



Academic Affairs Committee Minutes

Location: Zoom only

Date: November 4, 2020

Approved November 18, 2020

1. Roll Call

Present: Robin Bartee (Social Work), 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), Kathy Jenkins (Exercise & Sport Sciences), Arcadius Krivoshein (Chemistry), Shirley Meckes (Teacher Education), 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), Eric Romero (Languages & Culture), Maureen Romine (Biology)

Vacant positions: Education – Special Education

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

Also Present: Christina Durán (Dean, Social Work), Mary Earick (Dean, School of Education), Shipra Gupta (Chemistry), Brandon Kempner (Dean, CAS), April Kent (Library, Faculty Senate Representative), Seonsook Park (Chair, Curriculum & Instruction), Jesús Rivas (Chair, Biology), Naveen Singh (Chemistry), Ian Williamson (AVPAA), Patrick Wilson (Director, Online & Extended Learning)

2. Approval of the Agenda

D. Olufemi stated that item number 15 should denote that the proposals are through Curriculum & Instruction, not School of Education.

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

3. Approval of Minutes – October 21, 2020

MOTION to approve minutes Seconded. Approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)

a. Undergraduate Appeals (Meron)

Nothing to report.

b. Graduate Appeals (Jenkins)

Nothing to report. AAC Chair stated that she will follow up with I. Williamson regarding lack of appeals.

c. Ballen (Buchanan)

Nothing to report.

5. Program Review Subcommittee Reports (see attached subcommittee list)

a. Health (Buchanan) – Postponed to Spring 2021

b. HPS Undergraduate (Gadsden) – Postponed to Spring 2021

c. HPS Graduate (Gadsden) – Postponed to Spring 2021

d. University Studies (Wolf) – Postponed to Spring 2021

e. Southwest Studies (Gallegos)

Subcommittee Chair sent the program review document to other subcommittee members for feedback.

f. Native American Hispano Cultural Studies (Jenkins)

Department is still working on the review document.

g. General Engineering (Jenkins) – Program review suspended.

h. Education – Department of Teacher Education [Chair needed]

K. Jenkins volunteered to chair subcommittee.

i. Education - Counseling and Guidance (Gadsden)

Subcommittee Chair received the report from G. Glover and will send it out to members of the subcommittee for review.

j. Education - Special Education (Harrington) – Postponed to Spring 2021

k. Educational Leadership (Gardner)

Department is still working on the review document.

I. Curriculum & Instruction - Bilingual Education/TESOL/ Reading Education/Advance Program/Secondary Education (Buchanan) – Postponed to Fall 2021

6. Communication from the Chair (Gadsden)

Nothing to report

7. Communication from the Registrar (Romero)

The Registrar reported a slight increase in enrollment for Fall 2020, which she attributed to intersession courses. Current enrollment is 2797, compared to 2788 in Fall 2019.

There are currently 12 courses scheduled for intersession.

The Registrar shared her screen to show a graphic of midterm grade comparison.

Question from a committee member. We use the intersession for both enrollment and retention. How many students have dropped grades during midterms and picked a class up? Is it working? The Registrar stated that they only know that has happened if a student tells them. The Registrar did have a handful of students that told them they were failing an earlier course and were going to try to pick up an intersession class.

Committee member stated that one of the reports we used to get was how many students would have failed unless they took a second 8-week or intersession course. Some faculty worry that if a student is failing a 16-week class, how will they handle a 3-week class? The Registrar stated they worry about that as well. The Registrar will look to see if she can provide that kind of report.

8. Communication from the Faculty Senate (Kent)

A. Kent reported on the Faculty Senate meeting of 10/28/2020.

- The Senate took a vote on recommendation not to have spring break. The recommendation was voted down. The primary concern was allowing people to have a break.
- G. Gadsden agreed to chair a Black Lives Matter advisory committee.
- There was a discussion of the Graduate Dean position.
- The BS in Wildlife Biology and Conservation was approved.
- R. Maldonado-Moore reported on the campus climate survey.
- Mental health “snow days” were recommended for spring semester. This included a discussion of contact hours and assignments that would make that up.

9. Communication from the Graduate Council (Gadsden)

Chair reported that the Board of Regents passed the policy change that will allow undergraduate students to take up to 12 credits that can be applied to their graduate and undergraduate programs. This will require changes to the handbook and catalog. It will be based on each program's decision.

