



Academic Affairs Committee Minutes

Location: Lora Shields 329 and Zoom

Date: February 19, 2020

Approved March 4, 2020

1. Roll Call

Present: Rebecca Álvarez (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), Kathy Jenkins (Exercise & Sport Sciences), Anna Koch (Counseling & Guidance), 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: Lara Heflin (Psychology), Beth Massaro (School of Social Work), Elaine Rodriquez (History & Political Science), Sarah Santillanes (Teacher Education)

Also in Attendance: Inca Crespín (Registrar), Cristina Durán (Dean, Social Work), Gloria Gadsden (Sociology, Anthropology, & Criminal Justice), Roxanne Gonzales (VPAA), Benito Pacheco (Director, Academic Support), Jesús Rivas (Biology), Ian Williamson (AVPAA)

2. Approval of the Agenda

MOTION to accept agenda. Seconded. 11 yes, 1 nay. Motion passes.

3. Approval of Minutes – February 5, 2019

I. Crespín noted a correction to page 7.

MOTION to accept minutes as amended. Seconded. 11 yes, 1 abstention. Motion passes.

4. Subcommittee Reports

a. Undergraduate appeals (Heflin)

Subcommittee Chair submitted the following report via email:

We have 2 new petitions that the committee is reviewing. Many of the petitions continue to be related to students having difficulty meeting the 45-credit upper-division requirement

b. Graduate appeals (Jenkins)

Subcommittee had 1 petition and voted unanimously to deny petition. The petition was for financial hardship, and the subcommittee members recognized it was a heartbreaking situation. There are programs in place at the administrative level to help students in need. Even though the members voted to deny this petition, they would like the university to come forward for this student. The student's advisor went to registrar and confirmed the student will need 7-9 credits depending how he does in current courses. It would be helpful for the Foundation to come forward and help.

c. Ballen (Heflin)

Subcommittee Chair submitted the following report via email:

Our Spring 2020 Ballen scholar, James Nathan Long, hosted by the Forestry Program, should be on campus from April 5th - April 18th. We will share more details as his visit gets closer. We have released a new call for proposals for a Fall 2020 Ballen scholar. The deadline for submitting proposals is April 10th, and applicants will receive feedback by April 24th.

5. Program Review Schedule and Procedures

a. Health/HPS (Buchanan)

Subcommittee Chair has been in contact with Department Chair. The Department is difficulty completing the review due to the multiple programs covered by a single review and has requested to break up the report.

Committee member from that department stated that there are multiple programs within the department at both the Graduate and Undergraduate level. Previously, these were reviewed separately, but were recently combined into one review.

Subcommittee Chair suggested he could talk to the review subcommittee members and come back with a motion to separate the parts of the review.

b. University Studies (Wolf)

Nothing to report.

c. Southwest Studies (Gallegos)

The Department is making progress.

d. Computer Science (Heflin)

Subcommittee Chair submitted the following report via email:

Gil Gallegos and I were supposed to meet tomorrow, but I had to cancel. We are going to meet next week instead to hopefully wrap up the program review soon.

e. Forestry -review after accreditation (Buchanan)

Subcommittee Chair is waiting on Chair of Forestry program to obtain some final numbers.

f. Native American Hispano Cultural Studies (Jenkins)

Nothing to report. No communication from Department Chair.

g. General Engineering AA (Jenkins)

Department is working on it.

2020 Spring Program Reviews – need chairs and committee members

h. Early Childhood Multicultural Ed BA, CAEP Accredited, Minor –

New Subcommittee members: Kathy Jenkins (Chair), Rod Rock. **One more member needed.**

i. Elementary Education BA/CAEP Accredited, Minor, AA/CAEP Accredited –

New Subcommittee members: Anna Koch (Chair), Jim Peters. **One more member needed.**

j. General Science for Secondary Teachers BA, Minor

New Subcommittee members: Blanca Cespedes (Chair), Sarah Corey-Rivas, Tatiana Timofeeva.

k. Math/Computer Science for Secondary School Teachers BA, Minor –

New Subcommittee members: Rebecca Álvarez, Katie Gray, Kathy Jenkins.

l. Special Education BA, CAEP Accredited, Minor, Certificate, MA –

New Subcommittee members: Edward Harrington (Chair), Katie Gray, Jim Peters.

m. Educational Leadership - CAEP Accredited

New Subcommittee members: Ann Wolf (Chair), Sandra Gardner. **One more member needed.**

n. Curriculum & Instruction- Bilingual Education/ TESOL/ Reading Education/ Advance Program/Secondary Education Certificates –

New Subcommittee members: Peter Buchanan (Chair). **Two more members needed.**

6. Department of Biology – Biol 4910 – Senior Project and Biol 5940 – Field Zoology; the comparison from old to new program is posted in Sharepoint (Rivas) – vote item

Question from the committee. There are several places where students have options. Is there a way to have flexibility where its 9-12 credits instead of 12? S. Corey-Rivas stated that that would require a degree change, but it is a fair request. J. Rivas stated that no one ever takes the largest number of credits. It's not increasing the work that students need to do.

