

ACADEMIC AFFAIRS COMMITTEE MINUTES

Date: March 20, 2019

Approved April 3, 2019

1. Roll Call

Ali Arshad, Edgar Vargas Blanco, Blanca Cespedes, Gloria Gadsden, Sandra Gardner, Kathleen Gray, Maria Haase, Edward Harrington, Bill Hayward, Lara Heflin, Anna Koch, Miriam Langer, Beth Massaro, Tyler Mills, Jesus Rivas, Rodney Rock, Chris Stead, Ann Wolf

Also in Attendance: Chien-Chung Chen, Roxanne Gonzales, Thomasinia Ortiz-Gallegos, Mary Romero, Rodney Sanchez

Absent: Gil Gallegos, Abbas Manafy, Benito Pacheco

2. Approval of the Agenda. Request made by Chair to skip to School of Business item when faculty arrived. Motion made to approved. Seconded. Vote unanimous.

3. Approval of Minutes from March 06, 2019. Kathleen Gray reviewed minutes prior to their submission – thank you Kathleen. Motion made to approve. Seconded. Vote unanimous.

4. Subcommittee Report

- a. Undergraduate appeals – Heflin said they had five appeals submitted immediately before Spring break or after break. Subcommittee working on them.
- b. Graduate appeals – no appeals.
- c. Ballen – Revised list for the Ballen scholar not yet available. Scholar is on campus. President’s dinner tomorrow. Dr. Apter has presented five presentations to different disciplines so far. He’s been very well received. He is careful not to speak “above” the students’ heads. Presentations have been very provocative and have evoked critical thinking.

5. Program Review Schedule and Procedures

- a. Health/ESS/HPS (Gadsden) – Dr. Lee is still working on the report. He is also hosting the Ballen scholar. Probably will receive it in a week or so. Dr. Gadsden reminded the program that she is the final member on the subcommittee. If she does not receive it soon, the program will have to start over, with a new subcommittee, in the Fall.
- b. University Studies (Wolf) – Dr. Romero has not contacted the Chair. Chair will reach out to him again.
- c. Southwest Studies (Rivas) – Has not heard from Dr. Williams or Dr. Gonzales. Chair has agreed to provide a ‘gentle push.’
- d. Women’s Studies (Arshad) – Program is revising the report and promised to submit it by Friday March 22, 2019.
- e. Computer Science (Heflin) – Subcommittee is in the process of reviewing.
- f. Engineering (Stead) – Program was supposed to submit the report today, but Chair has not received it. He will contact program again.
- g. Spanish (Harrington) – **Report from Subcommittee.** Program submitted a comprehensive report. Program is only about two years old. Struggling with getting

additional faculty. They serve a vital role at Highlands. They are looking for more support in the area of new faculty. Program addressed most of the subcommittee's concerns. Next step is for Dr. Harrington to submit the materials to the VPAA and then the VPAA will meet with Spanish. This will be the program's chance to ask for additional support.