Graduate programs are sending forward currency requirements

Statement from a committee member that changes in the policy handbook have to come to AAC. Chair stated that the Council will make a recommendation to Faculty Senate, and they will decide where to send it.

S. Gardner stated that her department is designing their MSN [Master of Science in Nursing] with 8-week courses. Does this proposal mean 12 credits every 8 weeks? Chair stated an undergrad can take up to 12 credits *total* of the program allows it.

Question from a committee member. Are these advanced standing students? Chair stated they have to discuss it with the Registrar whether they have to be.

Question from a committee member. What are the rules that apply to those students? There could be chaos with financial aid. Chair stated that issue has already come up, and they will be looking into it.

Provost Gonzales stated that this is not the same as advanced standing. The Provost shared her screen showing the policy as it was approved. Departments will have to establish how it is implemented.

Statement from a committee member that it's a two-parter. You can allow students to take graduate courses that will count toward their undergraduate degree. The issue is that if they want to go to graduate school, you can only take so many classes as a degree-seeking student without being an advanced standing student.

I. Williamson stated that this is not for non-degree seeking students.

Provost Gonzales stated that advanced standing requires admission to grad program, but this policy does not.

Statement from a committee member that in a program like theirs, they have 4/5000 level courses. If you take that course at the undergraduate level, you can't take it at the graduate level. If you have a student that is well-prepared, why not let them take it at the graduate level and jump start their graduate degree?

Dr. Williamson stated that they have done preliminary research through financial aid. It seems like students can still use undergraduate financial aid while taking advantage of this policy.

10. Communication from the Administration (Gonzales)

Provost Gonzales reported that she is finishing up the 3 program reviews she currently has.

The Wiley contract was approved by the Board of Regents. There will be two implementation teams for Wiley. Wiley will start with programs that want to go online. It will not be only for online programs. It will be up to the programs to decide. We currently have enough to keep us busy for 2 years.

The Board of Regents approved the new strategic plan. Departments shouldn't worry about this year. We have a group getting together to form a new plan. AY 2021-22 will be done in spring, so we have that to work with the budget in the fall.

11. Biology Department – Program revision, Biology BS and BA; New course, Introduction to Biochemistry (BIOL 2130) – discussion/action item (Romine, Rivas)

Chair stated that the Biology Department will be allotted 10 minutes, and the Chemistry Department will be allotted 5 minutes.

J. Rivas shared his screen with information about the proposals. Dr. Rivas stated that the department heard what the committee had to say and understood the concern about the class that sounded too much like chemistry. Biochemical molecules is a better term for that. BIOL 2130 (which is already on the books with HED in NM) contains what the department is looking for to teach students to help with entry level biology classes. The Biology department met with the Chemistry Department. Chemistry stated they have no objection with this class and having it count toward the wildlife major.

Dr. Rivas stated that, concerning the revision of the program, the department wants to have the new class as part of the BA/BS alternative. Chemistry is not in agreement. This proposal works for helping students succeed. Some students need organic chemistry, but some students don't need it. Chemistry doesn't agree. Under this proposal, students that don't go to medical school have an alternative and can take classes that focus on their needs. Dr. Rivas stated he believes the Biology and Chemistry departments will not reach agreement in this matter. The modification only affects biology students.

Chair asked if the Biology department is creating this course instead of the other one previously discussed [BIOL 3850]. Dr. Rivas stated they are no longer seeking to revise that course.

Chair asked if the department is going to create two clear paths and advise students depending on their path. Dr. Rivas answered yes. If a student is going to

medical school, they can take organic chemistry. Additionally, Organic Chemistry 1 & 2 can be counted as electives in the biology program.

Chair clarified that the department has the course number because it already exists under HED. Dr. Rivas answered yes. It already exists.

A. Krivoshein stated that this is really not about personal agreements. It's about academic standards. Ideally, curriculum should be described by the program, but we don't live in an ideal world. Dr. Krivoshein shared his screen featuring a chart of New Mexico schools' biology program requirements. Dr. Krivoshein stated that all universities and four year colleges require at least one semester of organic chemistry taught by chemists. The only exception is Western New Mexico University. They only have two chemistry faculty. Biology proposes to bring us down to the level of the lowest university in New Mexico. Dr. Sammeth compiled data on programs nationwide. This proposal perpetuates disadvantaged students.

