

ACADEMIC AFFAIRS COMMITTEE MINUTES

Date: April 03, 2019

Approved April 17, 2019

1. Roll Call

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

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

Absent: Blanca Cespedes, Kathleen Gray, Abbas Manafy, Rodney Rock

2. Approval of the Agenda

- a. Added - #3 will be the introduction of Patrick Wilson.
- b. Moved to approve. Seconded. Vote unanimous to approve.

3. Approval of Minutes – March 20, 2019

- a. Some minor corrections from Kathleen Gray.
- b. Moved to approve. Seconded. Vote unanimous to approve.

4. Patrick Wilson – New Director of Online and Extended Learning

- a. Started on March 26, 2019.
- b. From Tennessee Tech.
- c. Previously managed a consortium of 19 colleges – managing online education.
- d. Earned doctorate from Pepperdine University.
- e. He will be housed in Rio Rancho.
- f. Committee asked about a short list of initial goals.
 - HU needs to consider what we want to offer online. Need to look at projected jobs in NM.
 - Social work, CJ, health care, IT seem to be good places to start.
 - Need to think about policies and procedures to ensure quality and academic integrity.
 - Need to think about market and support for students who are “different” from the students we are currently serving. We don’t want to infringe on what we are doing for our traditional students. But we need to think about the adult learner because there is a lot of opportunity there.
- g. Committee asked about working with faculty that might push back a little.
 - He’s been a part of that conversation many times before.
 - He will focus on all students getting a quality education. No one is being shortchanged. Modality should not affect rigor.

- Committee agreed we need to support instructors who do well on-ground and those that do well online. Need to ensure students receive the same education no matter which modality.
- Wilson said we should start thinking about mentioning a need for faculty to teach online in job ads if the University wants to go in that direction.

5. Subcommittee Report

- Undergraduate appeals – No new appeals. The subcommittee has been really patient. Some previous appeals submitted to waive upper-division credits even if student is not within one semester of graduating.
 - Also looked at a petition to waive the 120-credit requirement for graduation. VPAA expressed she was uncomfortable with waiving that requirement. Subcommittee did support the request to waive 1 credit due to hardship.
 - Chair of Subcommittee expressed some concern that the School of Ed might be advising students to submit petitions to waive requirements so they can graduate earlier. Ann Wolf assured committee that some students might be encouraged to waive 1 credit of upper-division credits, but their students are expected to complete the 120 credits.
 - Chair of AAC also expressed some concern about waiving the 120-credit requirement.
 - FOLLOW-UP: HLC actually requires 120 credits for an undergraduate degree. So, these petitions cannot be granted.
 - Committee expressed some additional concerns about lowering the 45-credit upper-level requirements for transfer students. Will add to AAC agenda.
- Graduate appeals – none received.
- Ballen – Dr. Apter’s visit appeared to be successful. No other update.

6. Program Review Schedule and Procedures

- Health/ESS/HPS (Gadsden) – no update.
- University Studies (Wolf) – No response to her email from Dr. Romero.
- Southwest Studies (Rivas) – Gave program until the 12th to respond.
- Women’s Studies (Arshad) – should be ready to present final report at next meeting.
- Computer Science (Heflin) – Subcommittee is moving forward. Will contact the department after this meeting to move forward.
- Engineering (Stead) – Some issues within the program that will result in some changes. So, request to move to Fall 2019. **MOTION** to move this review to the Fall. Seconded. Vote unanimous. Motion passes.
- English (Harrington) – Had Dean’s meeting although Dean was unable to attend. Dean agreed to review the recording. Subcommittee will move forward with writing final report.

