



## Academic Affairs Committee Minutes

Location: Zoom only

Date: February 3, 2021

Approved February 17, 2021

### 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), Angela Meron (Media Arts & Technology), Daniel Olufemi (Curriculum & Instruction), David Pan (Psychology), Jim Peters (Business Administration), Luke Ritter (History & Political Science), Eric Romero (Languages & Culture), Maureen Romine (Biology), Mariana Ulibarri-Haron (Special Education), Elisabeth Valenzuela (Teacher Education)

**Absent:** Henrietta Romero (Registrar)

**Vacant positions:** Natural Resource Management

**Ex Officio Members:** Roxanne Gonzales (VPAA)

**Also present:** Inca Crespín (Registrar), Christina Durán (Dean, Social Work), Mary Earick (Dean, School of Education), John Jeffries (Mathematics & Computer Science), Brandon Kempner (Dean, CAS), April Kent (Library, Faculty Senate Representative), Veena Parboteeah (Dean, Business & Media Arts), Jesús Rivas (Chair, Biology), 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 – January 20, 2021

MOTION to approve agenda. Seconded. Approved by consensus.

### 4. Subcommittee Reports (see attached subcommittee list)

#### a. Undergraduate Appeals (Meron)

The subcommittee is currently considering two appeals.

#### b. Graduate Appeals (Jenkins)

Nothing to report.

c. Ballen (Buchanan)

Nothing to report.

d. Policy (Chair needed)

Nothing to report. Subcommittee will be meeting on Monday [2/8/2021].

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

a. Southwest Studies (Gallegos)

Nothing to report this week, but Chair expects to have an update at the next meeting.

b. Native American Hispano Cultural Studies (Jenkins)

Program Chair is aligning the program with the university's new strategic goals. The program should be complete within weeks.

c. Education - Counseling and Guidance (Gadsden)

Subcommittee Chair has scheduled a meeting with the program and dean for Monday [2/8/2021].

d. Educational Leadership (Gardner)

Subcommittee Chair submitted materials to the VPAA's office.

e. Health (Buchanan) –

Department has indicated that the draft will be ready by the end of the month.

f. Human Performance and Sport, BA, Minor (Gadsden) –

Subcommittee Chair has not reached out to Department yet.

g. Human Performance and Sport, MA (Gadsden) –

Subcommittee Chair has not reached out to Department yet.

h. University Studies (Wolf) –

A. Wolf will attempt to have the final review to the committee by Spring Break.

i. Education – Special Education (Harrington) –

Program Chair reported that Dr. Ulibarri-Haron will be taking over the program review.

Subcommittee Chair asked if the program reviews need to align to the new strategic plan.

The Provost stated that programs should proceed using the previous strategic plan for the time being.

j. Social Work, BSW, MSW (CSWE Accredited) [Need committee]

Volunteers for the subcommittee: P. Buchanan (Chair), S. Jederberg, E. Romero

k. Mathematics, BA, BS, Minor [Need committee]

Volunteers for the subcommittee: M. Romine (Chair), K. Jenkins, L. Ritter

l. Media Arts, MA, MS, BA, BFA, Minor, Certificate [Need committee]

Volunteers for the subcommittee: E. Harrington (Chair), D. Olufemi, D. Pan

6. Communication from the Chair (Gadsden)

Nothing to report.

7. Communication from the Registrar (Romero)

l. Crespín reported on behalf of the Registrar.

Current combined enrollment: 2537 (Undergraduate: 1487, Graduate: 1050). Last year: 2501, for an increase of 1%. Overall, there is a 1% decrease in Undergrad enrollment from last year, and a 5% increase in Grad enrollment.

Comment from a committee member that the Undergrad/Grad enrollment is getting close to 50/50, which is significant for the institution.

Final submission for changes to the catalog must be submitted to the AAC by March 15.

Early registration for summer semester begins March 1.

Call for fall schedule will go out February 1, which drafts from departments due by February 25.

Early registration for fall semester begins April 5.

For the Biology proposal, the Registrar will send the CIP code to Dr. Rivas.

The proposed Mathematics course will be numbered 1130, the same as the common core numbering.

Registrar paperwork for faculty buyout has been completed and returned to the VPAA's office.

AAC Chair asked about spring intersession. Ms. Crespin stated they have not yet discussed it.

As soon as they have more information on commencement, they will let everyone know.

**8. Communication from the Faculty Senate (Kent)**

Ms. Kent reported on the Faculty Senate meeting of 1/27/2021. See attached report.

**9. Communication from the Graduate Council (Gadsden)**

Chair ceded control of meeting to Secretary to present the report of the Graduate Council.