- h. English (Harrington) – in progress. Dean's meeting scheduled for March 25, 2019.
6. Communication from the Chair
 - a. Asked for nominations for Chair and Secretary. Vice-Chair position was removed from the election for the spring because members of the Senate informed Gadsden that the AAC did not have a Vice-Chair position. However, Dr. Rivas did locate a clause in the Faculty Handbook stating that committees can elect a Vice-Chair if they so choose. Gadsden will hold elections for the required positions, Chair and Secretary. The Committee can decide if they want a Vice-Chair in the Fall.
 - b. Nominations for Chair.
 - Dr. Rivas self-nominated at the previous meeting. He is still interested in serving. Chair asked for a second. Edgar Vargas Blanco seconded.
 - Heflin nominated Ann Wolf. Wolf accepted the nomination. Chair asked for a second. Bill Hayward seconded.
 - Nominations for Chair closed.
 - Gadsden nominated Kathleen Gray for Secretary at previous meeting. Gray agreed to serve. Chair asked for a second. Five committee members seconded.
 - Nominations for Secretary closed.
 - c. Elections will take place on Survey Monkey.
 7. Communication from the Registrar
 - a. Catalogs are almost finished. Registrar apologized for the problems created by the HED initiative to change course codes.
 - b. Nearly all the required changes are in the catalogs.
 - c. Some programs may have to change their codes temporarily until HED decides the official codes.
 - d. HED has changed the approval process. Now using Survey Monkey and retuning requests to the state-wide committee. Now taking a much longer time.
 - e. One major change in the catalog - for every undergraduate program there is a listing of the totals for: majors, the core, the extended core, proficiencies, minors and degree totals. Most of these numbers will change. Registrar is asking each program to review these totals for accuracy.
 - f. Fall 2019 schedule – drafts returned to programs for final review. Some courses were removed from the schedules because they did not fit into the scheduling blocks. The schedule should be available March 28, 2019.
 - g. Summer 2019 schedule is up and running. We are down about 30 students. Programs really need to look at their summer offerings. Gadsden also pointed out that demanding that students have a \$0 balance may be impacting numbers. Committee members mentioned that some of the classes listed may not have students yet because the students may need to finish the pre-requisites they are currently taking. Provost asked the programs to please share their “rough numbers” with her so we can know, more accurately, what the summer will cost us.

- h. Summer budget is currently counted toward the current academic year. This is a concern considering we have a budget deficit right now.
 - i. Commencement – if your college has not yet submitted their flag carrier, please do so as soon as possible.
 - j. Registrar questioned about Core courses that received a “revise and resubmit.” Some concerns expressed about those courses being rejected. Committee members asked how long they must continue resubmitting a course. Chair informed committee members that if their course is not ever approved by HED, it cannot count toward the Core. Registrar clarified that only courses that went through the process this year will be listed as part of the Core.
8. Communication from the Faculty Senate (Sandra Gardner) – Senate has not yet met again.
9. Communication from the Graduate Council (Jesus Rivas) – Graduate Council is meeting on Friday. Still working on the handbook.
10. Communication from the Administration
- a. Michelle Spears, Director with ACE. Inviting her to campus for a faculty forum in April or May. May invite Eastern and Northern to Zoom in to the forum.
 - b. Provost concerned that HU is heading backwards regarding transfer credits. Concerned we are going to lose our post-traditional students.
 - c. We have to move forward regarding transfer credits. Lots of schools take CLEP, military credit, DANTEs, Straighterline, DSSTs, etc. HU will not take these credits.
 - d. Chair expressed concern that our failure to be aligned with the rest of NM will draw attention to us and the HLC may express concern.
 - e. Putting up these barriers means we are not really an open access institution. Do we want to be open access institution?
 - f. Provost attending the HED’s Academic Affairs Statewide committee on Friday.
 - Sees lots of innovative programs to increase enrollments in undergrad and graduate programs.
 - NM needs graduates that can get out there and work in the workforce.
 - Students need to get a job because they will have debt.
 - Some interesting programs to address these concerns at the state-level.
 - g. Provost thanked the Registrar for all of her hard work this year. Committee applauded her efforts.
 - h. Budgets – everything that comes to her desk is being reviewed. Even rethinking ordering toner cartridges.
 - For travel, please submit proposals that explain why you need to travel.
 - Provost has asked deans to attend some virtual meetings instead of traveling.
 - Joseph Moreno is new Rio Rancho director. Patrick Wilson is our new director for Online and Extended Learning. This position will serve the entire University.
11. Academic Policies Subcommittee Update
- a. Retro-add/drop process & policy [Senate charge] (policy draft) – no update.
 - b. Definition of Hardship - Action item
 - Policy modified as discussed at previous meeting.
 - **MOTION** made to approve definition of hardship. Motion seconded. Vote unanimous. Motion passes.

- Committee voted to decide what to do with the policy – send to Senate, send to VPAA, send to both?
- **MOTION** made to send the definition to both Senate and VPAA simultaneously. Motion seconded. Vote unanimous. Motion passes.
- Committee thanked Dr. Heflin for drafting the definition.

