



Academic Affairs Committee Minutes

Location: Zoom

Date: August 18, 2021

Approved September 1, 2021

1. Roll Call

Present: Ben Bencomo (Social Work), Kevin Ensor (Counseling), Gloria Gadsden (Sociology, Anthropology, & Criminal Justice), Gil Gallegos (Computer & Mathematical Sciences), André García-Nuthmann (Visual & Performing Arts), Sandra Gardner (Nursing), Katie Gray (Library), Mariah F. Hausman (Media Arts & Technology), Sheree Jederberg (Educational Leadership), Kathy Jenkins (Exercise & Sport Sciences), Jennifer Klutsch (Forestry), Arcadius Krivoshein (Chemistry), Daniel Olufemi (Curriculum & Instruction), David Pan (Psychology), Luke Ritter (History & Political Science), Eric Romero (Languages & Culture), Maureen Romine (Biology), Mariana Ulibarri-Horan (Special Education), Elisabeth Valenzuela (Teacher Education)

Vacant positions: Business Administration, English, Natural Resource Management

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

Also present: Christina Durán (Dean, Social Work), Mary Earick (Dean, Education), Brandon Kempner (Dean, CAS), April Kent (Library, Faculty Senate Representative), Orit Tamir (Sociology, Anthropology, & Criminal Justice), Veena Parboteeah (Dean, Business & Media Arts), Ian Williamson (AVPAA), Patrick Wilson (Director, Online & Extended Learning), Ann Wolf (Curriculum & Instruction)

2. Approval of the Agenda

MOTION to approve agenda. Seconded. Approved by consensus.

Chair reminded members that the committee agreed (by vote) at the beginning of AY 2020-21 that voting will be conducted by consensus. On all matters requiring a vote, the Chair will solicit "no" votes only. If there aren't any "no" votes, the motion will carry "by consensus." If there is one (or more) "no" votes, we then count the "yes" votes for an official tally. This will continue so long as meetings are conducted via Zoom only.

3. Approval of Minutes – May 5, 2021

MOTION to approve minutes. Seconded. Approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)

a. Undergraduate Appeals (Chair needed)

S. Gardner volunteered to serve as Chair. Approved by consensus.

b. Graduate Appeals (Jenkins)

Nothing to report.

c. Ballen (Chair needed)

M. Hausman volunteered to serve on subcommittee and to take Chair position if necessary.

d. Policy Subcommittee (Gadsden)

- Reactivation of subcommittee
- Grade appeals form
- Reviewing incompletes

Chair reported that the subcommittee reviewed the incompletes policy and agreed that the current policy should stand unchanged. No action is required on this item.

The grade appeals form that was drafted by the subcommittee does change the policy slightly. The Chair asked if the AAC felt that the policy subcommittee should be reactivated to review these changes and bring the issue back to the full committee. The committee agreed. All members of the policy subcommittee agreed to continue serving and B. Bencomo volunteered to join, as well.

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

AAC Chair gave an overview of the current program review situation. Because so many reviews were postponed during Academic Year 2020-2021, the committee now has 15 program reviews awaiting completion (including the three slated to begin in Fall 2021. Chair proposed postponing those three reviews to Spring 2022 in an effort to complete those still outstanding from previous semesters.

MOTION to move the program reviews for Chemistry, Music, and Psychology to Spring 2022. Seconded. Approved by consensus.

a. Southwest Studies (Gallegos) (2 additional members needed)

Subcommittee Chair stated that the program review just needs to be submitted to the AAC and that he can complete it without additional committee members.

b. Native American Hispano Cultural Studies (Jenkins)

Program Chair is still working on the review.

c. Health (Chair needed)

Subcommittee members evaluated the review and submitted input to the subcommittee Chair. Summary of findings not yet completed.

K. Gray volunteered to act as Chair. No other members needed.

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

Subcommittee Chair stated that no additional member is needed.

e. Human Performance and Sport, MA (Gadsden)

Chair has received the review and will send it out to committee members.

f. University Studies (Wolf)

Program review final report.

Subcommittee Chair, A. Wolf, presented the final program review (see attached).

Dr. Wolf stated that the Dean will need to think about adding faculty to the program, because the student numbers are increasing every year. The program provided 5 years of data that stopped in 2017, due to the length of time between the initial writing of the review and now.

E. Romero stated that there is some ambiguity in the number of students, because undeclared majors were folded into University Studies.