The Council is looking into the 12-credit double-dipping policy recently approved by the Board. They are trying to align the policy with the university's handbook and catalog. They are working with the Registrar, who is actively tracking requirements for GA-ships concerning the limit on the number of credits GAs can take per semester and the number of credits graduate students take in general.

The Council is still working on procedures for probation, suspension, and expulsion. HU does not currently have a policy for this, and the Council is looking at policies at comparable institutions to craft some for HU.

The Council is still discussing the issue of Undergraduates taking 6000-level courses. They are leaning in the direction of allowing the programs to decide for themselves. Policies would need to be changed.

Currently, graduate students do not receive a hard copy of their admissions letter. The Admissions Office sends out an email through Slate. The Council is considering recommending that individual departments take on the responsibility of sending a hard copy if they so choose.

The Council is looking into changes to the transfer courses allowed for graduate programs.

I. Williamson mentioned that he submitted a template concerning articulation of the program and wanted to know if that was discussed. Dr. Gadsden stated that will be discussed at the next meeting.

There being no questions or comments from the Committee, the Secretary ceded control back to the Chair.

#### **10. Communication from the Administration (Gonzales)**

The Provost reported that her office is sending out the emails to faculty concerning buyouts by Friday [2/5/2021]. Once that is okayed by faculty, it will go to payroll.

Operations team is working with Wiley on admissions, marketing, etc. There are also academic liaisons from the departments working with Wiley.

Call went out for fall schedule. Dr. Minner would like to plan as normal, but everything is pending the current situation.

The Provost's office held a meeting with Max Baca [VP, Finance] to discuss the bookstore. This issue needs to be resolved.

AAC Chair asked about students getting charged for expedited shipping. Provost Gonzales stated that the issue did come up. Our system is set up for error due to the manual nature of the operations.

Comment from a committee member that they taught a 2<sup>nd</sup> eight week and an intersession. When they tried to submit book requests to the bookstore, they were told those classes and sessions don't exist. Bookstore officials also said the intersession doesn't exist. The students never got the books and were never contacted by the bookstore until after the class was over. Provost Gonzales stated that part of that might be our fault, because we didn't give them our intersession dates.

Provost Gonzales stated that the CTE position should be posted today or tomorrow. This is an internal search only. The search committee has been identified.

The university is going to be putting in for a Department of Education TRIO grant for an educational opportunity center. The intention is not to recruit students to Highlands, but to recruit adult students for literacy, GED, or some post-secondary education.

Comment from a committee member that this is a subcommittee of the Faculty Senate. Some of this information should be directed to the faculty association. Will you be sending out emails to faculty? Provost Gonzales responded that this information will be sent out to all faculty today.

AAC Chair asked about dual credit. What is HU doing about dual credit? What is the incentive to expand our dual credit program?

Provost Gonzales stated that dual credit is becoming a statewide initiative. One of the challenges in NM is that in other places dual credit students don't pay tuition but the districts pay \$100 per head to the schools. Dual credit students are allowed to fill empty seats. In New Mexico, students don't pay, and universities don't get any money, but those students do count toward our enrollment. That comes into play when the state is doing funding, because it's based on enrollment. Benito Pacheco [Director, Student Enrollment] was charged with looking at new plans. The state is asking all institutions to up their dual credit numbers.

AAC Chair asked if there will be more support for faculty in regard to dual credit students. Provost Gonzales agreed that that's an important question and that CTE should be consulted. One of the concerns faculty sometimes have is dealing with parents who are upset that coursework is too advanced for their child. We shouldn't change the content to meet the needs of younger students. This is a college course.

Question from a committee member. In the state of NM, don't high school students have to take an AP class, an online class, or a dual credit class to graduate? The idea is that we'll get them, and they stay as HU students, so it's worth our while to do this. Sometimes on campus, there are issues because they are so much younger. We have to consider age issues. Provost Gonzales agreed. Studies show that students don't usually sign on to the college where they do their dual credit, but they do go on to further their education. In PA, if there was a student under 18 on-ground, faculty had to go through security screening. So, dual credit students could only take courses online.

B. Kempner stated that HU has gotten criticism at the state level that HU has not been serving the high school students in our area. SEM is putting together a strategic plan with a dual enrollment committee that addresses some of these issues. It is a burden on Dr. Pacheco's office, because there are a lot of admissions and advisement issues.

Question from a committee member. Hypothetically, if I had a student ask for a grade increase from F to C because of the pandemic and I did it, would I then need to do that for every student in my course? Provost Gonzales stated that a professor's syllabus drives what they need to do with their students. When you do something for one, you need to do it for all. However, if there is documentation that the grade was given erroneously, that would be a reasonable grade change. But if

you are giving it because of the pandemic, you should be ready to do it for all students. It's about equity and what is in your syllabus. There is also a liability issue.