Statement from a committee member that they are hearing that there is no discussion needed for creation of the class. There is no issue with the creation of the course. The committee member stated that what they heard last spring and this fall is that the Biology Department is trying to be creative and come up with a way to service certain students. They have also said that if students need Organic Chemistry, they can take it. They applaud Chemistry for sticking to their guns also applaud Biology for trying to meet their students' needs. They feel uncomfortable with one department saying another department can't do something. Biology is in charge of their department and are responsible for the curriculum.

M. Romine agreed with the committee member. The Biology Department is trying to be creative and meet the needs of their students. They are not lowering their standards. They are providing opportunities for our students.

Dr. Rivas clarified that Biology has an alternative requirement, not that they have no requirement. Biology is a diverse field. It gets old to hear their colleagues say they have low standard. The standards of biology are for biology.

MOTION that the creation of the course and the program revision be action items at the next meeting. Seconded. Approved by consensus.

The Biology Department withdrew their course revision proposal for BIOL 3850 (Biological Molecules).

12. Chemistry Department – New course, Survey of Organic Chemistry and Laboratory (CHEM 2115C); New course, 1-term General Chemistry Survey (CHEM 1XXX) – discussion/action item (Krivoshein, Sammeth)

Dr. Krivoshein reviewed the proposal for the Survey of General Chemistry course. Dr. Krivoshein stated that there is interest from Natural Resources Management

faculty in this course. Biology might consider it for the Wildlife Biology and Conservation program.

In light of everything, the Chemistry Department is indefinitely tabling the Survey of Organic Chemistry course.

M. Petronis stated on behalf of the Natural Resources Management department that they support the creation of the Survey of General Chemistry course.

Dr. Rivas stated that the Chemistry course is part of the Wildlife major that was approved, so the Biology Department also supports its creation.

The Registrar asked whether the course will be unique or aligned with a course that already exists. The Registrar would have to check on NM classification. Dr. Rivas stated that is new.

The Registrar asked whether we are going to classify it as unique to NMHU or will it be sent for common course renumbering. Dr. Krivoshein stated this will be for NMHU only.

Question from a committee member. Does the department need to figure out if the course is aligned with HED before the committee makes a decision? The Chair stated that we don't have to do that beforehand.

Statement from a committee member that this point is important.

MOTION to make this an action item at the next meeting with discussion of whether this aligns or is a unique course. Seconded.

Comment from a committee member that things should only come before us once when they're complete.

Dr. Rivas stated that this has been previously discussed. There is a class that is one semester, but it is for non-scientists. The only 1-semester course is for non-majors. There isn't anything like this in the general curriculum. Dr. Krivoshein agreed. This course was custom-created and doesn't align. The department has no plans to align it.

Comment from a committee member that they think it's important that everyone comes to the AAC with a complete package every time. They think the Department should go back and tick all the boxes so it doesn't come back to the AAC again.

The Chair stated that HED alignment is a new thing. If departments are bringing forward courses, they should be sure they are in alignment.

Vote commenced. 14 ayes, 2 nays, 1 abstention. Motion passes.

13. Senate Charge – Upper division courses counting as general education – discussion item

Provost Gonzales stated that this proposal came from UNM and was sent to Provosts. UNM wants feedback on whether this is something we support generally in a state-wide context. This is something that will probably end up at the HED level. Provost Gonzales has no additional information than what was supplied to the committee.

Dr. Williamson stated that this will go back to HED through the Registrar, the Provost, and himself.

The Registrar stated that the Provost at UNM is making the proposal, because they are seeing a lot of students with more adequate skills in specific areas. They are using those upper courses to allow them to meet their core curriculum, because they are more well prepared. Everybody on the Registrar's committee thinks it would be easy for students who take higher level performing arts courses to fill gen ed, because they've already mastered those skills.

Dr. Williamson stated that they've discussed it on his state-wide committee, and he supports it. The cost is that the upper level courses have not been approved by the core committee.

Comment from a committee member that this is disturbing to them. They can have someone take a kinesiology class, but that student won't be as prepared as those that take an introductory biology course. It is important for the basics. Students can't miss those basic courses at the intro level. They need them for other courses.

