

1. Roll Call [Meeting called to order at 3:08]

Present: Peter Buchanan (English), Blanca Cespedes (Natural Resources Management), Sarah Corey-Rivas (Biology), Gloria Gadsden [for Rebecca Alvarez] (Sociology, Anthropology, & Criminal Justice), Gil Gallegos (Computer & Mathematical Sciences), Sandra Gardner (Nursing), 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), Angela Meron (Media Arts & Technology), Jim Peters (Business Administration), Rod Rock (Educational Leadership), Ann Wolf (Curriculum & Instruction); **Vacant positions:** Chemistry, Languages & Culture

Absent: Elaine Rodriguez (History & Political Science)

Also in Attendance: Inca Crespin (Registrar), Christina Durán (Dean, School of Social Work), Roxanne Gonzales (VPAA), Brandon Kempner (Interim Dean, College of Arts and Sciences), Benito Pacheco (Director, Academic Support), Orit Tamir (Anthropology), Ian Williams (Associate VPAA)

2. Approval of the Agenda

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

3. Approval of Minutes – September 4, 2019

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

Request from the committee to list all departments/programs, including those whose seats are vacant. Example: Special Education is not listed in roll. Suggestion to compare roll list to information from Provost's office.

4. Subcommittee Reports

- a. Undergraduate appeals – (Heflin)

Another appeal was received. Subcommittee voted and result was sent to AVPAA. Thanks to everyone. This is the second of the semester which seems more than usual.

An earlier appeal brought up policies regarding disenrollment. There are different policies for spring/fall and summer semesters, but the student handbook does not make that apparent. This policy difference could cause problems. Would like the AAC to take up this issue?

AVPAA: Must investigate what has been happening with this issue.

b. Graduate appeals – (Jenkins)

An appeal has been received. The chair encourage the subcommittee members to review and respond.

c. Ballen – (Heflin)

Subcommittee held and discussion and determined there are funds available. Call for Proposals has been distributed. Deadline for proposals is mid-November; feedback by 11/26.

5. Program Review Schedule and Procedures

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

P. Buchanan volunteered to serve as Chair.

b. University Studies (Wolf)

Chair is still working on the review.

c. Southwest Studies (Gallegos, Massaro, Cespedes)

Chair will call a meeting with committee next week.

d. Computer Science (Heflin)

Subcommittee Chair met with Department Chair and reviewed recommendations of the subcommittee. Subcommittee Chair recognized that the review is challenging for the department due to staffing shortages. The department is requesting further information from the Office of Institutional Effectiveness and Research.

New Program Reviews (Fall 2019) –

- e. First Year Experience (Harrington, Haase, Alvarez)

J. Peters will serve on this subcommittee instead of R. Alvarez. E Harrington will serve as Chair.

- f. Forestry (review completed after accreditation) – (Buchanan (Chair), Gray, Heflin)

Chair contacted the department. The department is in the final step of the accreditation process, which will go to review in October. Information has been forwarded to the subcommittee from the department.

- g. Native American Hispano Cultural Studies – (Jenkins (Chair), Rock, Gallegos)

AAC Chair will contact the department to notify them that their program review will commence this semester.

- h. General Engineering AA – (Wolf, Jenkins, Koch)

R. Alvarez will serve on this subcommittee instead of A. Wolf. K. Jenkins will serve as Chair.

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

- Chair temporarily ceded control of meeting to Secretary, since she was presenting on behalf of her department.
- No further questions or discussion of item from the committee.
- MOTION made to approve program revision. Seconded. Vote unanimous. Motion passes.
- Secretary ceded control back to Chair after vote.

7. Department of Anthropology – Professional Online MA in Cultural Resource Management (CRM) – (Tamir) – discussion item

- O. Tamir gave a review of the program proposal, including:
 - CRM is main source of employment for anthropology and archaeology professionals with Masters and above.
 - This program was originally designed as a MA but was changed to a certificate program due to new program freezes at the state level.
 - Involved faculty will have academic freedom regarding mode of teaching.

