

ACADEMIC AFFAIRS COMMITTEE MINUTES

Date: March 06, 2019

Approved March 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, Beth Massaro, Jesus Rivas, Rodney Rock, Chris Stead, Ann Wolf

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

Absent: Abbas Manafy, Tyler Mills, Benito Pacheco

2) Approval of the Agenda

- a) Two changes made to the agenda. New Senate Charge and a new course from Anthropology.
- b) Move for approval with two changes. So moved, seconded. Vote unanimous.

3) Approval of Minutes – February 20, 2019

- a) Thanks to Kathleen Gray and Ali Arshad for reviewing minutes in advance.
- b) Move to approve. Seconded. 13 in favor. 1 abstention.

4) Subcommittee Report

- a) Undergraduate appeals
 - (1) No appeals.
- b) Graduate appeals
 - (1) No appeals.
- c) Chair requested that Deans submit report of all petition and hardships for Fall 2018 and Spring 2019. It will probably take a few weeks to receive these reports.
- d) Ballen
 - (1) Bill Hayward shared there is a get together at the President's home. Everyone invited.
 - (2) Dates have changed. Lara Heflin will send updated schedule of activities soon.

5) Program Review Schedule and Procedures

- a) Health/ESS/HPS (Gadsden)
 - (1) The program has done quite a bit of work. Report is thick. There have been several updates. The report is basically done.
- b) University Studies (Wolf)
 - (1) Eric Romero was asked to submit the revision during the first week of March. She bumped into him last week and he said "it's coming."
- c) Southwest Studies (Rivas)
 - (1) Jesus Rivas has 'nudged' them. If they do not respond by the end of the week, Chair may have to intervene.

- d) Women's Studies (Arshad)
 - (1) Program is near completion.
 - e) Computer Science (Heflin)
 - (1) Report is completed. Need one more committee member. Jesus Rivas volunteered. Subcommittee will now move forward.
 - f) Engineering (Stead)
 - (1) Program agreed to submit it by March 20.
 - g) Spanish (Harrington)
 - (1) Had meeting with Dean and Program. Report should be ready for the next meeting.
 - h) English (Harrington)
 - (1) Report received. Subcommittee is reviewing.
- 6) New Senate Charge – Appendix A
- a) Charge was read for the record.
 - b) Registrar was asked about the Associate degrees and why HU does not accept them.
 - (1) ADN and ASN are typically aligned with AA and AS degrees. Some ADN degrees fall in line with an AAS degree – which means these degrees would not fill the Core. We would need to carefully review each applicant's transcript. Some students might have to complete the common Core (not the extended core and proficiencies).
 - (2) This is a wonderful opportunity to help nursing program's enrollment.
 - (3) Perhaps the Nursing program should create the matrix for the ADN and ASN degrees.
 - (4) These two degrees typically accepted by 4-year universities.
 - (5) The two degrees are not standardized across the nation.
 - (6) Provost supports accepting technical degrees as long as the common Core is still met.
 - (7) Not possible to create one matrix because the degree is not standardized.
 - c) Committee felt it was not the role of AAC to create a matrix for the Nursing program. Nursing program should create a matrix, and write a proposal, and bring it to the AAC. Nursing has more expertise than the AAC.
 - d) Revised Charge – make a recommendation to accept ADN and ASN degrees?
 - (1) Should the AAC come up with a battery of courses that these students are typically missing and create a plan for the students to complete said courses.
 - (2) Another option is to transfer in CLEP exams.
 - e) A recommendation to accept these two degrees must be linked to changing the transfer credit policy. The policy states we do not accept technical credits.
 - f) Should someone make a motion to accept ADN and ASN degrees and simultaneously change the transfer credit policy?
 - g) AAC was working on the transfer credit policy already. Revised policy was sent to the Senate already.
 - h) Recommendation to resubmit the revised transfer policy to the Senate. Then make an additional recommendation to accept ADN and ASN degrees.
 - i) Chair will send the revised transfer credit policy to AAC members. If there are no major concerns, we can resubmit that revised policy to the Senate along with a recommendation to accept the new degrees.