Comment from a committee member that they were told at the end of their degree that their course was too advanced and had to take something easier. The committee member sympathizes with students who want to take harder courses, but also agrees concerning the importance of basic courses. Students sometimes get in over their head. The committee member wondered if departments could just waive a requirement if someone already comes in with advanced knowledge.

Comment from a committee member that they personally wouldn't have a problem with subbing higher level with lower level, but that is in the context with a student speaking with their advisor. This proposal seems to circumvent that and leaves the personal contact out of the situation. The committee member stated they could see doing it, but it depends on the background of the student. Then it would have to go to the Registrar.

Provost Gonzales stated that there are good reasons for and against it. This is an institutional and departmental decision. If we had a policy that says "by

department” they should be able to decide that. Why are they looking to institutions for overall agreement when it’s an institution and departmental decision?

Dr. Williamson stated that from the perspective of his state-wide committee, if it’s core, unless we’re giving permission to institutions, it can’t be waived. We would have to meet the core requirement if we’re not allowing this.

Committee member stated that we test out of language at Highlands. There would be an impact on their department if Biology waived a course. Their students need the basics which is why they want them to take those courses.

The Registrar stated that this proposal covers only courses in language, performance arts, and fine arts, not courses across the board.

MOTION that the minutes clarify which disciplines this affects. Seconded. Approved by consensus.

Per the documents submitted to the Academic Affairs Committee:

“This memo proposes that advanced 300-and 400-level courses in languages, music performance, and studio art may, in limited cases, be used to fulfill general education courses at baccalaureate-granting institutions. Such courses could only be used to fulfill a general education requirement when a student demonstrated through an exam, performance, or oral interview verified by faculty in the relevant field that the student has proficiency beyond the beginning or intermediate level. This memo further proposes that, since general education pertains to 1000-and 2000-level courses, advanced 3000-and 4000-level courses in these skill sequence fields not require general education certification.”

14. Sociology Department – Course revision, Reproductive Justice (CJUS/GNDR/SOCI 4180); New course, Visual Sociology (SOCI/ANTH/GNDR 4XXX/5XXX); Course revision, Women and Globalization (SOCI/ANTH 4/5540) – discussion item (Derkas)

Chair ceded control of meeting to the Secretary in order to present the proposals.

G. Gadsden stated that the course revision for the Reproductive Justice course is just to cross-list it with Anthropology. The new course, Visual Sociology, has been offered twice as a Special Topics course. The course revision for Women and Globalization is to cross-list it with Business and Gender and Women’s Studies.

Floor was open to discussion or questions. No questions being asked, the Secretary ceded control of the meeting back to the Chair.

15. School of Education – New course, Composition in School Context (GNED 4XXX/5XXX); New Course, Formal and Informal Spanish (GNED 4XXX/5XXX); New course, Reading in School Contents (GNED 4XXX/5XXX); New course, Spelling and Accentuation (GNED 4XXX/5XXX) – discussion item (Olufemi, Park)

S. Park stated that Curriculum & Instruction has hosted a summer institute every year. They have offered these courses under selected topics. These are co-requisite classes. They have been offering these courses for years but realize they should have brought them before the AAC to make them permanent long ago.

The Chair reminded members that departments are only allowed to offer Special Topic classes twice.

Dr. Park stated that she would appreciate it if the committee could expedite the approval process. The department has a lot of interest for these courses for the winter intersession. About 30 teachers are interested in taking it this winter.

Question from a committee member. They thought C&I was a graduate department. Are the 4000-level courses from your department? Dr. Park stated that the courses are cross-listed. The Chair asked why they need the 4000 level. Dr. Park stated that it is for students who might need bilingual endorsement at the undergrad level.

E. Romero stated that these courses have been in place for over 25 years, but there was a 2-year hiatus, and they were reinvented 2 years ago.

MOTION to make this an action item. Seconded.

Question from a committee member asking for clarification that department of Languages and Culture is supportive of these proposals. Dr. Romero stated that they are supportive and that some of the department's faculty teach these courses. Dr. Park stated that there is no overlap.

Comment from a committee member that on one of the proposals, the course outcomes were blank. Dr. Park stated that it is better that they have some flexibility.

Question from a committee member. Are we setting precedent by changing a discussion item to an action item? The Chair stated that the committee decided it would be done individually on a case-by-case basis.

Vote commenced. Motion approved by consensus.

MOTION to approve proposals. Seconded. Approved by consensus.

