

ACADEMIC AFFAIRS COMMITTEE MINUTES

Date: February 6, 2019

Approved February 20, 2019

1. **Roll Call:** Ali Arshad, Edgar Vargas Blanco, Blanca Cespedes, Gloria Gadsden, Gil Gallegos, Sandra Gardner, Kathleen Gray, Maria Haase, Edward Harrington, Bill Hayward, Lara Heflin, Sheree Jederberg, Anna Koch, Miriam Langer, Abbas Manafy, Beth Massaro, Tyler Mills, Jesus Rivas, Rodney Rock, Chris Stead, Ann Wolf

Also in Attendance: Thomasinia Ortiz-Gallegos, Ian Williamson, Benito Pacheco

Guests: Erika Derkas, Jennifer Lindline, Norma Valenzuela

2. Approval of the Agenda
 - a. Correction – vote for common course numbering changes added.
 - b. MOTION to approve as amended. Seconded. 13 in favor, 1 abstention. Motion passes.
3. Approval of Minutes – January 16, 2019
 - a. Under 5a, missing part of the sentence. Will add “for revision.”
 - b. Gadsden found some typos.
 - c. MOTION to approve minutes as amended. Seconded. Vote unanimous. Motion passes.
4. Subcommittee Report
 - a. Undergraduate appeals
 - Heflin reported there was one. Subcommittee was split. Voted to deny, 4 to 3 with one abstention. VPAA overturned decision because the appeal was a transfer student who was lacking 6 upper division credits to graduate. Dean denied petition because s/he was missing some information, but VPAA has approved these petitions in the past.
 - b. Graduate appeals
 - Langer has not received any grad appeals.
 - c. Ballen
 - Ballen scholar, Michael Apter, will be here Feb 24 – Mar 8. Heflin will distribute a list of events as we get closer to the date.
 - d. Other subcommittees – no updates.
5. Program Review Schedule and Procedures
 - a. Health/ESS/HPS (Gadsden)
 - Dr. Lee promised to submit the revision next week.
 - Gadsden is only one remaining on the committee.
 - Motion to allow Gadsden to finish the report considering the subcommittee did give feedback previously.
 - MOTION to allow Gadsden to finish the report. Seconded. Vote unanimous. Motion passes.

- b. University Studies (Wolf)
 - Dr. Romero has until March 1 to give subcommittee feedback.
 - c. Southwest Studies (Rivas)
 - Dr. Gonzales promised to submit report soon. Dr. Williams has not responded.
 - d. Women’s Studies (Arshad)
 - Arshad and Cespedes met with 2 of the 3 directors. Went through report item by item. Pointed out missing documents. Directors will resubmit the report at the end of the month.
 - e. Computer Science (Heflin)
 - Report has been received. Heflin sent it to the subcommittee...who have not responded. Gadsden gently reminded subcommittee members to please respond to Dr. Heflin.
 - f. Engineering (Stead)
 - No update.
 - g. Spanish (Harrington)
 - Buchanan (previous Chair of subcommittee) sent email from last semester with all documents attached. Subcommittee will discuss and move on to next step.
 - h. English (Harrington)
 - Edward Harrington, Miriam Langer and Sandra Gardner serving on this subcommittee.
 - Harrington agreed to serve as Chair.
 - Gadsden will email subcommittee regarding next step.
 - i. Forestry – moved to Fall 2019
6. Academic Policies Subcommittee Update
- a. Retro-add/drop process & policy [Senate charge]
 - Subcommittee met and discussed the Senate charge above.
 - Two separate categories for these retro adds/drops/withdrawals. Those taking place during the same semester and those taking place in a previous semester.
 - Registrar will be doing some benchmarking.
 - Subcommittee will meet in a week and discuss some recommendations for the general committee.
 - Subcommittee realized HU does not have a definition of “hardship.”
 - Harrington thought there was a definition somewhere – maybe the catalog or the student handbook.
 - Heflin expressed some frustration as chair of the undergraduate appeals committee regarding how decisions change each semester depending on the makeup of the committee. This shouldn’t be the case. We need to have some standards to apply so there is consistency.
 - Recommendation to revisit this issue and possibly charge the Academic Policies subcommittee to benchmark and define the term “hardship”

