



Academic Affairs Committee Minutes

Location: Zoom only

Date: September 2, 2020

Approved September 16, 2020

- 1. 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), Sheree Jederberg (Educational Leadership), Arcadius Krivoshein (Chemistry), Beth Massaro (School of Social Work), Shirley Meckes (Teacher Education), Angela Meron (Media Arts & Technology), David Pan (Psychology), Jim Peters (Business Administration), Michael Petronis (Natural Resources Management), Luke Ritter (History & Political Science), Maureen Romine (Biology)

Absent: Daniel Olufemi (Curriculum & Instruction), Kathy Jenkins (Exercise & Sport Sciences)

Vacant positions: Education – Special Education, Languages & Culture

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

Also Present: Heath Anderson (School of Business), Christina Durán (Dean, Social Work), Mary Earick (Dean, Business & Media Arts), Brandon Kempner (Dean, CAS), Benito Pacheco (Director, Strategic Enrollment Management), Veena Parboteeah (Dean, Business & Media Arts), Josh Sloan (Chair, Forestry), Ian Williamson (AVPAA), Patrick Wilson (Director, Online & Extended Learning)

- 2. Approval of the Agenda**

MOTION to approve agenda. Seconded. Approved by consensus.

- 3. Approval of Minutes – August 19, 2020**

MOTION to approve minutes. Seconded. Approved by consensus.

- 4. School of Business – Certificate in Emerging Business Markets Entrepreneurship – discussion item (Peters, Tucker)**

H. Anderson of the School of Business summarized the proposal. This is a collaboration between the School of Business and CAS. They have come up with a certificate program to provide benefits to attract new students and help existing students. This platform can be used for a variety of endeavors. The first iteration is

the business opportunities and entrepreneurship of hemp and the Biology side for the production. There are endless possibilities for future certificates.

Chair asked the Dean of CAS to contribute further information.

B. Kempner stated that Federal law has changed, and hemp can be grown with special license. In Colorado, many small businesses are being left behind. White entrepreneurs with a lot of money are coming in and taking over the market. There is room for boutique businesses from small, minority business owners. This certificate includes the social aspects of hemp and is interdisciplinary. Other tracks could be added and expanded.

Question from the Chair concerning how this certificate would help those wishing to enter the market.

Dr. Kempner stated that the business aspect is necessary so individuals don't go broke. It teaches students to be business savvy. The production track is more focused on actually growing and understanding the science. That is a huge hole in the market. Individuals need to understand plant physiology, soil, water, etc. It is only 18 credits, so someone could get it pretty quickly. This is a stand-alone certificate, like GIS. It does not require a Bachelor's degree. This provides maximum flexibility.

J. Sloan stated that there is a huge gap in terms of the level of knowledge on the growing side. Many businesses are going out of business due to amateur mistakes on the growing side. Forestry is using this as an opportunity to create plant production classes, which is a gap in the Forestry curriculum. So, it will be helpful to non-hemp students, as well.

R. Gonzales stated that the state of NM has identified hemp as a potential growth sector for the state as a whole. This is an area of interest nationally. There are already people looking into this part of the state for places to do this.

Question from the Chair concerning the process for approval after the university approval.

Provost Gonzales stated that if 50% of the courses are new, it must go to HLC for approval.

Question from a committee member concerning the syllabi for the hemp production classes. There are no stated prerequisites.

Dr. Kempner stated that that was part of the conversation. "Upper division status" is required, so people would have to move through the core. Course admission is left it to the discretion of the professors.

Comment from a committee member that without introductory courses, students couldn't understand the concepts.

Dr. Sloan stated that he agrees in general terms that students need a certain amount of background to move through successfully. But we don't want to create barriers for students coming in just for this certification. If we were to require everything we would want for this, it would be half a dozen or more potential prerequisites. The solution is to cover all the background within the courses. We will address the most critical aspects within the courses. We need to make a distinction in terms of the objectives of the course. If this were part of a hard science academic track, prerequisites would make sense, but these are more applied science courses.

Dr. Kempner stated that both Jesús Rivas [Chair, Biology] and Eric Griffin were involved in the design of the courses.

Question from a committee member about the history of standalone certifications. How often is GIS taken that way? How large do we expect it to be? Will there be a cohort? Will it be existing for standard students?

Dr. Kempner stated that Keith Tucker [previous Interim Dean, School of Business] insisted we have a business plan. We expect perhaps 50/50 existing and new students.

Dr. Anderson stated that, in the past, the university has developed programs and didn't recruit or market, and they died. We've learned. You have to have money behind a new program. We have a marketing budget for this.

Comment from a committee member concerning prerequisites. It should be on the new syllabi if there is a prerequisite. The Chair stated that this is on the forms that were submitted [verified by the Secretary]. Comment from a committee member that there would be the expectation that students would take lower level courses and then take these courses. Dr. Kempner stated that the certificate is not designed for someone who has walked into the door with no college experience.

Question from a committee member concerning the \$30,000 budget. Where is that money coming from? Faculty hear from administration that there is no money. Provost Gonzales stated that when they started planning this, she had money in her budget to start new programs and this comes from that pool of money. This has the opportunity to be offered as a non-academic certificate someday to tap non-credit seeking students. Question from a committee member. How many years would it take to recover the costs? Provost Gonzales stated that the average time to profit is usually 5 years for any program.

Request from a committee member for an overview of the four new course proposals.

Dr. Sloan stated that there is an introduction to plant production. Plant Production 1 takes the students beyond the basics. Plant Production 2 pulls everything together and includes hands-on plant production with greenhouse and field components.

