

1. Roll Call

Present: Rebecca Alvarez (Sociology, Anthropology, & Criminal Justice), Peter Buchanan (English), Blanca Cespedes (Natural Resources Management), Sarah Corey-Rivas (Biology), Gil Gallegos (Computer & Mathematical Sciences), Katie Gray (Library), Maria Haase (Teacher Education), Edward Harrington (Visual & Performing Arts), Lara Heflin (Psychology), Kathy Jenkins (Exercise & Sport Sciences), Anna Koch (Counseling & Guidance), Beth Massaro (School of Social Work), Jim Peters (Business Administration), Rod Rock (Educational Leadership), Ann Wolf (Curriculum & Instruction); **Vacant positions:** Chemistry, History & Political Science, Languages & Culture

Absent: Sandra Gardner (Nursing), Angela Meron (Media Arts & Technology)

Also in Attendance: Christina Durán (Dean, School of Social Work), Gloria Gadsden (Previous AAC Chair), Roxanne Gonzales (VPAA), Brandon Kempner (Interim Dean, College of Arts and Sciences), Benito Pacheco (Director, Academic Support), Ian Williams (Associate VPAA)

2. Approval of the Agenda

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

3. Approval of Minutes – August 21, 2019

Corrections submitted by members. MOTION made to approve corrected minutes. Seconded. 12 ayes. 2 abstentions. Motion passes.

4. Subcommittee Reports

a. Undergraduate appeals – (Heflin)

One appeal received, which initially looked straight forward but is complex. Additional information was requested and received from student, Financial Aid, and Business Office. Information has been sent to committee, with a vote to come. The subcommittee chair will send the votes to AAC Chair. The subcommittee chair will write up rationale for the vote and send to Associate Vice President of Academic Affairs

b. Graduate appeals – (Jenkins)

One appeal received. Subcommittee was unanimous in its vote. The result was sent to AAC Chair. Thanks to all members for voting.

c. Ballen – (Heflin)

Needs new committee, preferably 4 more members. New subcommittee members: Peter Buchanan, Blanca Cespedes, Gil Gallegos, Sarah Corey-Rivas.

5. Program Review Schedule and Procedures

a. Health/HPS – (need Chair, Corey-Rivas, Gray)

Committee member from Health/HPS reports that the Department Chair says he has the information from the AAC subcommittee. The department will be meeting next week to discuss the information.

b. University Studies (Wolf)

Chair of the subcommittee is finishing the review.

c. Southwest Studies (Gallegos)

Chair does not have materials yet but will contact the department soon.

d. Computer Science (Heflin)

Chair will be meeting with Department Chair next week to go over the review and decide on course of action moving forward.

New Program Reviews (Fall 2019) – Committees needed to be formed

e. First Year Experience

New subcommittee members: Edward Harrington, Maria Hasse, Rebecca Alvarez

f. Forestry (review completed after accreditation)

New subcommittee members: Peter Buchanan (chair), Katie Gray, Lara Heflin

g. Native American Hispano Cultural Studies

New subcommittee members: Kathy Jenkins (Chair), Rod Rock, Gil Gallegos

h. General Engineering AA

New subcommittee members: Ann Wolf, Kathy Jenkins, Anna Koch

6. School of Education program revision (Curriculum and Instruction) – discussion item

- Chair temporarily ceded control of meeting to Secretary, since she was presenting on behalf of her department.
- Last fall, common course numbering was going on for 100/200 level classes. When a vote came to AAC concerning the GNED courses being changed to EDUC, the prefix was added to all classes, including Graduate level courses. Delineation was not made for different tracks, so there is confusion about which ones are teacher education courses and which ones are curriculum courses. The department is requesting to go back to the GNED designation just for the graduate-level core courses. The change is proposed to go into effect in spring.
- Question from the committee concerning other departments affected. Committee member notes that this change makes sense. However, the revision proposal states that Education Leadership and Special Education will be affected by changes. Could the department secure letters of support from these programs? Department will look into this. It was also noted by the committee that obtaining letters of support from affected programs/departments used to be standard practice for proposals.
- Question from the committee concerning statewide standards. What are other universities in New Mexico doing with their Curriculum & Instruction courses? Are they using the EDUC designation? Department representative stated that other universities only changed their 100/200 level courses. Associate VPAA stated that it is also his understanding that the alignment only took place at the 100/200 level.
- Question from the committee concerning course designation. If the department goes back to using the GNED designation, will they be going to a 4-digit course number or stay with the 3-digit. Department representative states that the numbers have already been changed to 4 digits and will stay that way. The revision proposal lists them under the 3-digit code only because that is what is currently stated in the catalog.

- Secretary ceded control back to Chair after discussion.

