

1. Roll Call

Present: Peter Buchanan (English), Blanca Céspedes (Forestry), Kevin Ensor (Counseling & Guidance), Gloria Gadsden (Sociology, Anthropology, & Criminal Justice), Gil Gallegos (Computer & Mathematical Sciences), Sandra Gardner (Nursing), Katie Gray (Library), Edward Harrington (Visual & Performing Arts), Kathy Jenkins (Exercise & Sport Sciences), Arcadius Krivoshein (Chemistry), Beth Massaro (School of Social Work), Angela Meron (Media Arts & Technology), Daniel Olufemi (Curriculum & Instruction), David Pan (Psychology), Jim Peters (Business Administration), Michael Petronis (Natural Resources Management), Luke Ritter (History & Political Science), Maureen Romine (Biology)

Absent: Rod Rock (Educational Leadership)

Vacant positions: Languages & Culture, Education – Special Education, Education – Curriculum & Instruction, Education – Teacher Education

Ex Officio Members: Roxanne Gonzales (VPAA), Henrietta Romero (Registrar)

Also Present: Christina Durán (Dean, Social Work), Brandon Kempner (Dean, CAS), Veena Parboteeah (Dean, Business & Media Arts), Jesús Rivas (Chair, Biology), Ian Williamson (AVPAA), Ann Wolf (Chair, Curriculum & Instruction)

2. Voting by Consent

- FROM ROBERT'S RULES: Business can be expedited greatly by avoiding the formality of motions and voting in routine business and on questions of little importance, the chair assuming general (unanimous) consent until someone objects.... If at any time objection is made with reasonable promptness, the chair ignores what has been done in that case even if (she) has announced the result and requires a regular vote.... One negative vote defeats a motion to make a vote unanimous, as a single objection defeats a request for general consent. [<http://www.rulesonline.com/rror-08.htm>].
- PROPOSAL: Vote on all matters by soliciting "no" votes only. If there aren't any "no" votes, the motion will carry "by consensus." If there is one (or more) "no" votes, we then count the "yes" votes for an official tally.

Question from a committee member. What about abstentions? Chair noted that Robert's Rules states that abstentions do not have to be counted. Comment from a

committee member that we follow Robert's Rules, but we also have our own precedents and should count abstentions. Chair noted that if the vote goes to a count, abstentions will be counted.

Question from a committee member regarding following Robert's Rules. Will we follow all of the guidelines, specifically concerning the number of times an item comes before the committee before being voted on? Chair noted we follow precedence that items come before the committee once for discussion and once for voting. Statement from a committee member that they are worried that things that were passed quickly will have to come back to AAC to fix errors, because there was not enough time to go through items.

MOTION to proceed with voting by consent only for the duration of time that Academic Affairs Committee meetings are held via Zoom only. Seconded. Approved by consensus.

3. Approval of the Agenda

Amendment to agenda from Chair postponing item #5 until additional documentation is provided by the department.

Comment from a committee member that the Roll on the agenda is incorrect. Acknowledged by Chair and Secretary.

MOTION to approve amended agenda. Seconded. Approved by consensus.

4. Approval of Minutes – May 13, 2020

MOTION to approve minutes. Seconded. Approved by consensus.

5. School of Business – Certificate in Emerging Business Markets Entrepreneurship – vote item (Peters, Tucker)

Item postponed.

6. Subcommittee Chairs – Undergraduate Appeals Subcommittee; Ballen Scholar Subcommittee

Chair nominated Angela Meron to serve as Chair of Undergraduate Appeals Subcommittee. A. Meron accepted nomination.

MOTION to approve Angela Meron as Chair of Undergraduate Appeals Subcommittee. Seconded. Approved by consensus.

Chair nominated Peter Buchanan to serve as Chair of the Ballen Scholar Subcommittee. P. Buchanan accepted nomination.

MOTION to approve Peter Buchanan as Chair of the Ballen Scholar Subcommittee. Seconded. Approved by consensus.