MOTION to approve both submitted changes. Seconded. 12 ayes. Motion passes.

7. Discussion – We need input for all members on this issue. The potential wisdom of decreasing the number of upper-division credit hours required for undergraduates to complete their bachelor's degrees. With the common course numbering changes having changed several 300- or 400- level courses to 200-level courses, I anticipate that undergrads will begin having an increasingly hard time meeting the 45-credit upper division requirement.

Statement from a committee member that it's important for people to understand who our peers are and why they are not like Highlands. We can select our own peers who have to be approved by HED. In the past, interested parties met with Office of Institutional Research to discuss the issue. Members of Faculty Senate, Faculty Association, and Administration tried to identify core qualities of Highlands, including open enrollment and the number of Pell grants received, as well as characteristics of the Graduate program. Peers also need to be minority serving institutions. Data analysis was run and came back with zero peers. The institution decided to create a peer list with institutions that had some Undergraduate and some Graduate characteristics similar to Highlands. This resulted in a list of peer institutions. The closest institution that looks like us is Sul Ross.

The following discussion ensued:

- Comment from a committee member that Sul Ross has the 2nd lowest number of credits required.
- Comment from a committee member that they have a larger core than we do. The committee member's Department Chair thinks our job is to provide a quality of education which is breadth and depth of knowledge. We shouldn't be following others. We should be leading the charge for what we believe is correct.
- Question from a committee member. What is the total number of credits for Sul Ross? Committee members did not know.
- Comment from a committee member that this issue is complex. If we're talking about quality, 45 is just about quantity. Content and quality are the same, but the classes have been downgraded. This committee member's department is divided on the issue. Some point out that many prestigious universities don't even have a requirement. We definitely need a committee.
- Comment from a committee member that these things are cropping up in undergraduate petitions from business students. There are numerous classes that were renumbered, and it's causing a shortage. Those are the same courses their degree plan already requires. Why not have a blanket approval for courses that were at a higher level that were demoted and just count those toward the upper level count? Perhaps have a blanket statement that those courses would be counted.
- Comment from a committee member that that idea makes a lot of sense. Committee member is intrigued by the idea of UNM having different requirements for different colleges/schools. Maybe the solution for Highlands is to have different requirements. Subcommittee should look at variables.
- Comment from a committee member that variable is interesting. Another thing to consider is that the programs with a high number of transfers, it counts for many of our upper division courses. In many cases, those students are lacking upper divisions and take electives to make up for it.
- Comment from a committee member that that's articulated.
- Comment from a committee member that many Education students come in with an AA.

- Comment from a committee member that in the articulation, in the old system the credits that transferred over counted as upper division.
- Comment from a committee member that Early Childhood Education has a statewide committee that has been working on this for years and has a manual to legislate where courses go.
- Comment from a committee member that this issue has been faced by the Biology Department. Students come in with AA, and they get the requirement of the class fulfilled but don't get the upper division credit.
- Comment from a committee member that their department doesn't take some equivalencies from UNM, because they do not meet the standards of their department.
- Comment from a committee member that they are appreciative of the discussion. It's not about quality of education. It's a numbers game. Some of the courses taught at the 2000 are actually taught at a much higher level. The Business School feels trapped. It's turning our students off.
- Comment from a committee member that what they don't like about the current system is that petitions are viewed as the answer. Some Departments use them more than others. Some students are able to have a lower credit than others because they understand the process. The committee member would rather have a lower number that is firmer.
- Comment from a committee member that we need to take other factors into account, like total number of credits, minors, etc.
- Comment from a committee member that students shouldn't pay the consequences of advisors not knowing the system. It's not fair.
- Comment from a committee member that perception is important.
- Comment from a committee member that transfer students need to be considered. If the program does not have 45 uppers built in, they will have to take extra credits.
- Comment from a committee member that the School of Education follows the state's requirements.
- I. Crespin stated that she just did a degree audit for a student needing 19 upper division credits. This is an issue they see a lot at the degree check.