7. Communication from the Chair (Wolf)

- Currently, there is a line item on AAC forms for the registrar to review and sign off on requests. The interim registrar is already overwhelmed, so the Chair suggested making the registrar's approval optional or to remove it altogether. The Chair has received feedback from departments that the current system is slowing down the review process. The Previous Chair stated that the signature is currently a requirement, but this form was not sent to the Senate for approval.
- Comment from the committee that there should be no signature on the AAC forms except for the department vote and the department chair's approval. The Dean's signature was never required in the past. It is not uncommon for faculty to support a proposal while admin does not. The Registrar and the VPAA are guests at the AAC and should monitor only. The succession of approvals should be: faculty vote, department chair signature, AAC approval, and then onward.
- The Chair stated that a line item for the approval of the Faculty Senate Chair should be added to the documents.
- The Previous Chair mentioned that there had previously been a line for Senate approval, but it was somehow removed.
- The VPAA spoke with the interim Registrar who also had a question about the necessity of signing off on AAC documents. VPAA stated that the documents should be seen by the Registrar and VPAA only as a means of alerting them to possible changes.
- Comment from the committee stating that the Registrar should never be asked to review forms before they are seen by the AAC.
- Suggestion from the committee that the forms be modified in accordance with this discussion and brought before the committee to be reviewed and approved.
- Request from the committee that the previous forms (those used BEFORE the current forms) be available for the committee to review. The AAC Secretary will contact the Faculty Senate Secretary to see what forms were last approved by the Senate. The Previous Chair stated that the last time the forms were changed, they were approved at the AAC level only.
- The Chair also stated that she is now the liaison from the Senate to the AAC.

8. Communication from the Registrar (Crespin)

Not present

9. Communication from the Faculty Senate (Gardner)

Not present. Report submitted in absentia. [The below bullet points are a direct quote from the Representative and not the Secretary's summation.]

- Communication from the President (Dr. Minner). He is working on getting all parties to come together to address current issues at NMHU. They hired a HR firm to review concerns related to the charges brought by the Faculty Senate. He is also looking at budget issues (extractions and non-reoccurring, money. Dr. Minner will play a larger part in the Faculty Senate.
- Communication from Administration, Dr. Gonzales. Her office is working with students who are trying to be readmitted. Possible new programs to consider: Growing hemp (Forestry, agricultural, business departments). Regarding the Graduate office and unprocessed graduate applications: they are reviewing all the applications (approx.. 130) and contacting potential students. The Registrar search is still open.
- Communication from the Chair, Dr. Tamir included speaking to the 2 alleged violations that were sent out earlier involving Dr. Lail, Dr. Gonzales and Dr. Minner. Dr. Tamir is looking for volunteers for a Strategic Planning Committee before the reorganization. She is also looking for volunteers to serve on summer programs on campus to bring students to campus.
- Dr. Wolf will be the new liaison between the AAC and FS.
- Old business: they are asking that faculty review the Graduate Handbook before publication.
- Six faculty will serve on the CAS Dean search committee.

10. Communication from the Graduate Council (Heflin)

The Graduate handbook is forthcoming. The Representative recommends that AAC review it. The Representative does not yet have a copy.

11. Communication from the Administration (Gonzales)

- The American Council on Education will be offering informational sessions at the Main Campus, Santa Fe, and Rio Rancho to provide details on their course evaluation process. They will be bringing one of their faculty members with them.
- Evaluations are due on September 6.
- Sabbatical notifications are also due.
- For departments wishing to start new programs, the next board meeting is October 25. This is a lengthy process, so be aware that materials must be submitted by mid-spring for potential Fall programs.
- The VPAA will be sending a number of proposals to the Faculty Senate.
- Graduate applications: Yield rate: 68% of student applications converted to admittances. Typical yield rate: 72-79%. Slate will be used to process Graduate applications beginning on September 16.

- Director of Academic Support stated that the matriculation rate has been 30-35% since the introduction of Slate. Prior to Slate, the rate was 14-20%.
- Reiteration of a previous request from a committee member that enrollment data be brought to each AAC meeting.
- VPAA stated that enrollment data is sent to Deans and perhaps should be forwarded to all department heads and faculty.
- Reminder from committee member that the AAC is the primary body that should be discussing enrollment and current trends.

12. Late Additions to the Agenda (minor items only)

3:45 Committee goes into Executive Session.

3:51 Executive Session ended.

No motions were made or votes taken during Executive Session.

MOTION made that the Registrar recognize the policy concerning which disciplines are eligible as a minor for the Bachelor of Science degree on the Degree Audit, as delineated in previous student handbooks, to wit:

“The science fields are biology, chemistry, environment science, engineering, natural resources management, geology, computer science, mathematics, physics, psychology, and sociology/anthropology.”
[See 2003-2005 Undergraduate Catalog, page 257.]

Seconded. Unanimous vote. Motion passes.

13. Next meeting

September 18, Lora Shields Room 329*

14. Adjournment

Meeting adjourned at 4:00 p.m.

Draft submitted to Chair by K. Gray; 10 September 2019