

ACADEMIC AFFAIRS COMMITTEE MINUTES

Date: April 17, 2019

Approved May 2, 2019

1. Roll Call

Ali Arshad, Edgar Vargas Blanco, Gloria Gadsden, Gil Gallegos, Sandra Gardner, Maria Haase, Bill Hayward, Lara Heflin, Anna Koch, Miriam Langer, Abbas Manafy, Beth Massaro, Tyler Mills, Jesus Rivas, Rodney Rock, Ann Wolf

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

Guests: Keith Anderson, Chien-Chung Chen, Ernestine Clayton, Michael Petronis, Dean Mary Romero.

Absent: Blanca Cespedes, Kathleen Gray, Edward Harrington, Chris Stead

2. Approval of the Agenda. **MOTION** made. Seconded. Vote unanimous. Motion passes.

3. Approval of Minutes from April 03, 2019. **MOTION** made. Seconded. Vote unanimous. Motion passes.

4. Subcommittee Reports

- a. Undergraduate appeals – no new appeals. Registrar shared that HLC does not allow students to complete an undergraduate degree with less than 120 credits. Subcommittee Chair wondered why the AAC received this petition since this is a federal regulation. AAC Chair noted that in the past petitions were first reviewed by Business office, Financial Aid and Registrar. Subcommittee agreed this is a good idea. Subcommittee Chair also plans to draft some guidelines for future use.
- b. Graduate appeals – no new appeals.
 - One dean contacted the AAC chair about the appeals/petitions report with the hope of finishing it soon. But Chair noted that once the AVPAA removed himself from the process, the Deans have been relatively non-responsive.
 - Subcommittee Chair asked what happens to appeals/petitions over the summer. Chair shared that there is typically a small committee that works on various AAC issues over the summer. This summer that committee will consist of the current Chair, the Chair Elect, and the Secretary Elect. Chair will ask for 2 other volunteers at next meeting.
- c. Ballen – no update. Subcommittee Chair will send out a call for proposals in the Fall.

5. Program Review Schedule and Procedures

- a. Health/ESS/HPS (Gadsden Chair) – no update.
- b. University Studies (Wolf Chair) – AAC Chair sent an email to Dr. Romero asking for update.

- c. Southwest Studies (Rivas Chair) – Chair’s email to Dr. Gonzales resulted in him contacting Dr. Rivas with an update. They plan to meet next week. No response from Poli Sci/History.
- d. Computer Science (Heflin Chair) – Subcommittee hopes to schedule a meeting with the program and Dean in near future.
- e. Engineering (Stead Chair) – this program review was moved to the Fall.
- f. English (Harrington Chair) – no update.

g. Women’s Studies Program Review (Dr. Arshad, Chair) – **SUBCOMMITTEE REPORT**

- Committee was made up of Dr. Arshad and Dr. Cespedes.
- Report was well thought out.
- Summarized the state of the current program and the support needed
- Program values laid out clearly. Connected to the University’s core values and four traits.
- The strength of the program - it’s interdisciplinary. It also complements various other programs.
- It’s a minor, but it provides an impressive array of courses.
- Since 2013, the minor has instructed more than 630 students, passing the courses with a C or better.
- Considering possibly offering it as a major.
- Students encouraged to attend local and national conferences.
- Only thing missing from the report was how many students have presented their research.
- The program did a very good job with outcomes assessment.
- Program has 11 full-time faculty, all of whom hold doctorates from top universities. Faculty have widely published in peer reviewed journals.
- The program is actively recruiting new faculty from other disciplines to revitalize the minor.
- Faculty also active in state and local community.
- Program helps to prepare students for graduate school.
- AAC Chair provided some corrections while Committee waited for Dr. Arshad to return (he was ousted from Zoom due to a technical glitch).
 - Chair made the correction that the program is not under the Department of Sociology, Anthropology and Criminal Justice.
 - It’s an interdisciplinary program although the “budget” is in the aforementioned department.
 - Corrected the prefix for the required courses – should be GNDR.
 - Chair also pointed out that the program does not have 11 tenure/tenure-track faculty. Perhaps need to call faculty “affiliated” faculty?
- Dr. Fath continued with areas of improvement. Program plans to focus on student recruitment. Hard to figure out “home base” for recruitment efforts because the faculty is spread across so many departments.

