

1. Roll Call

**Present:** Blanca Cespedes (Natural Resources Management), Sarah Corey-Rivas (Biology), Gil Gallegos (Computer & Mathematical Sciences), Sandra Gardner (Nursing), Katie Gray (Library), Maria Haase (Special Education & Teacher Education), Lara Heflin (Psychology), Kathy Jenkins (Exercise & Sport Sciences), Anna Koch (Counseling & Guidance), Beth Massaro (School of Social Work), Angela Meron (Media Arts & Technology), Rod Rock (Educational Leadership), Ann Wolf (Curriculum & Instruction)

**Absent:** Rebecca Alvarez (Sociology, Anthropology, & Criminal Justice), Edward Harrington (Visual & Performing Arts), Jim Peters (Business Administration)

**Also in Attendance:** Roxane Gonzales (VPAA), Inca Crespín (Registrar), Christina Durán (Dean, School of Social Work), Gloria Gadsden (Outgoing Chair)

**Vacant positions:** Chemistry, English, History & Political Science, Languages & Culture

2. Approval of the Agenda

MOTION made to approve. Seconded. Vote unanimous. Motion passes.

3. Approval of Minutes – May 1, 2019

- Corrections submitted by committee members. MOTION made to approve corrected minutes. Seconded. 10 ayes. 1 abstention. Motion passes.
- Suggestion made to add the committee roster to agenda. Agreed.

4. Subcommittee Reports

a. Undergraduate appeals (Heflin)

No current appeals. AAC Chair will be adding more members to subcommittee as semester progresses.

b. Graduate appeals (VACANT)

New Chair needed. K. Jenkins volunteered to serve as Chair. AAC Chair will be adding more members to subcommittee as semester progresses.

c. Ballen (Heflin)

Nothing to report. Call for Proposals forthcoming.

**5. Program Review Schedule and Procedures**

a. Health/HPS (VACANT)

All new subcommittee members needed. Department faculty states that materials were submitted 2 years ago, edited, and resubmitted. Department is requesting input on review, so that they can move forward. Outgoing AAC Chair reported that feedback was provided to department in summer of 2018, but nothing further was returned from department. Outgoing chair agreed to send most recent AAC version to department. New subcommittee members: S. Corey-Rivas and K. Gray. Chair still needed.

b. University Studies (Wolf)

Chair is the only member of the subcommittee left. She would like to complete the review unassisted. Department has submitted all necessary paperwork to complete the process. No objections made by committee members.

c. Southwest Studies (VACANT)

New subcommittee chair and members needed. G. Gallegos volunteered to serve as chair. New subcommittee members: B. Cespedes and B. Massaro. Previous subcommittee reviewed documents and returned to department for revisions.

d. Computer Science (Heflin)

New member needed. Subcommittee asked for additional information from department. Subcommittee and department chairs will be meeting to discuss moving the review forward. New subcommittee member: A. Maren.

e. The first meeting of next month (September 4) we will be discussing new program reviews to begin in Fall 2019.

**6. Academic Policies Subcommittee Update**

a. Retro-add/drop process & policy [Senate charge]

The AVPAA will be taking the lead on this issue. No changes have been submitted to the Board of Regents. The committee addressing the issue met over the summer to put together recommendations.

b. Transfer Credit policy – Tabled

A recommendation was made to check this and other agenda items with the Senate to see if some of these items have been completed at the Senate level. If so, they can be removed from further AAC agendas.

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

8. School of Ed new course (EDLD 6XXX Research Interpretations for Practitioners) – Withdrawn

9. School of Ed – New Program – Withdrawn

10. Communication from the Chair (Wolf)

- The Chair is based out of the Rio Rancho location, therefore AAC meetings taking place on the third Wednesday of the month will be held in Lora Shields room 329. Meetings taking place on the first Wednesday of the month will be held in Rio Rancho room 203, where members are welcome to meet. During these meetings, the Secretary will Zoom the meetings from Lora Shields room 329 should any members wish to join from there.
- Any forms or changes to the agenda or discussion items must be submitted to the Chair by the Friday morning before the meeting. All forms must be complete.
- Chair was waiting for this first meeting to determine final roster for the committee. She will now grant Sharepoint access to new members and remove individuals who have left the committee.

