

# ACADEMIC AFFAIRS COMMITTEE Minutes

Date: October 17, 2018

Approved November 7, 2018

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

**Also in Attendance:** Thomasinia Ortiz Gallegos, Benito Pacheco, Ian Williamson, Kevin Struckoff (Straighterline)

**Absent:** Sheree Jederberg

2. Approval of the Agenda

**Motion** to add approve Agenda – Mariam Langer **Second** – Edgar Vargas Blanco  
Motion passed unanimously

3. Approval of Minutes – October 3, 2018

**Motion** to approve minutes with corrections – Lara Heflin

**Second** – Elaine Rodriquez

**Vote** – unanimous

Motion passed

4. Subcommittee Report

- a. Undergraduate appeals – 1 new appeal reviewed by committee, denied.
- b. Graduate appeals – No appeals
- c. Ballen – Lara Heflin reported that Jay Lee is working on a revised proposal
- d. Other subcommittees – Common Course Core under agenda item 8, no other subcommittee reports

5. Social Work Electives – Action Item

**Motion** to approve elective courses – Lara Heflin

**Second** – Jesus Rivas

Motion passed unanimously.

6. Program Review Schedule and Procedures

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

Business Administration – Mariam Langer will be meeting with Mary Romero.

**Motion** to finish this review with only one committee member pending Program approval. – Jesus Rivas. Second – Ann Wolf

**Discussion** – Because this program review it in the final stages it would not be worth the added work and time to have a new committee member try to catch up on all the previous steps already completed. If the program is in agreement with Miriam completing the review then a onetime exception to AAC policy would be justified in this case.

**Motion passed**

ESS/HPS –Dr. Jay Lee – working on report.

Southwest Studies – Jesus will ask subcommittee to review what previous subcommittee submitted. Gadsden added to committee.

Women’s Studies – No response from department – will contact Erika Derkas for status update.

CS – Program hopes to have report ready for subcommittee by next AAC meeting.

Engineering – In progress.

Spanish – Working on it. Program will try to have something for AAC subcommittee by the next meeting

7. Academic Policies Subcommittee – Discussion of changing all course numbers and codes to a standard format that matches the HED 4 digit format.

Discussion of who completes the review checklist of common course certification submissions.

Documents will be in subcommittee online folder.

**Motion to approved certification of ENGL 11, 112, and PHIL 101** through AAC with slight change to the PHIL 100 form – Elaine Rodriguez

Second – Ann Wolf

Motion passed unanimously

**8. Academic Policies Subcommittee**

- a) Auditing Policy – Motion to approve –Laura Heflin. Second Jesus Rivas. Motion passed unanimously
- b) Course Substitutions – Motion to approve with the removal of item 2.- Chris Stead Second – Peter Buchanan. Motion passed unanimously
- c) Transfer Credits – Motion to table Miriam Langer. Second – Elaine Rodriquez. Motion to table passed unanimously. Topic will be moved to a general discussion item at next AAC meeting.
- d) Directed Study (revised) – Motion to approve – Peter Buchanan. Second – Edward Harrington. Motion passed unanimously.
- e) Active Duty Military – Committee members recommended adding language that makes student responsible for contacting faculty if an incomplete will take longer than 1 year. Also some discussion of not changing incomplete grade to “F” if student unable to complete course in a timely manner. Change to a “W” instead.
- f) Credit for Military Service - Tabled

**9. Senate Charges - Tabled**

**10. Discussion regarding Handbook Procedures - Tabled**

**11. Communication from the Chair – Tabled**

**12. Communication from the Registrar - Tabled**

**13. Communication from the Faculty Senate (Elaine Rodriquez) - Tabled**

**14. Communication from the Graduate Council – Tabled**

**15. Communication from the Administration - Tabled**

**16. 4:30 pm – Straighterline Presentation**

*What does a partnership entail as opposed to just accepting transfer credits? Partnership means the institution and Straighterline develop an articulation/course equivalency agreement. NMHU would decide which courses will be accepted and where they are applied in program of study.*

*What other NM institutions accept Straighterline courses? UNM, NM State, Eastern accept courses, not a partnership.*

*Who decides what courses earn college credit, who reviews courses?* ACE Teams – Faculty at institutions apply ACE developed rubric.

*Supplanting – does this take students away from institutions' courses?* Non-traditional students, adult learners, students with limited schedules tend to be typical students enrolled in courses. With a partnership, the only way students enroll in Straighterline courses is through a referral from NMHU. Advisors work with students to determine which courses are needed, typically students only take two courses.

*Who is charge of the course/process? Who are the students in touch with?* All adjunct faculty are experienced, Masters or above. Students not assigned to a specific instructor for a course. 24/7 – tutoring available. Enrollment team – for any type of question.

*Are these classes the same each time, same stuff covered in the same way each time?* Courses are reviewed and refreshed with ACE review teams at least every 3 years. There's ongoing assessment to ensure courses are doing the job for students.

*If a student takes a class back to back will the content be the same?* This is possible.

*Is MaGraw hill providing the content for English courses?* MaGraw Hill is textbook provider and the content is aligned with the text.

*Is Straighterline buying content from MaGraw Hill?* No exactly.

*Where are the faculty members listed with their credentials?* Information about specific course instructors can be provided on demand.

*Is it possible to get a sample course for review?* Yes, we can provide sample courses for instructors to examine. Provided by request.

*Is there data on persistence?* Yes.

Meeting adjourned at 5:01pm.