- j) We need to make sure the final revised policy does include language that the department will have the final say about approving courses for an academic program.
 - k) **MOTION** – The AAC recommends that HU accept ADN and ASN degrees and simultaneously change the transfer credit policy.
 - 15 in favor, 2 abstentions. Motion passes.
 - l) Recommendation that nursing start tracking which common Core courses these students are typically missing so that those courses are available online.
- 7) Academic Policies Subcommittee Update
- a) Retro-add/drop process & policy [Senate charge] (policy draft?)
 - (1) Tabled.
 - b) Active Duty Military Policy (revised)
 - (1) Subcommittee did some research. Did not find a lot of other policies.
 - (2) Provost recommend some other schools that probably have better policies.
 - (3) Subcommittee agreed we should not put any barriers up for these students when they return. But some concerns expressed if advisors/registrar not notified when the student returns after a long absence.
 - (4) Subcommittee recommended we not call the process “readmission” or “reapplication” when these students return. But we want the returning students to fill out a “reactivation” form. This will provide the student’s updated contact information and also prompt an advisor to reach out to the student.
 - (5) **MOTION** – made to accept the policy with changes. Seconded. Vote was 16 in favor, 1 abstention. Motion passed.
 - c) Definition of Hardship (discussion item)
 - (1) Subcommittee tried to find definitions of hardship elsewhere. Not successful.
 - (2) Lara Heflin drafted the following:
 - Student hardship – a rare and unforeseeable situation, outside of a student’s control, that imposes such difficulty on a student that a reasonable person would agree that it prevents a student from complying with a policy in a timely manner. Examples include: a mental health, medical, or immediate family emergency; acute episode of a prolonged illness; other traumatic event. Documentation must be provided to justify the hardship.
 - (3) Suggestion to add “included, but not limited to.” Agreed.
 - (4) Language echoes the language used for incompletes. The parallel language is good.
 - (5) Committee wanted to know what happens if we adopt this definition of hardship.
 - (6) Registrar suggested we put it in the catalog, as long as it’s in alignment with similar policies.
 - (7) This was just a discussion item for today. Chair asked committee members to share with fellow faculty members.
 - (8) Some concerns raised about the ability to “document” everything. Members suggested the student explaining the situation can be a type of documentation. So you can document everything.
- 8) Discussion regarding Handbook procedure – update
- a) No response to the invitation for Senate Executive Committee to meet with AAC.

- 9) Sociology/CJ courses – 2 new courses and 1 course revision – Action Item?
- Both new courses are sociology and CJ electives.
 - For Criminology course, need to limit it to seniors in CJ or Sociology because it's the capstone course. Adding "senior status" requirement.
 - MOTION** – to approve two new courses and the revisions for Soc 427. Seconded. Vote unanimous. Motion passes.
- 10) New course for Anthropology – Ceramic Analysis
- All paperwork was submitted. Would be an elective.
 - Did contact David Lobdell to make sure there was no overlap with Art. Did not hear from that department, but it's not an art class in any way. It's an archeology course.
 - There might be an error on the form. It's not a change to the major program, it's a new elective.
 - MOTION** – to approve new course. Seconded. Vote unanimous. Motion passes.
- 11) Senate Charge regarding "developing a new master's degree" – update
- No response from the Senate clarifying the Charge.
- 12) Communication from the Chair
- Nominations for Chair, Vice-Chair and Secretary for AAC next year.
 - Jesus Rivas nominated himself for Chair.
 - Ann Wolf nominated herself for Vice-Chair. Ali Arshad opted not to continue as Vice-Chair.
 - Kathleen Gray was nominated by Gadsden to serve as Secretary. Nomination was accepted.
 - Nominations are not closed. Will follow-up at the next meeting.
- 13) Communication from the Registrar
- Still having problems with some of the policies in the catalog. Recent challenge – it says in the catalog that all grades from all universities attended will be included in the GPA for University Honors and another place says those grades will not be included.
 - Banner does not allow the Registrar to enter in a grade of CR and a letter grade.
 - First recommendation from Registrar was just to remove the sentence that all grades from all Universities will be included.
 - This matter was discussed by the AAC previously. Gadsden seems to remember that faculty were concerned about penalizing HU students by counting all their grades (for 4 or 6 years) and only counting 30-60 credits for transfer students.
 - Provost stated this is the national practice.
 - Some members felt the student's GPA is a reflection of their work at Highlands, not at their previous universities. Also, transfer students are taking mostly upper-level courses, more difficult courses, so they are less likely to do well.
 - Chair will try to find the minutes addressing the matter. Provost recommended Registrar contact Prescilla Ortega-Mathis also to see if she can find any documentation of a formal action.
 - Also a problem with a Commencement policy...