Dr. Wolf stated that the program has two different tracks and that there are quite a few adjuncts that teach in this program. So, more faculty would be better. Dr. Wolf also noted that the program does not maintain any data on student and graduate accomplishment and recommended that they do so.

Dr. Wolf recommended to the AAC that the program review be accepted without changes.

AAC Chair asked for clarification about where the program is housed. Dr. Wolf stated it is under the College of Arts and Sciences.

AAC Chair asked why the program changed from 3 concentrations to 2. Dr. Romero stated that students are given an option to self-determine what they study. They can study 3 themes of 15 hours each or 2 at 30 hours. The program works with students to align breadth of knowledge so they can speak

well of their education comprehensively. Learning objectives are in alignment with essential learning skills.

AAC Chair asked what the program needs specifically. Dr. Romero stated that this program review has been going on for some time, and he has spoken with B. Kempner about where the program is going. At this point some adjunct faculty would be welcome for availability of courses.

AAC Chair asked why there isn't at least 1 tenured or tenure-track faculty member associated with the program. Provost Gonzales stated that that is the purpose of the program review. The Provost stated that this is a good program for traditional and adult students, and she sees this as a strong program for HU.

Comment from a committee member that they support the review, but they are bothered that the program is only asking for a .25 increase. Committee member believes they should have at least one FTE and recommends that the AAC increase that section of the review. Committee member also requests that the subcommittee Chair add the current date to the review, so that there is a record of when it was completed.

Dr. Romero stated that he currently receives a .25 release for advisement and a release for at least 2 courses per semester would be helpful

Comment from a committee member that one of the problems is the amount of work that is assigned to Dr. Romero, who runs both the Native American/Hispano Studies program and the University Studies program. Committee member believes that Dr. Romero needs the support of a full-time faculty member.

MOTION to alter the program review by changing the requested increase in faculty from .25 FTE to 1 tenure track FTE. Seconded. Approved by consensus.

AAC Chair asked the program review Chair to add the motion to the report and submit it to the Provost.

g. Education – Special Education (Chair and additional member needed)

Ms. Gray reported that the committee met on 5/7/21 with representatives of the program and Dean Earick to share the input of the subcommittee members. E. Harrington made recommendations for changes and informed the program to submit revisions to the subcommittee in Fall 2021

Dr. Gadsden volunteered to serve as subcommittee Chair. No additional members needed.

h. Social Work, BSW, MSW (CSWE Accredited) (Chair needed)

S. Jederberg reported that subcommittee members submitted input to subcommittee Chair. Dr. Jederberg stated that the review is close to completion and the remaining members should be able to finish it.

Dr. Jederberg agreed to serve as subcommittee Chair.

- i. Media Arts, MA, MS, BA, BFA, Minor, Certificate (Chair needed)

D. Pan volunteered to serve as subcommittee Chair. L. Ritter volunteered to be additional subcommittee member.

Postponed from earlier semesters:

- j. Curriculum & Instruction (Chair and additional member needed)

Dr. Ritter volunteered to serve as Chair. Dr. Romero volunteered to be additional subcommittee member.

- k. Teacher Education (Jenkins) (Additional member needed)

Subcommittee Chair stated that no additional member is needed.

- l. Mathematics (Romine)

Nothing to report.

Proposal to postpone the following program reviews to Spring 2022:

- m. Chemistry MS, BA, BS, Minor (Chair and members needed)
- n. Music BA, BFA, Minor, AA (Theater) (Chair and members needed)
- o. Psychology MS, BA, BS, Minor (Chair and members needed)

Proposal was approved. See motion above.

6. Communication from the Chair (Gadsden)

- Summer Subcommittee report
- Update to Criminology program

AAC Chair reviewed meeting protocols. The committee adheres strictly to start and end times. Please log in early. Please use the raise-hand option. Agendas are sent out on Friday. Materials must be submitted by Thursday before the meeting. The final dates for submissions are noted on agenda. Chair asked all members to review section 5.C of the Faculty Handbook.

Chair stated that the MA in Criminology was brought before the Graduate Deans Council, which recommended changes. The Council wanted the program of study reorganized. The MA was already approved by all HU bodies. The changes

weren't substantial. Chair wanted to bring the issue before this committee. What happens when HED, HLC, or Graduate Deans suggest changes to a program that has already been approved by HU? Chair wanted to open up a discussion and perhaps make a recommendation about what to do when changes are made at the higher level. What happens next?

