

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), 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:** Elaine Rodriguez (History & Political Science), Sarah Santillanes (Teacher Education)

**Also in Attendance:** Christina Duran (Dean, Social Work), Gloria Gadsden (Criminal Justice), Justine Garcia (Biology), Roxanne Gonzales (VPAA), Eric Griffin (Biology), Sheree Jederberg (Education, Interim Dean), Brandon Kempner (CAS, Interim Dean), Jennifer Lindline (Geology), David Lobdell (Visual and Performing Arts), Mike Petronis (Geology), Jesus Rivas (Biology), Henrietta Romero (Registrar), Josh Sloan (Forestry), Keith Tucker (Interim Dean, Business, Media, and Technology)

2. Approval of the Agenda

Minor changes to agenda:

- #8 will be a discussion with the option to vote
- #9 BS in Wildlife Biology and Conservation

MOTION to approve amended agenda. Seconded. 15 ayes, 0 nays, 1 abstention. Motion passes.

3. Approval of Minutes – April 1, 2020

Minor corrections submitted to Secretary.

MOTION to approve corrected minutes. Seconded. Unanimous vote. Motion passes.

#### 4. Subcommittee Reports

- a. Undergraduate appeals (Heflin)

Nothing to report.

- b. Graduate appeals (Jenkins)

Nothing to report.

- c. Ballen (Heflin)

Deadline was last Friday [4/10/2020]. One proposal was submitted, which will be evaluated by 4/24/2020.

#### 5. Program Review Schedule and Procedures

- a. Health/HPS (Buchanan)

Nothing to report.

- b. University Studies (Wolf)

Report taking longer than anticipated.

- c. Southwest Studies (Gallegos)

Nothing to report.

- d. Computer Science (Heflin)

Subcommittee Chair has been emailing with Department Chair, who is working on revisions and will proceed making note of areas of issue. Anything outstanding is outside the Department's control. Subcommittee Chair hopes to present the review at the next AAC meeting.

- e. Forestry -review after accreditation (Buchanan)

Subcommittee is drafting responses. The goal is to have them completed by end of weekend. Subcommittee chair will be setting up a meeting with Forestry Department.

- f. Native American Hispano Cultural Studies (Jenkins)

Nothing from department.

g. General Engineering AA (Jenkins)

Department Chair is still working on Computer Science program review and will work on this next.

**2020 Spring Program Reviews**

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

Nothing to report.

i. Math/Computer Science for Secondary School Teachers BA, Minor (Álvarez)

Nothing to report.

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

Subcommittee Chair heard from program chair. The department will work on this for next semester.

MOTION to postpone the review until Fall 2020. Seconded. Unanimous vote. Motion passes.

k. Educational Leadership (Wolf)

Subcommittee Chair has spoken with program chair.

MOTION to postpone the review until Fall 2020. Seconded. Unanimous vote. Motion passes.

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

Department hasn't started yet.

**6. Department of Visual and Performing Arts – Core Curriculum proposal – discussion item (Lobdell)**

Dr. David Lobdell gave an overview of the proposal as laid out. The department decided not to move upper division. They are moving lower division courses. All the SLOs are verbatim.

Dr. Brandon Kempner stated that we are probably going to get a lot of new courses to go into the core. It would be good to have a discussion about how we're going to handle them. None of these will compete with other courses in the core.

AAC Chair stated that we may need a subcommittee to evaluate the core again.

MOTION to make this an action item. Seconded. Unanimous vote. Motion passes.

MOTION to approve changes as proposed. Seconded. Unanimous vote. Motion passes.

7. Request for Amnesty – Department of Sociology, Anthropology and Criminal Justice from February 2020 – vote item (Gadsden)

Dr. Roxanne Gonzales sent this out to concerned parties and but received no response.

Comment from the committee that this is amnesty not only for this department but for anyone who would like to take advantage of it.

MOTION made for any department to have an amnesty.

Request from a committee member for clarification.

Dr. Gloria Gadsden stated that a few years ago the Registrar invited departments to make blanket changes at one time to change all pre and co-requisites without turning in individual forms.

