

# Academic Affairs Committee Minutes

January 16, 2019 Minutes

**Approved February 6, 2019**

1. **Roll Call:** Ali Arshad, Blanca Cespedes, Gloria Gadsden, Sandra Gardner, Kathleen Gray, Edward Harrington, Bill Hayward, Lara Heflin, Sheree Jederberg, Anna Koch, Miriam Langer, Beth Massaro, Tyler Mills, Melissa Phillips, Jesus Rivas, Chris Stead, Edgar Vargas Blanco, Ann Wolf  
**Also in Attendance:** Peter Buchanan, Roxanne Gonzales, Benito Pacheco  
**Absent:** Gil Gallegos, Abbas Manafy, Thomasinia Ortiz-Gallegos,
2. Approval of Agenda – Approved unanimously.
3. Approval of Minutes from December 05, 2019 – Approved – 15 in favor, 0 opposed, 2 abstentions.
4. Subcommittee Report
  - a. Undergraduate appeals – Lara received one today. Will email it to the subcommittee.
  - b. Graduate appeals – Miriam shared she has not received any this academic year. Dr. Gonzales shared that graduate students appear to be sending petitions directly to President Minner who then must send the petition back down through the correct channels. Deans appear to be addressing most of the petitions when they receive them.
  - c. Gloria shared that the Deans, as per the original proposal for the new procedure, will be asked by the VPAA’s office to submit a report of all petitions/appeals received this year for AAC review.
  - d. Ballen - Dr. Michael Apter, a psychologist studying reversal theory, is arriving February 24 and will remain until March 8.
5. Program Review Schedule and Procedures
  - a. Update on Fall 2017, Spring 2018 and Fall 2018 program reviews
    - ESS/HPS – Gloria will reach out to Jay Lee
    - University Studies – report returned to Eric Romero for revisions.
    - Southwest Studies – Jesus will follow up.
    - Women’s Studies – No update. Ali will follow up.
    - Computer Science – plans to submit their report on Friday.
    - Engineering – no update
    - Spanish – report was submitted at very end of semester. Peter will send to the subcommittee. Tyler Mills will replace Peter Buchannan. Edward Harrington will be the new chair.
    - SPRING 2019 PROGRAM REVIEWS
      1. Forestry – working on their certification report. Will contact Chair about delaying program review until their certification report is over.
      2. English – Edward Harrington, Miriam Langer, Sandra Gardner will serve on the committee. Will decide on a chair at the next meeting.
6. Academic Policies Subcommittee – no update. Will hopefully meet on the 5th Wed in January. Will re-order the list below. Letter E will be addressed first. Letters A and C will be postponed until we receive a charge regarding transfer credits from the Senate.
  - a. Transfer Credits
  - b. Active Duty Military Policy

