



Academic Affairs Committee Minutes

Location: Lora Shields 329 and Zoom

Date: March 4, 2020

Approved April 1, 2020

1. Roll Call

Present: Gloria Gadsden proxy for 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), 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: Katie Gray (Library), Elaine Rodriguez (History & Political Science), Sarah Santillanes (Teacher Education)

Also in Attendance: Inca Crespin (Registrar), Brandon Kempner (Interim Dean, Arts and Sciences), Roxanne Gonzales (VPAA), Benito Pacheco (Director, Academic Support), Jesús Rivas (Biology), Ian Williamson (AVPAA), Josh Sloan (Forestry), Kyle Rose (Forestry), Jennifer Lindline (Geology)

2. Approval of the Agenda

MOTION to table NRM Reorganization proposal to next meeting on April 1, 2020 because Dr. Petronis was unable to attend. After a lively discussion, the motion was approved 10 yes, 5 no, 0 abstentions

Motion to approved amended agenda. Seconded accept agenda. Amendment. Seconded. 13 yes, 2 no, 0 abstention. Motion passes.

3. Approval of Minutes – February 19, 2020

MOTION to accept minutes. Seconded. 14 yes, 0 no, 1 abstention. Motion passes.

4. Subcommittee Reports

a. Undergraduate appeals (Heflin)

Subcommittee Chair reported the committee was very busy and thanked the committee members.

b. Graduate appeals (Jenkins)

Subcommittee Chair reported no appeals were currently before subcommittee

c. Ballen (Heflin)

Subcommittee Chair reported there would be no Spring 2020 Scholar due to illness. But, the committee thought perhaps 2 scholars could be scheduled in the fall. The committee is considering this and checking with the Foundation.

5. Program Review Schedule and Procedures

a. Health/HPS (Buchanan)

MOTION by subcommittee chair to separate the Health and HPS programs reviews into three reviews: Health, HPS undergraduate, and HPS graduate, per request of the department. Seconded. 15 yes, 0 no, 0 abstention

The subcommittee chair will serve on the first of these reviews and new committees will be constituted for the other two.

b. University Studies (Wolf)

Subcommittee chair reported that she is working on the review

c. Southwest Studies (Gallegos)

The Department is making progress.

d. Computer Science (Heflin)

Subcommittee Chair reported that program review was submitted and the committee was working on it

e. Forestry -review after accreditation (Buchanan)

Subcommittee Chair received a flash drive with the report and will share with the subcommittee

f. Native American Hispano Cultural Studies (Jenkins)

Subcommittee chair reported that department chair is working on the review and hopes to have it completed over spring break.

g. General Engineering AA (Jenkins)

Subcommittee chair reported that department chair just finished the Computer Science review and will now focus on completing this review.

2020 Spring Program Reviews

h. Early Childhood Multicultural Ed BA, CAEP Accredited, Minor (Jenkins)

AAC Chair reported that Teacher Education department chair resigned. The AAC Chair will communicate with the new department chair about the program review.

i. Elementary Education BA/CAEP Accredited, Minor, AA/CAEP Accredited (Koch)

AAC Chair reported that Teacher Education department chair resigned. The AAC Chair will communicate with the new department chair about the program review

j. General Science for Secondary Teachers BA, Minor (Cespedes)

No report. AAC Chair will communicate with department chair about review.

k. Math/Computer Science for Secondary School Teachers BA, Minor (Alvarez)

No report. AAC Chair will communicate with department chair about review.

l. Special Education BA, CAEP Accredited, Minor, Certificate, MA (Harrington)

No report. AAC Chair will communicate with department chair about review.

m. Educational Leadership - CAEP Accredited (Wolf)

No report. AAC Chair will communicate with department chair about review.

n. Curriculum & Instruction- Bilingual Education/ TESOL/ Reading Education/ Advance Program/Secondary Education Certificates (Buchanan)

No report. AAC Chair will communicate with department chair about review.

6. Department of Business
 - a. delete AACT 4100/5100
 - b. Add ACCT 4810/5810
 - c. Delete BMIS 5800 Project
 - d. Add MGT 45xx/55xx

MOTION to move this item to an action item, rather than discussion item.
Seconded. 6 yes, 4 no, 3 abstentions

MOTION to approve the above changes. Seconded. 10 yes, 0 no, 5 abstention

7. Request for Amnesty – Department of Sociology, Anthropology, and Criminal Justice (Gadsden)

MOTION to move this agenda item to a discussion item, as it was incorrectly labeled as an action item. Seconded. 15 yes, 0 no, 0 abstentions

The former Registrar (Michael Raine) granted amnesty several years ago to departments wishing to add prerequisites to their existing courses. The prerequisites were identified on a spreadsheet and submitted to the Registrar for addition to the course catalog. Unfortunately, several departments reported that prerequisites were never added to their courses.

Dr. Gadsden will share the old template with Dr. Gonzales in preparation of the next AAC meeting. The template will be reviewed at the April 1, 2020 meeting. Once approved, the process will be reopened for all departments.

8. Department of Sociology, Anthropology, and Criminal Justice – Discussion
 - a. New Program Proposal- MA in Criminology
 - b. New Course: Reproductive Justice (4xxx/5xxx)
 - c. New Course: Gender, Food, and Culture (4xxx,/5xxx)
 - d. New Course: Violence and Society (4xxx/5xxx)
 - e. New Course: Organized Crime (4xxx/5xxx)
 - f. Course Revision: Field Methods in Archaeology (4140/5140)

Dr. Gadsden presented the new program and program changes. A lively discussion ensued. Dr. Gadsden answered the AAC committee member questions.

