

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), Angela Meron (Media Arts & Technology), Jim Peters (Business Administration), Elaine Rodriguez (History & Political Science), Tatiana Timofeeva (Chemistry), Ann Wolf (Curriculum & Instruction); **Vacant positions:** Languages & Culture, Special Education

Absent: Sandra Gardner (Nursing), Rod Rock (Education, Educational Leadership)

Also in Attendance: Inca Crespín (Registrar), Christina Durán (Dean, School of Social Work), Gloria Gadsden (Sociology, Anthropology, & Criminal Justice), Mariah Fox Hausman (Media Arts), Brandon Kempner (Interim Dean of CAS), Benito Pacheco (Director, Academic Support), Roxane Gonzales (VPAA), Orit Tamir (Anthropology), Ian Williamson (AVPAA)

2. Approval of the Agenda

Item #13 added to discuss reclassification of classes for HED alignment
MOTION to approve agenda as amended. Seconded. Unanimous vote. Motion passes.

3. Approval of Minutes – September 18, 2019

MOTION made to approve minutes. Seconded. Unanimous vote. Motion passes.

4. Subcommittee Reports

a. Undergraduate appeals (Heflin)

Two more appeals have been received. One has not yet been circulated. One is a grade appeal. The Chair spoke with the AVPAA about how to handle this type of appeal. They agreed that the AVPAA's office is most appropriate for storage of appeals and communication with students once the appeal is resolved.

AVPAA speculated that the term “resolved,” in this case, is ambiguous. Discussion ensued concerning the state of appeals. Appeals seem automatic, which is perhaps how it should be. AVPAA stated that the policy states that appeals go to AAC, but not specifically to the appeals subcommittee. Statement from a committee member that this policy is listed in the older course catalogs. The Chair of the Undergraduate Appeals Subcommittee noted that this is the second time it has come up that there was insufficiently specific language in the current catalog and the subcommittee had to go back to older catalogs. AVPAA stated that there is no clear indication of who is communicating and recording the final decision of the appeals process. Statement from a committee member that the policy used to say it was the VPAA, so it makes sense that they are stored there.

b. Graduate appeals (Jenkins)

One appeal concerning student being reimbursed for a class. Issue centers around printed policy versus what is available online. Online material suggests that student could possibly get a full refund, but the policy of the university is not the same. The Chair is communicating with the AVPAA to determine what information was available to the student at the time of the request. The subcommittee members would like the student to get a full refund (they have already received 75%).

c. Ballen (Heflin)

No submissions received yet, which is normal this early in the process. Deadline is 11/15. Chair asked committee members to take the information back to their departments.

5. Program Review Schedule and Procedures

a. Health/HPS (Buchanan)

Chair contacted the department but hasn't received any documents. Chair pointed out that there is a more recent set of approved procedures (from 2018) than was sent out.

b. University Studies (Wolf)

Chair is still working on review.

c. Southwest Studies (Gallegos)

Chair is still working on review and will be calling a meeting next week.

d. Computer Science (Heflin)

Chair has nothing to report at this time.

e. First Year Experience (Harrington)

Chair spoke with L. Bustos last week. He is working on putting the materials together and hopes to have them completed by the end of the month.

f. Forestry (review completed after accreditation) (Buchanan)

Accreditation will be completed later this month.

g. Native American Hispano Cultural Studies (Jenkins)

Chair hasn't yet contacted the department; waiting for AAC Chair to inform the department of their review.

h. General Engineering AA (Jenkins)

Chair hasn't yet contacted the department; waiting for AAC Chair to inform the department of their review.

6. Academic Policies Subcommittee

Discussion ensued concerning a discrepancy in the way Academic Integrity cases are currently handled.

P. Buchanan reported that the Registrar has sent 3 academic integrity appeals to Student Affairs Committee. The PDF and HTML instructions for the handling of these cases are different. It appears the policy and handbook had been changed, but it does not appear that this was voted on by AAC or Faculty Senate. The Faculty Handbook specifically gives AAC purview of this process.

VPAA stated that Gloria Gadsden sent the appeals to her. VPAA spoke with Kim Blea and stated that this issue is under the purview of AAC.

AVPAA clarified that what he brought before the AAC last year concerned hardship petitions, not academic dishonesty.

K. Jenkins stated that this is a conflict within the faculty handbook, so this should be the business of the Faculty Senate. Therefore, the AAC should not discuss the issue until they have ruled on the matter.

L. Heflin stated that the AAC briefly formed a subcommittee to address this issue, which was dissolved when the issue was sent back to Faculty Senate.

G. Gadsden confirmed that the subcommittee was dissolved. The handbook specifically says it is the purview of the AAC.

AAC Chair stated that nothing further needs to be done until Faculty Senate votes on the issue.

7. Department of Anthropology – Professional Online MA in Cultural Resource Management (CRN) – action item

MOTION made to approve new program proposal. Seconded. 15 ayes. 1 abstention. Motion passes.

8. Communication from the Chair (Wolf)

- Reminder to submit items for the agenda to the Chair or the Secretary by Friday morning preceding the AAC meeting.
- Question from the committee: In the degree audit, it does not seem to recognize some classes. Have all courses been included in the degree audit?

