

ACADEMIC AFFAIRS COMMITTEE MINUTES

Date: February 20, 2019

Approved March 06, 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

Also in Attendance: Roxanne Gonzales, Thomasinia Ortiz-Gallegos, Benito Pacheco

Absent: Ann Wolf

2. Approval of the Agenda – motion to accept. Seconded. Vote unanimous.
3. Approval of Minutes – February 06, 2019.
 - a. Two corrections.
 - b. Motion to accept with changes. Seconded. Vote unanimous.
4. Subcommittee Report
 - a. Undergraduate appeals – No undergrad appeals.
 - Discussion – a student requested information about why their appeal was not approved. Does the committee have an obligation to communicate with the student? Chair suggested the VPAA’s office should communicate with the student.
 - b. Graduate appeals - No graduate appeals.
 - c. Ballen – list of events was posted on Sharepoint.
5. Program Review Schedule and Procedures
 - a. Health/ESS/HPS (Gadsden - Chair) – Dr. Lee might be busy with Ballen. He is working on it.
 - b. University Studies (Wolf - Chair) – Ann was not present.
 - c. Southwest Studies (Rivas - Chair) – Anthropology’s report not ready yet. No word from Dr. Williams yet.
 - d. Women’s Studies (Arshad - Chair) – Due at the end of March.
 - e. Computer Science (Heflin - Chair) – Has not heard from the subcommittee. Asked for an additional member. Kathleen Gray volunteered to serve.
 - f. Engineering (Stead - Chair) – He will contact them with a deadline.
 - g. Spanish (Harrington - Chair) – Scheduling the department and Dean meeting.
 - h. English (Harrington - Chair) – has materials and will send to subcommittee.
6. Communication from the Chair – No updates.

7. Communication from the Registrar
 - a. Summer schedule will be available online in early March.
 - Students will be able to enroll if they have a \$0 balance. Continuing with the \$0 balance expectation for students to enroll.
 - b. Call for Fall 2019 will go out Feb 25.
 - Chairs will need to list new 4-digit codes and 4-letter codes as well as new titles if applicable. Registrar will prepare a crosswalk.
 - c. Catalog – updates due next week Friday. Any changes that did not need to be approved by AAC should be sent directly to Registrar.

8. Communication from the Faculty Senate (Sandra Gardner)
 - a. Feb 13 meeting.
 - b. She only had 5 minutes to present.
 - c. Shared governance issue was the prominent issue.
 - d. Also discussed the strategic plan.
 - e. Nursing program – discussed problems being able to accept certain students. Too many obstacles. For example, HU only accepts a specific type of Associate degree. These obstacles are not from the accrediting body. This is resulting in the loss of many students. Program will work with VPAA and Registrar to remove some obstacles.

9. Communication from the Graduate Council (Jesus Rivas)
 - a. Continuing revision of the handbook. The Grad Council is reading a completed draft. The draft will then be sent to the proper committees. Some of the handbook conflicts with the graduate catalog. They will work with Registrar. The AAC will be asked to read the handbook in its entirety.

10. Communication from the Administration
 - a. Made an offer to a person for the Metro Center Manager. Person will start on March 11. They will be housed in Rio Rancho. The Manager will also be responsible for outreach and forging partnerships.
 - b. There is an offer out for the Director of Online and Extended learning. They are “having conversations.” This person will be housed in Rio Rancho although all of the instructional designers are in Las Vegas.
 - c. The list for sabbatical went out.
 - d. She’s been receiving a lot of questions about the budget. In terms of current searches, deans have been asked for trend analysis of credit hours, head count, graduation rates and retention. There are searches that must be filled or there will no longer be a department. She will work with Max to try to get all searches through.
 - e. She will send out a list of priorities for fall scheduling. Priorities will be (1) core courses for majors and minors, (2) core Gen Ed courses, (3) electives required for a degree. We’re going to limit special topic courses and we’ll try to limit contingent faculty. We are facing a \$4 million deficit. Programs that are “robust” (i.e., generates enrollments) will be “fed” so they can continue to grow.

- f. For departments with faculty searches, “go forward.” Assume the search will be approved.
- g. Push for new programs and new initiatives to encourage enrollments. Might move in a “non-credit” direction. Non-credit = continuing education or professional development courses. These courses are typically focused on skills, not academics. We can charge more for non-credit.

11. Academic Policies Subcommittee Update

- a. Retro-add/drop process & policy [Senate charge]
 - Committee supported proposed changes and encouraged subcommittee to draft a revised policy.
 - Some discussion about independent studies and directed studies. Should students be allowed to do them in 8 weeks or less time? Academic units can indicate on the form that the Ind Study or Directed Study is less than 15 weeks.
 - Some questions about *who* would be considering Practicums, Theses and Field Work as special cases? Do we need this to be clear in the policy?
 - We had 120 retro-adds as of last week, 6 retro-adds for previous semesters, and 3-4 retro-drops during just this last week. These retro-adds and retro-drops lead to conflicting information in our census reports. This could create problems for us if we are audited by HLC and other reporting agencies.
- b. Active Duty Military Policy
 - Provost expressed some concern about asking this special population to “reapply” if they are out for a year. She says that is not “best practices” and violates our agreement with the DOD. Subcommittee will do a little more research and bring this policy back to the committee.
- c. Subcommittee has drafted a definition of “hardship” and will bring it to the general committee next time.
- d. Chair asked for additional volunteers for the subcommittee. Anna Koch and Bill Hayward volunteered.

12. Discussion regarding Handbook procedure – update

- a. Email was sent to Senate Executive Team. No response yet.
- b. Committee encouraged, once again, to read the Faculty Handbook sections pertaining to Senate and AAC.

13. NEW SENATE CHARGE

- 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.

- Chair stated the AAC is not responsible for “developing” a new master’s degree.
- Members felt the Faculty should develop a program, provide documentation for said program, and then send it to the AAC for review.
- If the Senate was asking for definitions or parameters, then they should revise the charge.
- This charge stems from concerns raised about offering a master’s degree that is entirely course-based (i.e., not requiring a thesis, final project, capstone course, portfolio, publishable paper, etc.)
- Chair will draft an email seeking clarification. Will send the email to AAC for feedback before sending it to Senate.

14. Fine Arts –Mixed Media Course – Action Item. Motion made to support proposed changes. Seconded. Vote unanimous.

15. Women’s Studies – Program Name Change – Action Item. Motion made to support proposed changes. Seconded. Vote unanimous.

16. Env Geology – Minor Program Revisions –Action Item. Motion made to support proposed changes. Seconded. Vote unanimous.

17. Sociology/CJ courses – 2 new courses and 1 course revision – tabled.

18. Psychology Course Revisions – Heflin discussed proposed changes. Primarily removing prerequisites and corequisites. Motion made to support proposed changes. Seconded. Vote unanimous.

19. Adjournment at 5:00pm.