- b. Active Duty Military Policy – tabled
 - Will be addressed at the next meeting.
 - c. Double-Dipping Policy - tabled
 - d. Transfer Credits – tabled
 - e. Credit for Military Service - tabled
7. Vote for Common Course Numbering
- a. Registrar shared this is a statewide statute and HU is simply trying to fulfill this state requirement.
 - b. HU is ahead of the game.
 - c. We have a lot of 3-letter subject codes and 3-digit numerical codes. The state is moving to 4-letter and 4-digit codes for all 100 and 200 level courses. Registrar is requesting that we simply make a blanket change to all courses and change them to 4-letter and 4-digit codes. For the numerical code, Registrar plans to simply add a 0.
 - d. The state has determined the 4-letter codes. For example, ART will be changed to ARTS.
 - e. Some concern expressed at the previous meeting from Media Arts about changing their 4-letter code. That program will be allowed to keep the 4-letter code MART with the exception of the course that counts as part of the general core. That one course will be changed to FDMA as required by the state. Any other courses in the program that count as part of the core will have to receive the FDMA code.
 - f. AAC acknowledges that while we are taking a formal vote, it's really not an option to change the codes. The courses at the 100 & 200-level must be aligned with the state. It will be much less confusing to change all of the codes at this time.
 - g. Associate VPAA mentioned that departments were contacted about their willingness to “align” their courses with the state. We need to align, but HU wants to do this with the acknowledgement of the departments. Departments need to respond to the emails sent.
 - h. MOTION made to change all codes to 4-letter and 4-digit codes. Seconded. Vote unanimous. Motion passes.
8. English Course Revisions – Action Item
- a. Changes discussed at the previous meeting.
 - b. Some confusion about the definition of “repeatable.”
 - c. Dr. Fath will be meeting with the Registrar soon to discuss changes.
 - d. Registrar explained repeatable – there are 2 definitions. The first type addresses when a student fails a class and retakes it. That “repeatable” course allows the second grade to replace the first grade in the GPA. The second type of “repeatable” allows the same course to count multiple times within the program of study. Music has such courses. To build this type of course, typically the course has a different subtitle to avoid confusion in Banner. So, English could offer Creative Writing – Fiction, Creative Writing – Memoirs, etc.
 - e. There are other courses that are repeatable, like Thesis and Practicum. These are not a problem because a grade is not issued. The Registrar, at the end of the student’s program, manually enters these grades to avoid confusion.

- f. Registrar will meet with English to discuss further.
 - g. A recommendation to eliminate the first definition of repeatable since all classes fit into this category.
 - h. Registrar said they need to keep this definition for institutional recordkeeping. For the most part, this term is used in-house.
 - i. On the “course revision” form, the question asking about “repeatable” is asking about the second type of repeatable. So that question needs to remain on the form.
 - j. A mistake was identified and changed on one of the forms.
 - k. MOTION – to accept the revisions to the English courses en masse. Seconded. Vote: 16 in favor, 3 abstentions. Motion passes.
 - l. Noted that the program must consult with the Registrar before forms are sent to the VPAA.
9. ESS Course Revisions – Action Item
- a. Dr. Lee did reach out to Psychology regarding Sports Psychology.
 - b. Some concern expressed by the Registrar, who has not seen the paperwork, with changing the name of Zumba to Dance Aerobics since the state has a common course number for “Zumba.” She will meet with the Program to address the best way to proceed. If the program wants to change the title to Dance Aerobics, HU will need to submit it to HED for a new common course number.
 - c. Psychology unanimously supported the new course and would like it cross-listed.
 - d. Psychology will need to sign the new course form if they want it cross-listed.
 - e. MOTION to approve changes after program meets with Registrar and after Dr. LaGrange signs the new course form for Sports Psychology. Seconded. 16 in favor, 3 abstentions. Motion passes.

10. SUPPLEMENTAL DISCUSSION

- a. The Committee discussed the problem of voting on forms that are not complete.
- b. Some frustration expressed at being asked to discuss forms when not all steps have been completed (e.g., no Deans’ signature, no meeting with the Registrar).
- c. Pretty typical for programs to skip the meeting with the Registrar.
- d. Some concern that completing the forms will take longer for paperwork to be processed. Others stated there should not be an expectation for a quick turnaround at the AAC.
- e. MOTION – no forms that are incomplete starting February 07, 2019 will be put on the agenda. Items already on the agenda will not be grandfathered into this motion. Exceptions will be made if electronic copies are scanned without signatures, but the Chair has the hard copies with the signatures. Seconded. 16 in favor, 3 abstentions. Motion passes.

Proposal – change order of agenda so guests can present. Agreed.

11. SUPPLEMENTAL DISCUSSION

- a. The catalog states that the Language Lab will allow students to test out of a language.

- b. Spanish would like to change the wording in the catalog. They currently only test for Spanish and Sign Language.
- c. Catalog changes are due to the Registrar's office by the end of February.
- d. Dr. Rivas plans to invite a discussion about the language requirement to the Committee in the near future.

