

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), Elisabeth Valenzuela (Teacher Education)

Absent: Mariana Ulibarri-Horan (Special Education)

Vacant positions: Natural Resource Management

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

Also present: Ali Arshad (Business), Christina Durán (Dean, Social Work), Brandon Kempner (Dean, CAS), April Kent (Library, Faculty Senate Representative), Emmanuel Nkwenti-Zamcho (Business), Veena Parboteeah (Dean, Business & Media Arts), Benito Pacheco (Director, Strategic Enrollment Management), Elaine Rodriguez (History & Political Science), Rod Sanchez (Business), Norma Valenzuela (Languages & Culture), Ian Williamson (AVPAA), Patrick Wilson (Director, Online & Extended Learning), Melanie C. Zollner (Business)

2. Approval of the Agenda

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

3. Approval of Minutes – February 17, 2021

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)

The subcommittee received one appeal, which they voted on. The appeal was later deemed to be a mistake.

c. Ballen (Buchanan)

Nothing to report.

d. Policy (Gadsden)

Auditing policy recommendation – discussion/action item

The Registrar stated that the “xyz” form will be the registration form. The Chair suggested using the phrase “relevant form.” The Registrar stated that the regular form has a check box for audits. Statement from a committee member that there should be a separate form, as having to use only one form could slow down everything else on the form.

MOTION to accept the auditing policy recommendation. Seconded. Approved by consensus.

The Registrar stated that she will draft a new form and submit it to the Policy subcommittee for review.

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

a. Southwest Studies (Gallegos)

Subcommittee Chair has emailed the report to the subcommittee members and will get it back to the department when they have reviewed it.

b. Native American Hispano Cultural Studies (Jenkins)

Subcommittee met and exchanged comments. The Subcommittee Chair is working on the official communication to department.

c. Health (Buchanan)

Nothing to report.

d. Human Performance and Sport, BA, Minor (Gadsden)

Nothing to report.

- e. Human Performance and Sport, MA (Gadsden)

Nothing to report.

- f. University Studies (Wolf)

No communication from Subcommittee Chair.

- g. Education – Special Education (Harrington)

Nothing to report.

- h. Social Work, BSW, MSW (CSWE Accredited) (Buchanan)

A draft of the program review was submitted to the subcommittee last night.

- i. Mathematics, BA, BS, Minor (Romine)

AAC Chair stated that she received a request from J. Jeffries to postpone this review to Fall 2021.

MOTION to postpone the review. Seconded. Approved by consensus.

- j. Media Arts, MA, MS, BA, BFA, Minor, Certificate (Harrington)

Subcommittee Chair has communicated with M. Langer. The program is working on the review.

6. Communication from the Chair (Gadsden)

Nominations for AAC Officers for Academic Year 2021-2022

AAC Chair opened the floor for nominations.

Committee member nominated K. Gray to continue as Secretary. Ms. Gray accepted the nomination.

Committee member nominated G. Gadsden to continue as Chair. Dr. Gadsden accepted the nomination.

Chair stated nominations will remain open until the next meeting.

7. Communication from the Registrar (Romero)

The Registrar presented the enrollment report. There is no registration information for the Summer term yet. Currently enrollment is:

Undergraduate: 1485, reduction of 2%

Graduate: 1059, increase of 4%
Total: 2544, overall increase of 1 %

Department chairs will receive communication about catalog updates regarding general information. Program changes will be vetted against information from the VPAA.

Early registration for Fall 2021 will begin 4/5. The schedule will be published 3/31.

Regarding Commencement, all items that need to be provided to vendor have all been provided. The office is 6 weeks ahead of schedule. The ceremony will be a virtual prerecorded live event. The office will be sending information to faculty to build faculty biography pages.

Comment from a committee member that the Registrar needs to bring a list of students who are graduating to AAC.

The Registrar stated that she was not aware of that. The Registrar's office clears students up until the day before graduation. How would the committee like to handle that?

Comment from a committee member that the faculty confers students' degrees, so the AAC has to approve the list of students. In the past, the Provost brought the list forward. AAC Chair stated that she did not see that listed in the faculty handbook. Comment from a committee member that provision has always been on there. The Registrar stated that she will bring the list to the AAC.

Question from a committee member. Is there a deadline for students to submit application for degree and commencement? The Registrar stated that the deadline to apply to graduate is 3/26.

The Registrar stated that her department is working on a part-of-term calendar for implementation in Fall 2021. Chair asked when faculty will get a final look at the schedule. The Registrar stated they will get in on 3/18 and will have until 3/24 to review it. It should be returned to her office no later than 3/29.