12. New Senate charge re: ASN and ADN degrees

- a. Transfer Credit policy – Action Item
- b. Chair was mistaken at previous meeting. A revised policy was not sent to the Senate. It was tabled during Fall 2018.
- c. Chair sent members latest version of policy and opened floor for discussion.
- d. Remaining concerns about ACE’s recommendations (e.g., Straighterline).
- e. Faculty concerned that these courses would be transferred into the University and applied toward an academic program without faculty input.
- f. Suggestion to remove the word “accredited” from the policy as it pertains to ACE.
- g. One member said their department would prefer to leave in the exclusion of remedial, technical and vocational credits.
- h. Suggestion not to name the recommending body (i.e., ACE). However, Provost shared, if we remove ACE, we would be in violation of some agreements we’ve made. Sometimes colleges simply list what they will accept which might eliminate confusion.
- i. Suggestion that if the course (e.g., Straighterline) is counting for the Core, it’s probably okay. We should respect what programs want to do when counting these courses for their programs.
- j. Some concern that if one program accepts these courses, but then the student changes their major, the new program would not know the student took this type of course. Registrar explained we already do that when we accept an AA degree. If the student took a Straighterline course during the course of their AA degree, then we also “accept” the Straighterline course.
- k. Registrar pointed out other schools teach courses just like Straighterline and we already transfer in those credits.
- l. Also wanted to remind faculty that we have “traditional” students and the post-traditional students. Perhaps our transfer credit policy should state that traditional students cannot take these types of courses, but we also need to make sure we are meeting the needs of the adult learner.
- m. Faculty could also decide to accept these types of courses but require higher grades (e.g., an “A” or “B” grade only).
- n. Provost suggested we continue not to accept “life experience” or experiential learning credits.
- o. A suggestion to tag these types of courses in Banner so faculty are aware. It’s important that programs have an opportunity to decide whether to accept these courses in their programs.
- p. Registrar says it is possible to program Banner to allow the courses to be brought in for the Core, but they will not populate into the academic program automatically.
- q. Registrar reminded the committee that all the courses will be allowed to be transferred in seamlessly based on the new HED initiative. So, if other universities allow Straighterline courses to count toward their core, we *will* accept those courses when the student transfers. These transfer courses will not be “flagged” as Straighterline, military or anything else.

- r. Recommendation that we change the language focused on 300-400 level courses to include lower level courses also if they count toward a major.
 - s. Discussion tabled until the next meeting.
13. School of Business Entrepreneurship Concentrations – Discussion Item
- a. Dr. Sanchez, Dr. Chen and Dean Romero attending meeting to discuss.
 - b. 24 credit hours for undergrad concentrations, 9 credits hours for grad concentrations.
 - c. No new courses needed for these concentrations.
 - d. No additional monies needed.
 - e. Some errors on forms. Dr. Chen will correct and resubmit.
 - f. Some questions about the proper form to use for Concentrations. Not clear because technically it's not a “new” program.
 - g. The Core is the same for all BBA and MBA tracks, only the 5 concentrations are different.
 - h. Program asked current students about their interest in entrepreneurship. Found about 77% of their students are interested.
 - i. Program demonstrated a diversity of need for an entrepreneurship concentration.
 - j. Provost asked program to add research demonstrating need to proposal.
 - k. Committee member asked if this concentration is similar, in terms of courses offered, to programs at other schools. Dean Romero said the names might differ, but the courses are very similar.
 - l. Registrar asked if program planned to turn this concentration into a certificate. There seems to be interest in a certificate state-wide. Program said they will probably look at that next year. Certificates do not have to go to HLC.
 - m. AAC will vote on concentrations at next meeting.
14. Language Requirement for International Students (Rivas) – Tabled.
15. Discussion regarding Handbook procedure – Tabled.
16. Senate Charge regarding “developing a new master’s degree” (Returned to Senate for clarification)
17. Straighterline Discussion (Tabled until further notice)
18. Adjournment – 5:02pm.