7. Academic Policies Subcommittee Update

- Retro-add/drop process & policy [Senate charge]
 - Chair will call a meeting.
- Auditing Policy – Response from Senate

- Senate had two questions.
- (1) Not requiring a student to obtain instructor permission for a 100 or 200 course might create a situation where a student registers as an audit for a class that has a fixed capacity, thereby preventing another student registering for the course that would be taking it for a grade and presumably needing it for graduation.
 - The logic behind this part of the policy was to prevent instructors of 100-level PE courses from having to sign significant proportions of their students into the course. Seemed like an undue burden.
 - Registrar proposed perhaps we need to think about offering these types of courses as “non-credit bearing” instead of auditing, but that is a larger issue. Provost said non-credit bearing courses could bring in more revenue. One committee member wondered how non-credit bearing courses would count toward course load for T/TT faculty.
 - Registrar said we could block these courses for students taking the course for graduation. But that will add another barrier to students wanting to take the course. Seems this could impact enrollments.
 - Anecdotally, there are several PE courses, some fill up, some don’t. Not sure students are unable to take them in a timely manner for graduation. We could offer more on an 8-week schedule. There does seem to be a number of students who need 8-week classes during the second half of the semester.
 - Chair will contact Registrar/OIER for data regarding number of students auditing 100-level PE courses. If it’s a small percentage, we can simply delete this part of the policy.
 - Should also examine how often faculty add students over the cap.
- (2) Why limit the option to change from a credit to an audit to the first 15 days (6 days for short-term)? Leaving it at the current 8 weeks allows more flexibility to work with students facing challenges.
 - Registrar shared this aligns the policy with the current add/drop policy.

8. New Senate charge re: ASN and ADN degrees – no update.

9. Transfer Credit policy – no update.

10. School of Business Entrepreneurship Concentrations – Action Item

- a. Any additional questions? Or a motion to approve the concentration?
- b. **MOTION** to approve. Seconded. Vote unanimous. Motion passes.

11. Language Requirement for International Students (Rivas) – Discussion Item

- a. Jesus Rivas
 - When an international student who speaks a language other than English wants to attend NMHU, they must take the TOEFL test. This test proves proficiently in English.

- However, once enrolled, these students still have to complete the Language Proficiency requirement in Spanish, even though they appeared to have been educated in a different language.
 - Proposal is to waive this proficiency requirement if the student is required to take the TOEFL. Can't we assume that they were educated in their native language?
- b. Concerns:
- The TOEFL does not assess proficiency in the "other" language(s) these students speak. It only assesses their proficiency in English. So, how would we know if they can speak, read, write and comprehend this "other" language? We cannot simply waive the requirement based on the TOEFL.
 - Does NMHU determine if these students have a High School degree in their native language before admitting the student? Do we already use an outside agency that can make this determination?
 - If so, then we might be able to waive the proficiency requirement.
- c. Committee could not answer this question.
- d. **MOTION** to table discussion and invite a representative from the Office of International Students to next meeting. Motion seconded. Vote unanimous. Motion passes.

12. Social Work – Program Revision and New Courses

- a. New course proposals for three electives, Neuroscience in Clinical Social Work, Social Work in Schools, Adolescent Health and Development. Previously offered as special topics. Had sufficient enrollments.
- b. Program change for the electives requirement at the graduate level. Currently wording reads "2 courses *must be taken*" at the 600-level. Would like to change the wording to "*strongly encouraged.*"
- c. Chair asked if accrediting body would care about such a change in the program. Accrediting body not concerned with electives.
- d. Committee member asked why the Curriculum Committee chair signed paperwork and why there were no department/division votes. The School of Social Work does not have departments or divisions, so the Curriculum Committee chair signs forms.
- e. Committee member asked why the class was only 2 credits. All Social Work electives are 2 credits.
- f. This was a discussion item and will be voted on at the next meeting.

13. Communication from the Chair

- a. Election Results – Ann Wolf was elected as the new chair. Kathleen Gray was elected as the new Secretary. Current Chair will meet with Ann Wolf over the summer to ease transition. Current Chair will remain available for first few meetings in the Fall.

14. Communication from the Registrar

- a. Most of common course numbering is in place for the Fall 2019 schedule.
- b. Registrar thanked faculty for their patience.
- c. Encouraged faculty to "gently" contact Registrar with any problems.