Comment from the committee concerning degree audit. A Fine Arts student took a course that counts as an elective, but after the changes in course numbers, it was not counted on her degree audit. It appears that the common course numbering might not catch courses from other departments that should count as electives in the degree audit.

- Comment from the committee concerning courses in Brightspace. A faculty member reported that a course was deleted from Brightspace this week, but the faculty was not notified. Is there a policy of notification if material is to be deleted?

Comment from another committee member concerning this issue in her department. There are two courses that have similar titles but different content. One course is a prerequisite for every other course. The other course is the required first course for all health students. The chair received an email saying that the courses were being changed. One class was erased and changed into the other class. In the middle of class, the entire course disappeared from Brightspace and a new course was created. The department has been in contact with the VPAA's office. The department was notified of the change, but not consulted beforehand.

Comment from M. Hausman providing context. Her class has been deleted from Brightspace, including all grades and course materials. ITS is working to restore the class materials.

AVPAA stated that this is the result of a cascade of events. Back in August, AVPAA sent to the Registrar a list of courses that had been aligned (and which had been cleared by the department chairs). Those alignments didn't happen at the beginning of the fall. A member of the Registrar's office acted on those alignments mid-semester without the direction of AVPAA. These created empty shells in Banner. AVPAA has asked the Registrar's office not to do any further alignments. This will have to be figured out to make sure classes aren't interrupted.

Comment from a committee member that the department Chair and faculty of the Department of Exercise and Sports Sciences met with the previous Registrar for 3 hours and outlined what was inappropriate and what shouldn't be changed. The department members thought the Registrar had fixed these issues.

AVPAA stated he met with the Chair of that department and discussed all the class alignments that were unresolved.

Committee member stressed that we need to ensure this does not happen again. Some faculty have lost a full week of instruction. In the case of M. Hausman, her entire class is gone.

AVPAA stated that he does not believe the class materials have disappeared.

Question from M. Hausman asking if there is a sense of urgency surrounding this issue.

VPAA stated that there is a huge sense of urgency. 1. Management of the course LMS is an issue. There should be another server where the materials are stored. VPAA intends to speak with the head of ITS to find out if we are backing up our files. 2. We should be able to go in while the course is live and make changes on the back end without disrupting the class. Is that a possibility for Brightspace? There should be an option to make changes and have them go live at a later date.

Follow-up question from M. Hausman about grades that have been lost.

VPAA stated that the grades should still be there.

Comment from a committee member that the choice to make changes mid-semester should never have happened.

Question from the AAC Chair. Why didn't the Registrar's office do a course copy into the new course spot?

AVPAA stated that the member of the Registrar's office would need to answer these questions. She may not have understood the implications of her actions.

VPAA stated that this comes back to what our LMS can and can't do. Training needs to take place. ITS needs to be consulted. Maybe we need to consider putting policies in place.

Comment from committee member concurring that what the VPAA is saying makes sense. In the last year or so under the new ITS director, they are performing updates during the semester which is causing missing files and errors. We need a policy to address this.

VPAA stated that she will make a request to ITS to address these concerns and will ask about our backup plan.

Committee member noted that the ITS committee should be addressing some of these issues. There has never been discussion of backing up the server. The university should investigate cloud storage.

VPAA stated that the head of ITS has been looking into moving the university's information to the cloud.

Recommendation from a committee member that the Chair of the AAC notify Faculty Senate about this discussion. This situation is impacting instruction right now. VPAA agreed.

Comment from a committee member that there is a nationwide epidemic of computer hacking. It would be imprudent to assume this won't happen to us. VPAA noted that Regis university was recently hacked.

- Comment from a committee member that something like this happens seemingly every semester. Previously, she missed a week and a half of class time due to new computers being incompatible with Zoom software. All requirements for updates and changes should be checked ahead of time. Also, these changes should be instituted during breaks.
- Comment from a member of the Computer Science faculty concerning HED course changes. The department lost one of its core classes. The department chair at the time never spoke with the faculty about the reclassifications. There is now a question about whether this class (BCIS 1110) will be classified as Business or Computer Science.

AVPAA stated that any HED classification that is in error should be brought to his attention. A huge number of courses were reclassified, and there are bound to be errors. If there is a problem with a class, it can be realigned to the department's standards.

9. Communication from the Registrar (Crespin)

- In defense of the Registrar staff member, she reached out to ITS as soon as possible and did not understand the impact the changes would make. The department takes full responsibility for that.
- Follow-up to a previous question about non-degree seeking Graduate students. Our policies do not specify that they cannot take 600-level course.

Discussion ensued concerning the official definitions of 500-600 level courses. The Secretary stated that she investigated the graduate catalogs back to 1997-99 and found the following distinction:

“Courses numbered from 500 through 599 are for graduate students, although undergraduate students may be enrolled in the same course under a 400 number. In this case, the graduate students in 500-level courses will be required to demonstrate graduate level proficiency in the work. Courses numbered 600 or above are only for graduate students.”