16. Biology Department – New course, Herpetology (BIOL 4110/5110); New course, Mammalogy (BIOL 4130/5130) – discussion item (Romine, Rivas)

Dr. Rivas stated that the department created these courses to keep in line with the Wildlife Society. A revision of the wildlife major will be coming to include these courses.

Chair asked why the department has assigned course numbers. The Registrar stated that she has verified these course numbers for the Biology department. Question from a committee member. If a department submits a course, should they vet it first with the Registrar? The Registrar stated that if a department wants a specific course number, it is recommended to consult with the Registrar first.

Dr. Rivas stated that the department does not currently have any courses on these subjects. Vertebrate Biology touches on the topics. Question from a committee member. Do these courses duplicate anything already existing? Dr. Rivas stated that the courses cover the origins, evolution, ecology, and organismal biology of the specific organisms.

Question from a committee member. Is the department creating these courses independently? Or are they only for the wildlife degree. Dr. Rivas stated that these are Biology electives.

MOTION to put these course proposals together with the revision of the wildlife conservation degree.

Dr. Rivas stated that these are independent Biology electives.

Comment from a committee member that these two courses might be cross disciplinary for those who deal with bones.

Comment from a committee member that these courses are being created for the wildlife program, but the program revision wasn't submitted. The committee member is uncomfortable with that. Programs need to bring the whole package together at once. We don't just create electives; we have to look at the student needs. Comment from a committee member disagreeing. On one hand, we say the departments need to do what they want. But now we say they cannot. These are perfectly legitimate biology electives that can be used outside of the wildlife program. Chair stated she agrees with both points of view. It would be nicer to see the whole package, but departments should be allowed to bring forward electives.

Dr. Rivas stated that he did not want these to be confused with all the other things that were being brought forward. These are good for any biology major.

Question from a committee member. Procedurally, if you have a major and have courses you want to you should bring them to the committee together? Chair confirmed that you should.

MOTION withdrawn by mover.

17. English Department – Program revision, English MA – discussion item (Buchanan, Fath)

P. Buchanan outline the proposal. The English Department has a foreign language requirement for graduate students and would like to eliminate it. It's complicated to negotiate the requirement, because there is not a graduate language program at NMHU.

Question from the Chair. Do all the graduate degrees in the department have a language requirement? Dr. Buchanan stated that the department only has one MA with two separate concentrations. The Chair asked if other institutions have a language requirement. Dr. Buchanan stated that some do. It used to be much more common than it currently is.

The Chair stated that one of the department's concerns is that these courses have to be taken at the undergraduate level, but there is no funding for that for graduate students. Dr. Buchanan agreed.

Question from a committee member. Would this affect the Language department? Dr. Buchanan said it would not. Dr. Romero stated that, within the catalog, some of the 4000-level courses are also listed at the 5000 level, but 7-8 years ago the department opted out of the graduate program. The Language department has not seen demand to augment the graduate offering.

18. Forestry Department – New course, Fire Fuels & Modeling (FORS 4XXX/5XXX) – discussion item (Céspedes, Sloan)

B. Céspedes presented an overview of the course. This course has been taught twice as a Special Topic. This is in the concentration of wildland fire management but can also be an elective. The department needed a class with modeling and fire behavior and created this class.

Question from a committee member. This counts in the program? Dr. Céspedes stated that they are part of the four courses that are core. Committee member stated that the program revision should therefore be brought forward as well. The Chair agreed that if this is a required course, the program needs to be revised as well. Dr. Céspedes stated that, after the review of the forestry program, the department is thinking about updating the program with changes from spring. They would like to have this course come forward now. The Chair stated that the committee can't approve the course without changing the program. If it's an

elective, that's fine, but not if it's required. Dr. Céspedes stated that it's not going to be a requirement yet. Comment from a committee member that it seems this will be an elective now and then will be changed to a requirement. Dr. Céspedes confirmed this.

Provost Gonzales asked whether the simulations mentioned in the proposal will require the purchase of special software. Dr. Céspedes stated that it is free software from the Forest Service. There will be no additional cost.

MOTION to table item number 19. Seconded. Approved by consensus.

19. Marketing Academic Programs – R. Gonzales (VPAA)

Item tabled.

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

21. Next meeting – November 18, 2020

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

22. Adjournment

Meeting adjourned at 5:01 p.m.

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.