

ACADEMIC AFFAIRS COMMITTEE MINUTES

Date: October 3, 2018

Approved October 17, 2018

1. Roll Call: Ali Arshad, Peter Buchanan, Blanca Cespedes, Gloria Gadsden, Gil Gallegos, Sandra Gardner, Edward Harrington, Bill Hayward, Lara Heflin, Sheree Jederberg, Doug Main, Maria Munguia-Wellman, Jesus Rivas, Elaine Rodriquez, PJ Sedillo, Chris Stead, Edgar Vargas-Blanco, Ann Wolf

Also in Attendance: Mariah Fox-Hausman, Roxanne Gonzales, Thomasinia Ortiz Gallegos, Benito Pacheco, Ian Williamson, Kevin Struckoff (Straighterline)

2. Approval of the Agenda

Motion to add discussion about interpretation of Faculty Handbook regarding AAC decisions needing FS approval – Rivas **Second** – Peter Buchanan

Yes – 12 No- 3 Abstain 3

Motion passed.

Motion to approve amended agenda – Peter Buchanan

Second – Ann Wolf

Yes - 17

Opposed – none

Abstain – 1

3. Approval of Minutes – September 19, 2018

Motion to approve minutes with corrections - Rivas

Second – Vargas Blanco

Yes - 16

Opposed – none

Abstain – 2

4. Subcommittee Report

- a. Undergraduate appeals – No new appeals
- b. Graduate appeals – No report
- c. Ballen – Lara Heflin reported that Jay Lee has submitted a revised application. Subcommittee will review the resubmission by Oct 19.

d. Other subcommittees

i. Academic Policies Subcommittee – Met and carried over the following policy proposals for review by current AAC:

1. Auditing policy

Proposed changes would require Audit requests for upper division courses be approved by course instructor, also includes a 70% attendance requirement.

Why have 70% attendance requirement if there is no consequence for not attending?

Why only require instructor approval for upper level classes?

Is sharing audit status a FERPA violation? Yes.

What is best way to list last date to register for Audit enrollment?

How do synchronous classes determine participation? Will use the language from the current drop policy.

Impact on classes that frequently exceed cap? Will be determined by instructor.

Motion – approve proposal as written – Ed Harrington

Second – with removal of 70% requirement – Jesus Rivas

Discussion - Departments should review proposal again. This suggestion rejected. since members of AAC represent the University, not each, individual department. Recommend using language for current Drop policy. **Dr. Harrington withdrew the motion.** Gadsden will take proposal back to subcommittee, revise language and bring proposal back to AAC.

2. Course Substitutions (posted on Sharepoint)

Gloria Gadsden will revise “guideline” language and resubmit.

3. Transfer Credits (posted on Sharepoint)

Policy includes language that allows acceptance of vocational training and Military transfer credits.

4. Directed Study (posted on Sharepoint)

Gloria Gadsden will revise and resubmit.

- ii. CommonCourse# & Core Subcommittee – Committee will meet weekly to process standard forms. Courses that require major changes or revisions will come to the AAC for review. Need additional person for committee. Gloria Gadsden asking for volunteer. Only 4 course submissions to date.

5. Program Review Schedule and Procedures

a. Update on Fall 2017, Spring 2018 and Fall 2018 program reviews

- Business Administration – Dean Romero responded. Review moving forward.
- ESS/HPS – Emailed Dr. Lee – waiting for response.
- University Studies –In progress.
- Southwest Studies – Rivas will have a report at next meeting.
- Women’s Studies – No update – will contact Erika Derkas for status update.
- CS – No update.
- Engineering – Faculty have been assigned and work is beginning.
- Spanish – In progress (has not been submitted yet).

6. MFA Revisions – Action Item

Motion to approve revisions - Rivas

Second – Buchanan

Yes – 16

No – 0

Abstain – 1

Motion Passed.

7. School of Education

a. Alternative Teaching Certificate – New Program – Action Item (posted on Sharepoint)

Motion – Peter Buchanan

Second- Jesus Rivas

Discussion – Concerns about Dean seeking PED approval before AAC has seen proposal for new program. AAC was assured by Associate VPAA Williamson that PED was only a preliminary step and that the HED will still need to review the proposal. Registrar noted that NMHU is only 4 year school in NM without a Certificate program in this area.

Yes – 17

No - 0

2 - Abstain

Motion passed.

- 8.** Social Work Electives – Two elective courses have been offered 3 times each with average enrollment of 17 students per offering. SW responding to requests for more specific training for specific populations. Registrar noted that her office was not contacted regarding these classes. Registrar did approve the courses during the meeting.
Gadsden reminded SW that policy states Special Topic classes can only be offered twice before they must be brought to AAC.
- 9.** Communication from the Chair – No report.
- 10.** Communication from the Registrar – Still getting retro-active add requests. Faculty are reminded that bi-term grades (as well as midterm grades) are due October 17 at 8am. Grades for bi-term not received by that date will require a grade change form from instructor.
- 11.** Communication from the Faculty Senate (Elaine Rodriguez)
Provost Vision Forum moved to October 31 at 3 pm.
SW moving from ABQ to RR by 2020.
Outcomes Assessment Report will move to every 2 years with data collected every year.
- 12.** Communication from the Graduate Council (Jesus Rivas) – Graduate Council recommended two new positions for graduate recruitment, along with resources to support and promote graduate recruiting. Council still discussing whether or not to move Grad recruiting under the Office of Advancement. Council still discussing admission deadline. Would rather see a “priority” status for early applicants. Work continues on Graduate Handbook.
- 13.** Communication from the Administration – Pilot program with NNMC – we are learning a lot. Will not be looking to expand program next semester. MOU with Pojoaque School district, Los Alamos, and NMHU signed. Project is to provide professional development for Math teachers in Pojoaque.
- 14.** Senate Charges – Tabled by Chair

 - a. Remember that all new policies and new programs must first be forwarded to the Senate for approval.
 - b. Implement State Mandated Changes to Core and common course numbering.
 - c. Review retro-add/drop process and propose possible improvements to process.

- d. Review agreement with Northern New Mexico College for low-enrollment course collaboration.
- e. Prepare a study that explores the possibility of offering course work masters from a university-wide perspective, i.e., Should NMHU offer one? MS vs. MA? Pros and Cons? Resource requirements? The goal is to have university parameters in place for all such degrees before considering any individual proposal for such a degree.

15. 4:40 pm - Straighterline Presentation - Kevin Struckoff presented information on Straighterline courses and how they work in partnership with Higher-Ed Institutions. NMHU is considering a partnership with them. Company offers self-paced, online general education courses that can be transferred into colleges for credit. Courses are accredited by DEAC, ACHE, and College Board. NMHU already accepts these courses for credit. Taught by adjunct faculty at schools like CU Boulder, and CU Denver. Most popular courses? College Algebra and Business Statistics. How long do courses usually take to complete? On average, 45 days for motivated, self-paced students. Live proctored virtual final exam required for completion of course.

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

Discussion about interpretation of Faculty Handbook regarding AAC decisions needing to have FS approval. – Tabled

17. Adjournment 5pm