- Comment from a committee member that many faculty members feel that if students want a 4-year degree they need to put in the effort.
- Committee Chair stated that she will ask L. Allard for full information on comparable institutions.
- Comment from a committee member that one of the problems with degree audit is that the credit requirements is at the top of the page, and advisors may miss it.
- Question from a committee member. Do we want to request information about other colleges at UNM?
- I. Williamson stated that the upper division petition is the most common appeal and that much of the discussion we've been having already goes on in the appeals process.
- Committee Chair stated that she recently received an email from a department that would like to add core courses to their program. Suggestion from a committee member that they should use a New Course form. If the course already exists, they should use a Revision form. Dr. Williamson stated that after it is approved internally at Highlands, it would be sent to the state for approval. The department should also submit the HED template.
- Question from the committee. Can we get numbers on how many petitions are put forward, how many are accepted, how many denied, etc.? Dr. Williamson stated that if there's anything above 6 credit hours, it's automatically sent to subcommittees for review. We can get numbers for the last few semesters.

8. Communication from the Chair (Wolf)

Nothing further to report.

9. Communication from the Registrar (Crespin)

I. Crespin reported that the schedule for summer courses will be online on February 26. Registration will begin March 2.

The call for fall schedule will be February 26. Registration will open March 30.

10. Communication from the Faculty Senate (Gardner)

S. Gardner reported the following:

- Meeting occurred on 2/12/2020. Dr. Minner was not in attendance.

- Dr. Williamson reported that the Dean searches continue, as does work on the Strategic Plan and the HLC visit in March
- Dr. Karaba reported that the last Board of Regents meeting included a discussion about online learning and Wiley. No decision has been made. There were a lot of questions about what the program does and does not do.
- Commencement marshals are needed.
- Dr. Wolf made an announcement concerning upper division courses.
- Dolores Huerta will be given an honorary degree for her contributions to the college and will be the commencement speaker.
- Academic calendar was approved.
- Sylvia Baca spoke about the 5-year capital plan.
- Dr. Petronis reported on the indirect cost proposal, in which money goes into a pool for various projects.
- It was stated that Wiley does not receive money unless students come to NMHU.
- Evaluation of Administrators form is still being worked on. There will be a focus on leadership.
- Dr. Rivas reported on out of state tuition. This includes an analysis of undergraduate revenue. He will present his findings to the BOR. Dr. Rivas added in the AAC meeting that this has to do with the WICHE consortium, specifically a recommendation that WICHE students should be able to pay in-state tuition.

11. Communication from the Graduate Council (Buchanan)

Nothing to report. Next meeting is this Friday [2/21/2020]

12. Communication from the Administration (Gonzales)

- R. Gonzales reported that we used to be members of WICHE. Membership goes from June to June, so we'll rejoin later this year. Dr. Gonzales would like to go to their conference this year, which is a forum for Provosts. She would like to see how Highlands can be more involved and see what other institutions in the state are doing. We are probably losing students for some of our Graduate programs.
- Concerning state funding, will get one of our RPF fundings. We may be getting funding for the RN to DNP program.
- Concerning Wiley, they only work with asynchronous programs. The number of weeks we run programs is up to the program. We're hoping to contract for the operations piece, recruitment, marketing, retention. We can add the instructional piece if we want. We are hiring one instructional designer now and would like to hire another next year. We don't need Wiley to do that part of the work. A decision has not been made yet.

- CAS Dean search committee getting together tomorrow [2/20/2020]. They are hoping to have some names to bring in this week. Business and Education search committees would like a larger pool. We are bringing Registrar candidates in in the next few weeks.
- Will be meeting with stakeholders to have a dialog about disenrollment.
- 2 accreditations: Counseling and Social Work.
- HLC visit will be 3/30/2020–3/31/2020.
- Ad Astra met with the team. They're doing an initial data analysis. Initial analysis shows our vacancy rate is considerably higher than our peers. They have recommended 67 courses to take off the schedule.
 - Dr. Pacheco noted that it is interesting that we have an occupancy of 65% average. Peer institutions are around 85%.
 - Comment from the committee that this also has to do with forced time blocks that don't work for professional schools.
 - Dr. Gonzales stated that this doesn't make sense for a lot of reasons. School of Education students are forced to take classes in the evening, because they're all zoomed out of Rio Rancho. If we're going to have different populations, we need to have appropriate classes for them.

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

14. Next meeting –

March 4, 2020, Lora Shields Room 329

15. Adjournment

Meeting adjourned at 4:37 p.m.

Draft submitted by K. Gray, 2 March 2020