12. Discussion regarding Handbook Procedure

- a. MOTION made to invite the Executive Team of the Senate to meet with the AAC to discuss this matter further and figure out a pathway forward. Seconded. Vote was unanimous. Motion passed.
- b. Committee discussed that for now, until we meet with the Senate, we will vote on whether or not we send specific paperwork to the Senate or the VPAA.

Motion made to table the new Senate Charge and Sociology/CJ's two new courses and 1 course revision. Seconded. Vote was unanimous.

13. NEW SENATE CHARGE - Tabled

- a. To charge the Academic Affairs Committee to develop a new type of master's degree that will be an addition to and distinguish it from our current MS and MA degrees and therefore will have a different name. It will be defined as one that does not require a thesis and/or project.

14. Fine Arts –Mixed Media Course

- a. Department did consult Media Arts program. No conflict.
- b. Just a new course. Program may have consulted Registrar already.
- c. This was a discussion item.

15. Sociology/CJ courses – 2 new courses and 1 course revision – Tabled

16. Women's Studies – Program Name Change

- a. Proposal to change name of minor from Women's Studies to Gender and Women Studies.
- b. Changes reflect national trends and new faculty interests.
- c. Name change makes the minor more marketable and more inclusive.
- d. Practically, the minor will also move up in the catalog.
- e. Committee asked to note on the paperwork that no other changes will be made to the program.
- f. Some concerns expressed about the Advisory Board, made up of faculty, students and community members, voting on academic issues. Erika Derkas and Norma Valenzuela assured Committee that most of the Board are faculty members.
- g. Minor does not need a vote from the Sociology department because "technically" the minor is not part of the department.
- h. One Committee member asked why not change the name to "Gender Studies." There are a lot of politics behind changing it to just "Gender Studies."
- i. This was a discussion item.

17. Environmental Geology – Minor Program Revisions

- a. This program requires significantly more credits compared to other programs.
- b. After the 2016 Program Review, AAC Subcommittee asked when the program could do to make the program more attractive. Program decided to reduce the number of required credits.
- c. Changes will bring it in alignment with other programs on campus and decrease the time to completion.
- d. Some discussion about the biology and pre-calculus requirements.
- e. This was a discussion item.

18. Communication from the Chair

- a. Chair reminded Committee that elections for a Chair, Vice-Chair and Secretary will take place in March.

19. Communication from the Registrar

- a. Down 9% in enrollments.
- b. Graduated 250 students in December 2018.
- c. Anticipating 500 students will graduate in May 2019.
- d. Dr. Lee Allard is running all enrollment reports now.
- e. Discussion – because we are graduating more students, we are not retaining enough to replace them. The improved graduation rate is fantastic, but we need to work on retention. Recognition that out-of-state tuition has increased 80% since 2015. This may be impacting our retention rate for out-of-state students. Benito Pacheco mentioned that HU is making changes to present a more attractive fiscal package to out-of-state students.
- f. Disenrollment – in Spring 2018 we disenrolled 297 students, but we only disenrolled 170 in Spring 2019. Business Office did a great job with outreach.
- g. Discussion – how was it decided that we should disenroll students who owe any amount of money. It wasn't brought to AAC or Senate. This needs to be addressed.
- h. Registrar is still receiving a lot of retro-adds and drops. For Spring 2019, already at 90 retro-adds and 13 retro-drops.
- i. Student enrollment in two classes that overlap was discussed at previous meeting. Banner will not allow us to enroll a student in two classes that overlap in time. Additionally, we need to be cognizant of HLC compliance requirements regarding number of minutes needed for a course. If a student is enrolled in two classes at the same time, they will not be in compliance.
- j. Summer schedule due Friday. Call for Fall schedule will come out February 25.
- k. The Registrar's office does not grant program credit for Straighterline courses without permission from the program. The Registrar will only grant Gen Ed credit for Straighterline courses.
- l. Common Course Numbering is a lot of work. It's in full swing.
- m. Applications for degrees – there is a deadline. Early March. Students can apply for graduation after that deadline, but their name will not appear in the Commencement program.

- n. Rio Rancho Commencement – received some calls because the Commencement is offered on Thursday during finals week. Faculty are not required to cancel classes or finals for Commencement. In the past, some faculty have rescheduled their final exams, but this is not required.
 - o. Online Registration was great at the beginning of the semester. For late-starting classes, there was a Banner problem. The problem has been resolved.
 - p. Hardship – no definition for this term. Only thing mention in the catalog is the process for filing hardship petitions.
20. Communication from the Faculty Senate (Sandra Gardner) – Tabled
21. Communication from the Graduate Council (Jesus Rivas) – Tabled
22. Communication from the Administration – Tabled
23. Straighterline Discussion (Tabled until further notice)
24. Adjournment at 5:03pm.

Respectfully submitted by Dr. Gloria Gadsden