

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

Absent: Maria Haase (Teacher Education), Jim Peters (Business Administration), Rod Rock (Educational Leadership), Elaine Rodriguez (History & Political Science)

Also in Attendance: Helene Boudreau (Recruiter, Nursing), Inca Crespín (Registrar), Cristina Durán (Dean, Social Work), Jeanie Flood (Director, Nursing), Gloria Gadsden (Sociology, Anthropology, & Criminal Justice), Roxanne Gonzales (VPAA), Brandon Kempner (Interim Dean, CAS), Lexi Miles (Education, Alternative Licensure), Benito Pacheco (Director, Academic Support), Jesús Rivas (Biology), Ian Williamson (AVPAA)

2. Approval of the Agenda

MOTION to accept agenda. Seconded. Unanimous vote. Motion passes.

3. Approval of Minutes – December 4, 2019

Minor change to Item 8 submitted via email by S. Gardner.

MOTION to accept amended minutes. Seconded. Unanimous vote. Motion passes.

4. Subcommittee Reports

a. Undergraduate appeals (Heflin)

1 appeal received at the end of Fall semester. Decision was made quickly.

b. Graduate appeals (Jenkins)

Nothing to report.

- c. Ballen (Heflin)

Committee is discussing putting forth call for proposals for Fall 2020

5. Program Review Schedule and Procedures

- a. Health/HPS (Buchanan)

Nothing to report.

- b. University Studies (Wolf)

Still in progress.

- c. Southwest Studies (Gallegos)

Nothing to report.

- d. Computer Science (Heflin)

Subcommittee Chair meeting with Department Chair this coming Friday.

- e. Forestry -review after accreditation (Buchanan)

Subcommittee Chair hopes department will have the report complete by the next AAC meeting.

- f. Native American Hispano Cultural Studies (Jenkins)

Subcommittee Chair has reached out to department but has not received any response. AAC Chair will also reach out to department.

- g. General Engineering AA (Jenkins)

Nothing to report.

6. Department of Nursing – RN-BSN Nursing Program (Gardner) – vote item

S. Gardner: NMHU has been invited to participate in NMNEC [New Mexico Nursing Consortium]. There is a state incentive to align courses statewide. The State of New Mexico has funded NMNEC. In aligning with the consortium, we have courses that would be duplicated. To facilitate the alignment, we would like to change the residency requirement. Students will still take the courses here and will meet NMHU standards. This will allow us to increase enrollment.

Question from the committee. The residency requirement is a Highlands requirement; is that the requirement you are asking to waive? Dr. Gardner stated that the department wants to accept 3 NMNEC courses as equivalent to Highlands' courses and to deduct those 9 credits from the 32 required. This is ONLY for students in the NMNEC consortium.

Question from the committee. Do all the other universities in the consortium do this? J. Flood stated that they do not. UNM is asking community colleges to lower residency requirements. This will constitute a partnership with community colleges. We are an associate member of NMNEC. We cannot be a full member, because we do not offer a stand-alone BSN.

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

7. School of Education - Alternative Licensure Program revisions EDUC 5500 – Seminar/Internship and EDUC 5430 – Effective Teaching II (Miles) -discussion item

L. Miles reviewed the proposed changes. Proposed change to the Alternative Licensures course EDUC 5500 has already been submitted, but a committee member asked for the faculty vote. The department wants the repeatable course changed into different, separate courses. Proposed change to EDUC 5430, which currently has a prerequisite, because that is the way the program was created. The course doesn't actually require that prerequisite, though, so we are asking to eliminate it.

Question from the committee concerning the EDUC 5500 change. What is the rationale for listing them as separate courses? I. Crespin responded that students are having trouble registering for the course, because it is registering as a duplicated course. This change is to stop students from having to get overrides. Because this is an 8-week course, students can't register until there is a grade for the previous iteration. B. Pacheco also noted that if it's repeatable, it could affect financial aid or athletic eligibility.

