

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), 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), Elaine Rodriguez (History & Political Science), Tatiana Timofeeva (Chemistry), Ann Wolf (Curriculum & Instruction); **Vacant positions:** Languages & Culture, Education – Special Education

Absent: N/A

Also in Attendance: Inca Crespín (Registrar), Gloria Gadsden (Sociology, Anthropology, & Criminal Justice), Sheree Jederberg (Interim Dean, School of Education), Brandon Kempner (Interim Dean, CAS), Benito Pacheco (Director, Academic Support), Jesus Rivas (Biology), PJ Sedillo (Education, retired), Ian Williamson (AVPAA)

2. Approval of the Agenda

Suggestion made to table numbers 4 and 5.

MOTION made to approve agenda as revised. Seconded. Unanimous vote. Motion passes.

3. Approval of Minutes – October 2, 2019

MOTION to table approval of Minutes from October 2 meeting. Seconded. Unanimous vote. Motion passes.

4. Subcommittee Reports

a. Undergraduate appeals

Received and decided two grade appeals. Thanks to subcommittee.

AVPAA noted that appeals are decided by the Academic Affairs Committee, so if one of the subcommittees submits a report to his office, he reports it to Student Affairs. HLC wants to see all student complaints housed in a central location.

b. Graduate appeals

Nothing to report.

c. Ballen

Committee has received one submission. Deadline is mid-November.

5. Program Review Schedule and Procedures **TABLED**

- a. Health/HPS (Buchanan)
- b. University Studies (Wolf)
- c. Southwest Studies (Gallegos)
- d. Computer Science (Heflin)
- e. First Year Experience (Harrington)
- f. Forestry -review after accreditation (Buchanan)
- g. Native American Hispano Cultural Studies (Jenkins)
- h. General Engineering AA (Jenkins)

6. Department of Special Education – 1) Delete Special Education Certificate, 2) Change is program- Delete a course, 3) Delete Option 1 in MA – discussion items (Rock & Sedillo)

There is one other member of Special Education who is not part of the creation or deletion of these changes.

Dr. Rock stated that PJ Sedillo created these documents and brought them forward for approval.

Dr. Sedillo stated that he intended to come back to teach at NMHU part time, but he must stay out a year. These changes have been desired by the department for some time, but the department has had multiple interim chairs which has delayed the process. The first issue is the Special Education certificate (page 86 in the student handbook). Last year, the AAC approved the alternative licensure program, which supersedes the certificate.

Comment from the committee concerning the faculty bringing forward these changes. Dr. Rock is not a member of the Special Education Department and Dr. Sedillo is retired. There is not current faculty from this department present at the meeting to give input. Dr. Melissa Phillips is the only full time tenure-track faculty member in Special Education. There was agreement among some committee members that this is problematic. If the committee goes forward with hearing this request, it could set a precedent for items to come before the committee without the knowledge or consent of the faculty concerned.

Issue regarding committee representation from the Special Education Department. Dr. Rock cannot represent both Education Leadership and Special Education. AAC Chair will check with the Faculty Senate concerning this issue.

Comment from the committee concerning the supposition that the new alternative licensure supersedes the Special Education certificate. Members would like to see a comparison of the two programs.

Comment from the committee concerning the alternative licensure program. There was some concern in the Faculty Senate about whether the issue was driven by faculty or by administration. Are these changes being brought forward by the pertinent faculty?

Dr. Sedillo stated that these changes were approved last year. The programs as listed will cause problems for current students.

Comment from the committee that they are not stating that the changes are not valid, just that they need to be thoroughly reviewed and the pertinent faculty need to weigh in on the changes.

Comment from the committee that it is problematic to have faculty who have left the department be making changes on behalf of the department.

Dr. Rock stated that he is the faculty running the program in question, so it is within his purview to make the decision.

AAC Chair stated that, because Dr. Rock is not a faculty member in Special Education, the committee is asking for someone who will be working with these changes to weigh in on how they feel about the changes.

Dr. Rock stated he will discuss with Dr. Phillips.

Comment from the committee reiterating that they are not against the changes, but they need to take into account the wishes of the faculty.

Dr. Sedillo stated that Dr. Phillips voted for these changes in the Spring.

Comment from the committee clarifying that Special Education was not part of Teacher Education last year. It was a separate department. Discussion ensued. Some on committee would like to hear from both Dr. Sedillo and Dr. Phillips. Others felt that the information must come from current faculty. The committee requested additional information from the department and whether or not current faculty are on board with the changes. The faculty requested that Dr. Melissa Phillips attend a future AAC meeting to provide her input.

Comment from the committee that every department should have a vote, and that no one member should be able to vote twice.

