Substantial work needs to be done to make sure it is in alignment with the catalog and other documents.

14. Communication from the Administration

- a. Dr. Roxanne Gonzales reported that she and President Minner were contacted by Cabinet Secretary Dr. Barbara Damron (HED) about why Highlands was out of alignment with the other state higher education institutions with required AP scores. Highlands has decided to be in alignment with the AP Political Science scores required by New Mexico State University. Information has been updated in the catalog and on the webpage.
- b. Dr. Gonzales has met with all programs that had completed program reviews. She just needs to finalize her written response for the record.
- c. Dr. Gonzales has completed drafting her goals for the coming year and is finishing up strategic planning.
- d. She is asking for volunteers to work on several committees including an academic reorganization committee, an online education policies committee, and the search committee for the distance education position. This position doesn't have a final job title yet.
- e. Dr. Gonzales reminded the committee about the Provost council every Friday. After this week's meeting the chairs will be meeting to start working on the spring schedule with deans and the registrar. There will be a webpage for the Provost council soon.
- f. StraighterLine representatives should be on campus next month to discuss their services.
- g. There will also be a visit from two outside vendors who provide marketing and recruitment of online students services. Dr. Gonzales will send a notice when the schedule is finalized. The plan is to start using these vendor for the Nursing program.

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

16. Adjournment Meeting adjourned at 5:05