Comment from the committee. On the paperwork, please make sure it's clear which department this is germane to. A. Wolf replied that the Alternative Licensure Program is a standalone and is not under any department. Now that we're offering the MA with licensure, for any student getting the Master's, the work is under C&I [Curriculum and Instruction]. R. Gonzales state that we will have to wait until the paperwork is worked out. There will probably be some more changes coming down the pike, particularly with the free tuition. Right now it is standalone, but it might change moving forward. Comment from a committee member that they disagree. This has to be in an academic system. L. Miles is not a faculty member. Dr. Wolf state that she will take the concerns back to Dr. Jederberg to discuss further. I.

Williamson asked that this seems like a natural fit for C&I, so what's the objection to it being in there? Dr. Wolf stated that originally, there was an issue with the Interim Dean. The current Dean does not have a problem with it.

Question from the committee concerning the change to EDUC 5430. Effective Teaching I and II cover different materials. Are they typically taken sequentially? Dr. Wolf stated that the program of study suggests taking them in the order in the first and second 8 weeks. They could be taken out of order, but they are usually done sequentially.

Question from the committee. How does a standalone program work? Dr. Wolf stated that there is a Dean, no Chair or Interim Director. We're going to have to go back and have the discussion with the program. There are things that can't be shared at this time.

Comment from the committee concerning the repeatable courses. Given how degree audit works, this system being proposed is what needs to be done across the board. Dr. Gonzales agreed. Each level of a repeatable course needs to be defined to reflect progression of the courses. This will probably start coming up for every program. Comment from the committee that it might be worthwhile to generate a list of all repeatable courses. Dr. Gonzales stated that she will ask the Registrar to do that. She will also ask departments to put forth lists of their own.

8. Department of Biology – Biol 4910 – Senior Project and Biol 5940 – Field Zoology (Rivas) – discussion item

J. Rivas reviewed the proposed changes. BIOL 5940 is currently listed as 2 credits. In 2014, BIOL 4940 was elevated to 3 hours, but we neglected to do this with the graduate level course and would like to bring it in line. BIOL 4910 is the senior project capstone course. Students would sign up and then find a professor to do the work with. The students develop a research proposal with the faculty. At 2 credits, it does not do justice to the work load for students and faculty.

Question from the committee. The syllabus mentions a mentor, is that the faculty or a different mentor? Dr. Rivas stated that in 4910, that is the professor teaching the class.

Question from the committee. Is this increasing the total number of the program? Dr. Rivas stated that there is a range of credits for the degree rather than a fixed number.

Question from the committee. How do you evaluate outcomes? Dr. Rivas responded this is the first course in the capstone, which is a writing-intensive course. The second part is the lab-intensive portion. We use an intense rubric for

the evaluation of the products. 4910 is part writing workshop, literature review, development of research project, etc.

Comment from the committee that it might be good to revise the variable credit guide. S. Corey-Rivas stated that they have a table that could be changed. Dr. Rivas asked if they need to submit a program change proposal. Dr. Wolf stated that would be a good idea. Ms. Crespín stated that this needs to be really clear for adding up credits.

Comment from the committee that the expectation for the committee is that anytime someone is changing courses, they should have the old and new credits submitted side-by-side. Standardization would be good moving forward.

9. Communication from the Chair (Wolf)

Spring 2020 Program Reviews have not started yet. Chair will ask for volunteers at the next meeting. School of Education is coming up and will be mostly what has been submitted to CAEP [Council for the Accreditation of Educator Preparation].

10. Communication from the Registrar (Crespín)

At the end of last term there was an issue with missing grades. Several courses had missing grades. When faculty were contacted, it was discovered that they were entered and went through but didn't show up on the Registrar's end. Registrar's office will be contacting ITS to find out what happened and how we can make sure it doesn't happen again.