- c. Credit for Military Service
  - d. Double-Dipping Policy
  - e. Retro-add/drop process & policy [Senate charge]
7. Communication from the Chair
- a. New members introduced – Manafy (History and Political Science), Koch (School of Ed), Mills (English), Gray (Library), Massaro (Social Work)
  - b. Disenrollment update – registrar not present. Benito Pacheco shared we disenrolled significantly fewer students than last year. Not sure how many students have re-enrolled. Will have a better idea after the Census date.
  - c. Alternative Teaching Licensure Certificate – approved by the senate and voted on by the BOR. Should be in the new catalog.
  - d. Biology revised MA in Natural Science – approved by Senate and VPAA. The “research portfolio” has been added as a requirement during the capstone course.
  - e. The AAC does need to take a formal vote to change the subject codes and numerical codes. Registrar not present so we will wait until the next meeting. Changing the codes is a state mandate so not really a choice. State only requires changing the codes for common course numbering courses and Core classes. Registrar would like to change the codes across the board to prevent confusion.
    - Some concerns raised about which institutions dictated the 4-letter codes.
    - There was a process that took place 2-3 years ago, so the option to change the codes is no longer available.
    - Dr. Gonzales said she would reach out to Ian and find out if Media Arts has to adopt the State’s 4-letter code.
8. Communication from the Registrar – not in attendance
9. Communication from the Faculty Senate – voted on a new liaison for the Senate. Sandra Gardner is also on the Senate and agreed to be nominated. Vote was unanimous in favor.
10. Communication from the Graduate Council (Jesus Rivas) – met at the very end of the Fall 2018 semester. Still working on the Handbook revisions. Handbook will then be submitted to AAC for review/feedback.
11. Communication from the Administration (Dr. Gonzales) –
- a. Meeting with about 20 students who were suspended. Some are repeat offenders. If the students have an overall GPA of 2.0 and only messed up in 1-2 classes, she’s readmitting them. If the students were readmitted last semester and did okay, she is readmitting them. A lot of athletes in the pool of those suspended. Reasons tend to be (1) commitments outside of school, (2) it’s the faculty’s fault, and (3) some students admit that they simply didn’t do the work. The students do have to sit through a little lecture from the VPAA. About 20 out of the 50 suspended have appealed. Meeting with the students is time consuming, but she’s learning a lot about where our students are struggling. One problem is getting students to use the resources available to them.
  - b. Email will be sent to faculty about delivery mode. Some faculty last semester changed their on-ground class to online without discussing it with their chair or the Dean. There is a process to make this type of change. Faculty cannot just change the modality of their course. It’s not fair to students. The syllabus is a contract with the student, so faculty have to honor the syllabus.

- c. CTE – Brightspace training and assistance will still be available. Jason Meade will be helping. HIPS will continue to move forward. The Faculty Senate will help figure out what we want to do with CTE.
- d. There are still some outcomes assessment missing from various departments. They are due in early February.
- e. Deans sent out Enrollment Report to faculty. Enrollments are down about 23% from Fall 18 to Spring 19. We're a little higher this year than we were last year - usually it's about 17% or 18%.
  - Benito shared that the numbers are a little misleading. When looking at last year's data, we are really only down 150 students (not 600+). Variables that need to be considered? Enrollments were lower this Fall. We graduated about 300 students in December. In May, we also had a large graduating class. There was a change in the financial policy. In the past, students owing \$199 or less could register. This year, students owing any money were disenrolled and/or could not register. And finally, we are still feeling the effects of being on probation. Will probably take about two years to recuperate from that.
  - Grad online enrollments have been going up. Not in nursing yet.
  - December graduation getting large enough that we might want to consider a ceremony in December.
- f. Music Associate's Degree – Edward Harrington asked whether they have to go to HLC. Dr. Gonzales will consult Ian.
- g. Early Alert – Benito plans to email faculty this week. The system is up and running.
- h. Low Enrolled Courses – Deans were asked not to cancel classes until today. One possible problem is that some departments might be planning to merge two low enrolled courses, but the Registrar has not been allowing students to enroll in the “new” course unless the old courses are canceled first. Dr. Gonzales shared that the “new” course would require a new CRN, so it would be hard to move students to the new section if their old section overlaps with the new section by more than 15 minutes. Registrar needed to help better understand this process. A team went to Univ of Georgia to review the changes they are making regarding retention. They purchased Ad Astra and that seemed to make a difference. The program helps the university become more sensitive to students' needs. Program costs \$97,000 and then there's a \$5,000 annual subscription. The program seems like it would be cost effective. Provost will bring the representatives back to campus one more time for a faculty/staff forum. Learning House, a marketing agency, is also coming this semester to share ideas about generating more students online.
- i. Edgar shared that their program (Spanish) needs to hire more faculty in order to offer the upper-level courses for the Spanish major. Committee discussed the problem of small programs needing additional faculty to grow the program, but because the program is small, they cannot justify another hire. Provost said we need to do more things “smarter” and perhaps we need to come up with some temporary fixes.

## 12. English Course Revisions

- a. ENGL 151, 152, 272, 277 all making similar changes to more closely align the courses with the HED's new course descriptions/SLOs. Some changes in prerequisites and minor changes in course descriptions.
- b. Some concerns expressed about the implementation of this HED mandate.
- c. ENGL 410 or 4XX – a new course. To create an undergraduate creative writing course. Chair mentioned that they may not be able to use “410” if that number was used in the past.