- d. Degree Audit will be updated during the summer. It is a huge undertaking. All the changes in common course numbering, which will go back to 2013, have to be built in manually. It will take some time to do this.
- e. Cross-walk that shows what the course numbers were and what they are now is almost done. Will be sent to all faculty.
- f. Enrollment down for summer. Undergrad down by 16%. Grad enrollment up by 9%.
- g. Cleared 656 students for graduation. Does not include 258 awarded in December.
- h. Rio Rancho commencement is on May 9. May 11 for Commencements on Main campus and Farmington.
- i. Created a commencement page on the front page of NMHU.edu. Also included “commencement etiquette.”
- j. Committee member asked about Common Course numbering. Some confusion about the changes to course titles. Are the changes mandatory and permanent? Registrar explained, again, that if departments want their courses to be part of the common course alignment across the state, and part of the Core, they must accept the changes to the course numbers and titles without alteration. It’s an “all or none” package. Some remaining concerns that the changes made by HED may not be an accurate reflection of the courses taught at NMHU.
- k. Regarding the “revise and resubmit” common course numbering/core classes. Dr. Williamson is working on this initiative. It’s not too late to resubmit.
- l. To create a new course which could count toward the core, can we still offer the course as a Special Topics first? Yes, we can still offer Special Topics before making the course permanent. When it’s offered as a Special Topics, the course cannot count toward the core. Then the course should be brought to AAC.

15. Communication from the Faculty Senate (Sandra Gardner)

- a. Discussion regarding the AAC committee. Senate suggested that the AAC should only address items that the Senate sends to them. That is their interpretation of the Faculty Handbook.
- b. Liaison voiced some concerns about how long it takes items to get through Senate.
- c. There was also a heated debate about online courses.
- d. AAC Chair also attended Senate meeting. Senate addressed inquiry made in January 2019 for Senate Executive Committee to meet with AAC to discuss the Handbook. Senate states they did not believe it was their “place” to visit with the AAC, but they invite the AAC to visit with them.
- e. Current AAC Chair stated it was very late in the semester to have a meeting with the Senate to address such a complicated issue. Recommended the Chair Elect to follow-up in the Fall.
- f. Current Chair was also very concerned about terminology used at this meeting. The Senate Chair assured Gadsden in August 2019 that the AAC was not just a “subcommittee” of the Senate but was part of the Senate. At this meeting, the AAC was only referred to as a subcommittee.
- g. Current Chair also concerned when Senate stated they were not “micro-managing” the AAC, but they did want to provide “oversight” for *all* AAC decisions.

- h. Current Chair expressed some concern that we sent the Senate policies in October 2018 and we received feedback last week (6 months later). If the Senate reviews all AAC decisions, how long will it take to approve even minor changes to academic programs? How is this fair to academic programs? Why would this be necessary for minor changes?
 - i. Finally, current Chair was surprised that the Senate felt the role of the Senate liaison was to keep an eye on the AAC.
16. Communication from the Graduate Council (Jesus Rivas)
- a. Grad Council representative asked AAC to review the “inconsistencies” between the Graduate Handok and the Graduate Catalog.
 - b. AAC will review the document shared with committee and discuss at the next meeting.
17. Communication from the Administration
- a. Last week attended the conference of the University of Professional Continuing Education Association. Association works primarily with R-1 universities on adult learning. Discussed some of the new initiatives at the R-1s.
 - b. Hired an Interim director for CTE, Veronica Black. She’s an NMHU alum. Will start April 22, 2019. Will be housed on Main Campus. She will focus on HIPs and other current initiatives.
 - c. ACE – Emailed Michelle Spears who is over their Military Programs. She’s trying to set up a faculty forum in early May. She plans to bring tenured faculty from R-1 with her. Will explain what ACE does.
 - d. Council for Adult and Experiential Learning – she plans to invite them to campus to meet with faculty in the Fall.
 - e. RFP going out soon to solicit bids to do marketing of online programming for NMHU. No final decisions made yet.
 - f. Department of Defense MOU due in April.
 - g. Chair asked about reorganization initiative. Provost said she’s waiting to hear from President.
 - h. Committee member asked about having a second commencement in December. Provost agreed this is something we should think about. We have several students who graduate in December and then are unable to join us for the Spring. It would cost more money to have two ceremonies.
18. Discussion regarding Handbook procedure – see discussion above under Senate report (#15).
19. Senate Charge regarding “developing a new master’s degree” (Returned to Senate for clarification).
20. Straighterline Discussion (Tabled until further notice).
21. Adjournment at 5:00pm.