C. Durán asked, do you envision in the near future that we can have an online system for change of grade cards. It can be a burden for the branches, since the Registrar's office only accepts hard copy. Ms. Crespín stated that the Registrar's office is accepting scans of these documents. Question from the committee. Is the form available electronically? Ms. Crespín stated that it is available in online docs. Dr. Williamson stated that it is not in online documents. Dr. Gonzales stated that she would like to investigate not having a hard copy. Changing a grade in banner and clicking should be adequate, because you have logged in with your credentials. Dr. Durán stated that the one thing that does need to stay consistent is Dean's approval. That should be incorporated in online process. Ms. Crespín stated that, in that process, if our office could be alerted to grade changes, that should be in the students' academic record in the vault in case of cyber-attack. Comment from the committee that when we submit grades for incomplete there is already a flow, so we should be able to enact it for changes. Question from the committee. While we're in the process of getting this together, can we put the scan-able form online? Ms. Crespín stated this is possible. Dr. Williamson stated that the current undergraduate major/minor form is online docs but isn't acceptable because it's out of date. We need to have the correct paperwork posted. Ms.

Crespin responded that the office submitted them, but University Relations sent an email saying something is broken.

Question from a committee member who had a student last semester with a course substitution for a core course. They approved it, but have wondered if they have the authority to sub a non-core for a core. Dr. Williamson stated that substitutions in the core are EXTREMELY EXCEPTIONAL. They require more approvals. Dr. Gonzales stated that when substituting a core, it should have the same content.

Question from the committee concerning course substitutions. One of the responses is that degree audit is not accepting some transfer courses as substitutes for low level courses. What do we do when we think degree audit is wrong? Do we have personnel to look at the back end of degree audit to tweak it to behave? Ms. Crespin stated that Andrea Crespin is the scribe for degree audit. Everything was tried from the front side to make it work. Dr. Williamson stated that the faculty will know more programmatically how it should be specified. It's important for you to talk to A. Crespin directly.

Comment from a committee member that all their classes are full, and students are asking for adds. Banner's instructor override is requiring additional permission. Ms. Crespin stated that once the online override is entered, it should work. Comments from other committee members that the override is working for them. Dr. Pacheco suggested that what could be happening is a time conflict, so it would require another override from another instructor. Comment from a committee member that this happened a few times last semester, and then worked a few days later. Dr. Gonzales stated that this is something we need to discuss with J. Gieri.

11. Communication from the Faculty Senate (Gardner)

Dr. Gardner reported on the Faculty Senate meeting of 12/11/2019.

- Dr. Minner was not present.
- Dr. Gonzales reported that the Forestry Program was approved by their accrediting body.
- Dr. Orit Tamir reported that faculty and student voices are not being heard at Board of Regents meeting and hopes that will change.
- Dr. Wolf gave a report on educational programs.
- New business included Graduate Handbook approval, associate degree program for nursing approved, Alternative Licensure program in Education approved, approval of MA in Special Education with no thesis, approval of SEM committee.
- Dr. Tamir is on sabbatical for the Spring semester.
- Free tuition and the golf course were discussed at the General Faculty meeting.

12. Communication from the Graduate Council (Buchanan)

Council met on Monday and requested to raise the tuition waiver. They created a subcommittee to investigate the issue. It goes hand in hand with tuition caps.

Questions about advanced standing vs how courses can count in 4+1 or 3-2 programs, wherein students will take some courses to finish their undergrad while taking some on their grad. This might increase recruiting of our own students.

Discussed WICHE [Western Interstate Commission for Higher Education], tuition discounting, and exchange. There is a desire for Highlands to be able to participate. Passed a vote to urge Administration to offer instate tuition to WICHE students.

Students in the MFA in Media Arts are having a fee imposed that was unknown to the program, and it is unclear about whether that money is being sent to the program. Comment from a committee member that this fee has a different name than those from the department and was voted on by the Board of Regents in April. This is \$100 fee. It is not the \$75 fee required by the department. Discussion ensued.