- d. ENGL 500, 501 & 510 – making the courses repeatable. The undergrad versions of these courses are already repeatable. Some discussion about the definition of “repeatable.” Does it mean you can take the same course more than once and all the grades received will count toward the GPA or does it mean that if you take the course a second time, only the second (or third, or fourth) grade will count? Recognition that we need the Registrar to answer this question.

### 13. ESS Course Revisions

- a. For 2 courses (LSVC 230 and 315), changing the prefix LSVC to HPS. Students have a hard time finding the course when it’s listed under “LSVC”. Some discussion about perhaps eliminating this category from the catalog/Banner.
- b. 1XX Dance Aerobics – a new course. Was previously called Zumba. Was offered as a Special Topics 17 times. Want to change the name from Zumba because Zumba requires a specific license.
- c. 4XX/5XX Sport Psychology – a new course. Offered as Special Topics twice. Form says no other programs will be affected, but psychology needs to be consulted since it’s titled “Sport *Psychology*”. Lara Heflin anticipates that Psychology will be supportive and recommended cross-listing the course.
- d. Committee noted that not all forms had syllabi attached. Program will send syllabi to Chair. Chair will post to Sharepoint.

### 14. Sociology Course Revision – SOC 428

Sociology would like to change the title of Soc 428/528 from “Comparative Systems of Social Control” to “Global Crime” and make minor changes to the course description. Recommendation to take action now. Motion made to make the changes submitted. Motion passed unanimously.

### 15. Straighterline Discussion

- a. Committee had access to demo courses during Winter break.
- b. Senate will be sending a charge to AAC regarding transfer credits more broadly.
- c. Might benefit from a visit from an ACE representative.
- d. Provost will send link to Chair regarding ACE evaluation criteria. Chair will forward to committee.
- e. Some concerns expressed about the entire transfer process and the state-wide initiatives.
- f. Faculty expressed some concerns about what to share with students regarding transfer credits.
- g. Provost explained, using Staighterline courses as an example, that the University can accept courses as part of the Core, but the department/program does not have to accept that course for their major. We would have to make this clear to the Registrar’s office.
- h. Committee agreed to review ACE link and wait for Senate charge.
- i. Faculty asked, if we decide to accept Staighterline courses, whether or not we would be able to review the actual courses before deciding. Chair thought that was highly likely.
- j. Provost mentioned a possible ACE webinar for Committee members and other interested faculty.

### 16. Discussion regarding Handbook procedures

- a. In the past, the AAC was not “required” to send anything to the Senate before sending it to the VPAA.
  - This was a new request made during May 2018 and re-made at the beginning of Fall 2019.
  - There was no vote in the Senate regarding this change.

- b. There is a clause in the Faculty Handbook that says anything that will be reviewed by the BOR must first be reviewed by the Senate, but the AAC *is* a Senate body.
- c. Also some confusion about what should be sent to the Senate. For example, the Biology proposal was a revised program, not a “new” program.
- d. We do need to be careful about simply continuing a practice because it’s “always” been done that way.
  - The practice that was taking place prior to May 2018 seemed to be working so why are we changing it?
- e. This seems to be a Handbook *interpretation* issue. We need the AAC and the Senate to come together and come up with a definitive interpretation.
- f. What is the perceived benefit from the Senate’s side?
  - There’s some suggestion that the AAC needs additional oversight due to interference from the Administration.
  - Senate members stated they are not told how to vote. There doesn’t seem to be Administrative interference.
- g. Some members stated it’s not a problem for more eyes to review academic matters.
- h. Some concern that if we send the recommendations directly to the VPAA, the Senate might not get a chance to review them.
  - Members expressed that the AAC takes the time to examine academic matters *carefully*. The Senate does not have time to review these matters as carefully.
- i. Discussion to be continued at the next meeting.

17. Adjournment- 5:01pm

*Respectfully submitted by G. Gadsden*