

# ACADEMIC AFFAIRS COMMITTEE MINUTES

September 05, 2018 Minutes

**Approved September 19, 2017**

## 1. Roll Call (3:08 pm)

**Members Present:** Ali Arshad, Peter Buchanan, Blanca Cespedes, Gloria Gadsden, Gil Gallegos, Sandra Gardner, Edward Harrington, Bill Hayward, Lara Heflin, Sheree Jederberg, Miriam Langer, Maria Munguia-Wellman, Thomasinia Ortiz-Gallegos (Registrar), Jesus Rivas, Elaine Rodriguez, Chris Stead, Edgar Blanco Vargas, Ann Wolf

**Also in Attendance:** Jeanie Flood

**Absent:** Leslie Broughton, Roxanne Gonzales (Provost), Anna Koch, Benito Pacheco (Academic Support Rep), PJ Sedillo

## 2. Approval of the Agenda

The agenda was approved.

## 3. Approval of the Minutes - August 29, 2018

Tabled.

## 4. Subcommittee Report

a. **Undergraduate appeals** – nothing to report.

b. **Graduate appeals** – nothing to report.

c. **Ballen** - Ballen Scholar for Fall is scheduled to visit from Oct 21 and Nov 2. Expecting a resubmission for a scholar in the Spring in October.

### d. Other subcommittees

i. **Academic Policies Subcommittee** – committee assignments closed. First meeting will be scheduled soon.

ii. **Early Alerts Update** – Benito Pacheco not in attendance. Changes recommended at the end of Spring 2018 not implemented. Changes should happen for the Spring 2019. Some committee members mentioned there were problems with the current system. Gadsden said she would mention it to Pacheco.

iii. **Election of AAC Executive Committee:** Gadsden nominated Ali Arshad for Vice Chair. No other nominations. Called for a vote. Vote unanimous.

iv. **Faculty Senate liaison** – Called for nominations. Elaine Rodriguez said she would let Chair know by Friday 9/7/18 if she can serve as the liaison.

## 5. Core Changes subcommittee assignment

a. This subcommittee will address the common course numbering and Gen Ed Core changes.

- b. Gadsden will Chair the Subcommittee because she was on the planning committee during Summer 2018.
- c. Committee will create a check sheet, approve streamlined courses for common course numbering, check syllabi for state mandated course descriptions and SLOS, verify routing, set a more detailed timeline, re-certify Core courses, etc.
- d. Trying to get most of the work done in the subcommittee. Only atypical courses will be brought before the full AAC. Some changes for common course numbering might require a change in the major, so those will have to come before the full committee.
- e. Registrar – primarily the changes will result in a change from a 3-letter code to a 4-letter code and from 3-number course codes to 4-number codes. Registrar will propose making these changes throughout the entire discipline, not just for Core classes. Only looking at undergraduate courses for now. Might need to do graduate courses simultaneously because of 400/500 level courses. Everything will need to be changed in Banner and Degree Audit. Then all programs of study will need to be changed. This must all be in place for Fall 2019.
- f. Some discussion about whether these changes should come to the subcommittee as a lump packet or individually. Subcommittee will need to decide this.
- g. Brief discussion about courses that will change from 300-level to 200 or 100-level. Some programs are concerned about reaching the 45 credit requirement at the 300-400 level. AAC might want to consider lowering the 45 credit requirement at this time.
- h. These changes might also require some policy changes. If a program requires a certain number of upper-division courses, but the state is mandating that some of their courses be taught at a lower level, these policies might have to be changed. Other schools are asking programs to make these changes instead of changing university-wide policies.
- i. Volunteers – Elaine Rodriguez, Peter Buchanan, Blanca Cespedes. (Leslie Broughton volunteered via email.)

## **6. Program Review Schedule and Procedures**

- a. **Update on fall 2017 and spring 2018 program reviews**
  - i. Business – no update
  - ii. ESS/HPS – Gadsden is chair. Dr. Lee is looking for more feedback.
  - iii. History/Poli Sci/Public Affairs – need to schedule a meeting with program. Almost finished.
  - iv. University Studies – sent report to all committee members.
  - v. Southwest Studies – Jesus not present.