Comment from the committee that we also talked about the fact that additions did not add any requirements.

Question from the committee. How long will this amnesty last? What is the limit?

Dr. Gonzales stated that she is on board with this. It makes it easier for departments and registrar. Maybe the registrar should development a policy so everyone has guidance.

Comment from the committee that one of the things we discussed was streamlining the process. We should just have one document, but the process is streamlined.

MOTION to make the request for amnesty for the all departments and programs. Seconded. Unanimous vote. Motion passes.

8. Natural Resource Management Reorganization (Revised) – discussion item (Sloan)

AAC Chair noted that more documents were added to Sharepoint for this week's meeting.

Dr. Joshua Sloan stated that at the last meeting draft catalog descriptions were requested. The description was prepared and put before the department faculty. All of the revisions are highlighted in the submitted document. No changes were made to the course or program descriptions.

Comment from a committee member concerning the budget. The department's former administrative assistant is very concerned, and I don't see that her concerns have been addressed. The administrative assistant was full time under Biology (Life sciences). When they were split, the position was shared. It looks like one administrative assistant will serve three departments. That doesn't seem fair. There is no way one person can do that. It is unfair. I don't see that in the budget. Are you working to get another assistant position?

Dr. Sloan stated that those concerns were not brought to the department, but that is fair. It does not bear on the changes, which is why it wasn't addressed. CREST overhead will go to support a shared administrative assistant with the ORSP.

Question from a committee member. So there would be two assistants?

Dr. Sloan stated that it would be one administrative assistant between NRM and Biology. That existing position would continue to be shared thus. A new assistant would be hired for the other position to be shared as previously stated.

Dr. Kempner stated that this has been discussed.

Comment from a committee member that they support what's being said. Then there is a cost to this reorganization, and they don't see that reflected in the budget. They want to make sure the assistants are supported.

Dr. Michael Petronis stated that he has a few concerns. It's a grant, so it's not a resource to hire a permanent position. Once someone is hired, are they term or long term? Is that an allowable expense in the grant? It's not a long-term fix.

Dr. Blanca Cespedes stated that she would like to know that this assistant is important. How many departments don't have an administrative assistant? Is this an academic issue?

Dr. Jennifer Lindline stated that this discussion is new to her. She did not know about the re-allotment of the administrative assistant. She administers grants and needs assistants. These conversations are new.

Comment from a committee member that they are okay with the short term solution. But it is the responsibility of this body to look at budgets. We have to make sure the programs have the resources to be successful. An administrative assistant is one of the building blocks. If we approve this and you don't have what you need to move forward, then you will fail.

Dr. Sarah Corey-Rivas stated that Biology shares that administrative assistant and does not know how the duties would change. Currently, there are 3 separate budgets to track. She would like to see how the work load would change. The model of taking soft money and trying something out is a cautious model that we have used, so there is precedence for this funding for the administrative assistant.

Dr. Cespedes asked how many departments don't have these assistants. The department would be able to deal without an assistant.

Dr. Kempner stated that he fought to get everyone an administrative assistant as Dean. With the current assistant retiring, there will be cost savings.

Dr. Petronis stated that he doesn't think there's any cost savings with someone who is making 35K. The current assistant is extremely experienced. Was this written into the grant? If not, you'll have compliance issues. It's extremely helpful to have an assistant and not rely on soft money, which goes away.

Dr. Gonzales stated that it is not unusual for administrative assistants to be paid with soft money. If we grow the program, the revenues should support a full time position. For any position we want to convert to full time and take a portion out of each year's budget earmarked for that position. It is very difficult for any one administrative assistant to manage three departments. We should think about institutionalization immediately.

Dr. Sloan stated that Dr. I. Williamson was already involved in the discussion concerning indirect costs to support the administrative assistant and no compliance issues were brought up. It falls under "allowable uses." The CREST grant will bring in 4.5M in indirect money to highlands.

Comment from a committee member that this should be taken as an opportunity. This is your departments' chance to tell us what you need to make you successful. What else do you need?

Dr. Kempner stated that Dr. Williamson suggested this idea.

Dr. Cespedes stated that this is designed for building and growing the department.