7. Program Review Subcommittees – Reconfiguration of schedule; Membership needs

Chair called for additional volunteers to serve on Program Review Subcommittees. Members volunteered as follows:

Health: Arcadius Krivoshein

HPS Undergraduate Program: Gloria Gadsden (Chair), Angela Meron, Gil Gallegos

HPS Graduate Program: David Pan, Kevin Ensor, [Chair still needed]

University Studies: Ann Wolf reported that the review is almost completed and that she would be willing to complete it if the AAC will allow her to continue despite no longer serving on the AAC.

MOTION to allow Ann Wolf to complete the University Studies program review.

Question from a committee member. Who is the new representative from your department [Curriculum & Instruction]? Dr. Wolf noted it is Daniel Olufemi. Suggestion from a committee member that Dr. Olufemi join Dr. Wolf in completing the program review. Dr. Olufemi agreed.

Motion seconded. Approved by consensus.

Southwest Studies: No new members needed.

Forestry: No new members needed.

Native American and Hispano Studies: No new members needed.

Engineering: Arcadius Krivoshein, Michael Petronis

8. Communication from the Chair

Chair reviewed protocols for future meetings.

- Starting and ending times will be strictly adhered to. Please log in early.

- Please try to use the raised hand option to make comments.
- Agendas will be sent out on Friday afternoon preceding the meeting.
- This meeting and the next all documents will be attached to email until Sharepoint access is granted to all members.
- Please turn in all materials by the end of day on Thursday before the meeting.
- The committee will not be accepting any new business after 11/4/2020 for materials that need to be accepted by the end of the semester.
- Changes that will result in a catalog change must be turned in to the committee by 3/15/2021

Request from a committee member that documents be organized in Sharepoint so that they are easier to find from one meeting folder to the next. Chair and Secretary stated they will work on this suggestion.

Request from a committee member that the AAC deadlines be sent to the Deans by the Provost. Chair concurred. Dr. Roxanne Gonzales (VPAA) stated that an email could be sent out by Prescilla Ortega-Mathis.

Chair stated that the AAC needs a representative to the Faculty Senate. Committee member pointed out that is the responsibility of the Faculty Senate to designate a liaison, not the other way around. Chair concurred.

Chair requested that all members review the section of the Faculty Handbook detailing the Academic Affairs Committee. Chair stated that members need to be present at meetings and do the homework before meetings.

Link to Faculty Handbook (see section 5-3):

<http://its.nmhu.edu/IntranetUploads/002195-ProposedFac-914201021204.pdf>

9. Communication from the Registrar

Degrees awarded and diplomas sent out.

Add/Drop deadline has been extended to 8/28/2020. Drop of all courses has been extended to midnight tonight [8/19/2020].

Chair requested an update on the enrollment numbers. The Registrar reported that the numbers are steadily increasing and not many drops coming through. This morning, there were 75 pending registrations to process, and all but 3 are now done.

Request from a committee member that the registrar always bring enrollment numbers to the AAC meetings. They stated that if we need to have a discussion

about intersession classes, this committee works to do that. Regular reports would be handy. Committee member asked, do you anticipate that we will have to move many courses to 2nd 8 weeks or intersession? Dr. Gonzales stated that we're down 1% from last year. A large amount of growth is from the School of Education. Graduate programs are our growth programs overall. The Freshman class is down, but we anticipated that. Typically, the intersession is for the student athletes to keep eligibility. We need to start thinking about that for winter, especially in CAS. We want to have a schedule in place so we're not scrambling. The Registrar stated that she will bring an enrollment report to each meeting. She stated that she has had discussions with the Deans regarding intersession classes, particularly CAS. Comment from a committee member that in the past, the university would make a more concerted effort to plan intersession courses for retention purposes. What strategies can we put in place? Question from a committee member asking for a definition of "intersession." The Registrar stated that this is a course that is offered outside the normal course dates, usually in the few weeks after a semester ends and before the next semester begins. We have found that a lot of our students benefit from the intersession when they are on a completion deadline. There a lot of opportunities for students across campus.