- VPAA stated that she would like to see all current university policies listed online, separate from the catalogs. How are we aligning the student handbook with our policies?

Comment from a committee member that a policy list was compiled by the AAC approximately 10 years ago and a copy was given to the VPAA's office.

VPAA stated that she looked in her office files for such a thing and did not locate one. The Secretary stated that she will check University Archives for a copy.

- Registrar stated that a faculty member called the office to notify them that there may be the potential that Zoom links for hybrid classes are being shared, allowing in-person students to Zoom in rather than attend live. This causes problems, because the in-person students are not paying the online instruction fees.

Comment from a committee member that hybrid classes should have the same tuition for both online and in-person students. These policies should be examined.

- Question from the committee concerning non-degree seeking students using Slate. Registrar responded that the process for non-degree seeking students has not been onboarded to Slate yet. For now, those students need to continue using the forms for admittance.
- Question from the committee concerning the hybrid class problem. Can faculty force the student to drop the class if they are not attending live when they are registered to be? Registrar stated that would result in a retro add/drop. VPAA suggested it was not worth pursuing that line of action.

Follow up question from the committee concerning hybrid classes. Can we just put students in whatever section they want? VPAA suggested that the solution might be to charge a technology fee across the board and not make it dependent upon whether the student takes the course online or in person. Perhaps all classes should be “blended.” Director of Academic Support stated that this is a good recommendation and that the Zoom option is great for main campus students who have to travel (such as athletes). Students are tracked by place of admission rather than by section. A committee member noted that she had one class that was blended, and it worked very well. She was not aware that there was a different fee for in person vs. Zoom students. She stated that it would help faculty, who do not have the time to keep track of students being in the right “place.” Discussion ensued about how Zoom links work within Brightspace.

10. Communication from the Faculty Senate (Gardner)

[Not present. Report submitted in absentia. The following text is a direct quote from the Representative and not the Secretary’s summation.]

Communication from the President (S. Minner) – Spoke about the new initiative regarding the concern that NM would (under certain conditions) transition to “free tuition” within the colleges.

According to Dr. Minner the proposal has no faculty input and should have faculty say.

Another concern voiced by Dr. Miner is in regard is that there is 4 million for capital repairs (sidewalks, buildings and etc) and he would like input regarding spending this money.

Book store status—No major changes from the last meeting, still concerns over the future of the book store. Kathy Jenkins noted that there is “policy” that all textbooks must come from the book store, Kip Coggins stated that the policy is probably from 1950 and needs to change.

Communication from the Administration (R. Gonzales) Stated that there is work to be done on the University budget on 11.7.19 and as a group will make decisions. A search for a new Registrar is in progress.

Communication from the Chair (Tamir), Spoke about students being able to click on their final grade before their final grade. Nothing has been done as yet.

Under New Business (FYI info)

Approval of Grievance Committee membership.

Prefix change for 600 level courses from EDUC back to GNED

Possibility of moving to adapt the HLC, policy allowing up to 12 graduate credits to be applied to the undergraduate degree while also counting towards the graduate degree (Dr. Gonzales)

Amnesty policy as defined in the NMHU Undergraduate Catalog (Dr. Gonzales)

Respectfully submitted,

Sandra Gardner

A committee member noted for the record that the items listed under “New Business” in the preceding report were not actually discussed at the Faculty Senate meeting. Those items were tabled.

11. Communication from the Graduate Council (Buchanan)

- GA positions have been funded at \$4,000-6,000. The Council would like to see them all raised to \$6,000 and would like the AVPAA to put that into the budget request. It would cost \$154,000 annually to raise them to \$5,000 and \$322,000 annually to raise them to \$6,000.
- Graduate applications opened on 9/16. 91 grad applications are in progress. 8 are completed. Reaching out to graduate departments to train and coordinate efforts.
- The Graduate handbook has been forwarded, but the catalog has not. The catalog must be approved before the handbook can be considered “done.” The Chair of the Faculty Senate has been notified.

12. Communication from the Administration (Gonzales)

- Slate: Currently looking at what’s happening at the undergraduate level for transfers. Faculty used to get cc’d on students coming in so that they could help

them through the process, but they are not currently being notified. This needs to change. The VPAA is trying to get this item put on the Faculty Senate agenda to bring everyone up to date on what's going on, so that we can fix the issue. This issue is only at the application stage. Personal contact with faculty at this time is likely to bring people into the program.

- VPAA will be scheduling program reviews.
- Administration is asking for monies for the alternative licensure program. Will also be presenting information about Rio Mora issues (Funding is drying up. We currently partner with Department of Fish & Wildlife and Denver Zoo. This is being put forward as part of the request for Watershed). VPAA has discovered that there is a request for funding for "center of excellence in human services," but is unaware of this program and will investigate further.
- We were granted an extension on the Title V grant.
- Title V grant for social work has been requested.
- The Native American Institute is progressing. Curriculum is ready to go.

13. Reclassifying classes

This discussion occurred during the AAC Chair's report. Committee felt no further discussion was required.

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

15. Next meeting

October 16, Lora Shields 329

16. Adjournment

Meeting adjourned at 4:42 p.m.