Dr. Sloan stated that he appreciates the view that this is our opportunity to define what we need. We talked about this a lot. Given that the administrative assistant would be split between the two offices, the arrangement we came to would be the optimum arrangement to help the students engage with the CREST program. One foot in forestry, one foot in grant.

Dr. Petronis stated that it sounds as though this person would also be a recruiter.

Dr. Sloan stated that the duties of the administrative assistant would be just those current duties combined with the grant side. This person would be a liaison to facilitate student's movement of paperwork through the system. There is a completely separate position for a recruiter (student engagement coordinator) specified by the grant.

Question from a committee member. The way we handle PRM and S-STEM, we have a separate person who handles coordination. How will you handle that?

Dr. Sloan stated that here is a separate position called the student engagement coordinator.

Question from a committee member concerning individuals working in two departments.

Dr. Sloan stated that Joe Zebrowski and Dr. Iwashita have been hired under Forestry contracts. But he is also in the GAINS lab.

Dr. Petronis stated that we work for NMHU and not our departments. GIS is under Geology. The Geology Department built the GAINS lab. He is concerned despite assurances from the Dean. What is GIS? He wants to make sure it lives in a program that can share it.

MOTION to move this item to a vote item. Seconded. Unanimous vote. Motion passes.

MOTION to approve the reorganization. Seconded.

Dr. Gonzales stated that GIS is one of those areas that is truly interdisciplinary. It sits in different places at different institutions. We need to sit back and have a conversation about where we want GIS to go as an institution, because it is such an important discipline. Maybe it will be its own department. We need market research. There is standalone potential for a Bachelor's. It could be an attractor in 12-18 months.

Dr. Jim Peters restated his objections from the previous meeting. This is not cost-benefit justified. These things could be just as easily accomplished under the current structure. In addition, it is intellectually not cost-benefit justified. We benefit from interdisciplinary collaboration, but this starts to build barriers. The continued fragmentation of the departments takes away from the collaborative nature. This will also weigh in on faculty governance issues.

Discussion ended and vote was taken.

10 ayes, 3 nays, 2 abstentions. Motion passes.

9. Biology Department – new course: Conservation Biology in a Changing World, - New program: BS in Wildlife Biology Conservation and Management (Revised), Program Revision of Biology BS and BA, Revision of BIOL 385 - vote item (Rivas)

Dr. Tatiana Timofeeva asked if these changes are somehow related to Chemistry classes.

Dr. Jesus Rivas stated that the Program Revision concerns Chemistry.

Dr. Corey-Rivas stated that there are issues around Chemistry that would affect the last two proposals, the new course and the revision of BIOL 385.

Dr. Timofeeva asked if the new course is related to chemistry.

MOTION to approve the creation of the new course (Conservation Biology).  
Seconded.

Question from a committee member. What distinguishes this course from the forestry class?

Dr. Rivas stated that the forestry class is mostly about conservation of the environment and sustainability. The Biology course is about conserving diversity.

Dr. Corey-Rivas stated that the discipline tends to focus on evolution and biodiversity and the impact of human interaction on biodiversity.

Discussion ended and vote was taken.

Unanimous vote. Motion passes.

MOTION to make this course part of the core. Seconded. Unanimous vote. Motion passes.

Discussion of the revision of BIOL 385 ensued.

Dr. Rivas stated that this class used to follow outdated methodology. We want to bring this class down for freshmen and sophomore. This will allow them to weave these concepts into the teaching from the beginning.

Question from a committee member. How does this affect the upper division credits requirement?

Dr. Rivas stated that the Biology major has sufficient upper division courses.

Dr. Kempner stated that he spoke with the Chair of the Chemistry Department. There needs to be discussion about how this will impact Chemistry.

Dr. Rivas stated that this is more involved with the program revision.

Dr. Kempner stated that the objection raised by the Chemistry department is that there might be too much Organic Chemistry in this course.

Comment from a committee that this issue was brought up last time that chemistry had not been talked to.

Dr. Gonzales suggested that if we're going to revise the BA/BS it makes more sense to look at the revision first. By putting courses forward before the revision, it doesn't make sense.

