

1. Roll Call

**Present:** Rebecca Alvarez (Sociology, Anthropology, & Criminal Justice), Peter Buchanan (English), Blanca Cespedes (Natural Resources Management), 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), Tatiana Timofeeva (Chemistry), Ann Wolf (Curriculum & Instruction); **Vacant positions:** Languages & Culture, Education – Special Education

**Absent:** Sarah Corey-Rivas (Biology), Elaine Rodriguez (History & Political Science)

**Also in Attendance:** Inca Crespín (Registrar), Gloria Gadsden (Sociology, Anthropology, & Criminal Justice), Roxanne Gonzales-Walker (VPAA), Brandon Kempner (Interim Dean, CAS), Lexi Miles (School of Education Alternative Teacher Certification Program), Jesus Rivas (Biology), Joshua Sloan (Chair, Natural Resources Management), Ian Williamson (AVPAA)

2. Approval of the Agenda

Chair noted that item number 6 has been tabled.

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

3. Approval of Minutes – October 2, 2019 and October 16, 2019

MOTION made to approve minutes of October 2, 2019. Seconded. Unanimous vote. Motion passes.

MOTION made to approve minutes of October 16, 2019. Seconded. Unanimous vote. Motion passes.

4. Subcommittee Reports

- a. Undergraduate appeals

No new appeals received since last meeting.

b. Graduate appeals

Two appeals, but no decisions have been made. For one request, a subcommittee member made a request to meet with the department involved, as there appears to be some disagreement within the department. The other is a hardship request that has been supported but there is question if there is actually a hardship.

c. Ballen

Two proposals have been received. Deadline is next week (11/15). Notice will go out again. Please take it back to your dept. Feedback will be provided by 11/26.

5. Program Review Schedule and Procedures

a. Health/HPS (Buchanan)

Department is working on the review.

b. University Studies (Wolf)

Nothing to report.

c. Southwest Studies (Gallegos)

Nothing to report.

d. Computer Science (Heflin)

Department will send revisions by Friday.

e. First Year Experience (Harrington)

Spoke with the L. Bustos, Interim director of the program. Review is in process.

Comment from the committee that this program was approved for three with no changes to be made to allow program to go forward unhindered. This review should be a priority, since it is 3 years beyond the date of its original approval.

Chair of subcommittee stated that the Interim Director does not have the data from his predecessor.

VPAA stated that a report from the program was submitted to VPAA's office.

Comment from the committee that the Office of Institutional Effectiveness should have pertinent data.

Dean of CAS stated that L. Bustos is currently in an interim position, which is limited to one year, to end in January. He is recommending an internal search for the permanent program Head.

VPAA stated that we can do something along the lines of what's been done with the CTE. Keep an interim in position while the program is being assessed.

Comment from the committee that the program is technically part of the curriculum, but we are making assumptions that changes haven't been made to the program since its approval.

VPAA stated she will try to track down the original program proposal.

f. Forestry -review after accreditation (Buchanan)

Accreditation conference for the program occurred last week. This review is the department's next priority.

g. Native American Hispano Cultural Studies (Jenkins)

Chair sent email to Interim Director of the program along with the review manual. Has received no response.

h. General Engineering AA (Jenkins)

Department Chairs is working on the review.

**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)

TABLED until next meeting.

**7.** Department of Forestry – FORS 3100 – revision, FORS 4020 – revision, FORS 4100 – revision, FORS 4920 – revision; Discussion item.

- Dr. Joshua Sloan, Chair of Department of Natural Resources Management, presented reasons for the proposed changes.
  1. This is a practical issue of student preparedness. There courses should move in sequence. When the program was created, there was no thought given to prerequisites that would force the correct sequence for the classes. At any given time, half the students don't know what they should for that course. Faculty end up spending time in courses doing remediation. This leads to sub-optimal student outcomes.
  2. This problem was flagged by the NRM accrediting body, who expect the issue to be addressed.
  3. The content in the courses is good. Informally, we actively advise students of the correct sequence, but without the formal prerequisites, the department cannot force the correct sequence.
- Question from the committee regarding the two-year sequence of classes. Are they only offered one semester each? If so, what about students who fail a course?
- Dr. Sloan stated that, with current enrollment, they are only offered in certain semesters. Until enrollment doubles, that will be the trend. This causes two potential issues:
  1. If a student fails a course, what does that mean for them taking the next course in the sequence? The potential solution is use of the instructor override on a case-by-case basis.
  2. The department receives a lot of transfer students, especially from UNM Taos. Most transfers come into the program during the Fall semester and complete the two-year course. However, students transferring in Spring will have issues. This is also solved by instructor overrides on a case-by-case basis.
- Comment from the committee that it is imperative that the catalog record reflects that semester that the courses are offered. Also, FORS 3100 stated that it's a 3-credit course, but lists 2 hours for lecture and 1 for lab. This actually needs to be a 2-2 listing. Dr. Sloan stated that he will revise the form.