- Dr. Arshad returned and continued. Program has changed the name to make it more attractive and has formed an Advisory Board. The objective of the Board is to recruit.
- They are also discussing ways to track their graduates.
- Also strengthening their relationship with Career Services.
- Program hopes to bring speakers and special guests to campus.
- They will need support from the University to achieve these goals.
- They have made solid plans for next 5 years and they are planning a faculty retreat during Summer 2019.
- AAC Chair asked - how does program plans to turn the minor into a major when only 16 students have minored in it during the last 10 years? Fath mentioned recruitment and the need for a budget and faculty. Plan to highlight how much they have done with no budget to demonstrate the strength of the program.
- AAC Chair suggested possibly identifying a half-time position that could be shared with an established department like English or Sociology. This might allow the program to actually have a permanent faculty member sooner.
- AAC Chair suggested identifying one of the “directors” as a “program coordinator.” This position exists in the Faculty Handbook (or CBA) and they might be able to request release time, at least once, with this title.
- Finally, AAC Chair suggested adding a section on grants received.
- Dr. Fath wanted to add that the program plans to work with the community more in addition to participating more on campus. They plan to be a part of the first Gay Pride Parade in Las Vegas.
- AAC Chair asked why there wasn't an International Women's Day event this year. Dr. Fath shared it would have been on the Friday before Spring Break. This would have negatively impacted attendance.

6. Communication from the Chair – no update.

7. Communication from the Registrar

- a. All updates have been made regarding Common Course Numbering.
- b. All faculty should have the institutional crosswalk sent from Registrar.
- c. A notice has been put on Banner informing students that there have been changes and they should work with academic advisors.
- d. Enrollment is down for the summer and down 19% for the Fall.
- e. Committee member expressed some concern about students calling confused about the new course numbers and titles. Alert on Banner probably not going to be helpful to transfer students.
- f. Registrar stated that advisors are the best way to ensure students are informed.
- g. NMHU is ahead of every other university in NM regarding this transition.
- h. Registrar thanked everyone for their patience.
- i. Degree Audit will be updated during the summer.
- j. Committee member inquired about the process for creating “unique courses.” Right now HED has a process, but NMHU has not created a process. AAC Chair, Registrar and AVPAA will meet soon to create a process.

8. Communication from the Faculty Senate (Sandra Gardner)
 - a. Senate voted to add a signature line for the Senate Chair to all AAC forms. 9
 - b. Senate discussed conflicting language in the catalog regarding transfer credits.
 - c. Senate plans to leave the discretion regarding transfer students in the hands of programs. Final determination was not clear.
 - Committee member asked about the ADN and ASN. It wasn't clear the Senate accepted the recommendation of the AAC.
 - Registrar explained that "technical" credits are listed in two different areas of the catalog.
 - Nursing is working on a matrix to share with the Senate.
 - Committee member asked if Nursing could make an articulation agreement with the two relevant junior colleges in NM.
 - Registrar explained that yes, Nursing could make an articulation agreement or MOU with these colleges. HU must ensure that the general core requirements are met.
 - Registrar also explained that this might no longer be an issue because HED has determined that any student who receives an Associate degree, other than an Associate of Applied Science, will have fulfilled core curriculum requirements. The State will supersede institutional policy.
 - This problem with nursing does need to be addressed considering Nursing provides significant revenue for the university.
 - d. Senate also discussed contingent faculty handbook. The handbook is being worked on by the Faculty Affairs Committee.
9. Communication from the Graduate Council (Jesus Rivas)
 - a. Council has not met since last AAC meeting.
10. Communication from the Administration
 - a. Briefly discussed reorganization. AVPAA Williamson said the process is ongoing. It's not clear what will happen to departments within CAS. A possibility that the current deans of Social Work and School of Education will become "directors."
 - b. Media Arts expressed some concern about their program being renamed.
 - c. The President is making the final decisions. Feedback should be sent to directly to President Minner.
11. Academic Policies Subcommittee Update
 - a. Auditing Policy – Response for Senate – Action Item
 - AAC Chair contacted OIER regarding percentage of students auditing 100-level PE courses. See attached. **MOTION** made to approve response to Senate. Seconded. Vote unanimous. Motion passes.
 - b. Retro-add/drop process & policy [Senate charge] - Tabled
 - c. Transfer Credit policy – Tabled
12. Language Requirement for International Students (Rivas) – Discussion Item
 - a. Guest – Ernestine Clayton from Office of International Students.