- vi. Women's Studies – Blanca Cespedes and Maria Mungia-Wellman now on the committee. Dr. Derkas is working on the report. Suggested Chair reach out to her.
- b. **Program reviews subcommittee membership assignments**
  - i. **Fall 2018 program reviews**
  - ii. Computer Science – Gallegos said he will send report to Chair.
  - iii. Engineering – no update.
  - iv. Spanish – Chair emailed program.
  - v. FYE and Forestry are scheduled for Spring 2019. The AAC Chair has already informed the department chairs and dean about their upcoming reviews.

**7. Environmental Geology Program Revision** – Motion to approve. Seconded. Vote: Unanimous.

**8. Nursing Course Revisions**

- a. Sandra Gardner and Jeanine Flood presented changes.
- b. Undergoing some changes due to the changing times. Would like students to be able to take classes when they want instead of following a sequence/cohort model.
- c. Sometimes students were being asked to sit out for a year due to the sequencing model. Would like to avoid this in order to assist with retention. Sometimes when students had to sit out for a year, they would not return.
- d. Packet submitted proposes removing prerequisites and co-requisites for 7 courses.
- e. 340 is one of the courses that will be removed as a prerequisite.
- f. Because of limited faculty, there was a need to control how many students enrolled in certain courses, which might also explain the sequencing model. But now that the courses are 8-weeks, there is no need to do this.
- g. Trying to remain competitive without shooting themselves in the foot. Scaffolding just doesn't make sense anymore.
- h. Committee member asked if these changes could hurt students? Would the program provide more advising after removing prerequisites? Gardner did not feel the prerequisites really helped the students. She could not see any harm.
- i. Committee member asked if there were concerns about increased class sizes. Gardner said the classes are capped at 25, so this is not a concern at this time.
- j. Committee member asked about the capstone course. Doesn't it make sense that the capstone course has prerequisites? Gardner says they will probably remove the word "capstone" from that course because it's not really a capstone course.
- k. Committee member asked if 452 is not a capstone, what is the difference between it and 451? They seem to both be about leadership. Gardner said one is about leadership and the other is

about management. Gardner expressed that it was great that the course was condensed into an 8-week format and they might combine 451 and 452 in the future.

- l. Registrar expressed some concern about students who should not be enrolled in a course (e.g., sociology major) winding up in that course. Flood said they would add “instructor’s permission” to control that problem. Flood also suggested 310 could be a prereq for all courses so that they could avoid students taking the courses that are not prepared. Committee member suggested that perhaps they should add 310 as a prereq now, with this packet, instead of waiting. Nursing program agreed to re-package it, adding 310 as a prereq now. This change, since it was already discussed, would not prevent this packet from being an action item at the next meeting.
- m. Committee member asked what they planned to do if there was a cap and a student really needed to take the class to finish the program. Flood shared that students are tracked and this determines how many sections of a course is offered. Additionally instructors are usually willing to add a few extra students over the cap if necessary.
- n. This will be an action item at the next meeting.

#### **9. Communication from the Chair**

- a. Senate asked AAC to dismantle the Executive Team because it’s not in the handbook. Hence no request for At-large members.

#### **10. Communication from the Registrar**

- a. Forestry is now a stand alone subject for the common course numbering.
- b. They are in the middle of **a lot** of retro-add requests. New process is not well liked. There was a lot of duplication and many of the requests could not be approved because required signatures were not provided. Some people not following the process. There is also no deadline for submitting a retro-add. There will probably be a review and a discussion of a revision of the procedure.
- c. They have had a number of delays in posting grades at the graduate level. When a student is planning to finish, there is paperwork that must be completed *before* the student defends. If the student defends before paperwork is submitted, the defense is supposed to be rendered null and void and the student must re-defend. Also, if a student changes from a thesis to a non-thesis option, and the card to change a grade from PR to a letter grade is not submitted, they cannot post the degree. If they do not receive the Letter of Transmittal, they cannot post the degree. If they do not receive the forms by the deadline, they have to post the degree for the following semester. This could adversely affect students. As of today, they are still posting Summer

- 2018 degrees and the Registrar's office simply cannot do this. They cannot back-date a degrees. Suggestion that the AAC and the Grad Council consider creating clear timelines.
- d. In the middle of common course numbers and Core changes. Registrar is putting together an excel document with all of the required changes to help with the process.

**11. Communication from the Faculty Senate**

- a. No report.

**12. Communication from the Graduate Council**

- a. No report.

**13. Communication from the Administration**

- a. Not in attendance.

**14. Late Additions to the Agenda (minor items only)**

- a. None

**15. Adjournment at 4:15pm.**