10. Communication from the Faculty Senate

No report at this time. Faculty Senate will hold their first meeting next Wednesday, 8/26/2020.

11. Communication from the Graduate Council

No report at this time. Graduate Council has not yet held their first meeting of the semester.

12. Communication from the Administration

Dr. Gonzales stated that today is the first day of the strangest fall semester. We haven't had as many student petitions and haven't had any major issues yet. Dr. Gonzales did a walkthrough of Burriss Hall with Brandon Kempner and tomorrow they will be doing Lara Shields and Hilton. Things look good. Dr. Gonzales sent out a resource list yesterday and is trying to include the MOA every time she sends things out. Please read the MOA. If you see violations, there is a place to go to email concerns. We have 18 new faculty this fall and 2 more in forestry who will not arrive until spring. Dr. Kempner mentioned that there is also a visiting professor of geology. Dr. Gonzales stated that she is working with the Deans. We do not want to do anything to our students, especially Freshmen, that will cause them to say they don't want to do this. Dr. Gonzales is allowing to classes to proceed with only 3 students, so that students aren't scrambling to find other classes. If the professor wants to teach, they can. Please let the office know as things come up, so that

they don't miss it. Dr. Gonzales stated that they want to put new programs forward, but we might need to step back and is asking for patience.

Dr. Gonzales reported that all program reviews were done last spring and sent to Ann Wolf [AAC Chair, 2019-20]. The university is getting a lot of questions from the finance committee. As you look at reviews, really address the needs, what do they do for non-majors, what kind of work is there for the graduates (occupational outlook), etc.

Question from a committee member regarding student athletes in isolation. What are we doing as an institution? Are we going to have an academic notification system about Covid-19? Dr. Gonzales asked Brian Henington to send the names of the affected students, so she could look at the degree audit and see if the students have everything they need. We need to find out what we can do legally. Dr. Gonzales would like to email the students and ask permission to share information with faculty so that they can be aware and could offer help to the students even if just for emotional support.

Chair asked, what if one of the students gets Covid-19, and they're supposed to be quarantined, how would the professor know? Dr. Gonzales stated that students have been here all summer and are therefore not in quarantine. We have to be careful about stereotyping the students. The students with Covid-19 are in isolation.

Comment from a committee member that the real reason for this inquiry is that it was reported that the students just finished the quarantine. We are also concerned about making assumptions that people who test positive will be asymptomatic and after two weeks will be fine. If a student gets in a position if they are symptomatic for a long period, will we be able to care and to provide them classes? Dr. Gonzales stated that we will need to work with our medical professionals. If students are not showing up for class, reach out to the students and maybe the team.

Comment from a committee member that this will be a weird semester. There will be points at which university policy will cause problems. Is there a group looking proactively at issues that may arise? More withdrawals? More incompletes? Is there a plan and can it be brought to AAC? Dr. Gonzales stated that is a great idea. There is nothing currently in place. Dr. Gonzales would be happy to help create a group of faculty to look at policy and identify areas that may need to be addressed. What about incompletes from the spring? Comment from a committee member supporting that effort. This would be an appropriate reason to start an ad hoc committee looking into that.

MOTION to form an ad hoc committee for a Covid-19 academic policy review.
Seconded. Approved by consensus.

Chair asked for volunteers for ad hoc committee. Members include: Edward Harrington, Sandra Gardner, Henrietta Romero, Gloria Gadsden. Dr. Gonzales stated that she will send someone from her office, either herself or Ian Williamson. Question from a committee member asking if this will be enough people. Chair stated that the ad hoc committee will meet first and then see if they need more people. Dr. Gonzales asked if the VPAA's office should set up the meeting. Chair agreed.

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

14. Next meeting – September 2, 2020

Zoom only, <https://nmhu.zoom.us/j/5054543209>

15. Adjournment

Meeting adjourned, 4:09 p.m.

Draft submitted 8/25/2020. K. Gray.