Clarifying question from the committee member. Is that university policy? Provost Gonzales stated that it's not policy. When we do grade changes, we do it because there is good rationale. You can curve the entire class' grades, but you have to do it for everybody. It's about ethics.

Comment from a committee member that faculty have academic freedom over their grades, but there is an equity issue.

Comment from a committee member that they did make accommodations due to the pandemic, including issuing more incompletes. Provost Gonzales noted that a lot of institutions went to a pass/fail system during the pandemic or offered some pass/fail options for students.

#### **11. Marketing Needs and Proposal – discussion/action item (Harrington, Meron)**

AAC Chair opened the floor to additional discussion or comments.

Comment from a committee member that the proposal includes a few typos. AAC Chair stated that she had noted the errors and will correct them in the final document.

MOTION that the proposal be sent to the Faculty Senate. Seconded. Request from a committee member that language be added that stresses that the AAC considers this is an important issue and to explain to the Faculty Senate why this issue came up. AAC Chair stated that she will send the proposal to the AAC for review. Motions member amended MOTION to include proposed clarification. Seconding member agreed. MOTION approved by consensus.

#### **12. Biology Department – Program Revision, BS Wildlife Biology and Conservation – discussion item (Romine, Rivas)**

J. Rivas stated that this proposal is essentially housekeeping. When the AAC approved the major, the department included a class on biological molecules with an understanding that they would substitute a class that fits better. The department has created that class (BIOL 2130). The department also created herpetology and mammalogy courses which are being added to the program. They are also adding a class on natural resources policy to make the program more compatible with Wildlife Society requirements. The Forestry department already teaches that class, so it was added as an elective. Finally, the department cleaned up the credit numbers, which were incorrect. The original version was sent to state. The state is looking whether the major is needed, enrollment, faculty, etc., but not at the individual classes or curriculum.

AAC Chair noted that the forestry course is listed as a requirement. Dr. Rivas stated that it is required, and the Forestry department had no objection to its inclusion.

AAC Chair asked if anything was removed from the credit requirements to make up for the additional course requirements. Dr. Rivas stated that the credit requirement was increased.

AAC Chair asked if these changes require the program to be resubmitted to HED. I. Williamson stated that it does not.

Request from a committee member that the Dean would circle “approve” or “deny” on the approval form. AAC Chair stated she will work with Dr. Kempner to attach an approval to the form.

**13. Mathematics & CS Department - New course, Survey of Mathematics - discussion item (Gallegos)**

J. Jeffries provided an overview of the proposal. This course is targeted at non-STEM students, featuring practical, real-world use of mathematics. Many students are intimidated by traditional math classes. The course has been approved throughout the state and is taught throughout. It would share the same course number [MATH 1130] and would transfer to other institutions. The department believes this course will increase overall student success. This course is designed to engage students in mathematical thinking in a holistic way. This will be sent to HED. This would not be appropriate for online-only. It is hybrid, with hands-on activities and group work. The course de-emphasizes testing.

AAC Chair requested a revision of the syllabus, as the syllabus submitted doesn't list traits, which are required. Dr. Jeffries asked if it needs to list all four traits. Comment from a committee member that the faculty syllabus guidelines state faculty have to list all four, but only have to incorporate two.

AAC Chair asked if students still have to take MATH 1215 before they take this course. Dr. Jeffries stated that the department lowered the ACT requirement to 20, but students do still have to complete the prerequisite.

AAC Chair asked if we have the faculty to teach this course. Dr. Jeffries stated that they do have someone qualified to teach it.

Question from a committee member. If there is a student that ends up going into the sciences, what mechanism will the department use to get the student into the right course. Dr. Jeffries stated that if a student took this course and then changed their mind, they would have to go back and take college algebra. This course is not a prerequisite for any class.

AAC Chair asked if they would work with advisors to make sure students get into the right course. Dr. Jeffries stated that the department will hopefully have a conversation with the department chairs about what their students need. This course would apply for any major that only requires the math core.

Question from a committee member concerning books and materials. Will students be required to buy books? Do you need a budget to purchase abacuses? Does the department already have them? Dr. Jeffries stated that abacuses are relatively cheap.

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

**15.**Next meeting – February 17, 2021

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

**16.**Adjournment

Motion to adjourn. 4:16.

