

## Academic Affairs Committee Minutes

Location: Lora Shields 329 and Zoom

Date: November 20, 2019

Approved December 4, 2019

### 1. Roll Call

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

**Absent:** Gil Gallegos (Computer & Mathematical Sciences), Tatiana Timofeeva (Chemistry)

**Also in Attendance:** Inca Crespín (Registrar), Gloria Gadsden (Sociology, Anthropology, & Criminal Justice), Roxanne Gonzales-Walker (VPAA), Benito Pacheco (Director, Academic Support), Melissa Phillips (Special Education), Joshua Sloan (Chair, Natural Resources Management), Ian Williamson (AVPAA)

### 2. Approval of the Agenda

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

### 3. Approval of Minutes – November 6, 2019

MOTION made to approve minutes. Seconded. 15 ayes. 1 abstention. Motion passes.

### 4. Subcommittee Reports

#### a. Undergraduate appeals

No new appeals.

#### b. Graduate appeals

Two appeals need to be answered. Subcommittee chair requested members to stay after the meeting to discuss.

c. Ballen

Three applications are being reviewed. Subcommittee chair asked for an additional member. S. Gardner volunteered to serve. The subcommittee will vote on and rank the applications.

5. Program Review Schedule and Procedures

a. Health/HPS (Buchanan)

Subcommittee chair heard from Department chair, who is hoping to be done in a few weeks.

b. University Studies (Wolf)

Nothing to report.

c. Southwest Studies (Gallegos)

Subcommittee chair was absent. Comment from the committee that this report was completed in April or May. VPAA commented that she has a copy of the report, but not the review. Review needs to come before the AAC.

d. Computer Science (Heflin)

Nothing to report.

e. First Year Experience (Harrington)

Subcommittee chair spoke with interim director of FYE, who submitted what documentation he has available. This included the first section summaries, but no data or self-study information. Due to the incompleteness of the report, chair did not forward it to the rest of the committee and communicated that to the program director.

AAC secretary commented that she located two FYE reports online that she will share with the chair.

Director of Academic Support mention that the university is currently seeing the largest Freshman retentions rate in 10 years, lending anecdotal evidence that the program is working.

Subcommittee chair commented that the OIER should have pertinent data.

VPAA stated that she would send an email to Dr. Carol Linder, who previously served as interim VPAA asking for any pertinent information.

Question from the subcommittee chair concerning whether anyone has contact information for previous director of the program. Dr. Gloria Gadsden stated that she has documents submitted by the previous director before she left. Subcommittee chair asked to be sent the documents so that he can pass them on to the current interim program director.

f. Forestry -review after accreditation (Buchanan)

The department is working on the report with a goal of having it complete in a couple of weeks. The accreditation visit was conducted at the end of October.

g. Native American Hispano Cultural Studies (Jenkins)

Nothing to report.

h. General Engineering AA (Jenkins)

The department is working on it.

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 and Phillips) – discussion item

- Dr. Melissa Phillips (Special Education) stated that the department would like to do away with one of the options for Special Education. The department no longer has the are available for that option.
- Dr. Rod Rock (Educational Leadership) stated that the other proposed change concerns the Gifted and Talented program. The state has made changes in what is expected for this type of program. Instead of a these, students will have to take a comprehensive exam.
- Faculty member from the Psychology Department stated that many of the psychology courses listed on the change proposal are available. However, so few students from Special Education take these courses, that she did not realize they were part of this program.
- Question from the committee. Are you eliminating the certificate because the Alternative Licensure program supersedes it? Dr. Rock stated that that is not

part of today's discussion and that we are not addressing item #1 today. AAC Chair noted that this item has been misidentified.

- Question from the committee. Has the Psychology Department been notified of these changes? Faculty member from the Psychology Department stated that they have not.
- Comment from the committee that it appears these changes could affect other departments, as well.
- Dr. Rock stated that they have not discussed changes with the Psychology Department, but that the students may still want to take the Psychology classes.
- AAC Chair stated that she is not necessarily concerned about the changes, just that the Psychology Department needs to be notified and that their enrollment might be affected. This will not be voted on by the AAC until there are letters of support from affected departments.
- Request from the committee that the department votes be recorded as an actual tally of votes, and not just check marks. Supporting comment from the committee that this is important, as it sets precedent. Clarification from the committee that the affected department doesn't have to vote on the changes, only submit a letter of support. Comment from the committee that letters of support were always required in the past.
- Clarification from faculty member of the Psychology Department that they will not be in opposition to these changes.
- Question from the committee regarding what items will come to vote at the next AAC meeting. Dr. Rock stated that only items #2 and #3 will be voted upon.
- MOTION to table Number 6, Item #1. Seconded. Unanimous vote. Motion passes.
- Recommendation from the committee that the Anthropology department should also be contacted about the changes. Dr. Rock stated he will do so.