G. Gadsden stated that the Criminal Justice course is Drugs in American Society, with an emphasis on the history of hemp along with race, class, and gender issues in the field.

Question from a committee member. Are you at some point planning on adjusting the program you have to incorporate the new courses? Dr. Gadsden stated that Drugs in American Society was going to be brought forward as a new course anyway. Dr. Sloan stated that the Forestry Department has been talking about the need for a production class. The concepts are the same and these courses can be electives. Comment from a committee member agreeing that these courses could be used as electives and opens the door for non-certificate seeking students.

Comment from a committee member that they would like more robust information about market value of obtaining this certificate. Dr. Kempner stated that it might be hard to find data in the normal sources due to the newness of the field. Provost Gonzales stated that the NM Workforce Development places this field in the top 8.

Dr. Anderson stated that all the Business classes are already on the books. Entrepreneurship is not industry specific. And employment opportunities are there.

Question from a committee member. Is there existing infrastructure in NM for this business? Dr. Sloan stated that there is not much in the way of NM infrastructure. It was a difficult process to get approval to produce hemp until the last couple of years. It's only this year that this is open for commercial business in NM.

M. Romine stated that things like the modifications of the greenhouse being done for this certificate program will improve conditions for other courses and departments.

5. Undergraduate Appeals, Graduate Appeals, and Ballen Subcommittees – Membership needs

Chair reminded the committee that all members must serve on either the Undergraduate or Graduate Appeals subcommittee. Volunteers for the subcommittees are as follows:

Graduate Appeals Subcommittee: M. Romine, K. Ensor, D. Olufemi, S. Jederberg

Undergraduate Appeals Subcommittee: A. Krivoshein, S. Meckes, L. Ritter, M. Petronis, D. Pan

Ballen Scholar Subcommittee: G. Gadsden, K. Gray, L. Ritter

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

The following members volunteered for program review subcommittees:

HPS, Graduate Program: Chair (No volunteers)

Native American/Hispano Studies: M. Romine

Education: Early Childhood Multicultural Ed.: S. Jederberg, D. Olufemi

Education: Elementary Ed: J. Peters (Chair), B. Massaro, M. Petronis

Education: General Science: P. Buchanan

Education: Counseling and Guidance: G. Gadsden (Chair), D. Pan, S. Meckes

Education: Math/CS for Secondary Ed.: K. Gray (Chair), G. Gallegos

Education: Ed. Leadership: S. Gardner (Chair), E. Harrington, B. Massaro

Education: Curriculum & Instructions/ Bilingual Ed./ etc.: S. Meckes

7. Ad Hoc Covid 19 Policy Review Subcommittee – Update

Chair stated that the VPAA's office has not yet reached out to members to schedule a meeting. Provost Gonzales stated that she forgot and will move forward on this.

8. Communication from the Chair

Chair reminded members about the deadlines for submitting proposals to committee.

All materials will now be posted in Sharepoint. Chair and Secretary can still send materials to members via email if there are access issues.

9. Communication from the Registrar

The Registrar reported that the add/drop period is over for fall. We have 76 short term courses starting in the 2nd eight weeks, with two new ones from CAS today. Most are either reaching or are at capacity. The Registrar is working with Lee Allard's team to get an enrollment report regularly to the AAC as requested. Undergraduate Full-time enrollment: 1134; Graduate enrollment: 605; Non-degree Undergraduate: 58; Non-degree Graduate: 41. Education: 905; Business: 419; Social Work: 579. Education remains the school to make significant enrollment increase.

Chair clarified a statement being circulated: overall Graduate student numbers are not up 70%.

Chair asked about intersession. The Registrar stated that they haven't had a discussion with regard to that yet. Deans will be getting on that soon, because we want to be able to advertise in advance.

The Registrar stated that they'll be sending out communication soon in regard to Fall Graduation. November 6 is the deadline for application to graduate. Chair stated that sometimes students take the deadline to mean that they cannot apply until then. We need to phrase it so that they know they can apply now and don't need to wait until the deadline. The Registrar agreed that we want to encourage students to apply as soon as possible.

10. Communication from the Faculty Senate

No representative has been appointed yet.

11. Communication from the Graduate Council

Dr. Gadsden reported that the Council has identified a couple of issues for the semester.

- Graduate students who fall below 3.0 are to be put on probation, but there is no process in place for that.
- Has there been an impact on students concerning the number of classes we cover with graduate assistant-ships. Has this created hardships?

D. Pan stated that the Graduate student orientation was run by CTE. There is a cloud recording if they didn't go to that. Dr. Gadsden stated that if Graduate students interact with other students, they need to be FERPA and Title IX trained yearly. So, they should watch the video.

12. Communication from the Administration

Provost Gonzales stated that Kip Coggins passed away. She has drafted an email that will go out to the campus community when appropriate. C. Durán stated that the draft email that will go out to the university community is on hold until all his students have been notified. We are in touch with his wife, Natalia Coggins, about her wishes for a memorial.

[The committee observed a moment of silence for Dr. Coggins.]

Provost Gonzales reported that the academic calendar 21-23 is complete. She is checking one more time with HR, and then it will be sent to the Faculty Association for approval.

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

14. Next meeting – September 16, 2020

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

15. Adjournment

MOTION to adjourn. Seconded.

Submission Reminders

1. For items to be added to the AAC agenda, all documents must be complete and submitted to the Chair and Secretary by the Thursday before the next AAC meeting.
2. Proposals that need to be voted on by the end of Fall 2020 must be submitted to the AAC no later than Nov 4, 2020.
3. Any proposals requiring a catalog change must be submitted to the AAC no later than March 15, 2021.