- There are just a handful of programs like this around the country and none in New Mexico.
- CRM requires a regional specialty.
- This program uses courses already offered at NMHU. Therefore, there is no need for new courses or faculty. The Anthropology Department is offering at least 2 graduate courses online already. No new resources will be needed. This will mean more people populating classes that are already offered. The Department does not expect a huge student population, but will be steady and does fill a need.
- There is a requirement for CRM for oil and gas projects. NM has the highest projected growth rate for this profession nationally. Aimed primarily at people already in the field, but will not reject anyone wishing to enter the field.
- Course work mimics the Southwest Studies courses, but the program is not aimed at poaching students from Southwest Studies.
- There has already been interest from the Navajo Nation for collaborations, such as internships. There is also a possibility of collaboration with Fort Lewis College, which does not offer a Master's degree and could create a pipeline of students coming to NMHU for graduate work. (Ft. Lewis information has been forwarded to VPAA.)
- Students will be able to complete the program in 2 years; they can either take field work course offered by NMHU or do their own and submit a paper.
- Statement from committee thanking Dr. Tamir for submitting a proposal that includes a needs assessment.
- O. Tamir mentioned that the department will be collaborating with Forestry and Geology faculty, who are prepared to offer courses in this degree. There is also an opportunity to include classes in small business in the future, and there are options for expansion and inclusion of other existing programs.
- Question from committee: Will there be a live component? O. Tamir teaches live via Zoom.
- Question from committee concerning whether workshops and field experiences would be useful. O. Tamir stated that field experience component is necessary.
- Comment from AVPAA: He believes HED will probably not require an approval because there are no additional resources, but HLC will.
- Question from the committee regarding how the field practicum will work. O. Tamir stated that students will have option to take NMHU's field school or there are potential collaborations with CRM agencies to create opportunities for field experiences. Students could potentially submit reports that they do for their job as part of their field experience.
- O. Tamir also stated that the Director of the New Mexico Center for Archaeology has stated that many state employees need to take continuing education courses. This has been brought before the provost twice. These are potential students to increase enrollment.
- Question from the committee concerning non-degree seeking students. Previous policy stated that non-degree seeking students cannot take 600 level

course. So, for the sake of continuing education, do we need to examine this policy? AVPAA: Does not know if that's the policy, but there are a number of policies that could be reexamined if we are stopping people from attending.

- Archaeology search is being run; trying to get a new hire quickly. The collaboration with Fort Lewis could bring in two more archaeology faculty.

8. Communication from the Chair (Wolf)

Nothing at this time.

9. Communication from the Registrar (Crespin)

- Reiterated 9/25 as call for new schedule.
- Enrollment numbers: down 8.8%.
- Question from the committee. Is there a move by administration to look at second 8-week classes, intersession classes, etc. so we don't finish semester at a lower enrollment? AVPAA stated that is being looked at, but he doesn't know if there is more being offered than previous years. A suggestion was made that the Provost direct Deans to discuss this with their faculty and that there should be a more concerted university-wide effort. B. Pacheco stated that graduate student enrollment is down 12%. I. Crespin stated that the VPAA has mentioned offering other types of Associate's degrees as a way of adding more students. AVPAA stated that retention is higher. B. Pacheco stated that the current retention rate of 55.1% is the highest we've seen in 8-9 years and that we have a higher graduation rate.
- Question from the committee. How many students that we currently have probably need to drop classes because of early alert and how much do we need to add to make up for that? B. Pacheco stated that he cannot provide specifics at this time but will provide more details later.
- Question from the committee. Could the decrease in upper level students be due to an increase in our tuition levels? Do we have any tools for assessment? Is it a question for student senate? B. Pacheco stated that there has been a sharp decline in out of state students.
- Comment from the committee. The university used to create a report of number of classes offered. A comparison of the number of courses offered from each department would be useful. AVPAA stated that we should look at the relationship between enrollment and programming.