**8. Department of Music – New courses (Harrington); Discussion item.**

- Dr. Edward Harrington, Assistant Professor in the Department of Visual and Performing Arts, gave a breakdown of the proposals.
  - The proposed courses are based on 5 Avid Pro Tools courses developed for a certification processed used to internationally recognize people who have the course successfully in the pat. Dr. Harrington took these courses in 2014/15. They are offered by the parent company of the software developer.
  - The company started a partner program, which provides certification for instructors. For colleges, it is developed into a curriculum, and there is a test that students can take to achieved certification. They also offer

- software to partner institutions at a greatly reduced price, which is a great deal for the department.
  - This would incorporate these courses into Highlands courses. Students completing the courses could earn user, operator, and expert level certificates.
- Question from the committee: can you bring one of the certificates to the AAC to review? Dr. Harrington stated that the certificates are earned directly through the company. Students who complete the course have the option of taking the test for a certificate, but it is not required. One of these courses will be offered next semester as a Special Topic, and there is already a lot of interest.
- Question from the committee: is the certification exam offered year round? Dr. Harrington stated that the test is initiated by the instructor. The student then has a window of time in which to take the test and can retake it a few times if need be. Dr. Harrington also noted that the text books are printed by avid, and students will be required to purchase those books.
- Comment from a committee member that there is a similar certification class in her department, and they must order materials ahead of time, which can cause serious difficulties. Dr. Harrington stated that he has met with a representative from the bookstore who said they can take care of that side of it.
- Question from the committee: how much control does faculty have over the content? Is it pre-made? Dr. Harrington stated that it is pre-made. The courses are very structured and well-organized so that they can be broken down by level.
- Question from the committee: when students take the certification exam, do they have to pay for it? Dr. Harrington stated that the exam is free.
- Question from the AVPAA: do you want only juniors and seniors to take the upper level courses? Dr. Harrington stated that that would probably be for the best. The course can be quite tricky at the higher level.

#### 9. Alternative Licensure Program – revision (Miles); Discussion item.

- Lexi Miles, Interim Director for Alternative Teacher Education, gave a breakdown of the proposal.
  - This was initially created as a repeatable course. However, for a repeatable course, the grade must be turned in before students can register for it again, which can cause problems with an 8-week course. This changes makes the numbers sequential so that students can register for the course.
- Question from the committee: what program faculty are there to speak to this change? Ms. Miles stated that she is if the faculty. She stated that this is a Banner issue, because it concerns registration. She stated she has consulted the Registrar's office.
- Comment from a committee member that are in agreement with this change as it will facilitate students registering for the courses.

- Comment from a committee member that they support this change, but faculty must be the ones to bring the issues forward to the AAC. Also, the actual vote of the faculty needs to be recorded. Other committee members agreed. Comment from a committee member that a vote must be recorded via Roberts Rules.

#### 10. Communication from the Chair (Wolf)

- Chair stated that she has not yet assigned all new members into an appeals subcommittee. She will ask them if they prefer to serve on the Undergraduate or Graduate Appeals subcommittee.
- There are only 2 more meetings of the AAC this semester. For anyone trying to get materials before the committee, there is a tight timeline.

#### 11. Communication from the Registrar (Crespin)

- The spring schedule is online for viewing and will go live on 11/11 at 6:00 a.m.
- Transfer credits analyst position has been listed. Hope to have someone hired before the break.

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

- Communication from the President: Up to date on Legislative information. Discussed potential public service project. 5% salary increase mentioned. Rodgers Building renovation is not on track because of cyberattack. There was a good deal of discussion about the cyberattack.
- Chair of FS sent a letter to the Board of Regents stating that the Faculty Senate does support reorganization at this time.
- New business: changes to Graduate Catalog. Graduate Handbook is still up for consideration. Changes made to Contingent Faculty Handbook and open to discussion.
- Old business: Amnesty Policy. Suggested that students retake classes after 5 years.

#### 13. Communication from the Graduate Council (Buchanan)

- Roll out of Slate is continuing. Departments should make sure that the right people have access to Slate to ensure appropriate reviews are happening. Working to make sure programs have up-to-date information about who to contact, deadlines, etc. to be publicized on site.
- Considering language for deferral of admissions. Examining policies in terms of military service and enrollment to ensure compliance with DoD. Examining policies around disenrollment and how that affects grad students.
- Question from the AVPAA: Concerning the relationship between the catalog and handbook, are there plans for the catalog to be reviewed and approved

forthcoming? Dr. Buchanan stated that there are plans to review it in the Senate. The Registrar requested that whatever the outcome of the Senate review be sent to the Office of the Registrar. VPAA stated that policy changes must go through the process. Dr. Buchanan stated that Dr. Helen Blythe completed a complete overhaul of the catalog last year. Dr. Rivas stated that the catalog was approved by the Graduate Council and the AAC. Dr. Kempner stated that it was presented to the Faculty Senate at the meeting on 10/23/19. VPAA stated that once the Graduate Handbook is approved, it must go before the Board of Regents.

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

- Board of Regents meeting is scheduled for 12/20/19, for anyone planning on getting materials before them.
- Program reviews are scheduled for Spring.
- There were some unusual occurrences in the Registrar search. The search had to be closed and opened again. Would like to have members of the AAC on the search committee.
- ITS is still encountering some bugs. Please let them know if you are having any issues.
- Concerning the budget, VPAA met with all of academic affairs and came up with budget priorities. Pres. Minner will ask VPs to bring their top 5 priorities to him. Deans should go back to their colleges and schools and come to the meeting next week with top priorities.
- Some dashboards are being developed by Dr. Allard, by department and by division. These will include number of students, number of FTEs, etc. to be used for departmental decision making.
- Sherman Fairchild will visit campus on 11/20/2019. This may be an opportunity to acquire funds for STEM lab equipment.
- Working on an MOU to get extra time for tenure tracks due to the cyberattack.

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

Dr. Jenkins announced that they would like to get interviews for the Athletic Chair finished before Thanksgiving.

#### **16. Next meeting**

November 20, Lora Shields 329

#### **17. Adjournment**

Meeting adjourned at 4:14 p.m.

Draft submitted by K. Gray, 18 November 2019