7. Department of Forestry – FORS 3100 – revision, FORS 4020 – revision, FORS 4100 – revision, FORS 4920 – revision – vote

- Question from the committee. Will students who are currently working through the sequence be impacted by these changes? Dr. Joshua Sloan stated that, at any given time, there are a few students who are out of sequence. This will be dealt with on a case-by-case basis, as is normally done.
- Question from the committee concerning the issue of how the credit hours were broken down in the proposal. Dr. Sloan stated that the hours were changed to 2-2.

- MOTION to approve all four proposed changes. Seconded. Unanimous vote. Motion passes.

**8. Department of Music – New courses (Harrington) – vote**

- MOTION made to approve all three proposed changes. Seconded. Unanimous vote. Motion passes.

**9. Alternative Licensure Program – revision (Miles) – discussion item**

TABLED at the request of the Department.

**10. Department of Curriculum and Instruction – Addition of new area of concentration – Alternative Licensure Program (Wolf) – discussion item**

- Chair ceded control of the meeting to Secretary.
- Dr. Ann Wolf stated that the materials in Sharepoint all concern the Alternative Licensure Program. All courses involved with this proposal are already graduate level and have been approved at all levels. Students often come into the program with a Bachelor's degree and would like a route to earning a Master's. With these proposed changes, the first year when they do the Alternative Licensure courses would be the first year of their Master's. The second year would be the curriculum degree. Curriculum and Instruction (C&I) core would be added to create the rest of their program.
- Question from the committee. Aren't some of the C&I classes already part of the Alternative Licensure program? Dr. Wolf stated that only the reading courses are in the Alternative Licensure program. Students would not have taken those reading classes unless they wanted to.
- Question from the committee concerning certificates. It was their understanding that certificate courses could not be part of the degree. Dr. Wolf stated that certificates are allowed to be areas of concentration.
- Comment from the committee that the Alternative Licensure is classified differently than a certificate program. Comment from the committee that this also happens with the GIS program. The Registrar stated that this is fairly common, but is somewhat like double dipping. She met with the AVPAA and the interim dean of the Business Department about this issue, and the dean stated that, as a department, they want students to be able to do this.
- Question from the committee. It was their understanding that the state stipulated that in order to be completers, students cannot count courses in a certificate toward a program. The VPAA stated that they are contemplating a couple of Master's programs that have this feature built in.

- Comment from the committee that this is good practice, because it will enable students to have more credentials when they graduate.
- Dr. Wolf stated that it helps students move up in their licensure. Students will typically finish the Alternative Licensure in May and can then start on their Master's credits in the summer. So, they could finish in under two years.
- AVPAA stated that he will check this with the HLC. This is stacked credentialing, rather than double dipping.
- Registrar stated that there is no policy against this.
- Dr. Wolf stated that the next area of concentration planned will be STEM.
- Question from a committee member. Years ago, he had investigated what the state of New Mexico calls Alternative Licensure. A person with a Bachelor's degree could go to school, and the school system would sponsor them and work with them to help them earn an Alternative Licensure. How does this compare to what the Education Department is proposing? Dr. Wolf stated that the state has always had an Alternative Licensure route. The department has built the course work to cover that. The state offers the Alternative Licensure in 18 months. Our department does it in one year, in an effort to be progressive.
- Comment from a committee member that they have had three students this semester obtaining their Master's and teaching in their area of expertise. Dr. Wolf stated that the students can get the Alternative Licensure and teach in their subject. When they go into the teaching field and have both their license and their Master's, they go into their job at a higher level. Dr. Wolf has already spoken with the Chair of the Biology Department about trying to work with that department. Students can bring their Alternative Licensure courses into the Biology Master's as the 18 non-Biology credits.
- Question from the committee. Are the courses scheduled around work? Dr. Wolf stated that the program is asynchronous, because the students are all working teachers. A professor goes out to watch them teach and review their efforts.
- Question from the committee. This is an awesome idea. Does the department have sufficient faculty? This program will likely draw in more students. Dr. Wolf stated that they have discussed this issue with the VPAA. They have been approved to hire term literacy specialists who can also teach core courses. They will hopefully have them hired by January. A search for full-time faculty by Spring 2020 was built into the Strategic Plan.
- Question from the committee. Will this require additional resources, such as library and budget resources? Dr. Wolf stated that the teachers are in the field and will use online resources already available. There are professional