13. Communication from the Administration (Gonzales)

Dr. Gonzales stated that they are trying to get the calendar for Fall approved. The calendar approved by the Board of Regents goes through 2021, so we need to get a group to look at the calendar for 2021 and beyond.

Comment from the committee that any calendar has to be approved by Faculty Senate first. Dr. Gonzales agreed.

Next Board meeting is 1/31/2020. A number of items held over, including the Graduate Handbook and Contingent Faculty Handbook.

Congratulations to the Forestry Program for being granted a \$5 Million Kress grant.

Concerning the catalog, changes and revisions for Fall schedule should be in by 2/25/2020.

The Dean searches are moving along, with CAS [College of Arts and Sciences] being further than the other 2. Chairs have been selected for all search committees, and positions have been posted.

Comment from the committee. Students are saying they were disenrolled and didn't owe money. They were told it was because they didn't have a payment plan in place. The following discussion ensued:

- Dr. Pacheco stated that he has been researching the matter. If we had a student that had a \$0 balance but did not have a payment plan or had not accepted financial aid, they were disenrolled.
- Committee member stated that this ties into the issue of having to give instructor permissions. It's crazy.
- Dr. Pacheco agreed and stated that if we're going to disenroll, maybe move the date forward further into the semester.
- Dr. Williamson asked if we know what percentage of disenrollees were like this.
- Dr. Pacheco stated it was 195, roughly 25% of those were disenrolled because of no payment plan. This comes from the business office.
- Comment from the committee that students may not be aware that they have to have a plan if they don't owe anything.
- Ms. Crespin stated that sometime in November, she worked with Ryan to do a mock disenrollment. At that time there were over 600 students that could have been disenrolled, and they called them all.
- Dr. Pacheco stated that 46 students were disenrolled, 50/50 undergrad/grad. It seems to affect Las Vegas on-campus students more.
- Comment from the committee that there does need to be discussion about this issue. We need to make it clear to the business office how many stakeholders are affected by this.
- Comment from another committee member that we have our representative voice in the Provost. We should ask her to take our concerns forward.
- Dr. Gonzales stated that this was writing an email as we speak.
- Question from the committee: Is this a financial education issue? What's the role of financial aid in helping students understand the system?
- Ms. Crespin stated that the Registrar's office runs the report, but it is a policy of the business office. There should be some financial literacy going on.
- Dr. Williamson stated that that's going to be part of a grant proposal.
- Comment from the committee that this affects enrollments in every course.
- Dr. Pacheco stated that of the 600, there's a group within that 600 that had a balance paid.
- Ms. Crespin stated that she believes it's unfair to disenroll students when they're not here. There's nobody here on Jan 2. It needs to be addressed.
- Dr. Williamson added that students lose their email accounts when that happens.
- Ms. Crespin stated that a few years ago we had \$1.2 Million in bad student debt. Perhaps the university needs someone to do collections.
- Dr. Williamston stated that universities either have a disenrollment system or a hold system. 1. It's early 2. We're disenrolling people who don't owe money 3. We're stripping email privileges so that people can't communicate. We have the strictest disenrollment in the state for an open enrollment institution and it doesn't make sense for our institution.

- Dr. Pacheco stated that email was not locked because of disenrollment. There was a glitch at ITS, and email accounts were being locked.
- Dr. Williamson stated that most institutions already have aid packages set up. If you don't have it in pocket, it's coming from a 3rd party. There's fewer people here willing to take loans, which is another piece of the puzzle.
- Dr. Gonzales stated that we have one of the lowest default rates in the state. Which is remarkable given our open enrollment. Our students leave with very little debt. But we're not going to keep these students if they get disenrolled.
- Dr. Pacheco asked how much labor is going into the process and reprocessing students.

During the discussion there was a request from a committee member that members and attendees please listen to the Chair of the committee and wait to be recognized before speaking.

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

15. Next meeting

February 5, Lora Shields Room 329

16. Adjournment

Meeting adjourned at 4:43 p.m.

Draft submitted by K. Gray, 3 February 2020.