- i) The policy reads that to participate in Commencement, a student must complete all degree requirements by the end of the same Spring semester or have only 9 credits outstanding that can be completed during the summer. Policy also reads students must apply for graduation during the Fall semester.
- ii) The first part of the policy, regarding the summer credits...summer courses are not released until March. So, it's not enough time to determine if the student can complete the degree in the Summer. Also, some students might have a course that is only offered in the Fall, not in the summer, but they still want to walk because they plan to relocate in December. Another problem is that some students are lacking more than 9 credits, but they can complete their degree in the Fall.
- iii) The Chair asked why these students could not petition. Registrar said they can petition and the Deans are making the final decisions at this time. Chair then asked why the Deans were making the final decision and not the VPAA's office. The Deans were only supposed to make the final decision about retro-adds/drops/withdrawals, Independent Study courses and Directed Study courses. According to the policy proposed last year, all other hardship petitions were to be forwarded to VPAA's office.
- iv) The other problem is that we are not asking students to submit their applications for graduation in the Fall.
- c) All changes for the catalogs should have been submitted already.
- d) The final day to apply for graduation is March 18.
- e) Some programs have been significantly impacted by the State mandate for new letter and numerical codes. The Registrar is working with these programs.
- f) Midterm grades are due March 12 by 10am.
- g) Summer registration went smoothly.
- h) Call for the Fall schedule has gone out. Please submit those on time.
 - i) Registrar is asking programs to please be very, very careful when scheduling classes in order to minimize changes. Changes to the schedule create a significant hardship for the Registrar's office.
- i) Committee asked about Ad Astra – the scheduling program that would help with retention and degree progress. Provost said it's one of her top priorities.

14) Communication from the Faculty Senate (Sandra Gardner)

- a) Feb 27th meeting.
- b) Senate discussed the charge for the ASN and ADN.
- c) Charge might be forthcoming regarding Northern New Mexico College collaboration.
- d) Charge might be forthcoming to examine the Contingent Faculty Handbook.
- e) Liaison shared that she felt harangued when discussing the possibility of defining Hardship.

15) Communication from the Graduate Council (Jesus Rivas)

- a) Final version of the Graduate Handbook has been shared with Graduate Council. Will then be coming to the AAC for review.
- b) Some concerns expressed about whether or not the Handbook will be ready in time to be aligned with the catalog.

16) Communication from the Administration

- a) Dr. Martinez will discuss visit to Georgia State University.

- b) Some areas Administration thought we should look at was the learning Communities and our athletes.
- c) Michelle Spears from the American Council on Education (ACE) will do a faculty forum in April. Provost might invite Northern, Eastern and Western to join us.
- d) Science Fair was on Saturday. Great stuff.
- e) Provost shared, regarding faculty civility, that we need to retain the excellent faculty we recruit and hire. If the environment is not collegial, we will not be able to retain these talented faculty members. We need to set a tone of civility so people can say what they need to say without worrying about retribution. That's what the Academy is about. We want to put diversity in the classroom, we want to challenge the students...we need to have civility so we can hear more voices.

17) Straighterline Discussion (Tabled until further notice)

18) Adjournment – 5:10pm.

APPENDIX A

SENATE CHARGE

The motion below may have a positive impact the number of students entering the nursing program, as such, please consider addressing the motion as a priority item.

Motion/Charge to Academic Affairs Committee Regarding the Nursing Program.

According to the current undergraduate catalog, NMHU currently accepts the following Associate degrees:

1. Associates of Arts (AA)
2. Associate of Science (AS)
3. Associate of Applied Science (ASS)

The Nursing Program would like the university to consider also accepting the following Associate degrees:

1. Associate Degree in Nursing (ADN)
2. Associate in Nursing Program (ASN)

MOTION MADE AND SECONDED to charge the Academic Affairs Committee to create a matrix showing what credits are awarded toward a bachelor's degree when a student transfers to NMHU with an ADN or ASN degree. In particular, break out the NMHU core, extended core, university proficiency, credits toward major, and total credits granted. Please analyze the results and provide recommendations, if any, concerning current policy, or lack of policy.