11. Communication from the Registrar (Crespin)

- The representative from the Registrar's office stated that they will soon be advertising for a Transfer Credit Coordinator position.
- Several committee members expressed their admiration for the way the current staff of the Registrar's office has managed the department during this time of great change.
- Question from the committee concerning degree audits. There appears to be some uncertainty about what constitutes a science or science-related minor for fulfillment of the B.S. degree requirements. Currently, math is not recognized as a science minor on the audit. A committee member suggested looking at older editions of the catalog, which contained more detailed policy information. Any policy not officially rescinded is still in effective, despite no longer being listed in the catalog. Several members agreed to check older editions for additional information.
- Degree audit is now updated with new course numbers, but lists both old and new numbers.
- Question from the committee concerning transfer agreements. Do departments need to fix the course numbers in articulation agreements? Registrar states that this should be part of the crosswalks that were created. However, departments

should review their articulations and make sure all numbering looks correct. VPAA reminded the committee that HED (Higher Education Department) is holding off on new articulations until course numbering is finalized state-wide.

**12. Communication from the Faculty Senate (Gardner)**

- Have not met yet this semester.
- At the meeting of May 8, representative presented information on the nursing program. The Senate requested a matrix on nursing programs. The AAS in nursing is not currently accepted at NMHU.

**13. Communication from the Graduate Council (VACANT)**

- Representative needed.
- L. Heflin volunteered to either serve as representative or to get a report from the Graduate Council Chair to submit to the committee.

**14. Communication from the Administration (Gonzales)**

- VPAA's office has finalized the last few program reviews awaiting their approval.
- Faculty contracts are continuing to come in. There were many late hires, including per-course faculty.
- Posting for the Registrar position is up.
- CAS (College of Arts and Sciences) Dean position has been posted.
- Question from committee concerning the hiring of tenure/tenure track positions. Are these complete? Yes. VPAA would like to fill all tenure track faculty lines. Conversation ensued concerning mapping out all tenure track lines and clarifying issues with those that have been filled in the interim with temporary or per-course staff.
- Question from the committee concerning presentations on enrollment and other pertinent issues. Will these be made available to the AAC? VPAA will send pertinent documents to Chair for dissemination via Sharepoint. Registrar's office shared current enrollment figures: 2706, which is an 11.7% decrease from Fall 2018.
- Question from the committee concerning the recent discovery of over 100 graduate applications that were never processed. VPAA stated that all hands are on deck attempting to triage the situation. Error was the result of staffing issues. Problems such as this are a result of too much work being done manually. VPAA believes staff should be cross-trained, so that work can continue smoothly if there are absences or staffing problems. Discussion ensued about quality control issues. VPAA believes that

implementation of Slate for processing graduate applications will assist with these issues. The Dean of Social Work mentioned that one way to get around this issue immediately is by registering students as non-degree, so that they can begin taking classes.

- Follow-up question from the committee. Was the new software (Slate) discussed with the faculty before its purchase/implementation? VPAA stated that the decision to use Slate had already been made when she came on board. There is concern from the committee that, in the past, systems were switched over or implemented before they were completely ready. VPAA stated that Slate has been used for Undergraduate admissions for almost a semester and has therefore been tested. VPAA stated that, in general, Beta testing needs to be implemented more often. In the case of Slate, the VPAA is confident in its use.

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

Committee member stated that this item was returned to the AAC by the Senate.

**16. Straighterline Discussion (Tabled until further notice)**

This item was resolved by the Faculty Senate and will therefore be removed from the AAC agenda. Senate voted against Straighterline.

**17. Late Additions to the Agenda (minor items only)**

- VPAA stated that according to the faculty handbook, administration should be submitting materials to the Faculty Senate in writing. Therefore, the VPAA has created a memo system specifically for these items. AAC Chair stated that she is adding a line to all forms for the Faculty Senate to sign off on items before they move to the Provost.
- Question from the committee concerning availability of documents in Sharepoint. When will items be posted? Chair stated that items for the upcoming meeting will be added to Sharepoint by Friday afternoon preceding the meeting.

**18. Adjournment**

- Next meeting: September 4, Rio Rancho room 203
- Meeting adjourned at 4:00 p.m.