The committee asked B. Pacheco about the error with Early Alert this semester. Mr. Pacheco stated that was his error. There is a manual process for the system to activate. Moving forward, a staff member is going to be assigned to make sure it doesn't happen again.

Question from a committee member. The only course time slot that doesn't have an assigned final exam time is 5:00-6:15. Is it possible to correct that? The Registrar stated that her office doesn't handle that, but that they can work on it.

Question from a committee member. With early alert and covid, was there an increase in the number of students that received an early alert? If students do need to drop any courses, do we have enough 2nd 8-week classes?

Mr. Pacheco stated that the number of students receiving an early alert was about average. For courses, they were able to secure some 2nd 8-week courses. We will likely have 30-40 transfers, but we should have enough options. Mr. Pacheco would encourage placing 2nd 8-week courses on the schedule earlier in the semester. It would help with planning.

AAC Chair commented that listing courses too early results in courses filling up too quickly. Some faculty have had to increase the caps for those classes after midterms.

Mr. Pacheco stated he believes that it's great that the class fills. AAC Chair stated that we still don't have enough classes. Mr. Pacheco stated that scheduling is a bigger problem.

Comment from a committee member that in the past each department had classes that were listed as closed, but they were still on the schedule. That was done a lot with Math and English courses.

Comment from a committee member that her department had several students get early alerts with no information about what class or professor it was from. Each professor said they included the info in their alert. Mr. Pacheco stated that early alert should be more directed than that. However, there is variation depending on how much the professor puts into the report. It might just require some training because the system is not easy to navigate. It's probably user error.

Comment from a committee member that they have a recurring problem for juniors and seniors. The Music Department has a lot of repeating courses with same course number. The problem is that financial aid gets cut off because the students are taking the same courses. Is there a way to flag these courses so that financial aid personnel do not cut off aid? We don't have a representative from financial aid on any committees. It speaks to customer service for the university.

The Registrar stated that the implementation of having intersessions restructured is part of retention. The intersession needs to be modified. There will be consistency. If we can attach an intersession to spring it can help with financial aid.

The Registrar also stated that she would be happy to engage with financial aid. HU is limited with the aid. Students are notified at 125 and at 150. Repeat courses for music majors have been problematic. Maybe the university can come up with a mechanism to alleviate the issue. The Registrar will see what the issues are from the coding on their end.

AAC Chair stated that this committee can vote to invite financial aid as guests. That would have to be up to the committee.

Comment from a committee member that the Faculty Senate has already ruled on this. This is a faculty organization. Technically, when we need things from financial aid, we should charge VPAA or Registrar to bring the AAC the information.

Provost Gonzales stated that Ad Astra is going to help us take a good analytical look at what we need at each point of the semester. We will hopefully see benefits of that in the fall.

Comment from a committee member on inviting people to AAC meetings. The faculty have allowed the senate committees to invite people to contribute to the discussion.

Comment from a committee member that the AAC shouldn't have recurring invitations, but if the Chair wants to invite an expert on a specific occasion the committee shouldn't have to go to the VPAA.

8. Communication from the Faculty Senate (Kent)

See attached report.

9. Communication from the Graduate Council (Gadsden)

The Council met and discussed the following:

- Proposed change to transfer policy.
- T. Law joined the meeting to discuss marketing for Graduate programs.
- Graduate Dean discussed the new double dipping policy.
- A. MacLachlan from University Relations will be meeting with the Council to discuss website issues.

Question from a committee member. What is the justification for not requiring a syllabus when reviewing Graduate transfer credits? Dr. Gadsden stated that the Council is removing the requirement that the syllabus *must* be included, but departments still have the right to request it. This comes from the Education department, where there is a huge influx of students, and they don't need them for state mandated courses.

Question from a committee member. How do departments enforce the requirement if they choose to request a syllabus? The transfer form will not have the syllabus required. Dr. Gadsden stated that the form will still have it, but it will be optional. The Registrar stated that programs still have the option of requiring the syllabi. Graduate students should first contact their advisor about whether they need to supply syllabi. The Registrar's office will tell students that their departments might need it and to contact the department. I. Williamson (interim Graduate Dean)

stated that the program approves transfer credits; they make the final decision. Dr. Gadsden shared that her department will be requiring syllabi.

10. Communication from the Administration (Gonzales)

The Provost reported the following:

- The marketing recommendations were submitted to President Minner, who may ask for a presentation from faculty.
- Three program reviews are on the docket and will be finished in March.
- The Board of Regents will be meeting on 4/23.
- Congratulations to the Counseling program for receiving their 2-year accreditation from CACREP.