9. Department of Sociology, Anthropology, and Criminal Justice- MA in Criminology – Discussion (Gadsden)

Motion was made to remove this agenda item, as it was included in part 8 of the agenda. Seconded. Motion passes 15 yes, 0 no, 0 abstention

10. Department of Teacher Education- Revision of Minor- Discussion

The revision of Elementary Education K-8 program was discussed. The department is not changing the framework or the credit hour requirement. Instead, the changes help with transfer students with endorsements. This program is only for students in the BA for Elementary Education.

11. Department of Curriculum and Instruction – Change from EDUC to GNED – Discussion (Wolf)

The AAC Chair handed the meeting over to the secretary for this one agenda item. When the department presented changes last fall to AAC to change C & I courses back to GNED prefixes, one course was forgotten.

MOTION was made to make this item an action item. Seconded. 13 yes, 0 no, 0 abstention

MOTION was made to change EDUC 5350/6350 to GNED 5350/6350. Seconded. 14 yes, 0 no, 0 abstention

12. Discussion on upper division credits

MOTION was made to table this item to the next meeting. Seconded. 12 yes, 0 no, 0 abstention

13. Communication from the Chair (Wolf)

The Amnesty program may come back to AAC from the Faculty Senate.

14. Communication from the Registrar (Crespin)

I. Crespin reported this was her last meeting as Registrar, as the new person will be in place by the next meeting. The AAC Committee thanked Inca for her hard work.

15. Communication from the Faculty Senate (Gardner)

S. Gardner reported the following:

- Communication from the President (S. Minner) - Financial data disseminated regarding NMHU's budget. The Facilities building was restored and looks good along with a long list of campus repairs. An area of National Street belongs to NMHU and ideas were generated about potential uses. March 30-31 is scheduled for the focus visit for HLC and plans are in progress. There is a new athletic director and coach. Student alumni responses were good and 98% would choose NMHU again.
- Communication from the Administration (R. Gonzales). Searches remain in progress for Deans and a new committee is being formed to select a Dean for the College of Education. Interviews will start in a couple of weeks.
- Communication from the interim Chair (Karaba).
Brief report
- Communication from Academic Affairs (A. Wolf) (Report) Course numbering changes were discussed along with student appeals and providing more upper division courses.
- Graduate Committee Recommendations—Action Item
Approved
- Grad students from WICHE will pay instate tuition
- All out of state and international students will pay 110% of in state tuition if they are not from WICHE states
- Online learning regarding Wiley Ed Services –discussion
- Faculty hiring language in Handbook, p. 323 regarding selection of Deans, minimal qualifications and having persons with the same qualifications to interview candidates. Discussion regarding having someone interviewing with exact academic degrees vs interviewing with the exact administrative positions.
- CTE Survey: The Leadership Center has funds in the budget for a Director and will collect data from faculty for approval.
- End of Course Evaluations: By not having student evaluations, this may affect our accreditation. Discussion remains ongoing—take back to faculty departments to discuss.

16. Communication from the Graduate Council (Buchanan)

P Buchanan reported the following:

After the Graduate Handbook and Catalog were approved by the Board of Regents, people realized that language regarding Academic Dean review of graduate theses had been left out of the new documents, and there is some uncertainty over whether this was done intentionally or accidentally, but regardless, the policy is now being followed as written.

There was a lot of discussion of accelerated programs, often called 3+2 or 4+1 programs, in which some undergraduates enroll in graduate courses. In the next graduate council meeting, there will be more concrete discussion of comparisons to other universities that do this, but the general sense is that this is a shift that is happening throughout New Mexico and across the country. Several representatives indicated specific programs and partnerships with other institutions that programs like this might enable. However, the discussion was fairly broad rather than focused on specific details, which I think will be part of future discussions.

In discussing the roll out of Slate, many participants expressed some frustration with how they were notified of applicants. Program representatives were only notified of pending applications at the point at which they were completed, but due to extended time processing transcripts and letters of recommendation, this was often long after prospective students had begun applying, and programs wanted the ability to contact prospective students earlier in order to better recruit them to Highlands. The Admissions office agreed to look into the possibility of sending weekly reports to graduate coordinators, and I'm happy to say that they began doing so this week (although some of them may end up in Spam folders).

We also began discussing looking more critically at the shift from admissions to matriculation as the next piece of graduate admissions that needs revising to reflect the adoption of Slate. For a future meeting, the Admissions Office will be providing some documentation of what the process currently looks like so that we can discuss how to best ensure that students are able to register and matriculate smoothly once they are admitted.

17. Communication from the Administration (Gonzales)

- NMHU is developing a Corona Virus Policy. The administration is currently working on a plan and will send it out to the university
- Dean searches are in progress. But, the School of Education search had a serious breach of confidentiality and a new committee will be set up immediately. Dr Karaba of the Faculty Senate is gathering names.
- Graduate WICHE students will pay in-state tuition
- Wiley was discussed at the Faculty Senate
- The CTE is sending a survey out to faculty about needs

- The Administration has an MOU with the Faculty Association and Faculty Senate on end of course evaluations. We need to work on them, as they affect accreditation. Dr. Gonzales is working with the Faculty Senate and Association on this issue.
- Outcomes assessment for the School of Education were not completed.
- LANL will be on campus tomorrow to speak about careers and meet with the Foundation about funding and partnerships.

18.Late Additions to the Agenda (minor items only)- None

19.Next meeting –

April 1, 2020, Lora Shields Room 329

20.Adjournment

Meeting adjourned at 5:07 p.m.

Draft submitted by K.Jenkins, 29 March 2020