10. Communication from the Faculty Senate (Gardner)

- Very brief meeting. Nothing specific to AAC.
- Bookstore: There are problems with unavailability of books. There was no resolution, just different concerns and issues being raised. The nursing

- program has relationships with publishers that give a discount and free shipping to students.
- ACE transfer of credits meetings: Each department has their own criteria and will use their judgment.
 - Joe Gieri (Head of ITS) talked about Brightspace, specifically the issue of faculty evaluations. Unauthorized people are getting into Brightspace, so results of evaluations could not be considered genuine. No resolution at this time.

11. Communication from the Graduate Council (Heflin)

- Graduate handbook is going to be an action item at next faculty meeting.
- There will be a meeting of the council this Friday.
- P. Buchanan agreed to take over as AAC representative.

12. Communication from the Administration (Gonzales or Williamson)

- Governor's Council:
 - Announced plan for free education for higher education. Proposal must go through Legislature.
 - NM Opportunities scholarship looks to fill the gap after all other options are satisfied.
 - 4-year degrees for in-state students. Also looking for returning adults, dual credits, and community college.
 - This will hopefully will lead to an influx of students, and can we handle it if it does? What does it mean for our offerings?
 - No details to be had from legislators. Work force training included.
 - Question from the committee. Many students already know about the plan and are asking if the program will be retroactive. VPAA stated that this is for first-time students only. The full details are not yet available.
- Sabbatical: Deadlines for notifications are coming up.
- Slate:
 - AVPAA reported that Slate is up and running for graduate admissions; 18 applications first night it went live.
 - VPAA stated that we need to have some hands-on interaction for grad students and transfers. Notices that students are interested are no longer being sent to departments.
 - Comment from the committee that people being sent to NMHU for the alternative licensure program and are not receiving replies. VPAA stated that these fall under the graduate umbrella. We can spread the word that people can start submitting applications again.
- Chile roasting at the SUB extended to 7:00.
- Question from the committee for the AVPAA concerning the status of graduate applications submitted before Slate went live. AVPAA stated that there are still

- a few being processed. Staff are going back to the applicants and asking if they are interested in Spring enrollment. VPAA stated that they are looking at streamlining the process. AVPAA stated that we have to look at how Slate handles different programs having different admission processes for Graduate applicants. Can we somehow dial that in to Slate? So, some of the process is being automated, but coordinating the process can be challenging.
- Question from the committee. How will chairs access graduate applications? AVPAA stated that there is a folder in Slate for each program that have the apps for the program to evaluate. Followup question: How will departments be notified? C. Durán stated that the designated person in the department will receive a notification. AVPAA stated that this is a work in progress and they will work with the Director of Recruitment and Admissions to make it work better (for example, whether you want to receive batch vs. individual notifications). VPAA stated that the Director of Recruitment and Admissions needs to get out to the departments to find out what their needs are.

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

- I. Crespin: Follow up to earlier question concerning non-degree seeking students. Non-degree students can take 600 level courses. Question from the committee. When did that change and can faculty be advised?
- Ian: can we offer developmental courses and also terminal degree programs? Based on old funding formula. No longer applies (per the state).
- Comment from the committee that students shouldn't be able to take a 500-level course without having a Bachelors degree. Discussion ensued.
- Request from the committee to Administration. Please provide us definitions that were last approved for the various class levels.
- AVPAA stated that GNED almost approved for Highlands. There are 5 last classes on slate for October.
 - Academic Affairs had said they would not approve new programs, but they will be. Math for non-majors could be a good course offering.
 - Comment from the committee that not all the common course alignments were accurate to the course.
 - AVPAA stated that can be changed quickly. If a course is not aligned properly and the department wants a unique number, Academic Affairs can withdraw alignment and apply for unique course number.
 - Question from the committee. Should this come before AAC? AVPAA doesn't think so. VPAA thinks so because it involves a change to the catalog. AAC Chair recommended department submit a course revision form.

14. Next meeting – 10/2/19

October 2, Rio Rancho 203

15. Adjournment

Meeting adjourned at 4:45 p.m.

Draft submitted to Chair by K. Gray; 27 September 2019