- b. RECAP (Dr. Rivas): We have some international students that have to prove they can speak English by taking the TOEFL. The proposal is that if they must prove they can speak English, this means they must speak a different language. Therefore, the language proficiency requirement should be waived for these students.
- c. Two questions for Ms. Clayton:
- How do we, or do we, determine that international students have a high school degree?
 - Ms. Clayton shared that a lot of this is done on a case by case, country by country basis. In many countries, students must take a “school leaving” exam. They must take this exam after they have finished the equivalent of high school. Therefore, using this exam (or similar criterial), HU requires that international students demonstrate they completed high school.
 - Question for Ms. Clayton – does that exam, or any other documents, reflect the “other” language the student speaks? How would HU assess that these students are proficient in this “other” language?
 - Many times, the transcript is in this “other” language and then translated into English.
 - Dr. Rivas suggested the purpose of the language proficiency requirement is to “expose” students to another language. It’s not for proficiency.
 - The catalog does not reflect this idea of being “exposed” to another language. The catalog states students will be able to demonstrate “proficiency.”
 - According to Ms. Clayton, every student that attends HU has completed the equivalent of high school.
 - Question for Ms. Clayton - Are there documents in their file to reflect that they were educated in a different language?
 - If the student was educated in a language other than English, and the transcripts were translated, HU requires both sets of transcripts.
 - **MOTION** – if an international student has to take the TOEFL, and they have the appropriate documentation in their file that indicates they were educated, through high school, in another language (documentation to be evaluated by Office of International Students *and* the Registrar), then their language proficiency requirement should be waived. Seconded.
 - Vote unanimous. Motion passes.
 - Registrar said this needs to go through the Senate because it’s a new policy. She will also need clarification on what HU means by “documentation.”

13. Social Work – Program Revision and New Courses – Action item

- a. **MOTION** made to accept changes. Seconded. Vote unanimous. Motion passes.

14. Graduate Handbook – Tabled until next meeting.

15. School of Business – Minor in Entrepreneurship and course revisions – discussion item
 - a. School of Business making changes to 18 of their courses to align these courses with a state-wide business consortium. The consortium represents all 2-year and 4-year business schools in NM. The consortium ensures that all course titles and descriptions match across the state.
 - b. School wants to add an entrepreneurship minor (the concentration was passed for the undergrad and grad majors previously). This minor would allow any student at HU to minor in entrepreneurship.
 - c. AAC chair recommended they add research to document the need for the minor.
 - d. Committee member identified an error with one of the courses.
 - e. Corrections should be forwarded to Chair before next meeting.
 - f. Discussion item. AAC will vote at next meeting.

16. GEOL Paleomagnetism - new course – discussion item
 - a. Dr. Petronis shared that he’s been building, since 2006, a paleomagnetic rock magnetism laboratory. Used to be a similar facility at UNM but it closed. Dr. Petronis was able to relocate their equipment and has also applied for \$2 million in grant monies to build a facility at HU.
 - b. He has taught this class as a selected topic and as Independent Study/Independent Research courses.
 - c. Other disciplines are also interested in this area of study (e.g., biology, physics).
 - d. Students are really interested in the topic.
 - e. This was a discussion item. AAC will vote at next meeting.

17. School of Ed new course (EDLD 6XXX Educ Res Design for Prac) – Tabled.

18. School of Ed – New Program – Tabled.

19. Discussion regarding Handbook procedure – Tabled

20. Senate Charge regarding “developing a new master’s degree” (Returned to Senate for clarification) – Tabled

21. Straighterline Discussion (Tabled until further notice)

22. Adjournment at 5:00pm.