- development libraries available in the schools where they're teaching. Coaches have been included in the dean's plan moving forward. Funding is adequate.
- VPAA stated that the unique piece of this program is that it puts the students in the classroom immediately. What's critical is that it is personnel-intensive. Someone will work with them 2-3 times a week. The idea is to have intense experience in the classroom and with the mentor. As the program goes forward, it will probably end up being one of our most personnel-intensive and expensive programs. It is currently being covered by the state.
  - Question from the committee. Is this part of the higher tuition? VPAA stated that it is part of this. There will be some money going toward developing the classes, as well. Money is built in around the licensure program to support that. Comment from the committee that as long as the Provost supports it, it's great.
  - Comment from the committee that this is a great idea and presents opportunities to bring students in.
  - Question from a faculty member in the Music Department. The music education degree program has existed for 14 years, wherein the student majors in music and minors in K12. Students have been reluctant to complete the 5-year program, because it is so much more work. How would you compare it to your program? Should the student just take the Bachelor's degree and follow it up with the Alternative Licensure? Dr. Wolf stated that if they do the 4-year program and then the Alternative Licensure, it's still 5 years. However, if they go on to do the Master's, it will be 6 years, and they will have another degree. It sounds as though they are about even.
  - Comment from the committee that someone who goes through a traditional program is more likely to still be teaching years later. Additional comment from the committee that it gets the students into the classroom sooner, and many students are failing as teachers because they lack classroom management techniques. Dr. Wolf stated that with some programs (like Teach for America), teachers stay about 3 years in teaching jobs and then leave. Her gut feeling is that the students in the Alternative Licensure program would be more likely to stay in local jobs because many of them live here and are part of the communities. Comment from the committee that they may also stay longer because they will have the Master's degree which will earn them more pay. AVPAA stated that one of the big factors is mentorship during the process, which is the main deficiency with Teach for America.
  - Secretary ceded control back to Chair.

## 11. Communication from the Chair (Wolf)

Usually in the AAC, all members are divided between the Undergraduate and Graduate appeals subcommittees. New members for these committees are as follows:

- Undergraduate: Maria Haase, Angela Meron, Jim Peters
- Graduate: Rebecca Alvarez, Peter Buchanan, Sarah Corey-Rivas

## 12. Communication from the Registrar (Crespin)

- The Registrar reached out to Dr. Lee Allard concerning FYE retention data, which was provided for 2013-2018. The retention rate has increased from 45.2% to 55.4%.
- Question from the committee. Was that just cohort size? What about transfer students? Registrar stated that was first-time, full-time degree seeking students.
- Question from the committee. Do we know if they're the same students? The Director of Academic Support stated they are tracking the same students from fall to fall.
- Question from the committee. What is happening with the fall/spring retention? Director of Academic Support stated that fall/spring retention is typically 70-80%, which is in line with the national retention trend. Fall to fall is where we see the biggest impact.
- Comment from the committee that we still need the fall to spring retention. We want to track the actual learning communities (LC). Director of Academic Support stated that the entire Freshman core is not always enrolled in LC. The LC cohort would be separate from our Freshman cohort.
- Follow up from committee member that they are interested in the retention of those in LC. Director stated that when we look at that data, it would be important that those who are not in a LC typically come in at an advanced level, but they are still classified as first-time Freshmen. The policy indicates that students that have 15+ credits are exempt from LC.
- Question from the committee. Do you do surveys or get feedback from students?
- Comment from a committee member that there is a temptation to compare first-year Freshmen to those in LC versus those that aren't. That is a false comparison.
- Comment from a committee member that we know we need retention programs. What if the students are dual-credit? Of all the different ways of preparing the students, what are the best ways to retain them?
- Comment from a committee member that those who are in LC are outliers.
- Comment from a committee member that the demographics are very different between those in LC and those that aren't.
- Director of Academic Support stated that what we have in place has been there for four years. He believes that LC have contributed to the improvement of retention. Dual-credit data that is available indicates that students at a certain

level always perform better. Cohorts for specific majors would be optimal, but there aren't enough to form a cohort.

- Comment from a committee member that we want to see proof of the success of the LC. VPAA stated that she will get Dr. Allard to cull data concerning retention in these various areas. Students don't typically go to the school where they receive their dual-credit. What about AP credits? Can Dr. Allard create a dashboard to track information?
- Comment from a committee member that we should be creating relationships and working in schools.
- Question from the committee. When will intersession dates be approved? Registrar stated that these have already been given to the Provost.