Dr. Jederberg stated that she is available to clarify if necessary.

AAC Chair reiterated that these changes must be brought forward by the actual faculty of the department.

Further discussion on the proposed changes tabled.

Comment from the committee that providing a side-by-side comparison of changes should be standard for this committee.

7. Communication from the Chair (Wolf)

Not much to report.

Question from the committee. Has there been information on midterms? I. Crespin stated that the Registrar's office is sending a recommendation to the VPAA to keep open midterm grades until there is consensus that midterm grades have been entered. Comment from the committee that some faculty have postponed giving the midterm because of class cancellation. I. Crespin stated that the date will be sometime beyond 10/22.

8. Communication from the Registrar (Crespin)

They are almost done building the schedule for the Spring semester. There are just a few business classes remaining. Hopefully, they will be returning feedback to the Registrar by an unset date.

Question from the committee regarding the cyber-attack. Were any of the Registrar's computers affected? I. Crespin stated that there was only one computer affected and that there was no loss of data, because that staff member primarily answers emails.

9. Communication from the Faculty Senate (Gardner)

Not able to attend because it is going on concurrently with this meeting. Last week's meeting was cancelled due to the cyber-attack.

10. Communication from the Graduate Council (Buchanan)

Council hasn't met since the last AAC meeting. Next meeting scheduled for Friday.

11. Communication from the Administration (Williamson)

AVPAA stated that they are doing what they can to change the status of the computers as fast as possible. They are meeting with stakeholders (faculty, senate, deans, etc.) to figure out where we stand and what we need to do. Priority today was to get loaner computers to faculty, and that was largely completed. They are now figuring out what the next wave of priorities are. Many of the computers were flagged as "scan but wait" so can we push those forward.

Dean of CAS stated that 35 out of 35 computers have been replaced. Classrooms have not been completed. Head of ITS wants to do walkthroughs with deans, and department heads will be invited to participate.

Question from the committee regarding the aftermath of the cyber-attack. Classes have been cancelled, and faculty will have to adjust syllabi accordingly. Is there an official decision on whether there is going to be make-up time allotted?

AVPAA stated that they are exploring this issue. There is an ongoing discussion with HLC concerning compliance and whether they have any guidance for us. There has been no response yet. There is some wiggle room built into the schedule.

Comment from the committee that there is concern that when we come back to class, faculty need to be able to inform students about what is happening.

Comment from the committee that faculty have discussed the schedule impact with the VPAA. Faculty have the academic freedom to determine how they will adjust their classes to finish out the semester.

Question from the committee. Can faculty teach during finals? AVPAA stated that yes, they can. That time is theirs to do with as they please.

Question from the committee. How are students being informed? AVPAA stated that the text messaging has been working.

Question from the committee. What about HED? When do you need it? AVPAA stated 10/21, ideally a day before.

Question from the committee. Are prospective students still able to apply through Slate? AVPAA stated that Slate is working

Question from the committee. Students are concerned about the 2nd eight week courses. Are you making recommendations concerning that? Can they still register? I. Crespin stated that the VPAA believes extension dates are okay as is. Comment from the committee that students are looking for signatures and cannot find faculty to approve registration. We should make it clear how this will work for students. Director of Academic Support stated that there is usually a flurry of registrations after midterm grades are posted, and they obviously haven't experience that. So, this could impact student grades and scholarships. Discussion ensued concerning the best way to approach the issue.

MOTION made to forward the following recommendation to the VPAA and Registrar.

"The Academic Affairs Committee recommends that retroactive adds be treated as instructor permission adds for one additional week, i.e. up to 1 November 2019."

Seconded. Unanimous vote. Motion passes.

Suggestion from the committee that the university also push intercession classes.

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

Further discussion pertaining to the cyber-attack ensued.

Question from the committee. If students were utilizing Microsoft Office and they uploaded assignments to Brightspace, could the documents be encrypted? AVPAA and Dean of CAS did not know.

Question from the committee. Were any students' personal computers affected? AVPAA does not know.

Question from the committee. If a student is attending our classes and our system affects them, are we liable? Dean of CAS stated that there has been discussion about setting up stations where students can bring their devices in to be scanned.

Question from the committee. Is there a chance to save encrypted files? AVPAA stated that ITS will try to recover files, but they are not hopeful.

Comment from the committee that, in the past, faculty have been responsible for having antivirus software installed on their computers. Response from committee member that antivirus software is now centrally controlled. We finally have a network-based anti-virus system. However, we are currently using this on a trial basis, so faculty should advocate for its continued use.

13. Next meeting

November 6, Rio Rancho Room 203

14. Adjournment

Meeting adjourned at 4:23 p.m.