FS Liaison Report to AAC on February 3, 2021

**January 27, 2021 meeting of the FS**

**5. Communication from the President (S. Minner).**

- a. COVID-19 updates: HED accepted our spring plan; vaccine discussion continue.
- b. Spring 2021 enrollment is up by 1% compared to this time last year.
- c. The Foundation is performing well.
- d. Legislative session is ongoing. The Council for University Presidents (CUP) is supporting the LFC's recommendation for a .5 new money for HED including a 1.5 compensation increase. The compensation increase would probably be a 70/30 split with institutions responsible for 30 of the increase.
- e. The governor wants to add more money to the opportunity scholarship. This increase will probably only go to 2 community colleges not four-year universities yet.
- f. The legislature is looking at setting up another governing boards to oversee Higher Education. The CUP opposes this.
- g. More developments with the Yazzie case may bring money to higher education for teacher preparation.
- h. There is an ongoing search for the new Director of Institutional Effectiveness and Research with Lee Allard's departure on March 15, 2021.
- i. The president will hold virtual office hours every Wednesday.
- j. Community projects include: Free Little Libraries and involvement with the City Poet Laureate.
- k. The campus radio station will be transferred to Albuquerque Public Schools. They will restart broadcasting with NPR content. They will offer free broadcast classes to Highlands students and Las Vegas High School students.

**6. Communication from the Administration (R. Gonzales)**

- a. The Provost asked all faculty to review the spring MOA which has a few changes from the fall.
- b. The Unit Strategic Improvement Committee will be working with units to makes sure that strategics plans and reports and complete. Mid-February new templates that better align planning and budget will be sent out.
- c. Still looking for volunteers for the CAEL task force.

- d. The provost is serving on the revived NM Academic Advisory committee that will be working on common course numbering, common core, and dual credit.
7. **Communication from the Chair (O. Tamir).**
- a. Beth Massaro will be joining the commencement committee.
  - b. Report on concern about the Campus Climate Survey and confidentiality. Concerns have been shared with IRB and the president.
8. **Communication from the Undergraduate Student Senate (C. Ulibarri)**
- a. Chris Ulibarri is the new president.
  - b. Meetings have been moved to Fridays from Sundays.
  - c. Still need more student senators.
  - d. Senate is working on revising their webpage and constitution.
9. **Communication from the Staff Senate (I. Crespin/D. Gallegos).**
- a. Staff Senate has two vacancies.
  - b. Restarting the Recruit One program with SEM
  - c. Working on virtual employee recognition event in the spring.
  - d. Continuing to work on the Power of Service initiative.
  - e. Discussions about working conditions and professional development opportunities.
10. **Old Business.**
- a. **Implementation of Quality Matters as the NMHU Standard Quality LMS Rubric (Gonzales).**
    - i. Dr. Gonzales asked for faculty input adopting Quality Matters as the rubric for course shells for all classes.
    - ii. Motion passed to request more information about this request and that the Senate will address the matter when the Senate receives a policy proposal from Academic Affairs.
  - b. **Prior Learning Assessment for Evaluation of Sponsored Training Programs Policy (Gonzales).**
    - i. Dr. Gonzales asked for faculty input on this policy. These trainings programs include things like Police Academies and Military training.
    - ii. More information about is has been requested.
11. **New Business.**
- a. **Five Year Capital Plan (S. Baca)**
    - i. Ms. Sylvia Baca presented the Five-Year Capital plan. This presentation is also given to the Student Senate and the Staff Senate before going to the Board of Regents for Approval.

- b. **New Faculty Position.**
  - i. The Faculty Affairs committee was charged to research faculty ranks at other institutions and to make a recommendation to Faculty Senate about the new faculty rank that is part of the new CBA.
  - ii. See the end of Article 25: Salaries of the CBA for more information.
    - The Faculty Association agrees to bargain the creation of a new rank or classification of faculty, following appropriate faculty governance procedures in a timely fashion. Additionally, the Association agrees to the creation of the specifics of this new rank or classification. The Association agrees to allow the Administration to open Article 34 for the 2020-2021 bargaining cycle, as per Article 5.1. The intent will be to implement the new rank or classification beginning in AY22.
- c. **Honors List for Undergraduates Shift from Provost/VPAA to Deans.**
  - i. Transferring the honors list to deans from the Provost passed.
  - ii. Dean's list is better understood honor by employees and other institutions.
- d. **Deceased Student Policy-Draft (attachment).**
  - i. The registrar has asked for input on a deceased student policy. Dean of Student's Office is the point person/office.
    - The Dean of Student's Office will serve as the liaison between the student's family and the university. The Dean of Student's will coordinate communication between all impacted university departments including the faculty upon notification.
- e. **Transfer Credit Grading Protocol Change (attachment).** - tabled
- f. **Posthumous Degree Policy Draft (attachment).** - tabled
- g. **Minimum math credit requirement for Bachelor of Science degree (attachment).** -- tabled
- h. **Student Course Evaluations.** -- tabled