AAC Chair asked if there are plans in place to replace L. Allard, Director of OIER. The Provost stated the President Minner has assembled a search committee and is looking to get it done quickly.

AAC Chair asked if faculty must attend the live commencement. K. Jenkins responded that is a question for the Faculty Association, who will be meeting with the Provost. The issue is being negotiated.

11. Senate Charge – Posthumous Degree Policy – discussion/action item (Gadsden)

AAC Chair opened the floor to discussion on the proposed policy.

Comment from a committee member that the one word they had trouble with was “demonstrate.” What we want to say is the department has a right to say someone should be awarded the degree. Comment from another committee member that it can be controversial. AAC Chair stated that they want there to be some kind of compelling reason. Discussion ensued concerning the wording of section “C” of the policy. K. Gray and P. Buchanan agreed to help craft new language.

MOTION that the revised posthumous policy be approved, provided that the discussed changes are made and that the AAC Chair sends out the final wording via email before sending it to the Faculty Senate. Seconded. Approved by consensus.

12. School of Education, Counseling – Program Name Change Request – discussion/action item (Glover)

AAC Chair opened floor for discussion or questions.

MOTION to approve. Seconded. Approved by consensus.

13. Department of Languages and Culture – Language Proficiency Policy Modification – discussion/action item (Valenzuela)

AAC Chair opened the floor for discussion and questions.

MOTION to approve. Seconded. Approved by consensus.

14. Department of Sociology, Anthropology, & Criminal Justice - New Course, Gender and Crime (SOCL/CJUS/GNDR 3XXX) – discussion/action item (Gadsden)

AAC Chair ceded control of meeting to Secretary. Secretary opened the floor to discussion or questions.

The Registrar asked if this course is repeatable. Dr. Gadsden stated that it is not, and she has corrected the form.

MOTION to approve. Seconded. Approved by consensus.

Secretary ceded control of meeting back to Chair.

15. School of Business – New Program, BAS in General Business; New Course, Communication Strategies for Leaders (BMIS 3XXX); New Course, Business Analytics in Decision Making (BMIS 4XXX); New Course, Budget Management for Leaders (BUSA 3XXX); New Course, Leadership Ethics (BUSA 3XXX); New Course, Seminar in Leadership (MGMT 4XXX); New Course, Strategic Thinking for Decision Making (MGMT 4XXX) – discussion item (Peters, Sanchez)

AAC Chair opened the floor for discussion and questions.

The Registrar asked if the new courses are repeatable. She also asked for clarification on the lecture/lab breakdown; Is it 3/0 for all courses? AAC Chair stated that all the courses are listed as repeatable, but these courses can't be repeatable. Chair stated that she will make those changes and ask for approval emails from the Dean.

Comment from a committee member that the traits need to be distinguished. AAC Chair stated that the guidelines just say they have to be listed. Committee member stated that the traits should be listed separately on each syllabus or they're too hard to find. A. Arshad stated that the department follows a template when preparing syllabi, but the traits are usually there. Program agreed to list traits separately.

Question from a committee member. The department has softened the language around other courses offered. What is considered an appropriate class? Does it have to be 8-week asynchronous? AAC Chair stated that courses must be 8-week asynchronous. Comment from a committee member that they read the Wiley contract, which stated the course must be online but did not stipulate asynchronous.

P. Wilson stated that it does not say asynchronous or 8-week in the contract. That is predominantly what the marketed audience wants or demands. Wiley gives us advice on what is marketable. It is not written into the contract. Wiley may choose not to partner if a program is not marketable.

B. Kempner stated that it involves what courses are likely to fill. It will require further discussion. HU is trying to meet the needs of the students.

Comment from a committee member that their fear is that we're competing with ourselves by having two courses offered at the same time. Dr. Arshad stated that the department had this conversation. This was also their concern. The faculty were told they could create a situation where if students start in one program, they cannot move to another program. They have bifurcated their programs. If a student starts off in a Wiley program, they will finish in that program. In MBA, they have concentrations and will offer a general concentration.

Question from a committee member. If the same course is offered in each program and the regular doesn't make but the Wiley does, will students be able to take the Wiley course? Dr. Arshad stated that it is his understanding that they will not. The departments have the right to create such barriers to entry. Dr. Gadsden stated that they've done this in criminal justice. They have limited a course to Center students only. Programs can do that.

Question from a committee member concerning teaching load. Will faculty on tenure be supplanted by contingent faculty? Dr. Arshad stated that if he's offering a course that Wiley also wants, it to his advantage to teach it, because it's less prep.