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

- Sandra Gardner reported the following:
  - Dr. Minner asking if the faculty support Opportunity Scholarship. He discussed free tuition and stated he supports having a tuition cap. There are a lot of stipulations. He wants faculty input.
  - Dr. Minner mentioned issues from Board of Regents meeting, specifically the use of the golf course. They are still trying to do what to do to bring in revenue.
  - Dr. Minner is asking for 8% increase in funding and 5% pay increase.
  - Renovation of the Rodgers building is behind schedule.
  - Dr. Minner is hoping to hire a Title IX Director. He is concerned that we are becoming a revolving door because of our salaries.
  - Dr. Minner discussed public service project.
  - VPAA discussed low enrollment and university priorities for increasing enrollments. This should be a campus-wide push by department.
  - Dr. Orit Tamir discussed an alleged violation of faculty handbook concerning a faculty tenure search.
  - The matrix for degree comparison in the Nursing program was approved.
  - Amnesty changes were proposed.
- Comment from a committee member that perhaps the AAC should draft a statement in favor of the NM Opportunity Scholarship. Comment from another committee member that the Faculty Senate will discuss the matter and charge which committees they believe should address the issue.

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

- P. Buchanan reported the following:
  - Council met last week and approved language for an official deferral policy allowing deferral for at least one year. Some programs wanted a two-year period.

- Graduate applications are being processed through Slate. Departments should contact J. Hurtado for training and department contact information.
- Discussion ensued concerning out-of-state tuition for Grad students. Recent hikes have led to a decrease in out-of-state Grad students. Council passed a resolution stating that the AVPAA should make a case to lower out-of-state tuition in an effort to recruit more Grad students, especially given our online course offerings. The recommended tuition amount is 10% higher than in-state. Discussion included discounted tuition via WICHE (Western Interstate Commission for Higher Education).

AVPAA stated that being a part of WICHE requires universities to offer tuition at 150% of in-state tuition. Would like to give in-state tuition to students within the consortium. This issue might be sent to the Faculty Senate for input.

- Council representative stated that the Graduate catalog has been approved by the Faculty Senate. They are looking at the Graduate Handbook now. The AVPAA raised concerns regarding time to completion and currency requirements.
- Question from the committee regarding students who are on Graduate assistanceships. They are currently limited to 9 credit hours of pay. Why can't students take 12 credit hours and complete the program in 3 years? Council representative stated that that policy was changed at the beginning of Warren Lail's term as Dean of Graduate Students. AVPAA stated that there was a request for higher pay for Graduate Assistants, which was granted. The amount of funding for tuition also went down. Largely, the same amount of money is being paid out, just in different ways.

Comment from a committee member that having them at 12 credits would increase enrollment and get students into jobs.

AVPAA stated that they did ask for more money for assistanceships and that we should also be paying more.

Comment from a committee member that taking 9 credit hours while being a TA constitutes a full load.

Comment from a committee member that increasing the credit hour load could bring in new students faster, because current students would graduate faster. Suggestion from a committee member that this could be decided on a department by department level.

VPAA stated that this also constitutes an equity issue, as many Graduate programs don't have a lot of TA positions.

Comment from a committee member that they are in favor of it being an option but not a requirement.

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

- Sherman Fairchild reviewers were on campus recently. At issue is a \$500,000 reward over the next 5 years for lab updates. We will know their decision within a month or two.
- English and Womens Studies reviews done.
- NM First will start looking at state wide campaign about "Why you should go to college" in general.
- 12/16: There will be a meeting with VPAA group including Deans about monies still remaining available for programs. What are the priorities for spending it?
- Intersession: received a request from athletics. 12/12-1/3. English Department will offer Technical Writing. If we're doing this, we should market to entire student body and not just athletics.

Question from the committee. Is there a schedule that we should be using (Christmas, etc.) for days we're not allowed to meet? Will there be support from ITS? VPAA stated that she will contact Joe Gieri concerning ITS support. There will also be an issue with office support not being available.

Question from the committee. Are only certain types of classes to be offered? VPAA stated it will be Exercise & Sports Science, Business Management, and Technical Writing.

Question from the committee. What are the official dates? VPAA stated that this information will be sent to the Deans tomorrow. Registrar stated that the last intersession offered was 2016. The timeline will be cut very short, because there's not enough time between fall and spring, and we don't want any overlap.

- Received LANL grant for \$10,000 faculty in STEM and Education to go into schools and encourage students to enter those fields.

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

#### **17. Next meeting**

December 4, Rio Rancho 203

**18. Adjournment**

Meeting adjourned at 5:01 p.m.

Draft submitted by K. Gray, 3 December 2019