Dr. Timofeeva stated that the department had little opportunity to read the documents. It might lower the knowledge of Biology students in Organic Chemistry.

MOTION to postpone the vote on the remainder of the BIOL items.

Dr. Corey-Rivas stated that the revision the Biology Department is proposing is one change to one option for the chemistry requirement. Also, Dr. Corey-Rivas has a Powerpoint about why this is happening. There is educational research about why this is moving to lower level.

Dr. Rivas stated that lowering the class level doesn't affect other departments. It is just so it can be offered to freshmen students. Dr. Rivas also stated that the Chemistry Department was informed via the AAC.

Dr. Timofeeva stated that the Chemistry Department needs time to review what Biology is suggesting.

Question from a committee member. What is the sense of urgency for this matter?

Dr. Rivas stated that the department wants this to start next fall, and they are running out of time this semester. If revising BA/BS that's fine.

Question from a committee member. Would it be possible to set up a meeting with Chemistry before the next meeting.? So that it could be voted on next time?

Dr. Rivas stated that they could postpone those that affect Chemistry.

Comment from a committee member that to make a course change, departments never consult other programs.

Comment from a committee member. To some extent, it's different than if English wants to lower a class. This course is being lowered in anticipation of the changes. And this course is not only being lowered, there is implied a content change to take on some of those organic chemistry elements. Would be curious to see the presentation Dr. Corey-Rivas mentioned.

Comment from a committee member in support of this motion. They are not against the changes, it just allows communication to take place. The Dean has said there is dissention. We have another meeting. It is appropriate to delay this vote so Chemistry can sit down with Biology so everyone can support it.

Dr. Corey-Rivas stated that a lot of molecular biologists have strong crossover with chemistry. It would help to talk more about this.

Comment from a committee member. It seems this comes up frequently, this issue of communication between departments. So there may be a flaw in our process. Maybe in the future we could have other people from the department be here.

AAC Chair stated that we do have a representative from each department. Dr. Timofeeva was not able to be here due to technological issues.

Dr. Justine Garcia stated that, as the person who designed and will teach this course, she wants the support of the Chemistry Department.

Dr. Rivas stated that the Chemistry faculty know their chemistry, but the Biology faculty knows what level of chemistry the biology students need.

Original moving committee member changed their motion. MOTION to postpone this discussion to the fall. No second. Motion fails.

MOTION, at the next AAC meeting the committee would be willing treat this as an action item if the Biology Department consults with the Chemistry Department. Seconded. Unanimous vote. Motion passes.

AAC Chair stated that Katie Gray will continue as Secretary in the fall, but we will need a new chair.

[The following message was posted to the chat box on Zoom from a committee member: I know we're almost done with the meeting today. I would like to request that at our next meeting, Roxanne's report from the administration come early on so that it isn't missed again, because I think there are a lot of questions up in the air about how Covid-19 might affect the university in the fall, and I think this committee should contribute to some of that discussion.]

Meeting time elapsed.

- 10.** Department of Social Work – New Course Proposal: Family Therapy with Children and Adolescents and Macro Practice – discussion item (Massaro)

Meeting time elapsed. No discussion

- 11.** Department of Educational Leadership – New program: EDLD Concentration in K-8 Mathematics Teacher Leadership – discussion item (Rock and Karaba)

Meeting time elapsed. No discussion

- 12.** 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.

Meeting time elapsed. No discussion

- 13.** Communication from the Chair (Wolf)

Meeting time elapsed. No discussion

- 14.** Communication from the Registrar (Romero)

Meeting time elapsed. No discussion

- 15.** Communication from the Faculty Senate (Gardner)

Meeting time elapsed. No discussion

- 16.** Communication from the Graduate Council (Buchanan)

Meeting time elapsed. No discussion

**17. Communication from the Administration (Gonzales)**

Meeting time elapsed. No discussion

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

Meeting time elapsed. No discussion

**19. Next meeting**

May 6, 2020, Zoom only

**20. Adjournment**

Meeting adjourned at 5:00.

Submitted by K. Gray, 5/5/2020