Question from a committee member. If the AAC approves this proposal, then we are bound to offer it in this format. If we decide no one can commit to teaching online, these courses then have to be offered in another format. Does the faculty have the right to change? Or are we stuck with it? If tenured faculty don't want to teach it, will they hire more contingent instead?

Dr. Wilson stated that in terms of the contract, it doesn't speak to a scenario like that. If we as an institution have told students they can take the entire program online, we have an obligation to those students.

AAC Chair stated that it's not Wiley that would obligate us to abide by these restrictions, it would be our obligation to the students.

Provost Gonzales stated that we also have HLC requirements. So, if we cannot continue to offer a program, we have to teach the students already enrolled and allow them to graduate. One of the problems we've had at the Centers is the inability to complete their degree at just one location. This is an adult-student program. We have a legal and ethical responsibility to teach it out.

Comment from a committee member. In Arts and Sciences, what we see is that one professor agrees to teach a class as part of this program, what if they leave. The program should be making the commitment rather than the individual.

AAC Chair asked if the faculty is committed to offering this program. Dr. Arshad stated that the faculty is mostly committed to it. They've been told they will have complete control over the curriculum.

MOTION to approve with the understanding that the program will update the syllabi with traits and will provide a new proposal cover sheet form to show the vote of the new proposal. Seconded. 13 ayes, 1 nay, 2 abstentions. Motion passes.

- 16.** School of Business – New Program, BA in Organization Leadership in Public Safety; New Program, Certificate in Organizational Leadership; New Program, Certificate in Public Safety [Political Science]; New Minor, Public Safety [Political Science]; New Course, Communication Strategies for Leaders (BMIS 3XXX); New Course, Business Analytics in Decision Making (BMIS 4XXX); New Course, Budget Management for Leaders (BUSA 3XXX); New Course, Leadership Ethics (BUSA 3XXX); New Course, Seminar in Leadership (MGMT 4XXX); New Course, Strategic Thinking for Decision Making (MGMT 4XXX); New Course, Public Safety and Homeland Security Studies (POLS 3XXX); New Course, Public Safety and Terrorism (POLS 3XXX); New Course, Public Safety and Ecosystems (POLS 3XXX); New Course, Case Studies in Public Safety Leadership (POLS 4XXX) – discussion item (Sanchez, Rodriquez)

E. Rodriquez provided an overview of the proposal. This in an interdisciplinary program between The School of Business and Political Science. They've been talking about developing something, because many of the Business programs target students who also move through Political Science. This program came about because several public employees asked if HU would be willing to put a program together allowing people already working in government/criminal justice fields (who might already have an associate's) and want to elevate their position with organizational leadership. Students are also interested in public safety areas. The program is designed to target goal 5 of the strategic plan and to be an online program.

M. Zollner stated that this program would benefit adult learners. It would help fill a need for non-traditional students.

Comment from a committee member that they would like to see letters of support. What is the difference between public safety and criminal justice? Will this impact Criminal Justice? Dr. Rodriquez stated that is a common question. Criminal law has to do with procedure and implementing law enforcement. Criminal justice students often want to go into law enforcement. Political science is more for people in government and politics and deals with intergovernmental workings. Dr.

Gadsden stated that criminal justice does not look at the law or administrative processes.

Question from a committee member. Does the department think one can develop leadership qualities by taking online courses or should the program include an internship? Dr. Zollner stated that they will be giving students the tools and preparing them.

Dr. Gadsden stated that she did meet with both Deans, and they agreed to include criminal justice. She will send the sections to the program that need to be changed to reflect this.

AAC Chair asked about the location of the program. It says it will be housed in Business, but the program director will be housed in CAS? How will this work?

V. Parboteeah stated that the certificate and minor will be housed with CAS. The program director will be split between the two schools. AAC Chair pointed out that is not explicit in the proposal. Dr. Parboteeah stated that they will address that. Dr. Kempner stated it was his understanding that it would be split.

AAC Chair stated that there is strong language about courses definitely being CEU (continuing education units) on pages 4 and 15. This language needs to be toned down.

AAC Chair also noted that the courses are listed as repeatable but should not be.

AAC Chair had a concern about wording in section 4B which states that the program director will be responsible for evaluating submitted documentation, such as training from law enforcement academies, for academic credit.

Comment from a committee member that courses belong to a department not a program. A director can't decide that.

The Registrar asked that when this comes back to the AAC, for the certificates, please include the programs of study.

Comment from a committee member that some of the forms are not filled out correctly. The program is listed as "Organization Leadership" rather than "Organizational Leadership." The Dean did not circle "approve" on two forms. The faculty vote on the Public Safety proposals need to include a complete faculty vote count.

Comment from a committee member that we should see that Political Science and Criminal Justice support this program via votes. Dr. Rodriguez asked if the member would like the vote for the BA, minor, and certificates from each department. Committee member said yes.

Dr. Rodriguez asked about letters of support. AAC Chair stated that Dr. Parboteeah already has them, so they should be included with the proposal.

17. Department of Forestry – Program Revision, BS Forestry, Wildland Fire; New Course, Wildfire Fuels and Modeling (FORS 4XXX) – discussion item (Céspedes)

B. Céspedes provided an overview of the program revision. The department wanted to create a new class to replace FORS 4510 as a requirement. The other course would be kept in the program to serve as an elective.

18. Department of Forestry - New Course, Range Science (FORS 3XXX) – discussion item (Céspedes)

Dr. Céspedes provided an overview of the new course. This is an elective that will serve the minor in wildlife management. It has been previously offered as a Special Topic. HU doesn't have a similar class in the catalog.

The Registrar asked for verification that the credit hours are 4 lab and 1 lecture. Dr. Céspedes stated that is correct, because the course is mostly based in modeling.

Dr. Céspedes also pointed out that the forms mistakenly say that the program is temporarily accredited, but they have received full accreditation. She will correct this on the form.

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

20. Next meeting – April 7, 2021

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

Reminder: There will be no meeting on March 17, 2021 due to Spring Break.

21. Adjournment

February 24, 2021 meeting of the FS

- 1. Communication from the President (S. Minner).**
 - a. COVID-19: University presidents met with the governor's office on campus and COVID-19.
 - b. Athletics: Statewide restrictions are being eased on athletics allowing for more practice and some games.
 - c. Legislation: The legislative session is past the halfway point. CUP is monitoring several bills. The Highlands legislative fellows are active this session.
 - d. Facilities: Many improvements around campus.
 - e. Green Campus: Working on sustainability efforts and a campus tree plan.
- 2. Communication from the Administration (R. Gonzales).**
 - a. Patrick Wilson is assembling a response team to work on the gaps found from the CAEL survey results. Many of these gaps are operational.
 - b. TRIO grant for services for adult learners and veterans will be submitted by March 1 deadline.
 - c. Provost is on HED committee looking at new programs proposed around the state.
 - d. Patrick Wilson is researching the new rules on distance education from the federal Department of Education. SARA (State Authorization for Distance Education) will be affected by these changes.
- 3. Communication from the Chair (O. Tamir).**
 - a. Faculty Senate executive committee have overseen chair elections.
- 4. Communication from the Undergraduate Student Senate (C. Ulibarri).**
 - a. Student Senate has a new advisor, Jaycie Loud, the New Student Development Coordinator.
 - b. Student Senate still needs more senators.
- 5. Communication from the Staff Senate.**
 - a. Next meeting will be held in the next two weeks.
- 6. Old Business.**
 - a. **NMHU webpage.** Discussion included the below points.
 - i. Website needs to better meet every day work needs.
 - ii. Website needs to be student focused.
 - iii. Website homepage should be welcome to all not just prospective students.
 - iv. Need to get data from University Relations on how the webpage is working or not working.
 - v. Need for more information for graduate students.
 - vi. Program and course descriptions need to be easier to find.
 - vii. Faculty Resources webpage is a good example of how to make documents easy to find.
 - viii. University Relations needs to have more staff and resources for website improvement.

- ix. Intranet could be part of the solution. Workload for intranet is a concern. Important to keep webpage and intranet discussion separate.
- x. Faculty Senate should come up with a list of priorities to be fixed on the webpage.
- xi. A motion about the website issue will be made at the next senate meeting. Senators are gathering input from their departments.

7. New Business.

a. Wiley – handbook compliance issues.

- i. Discussion about Wiley contract and governance, role of the faculty/programs, and role of the Academic Affairs Committee in the development of new programs. Also discussed were parallel programs, marketing, and OPMs and enrollment growth.
- ii. Dr. Tamir said that program changes must be at the program level and faculty votes must be recorded.
- iii. Dr. Roxanne Gonzales asked faculty to review article 40: Distance Learning of the CBA.

b. NMHU Bookstore.

- i. Discussion of problems with the bookstore, students not able to get books in a timely manner, the contract, and financial aid.

c. Proposal for Marketing Academic Programs from Academic Affairs Committee (attachment).

- i. Motion passed to adopt this document.