Comment from a committee member that this is an issue that should be sent to the Faculty Senate, because it's about interpretation of the faculty handbook. Faculty is solely responsible for the curriculum. Committee member recommended that the AAC put this issue to the Faculty Senate and for them to tell us what to do or take action.

Chair stated that she did speak with the Faculty Senate Chair, who requested a clarification from the AAC. Faculty Senate Chair stated that she believes the final issue lies with the VPAA's office.

Question from a committee member. Who is the steward of the curriculum? Committee member thinks it is the purview of the Senate and believes the Senate should put it in writing if they are okay with the process.

MOTION: The AAC is requesting that the Senate, relying on the Faculty Handbook, weigh in on the appropriateness of this process.

Provost Gonzales gave an example of what the process is like from the Council level. The Provost stated that higher committees can make recommendations, but it's up to the faculty to decide what changes they are willing to make. The Provost stated that HU faculty create curriculum based on their expertise.

Committee member stated that it's important that issues related to curriculum come back to the faculty as a whole.

Motion seconded. Approved by consensus.

AAC Chair stated that the summer subcommittee reviewed three grade appeals, and all were resolved quickly. Chair thanked the members of the subcommittee for their service over the summer break.

7. Communication from the Registrar (Romero)

Registrar presented the current enrollment numbers. Overall enrollment is down 3%, undergraduate is down 8%, and graduate is up 5%.

There are some new policies that will be appearing the catalog in the next week or so, including: posthumous degree policy, changes to the BS math requirement, and advanced credit for undergraduate students.

The Registrar's office has updated the transfer credit protocol, to include a grade of "CRD", instead of "CR" for students with a D grade.

Last day to add classes is 8/23. Last day to drop is 8/27. The census date is 9/3. Call for spring courses will be the week of 9/13. Early registration for spring will start 11/1.

AAC Chair asked for an update on spring intersession. Registrar stated that HU will have a spring intersession right after spring term ends. Chair reminded members that students taking spring intersession courses will be awarded their degree in the Spring, and the Registrar confirmed this.

AAC Chair asked about the virtual commencement. The Registrar stated that it went well, and they received some good feedback. The Registrar thanked all who helped.

8. Communication from the Faculty Senate (Kent)

Faculty Senate has not yet met for the Fall term.

9. Communication from the Graduate Council (Gadsden)

Nothing to report. Meeting next Friday.

10. Communication from the Administration (Gonzales)

The Provost welcomed everyone back. She stated that she has begun working with B. Massaro, the new Chair of Faculty Senate.

The Provost stated that the Covid situation on campus is escalating, and that we're at critical mass.

There are two conference opportunities coming up. The first is the HLC conference, and President Minner is willing to fund participation if a presentation is accepted. The second is the online learning consortium, for which HU purchased a bulk pass. HU can take up to 100 people. Chair asked Provost to send out the information again, which she agreed to do.

The Provost stated that the Strategic Plan was sent out and will be sent out again next week. Please send any questions to the Provost so she can make a Q&A. M. Baca will supply a date and budget template in next couple of weeks.

HED approved the Bachelor of Applied Science, which will go to the HLC next.

Bachelor of Arts in Organizational Leadership was approved by the Board of Regents and will be submitted in parallel to HLC and HED.

Yesterday the Council of University Presidents (CUP) met in Santa Fe. They are asking HED and Finance Committee to consider:

- First time freshman degree completion does not take into account transfer students,
- The difference between research, comprehensives, and community, consider type of institution
- Salary increases
- Marketing
- Additional consideration for innovation. Research is not only done by research institutions; comprehensives do as well
- Decline in enrollments is a major concern. It's not just about recruiting students; it's about helping people understand the value of education.

The Provost stated that, because we have new programs, there is a working group to go through what has to be done.

Question from a committee member. With enrollment down 3%, are we making a concerted effort to do 2nd eight week and intersession classes? The Provost stated that we have, and she will be talking to the Deans about it. Chair stated that HU needs more planning in this area.

Comment from a committee member that there have been a lot of emails from faculty asking about the absence of a "welcome back" email from President Minner. The Provost stated that she will have a conversation with the President about it.

Questions from a committee member concerning Covid. How many infections are there currently on campus? How many students are quarantining? How many tests are we waiting for? The Provost asked A. Kent to weigh in, as a member of the Emergency Operations Center. Ms. Kent stated that everyone is working on clarification. The EOC is following FEMA guidelines, wherein all final numbers will go through the designated information person, who is Sean Weaver. Ms. Kent stated she would relay the committee's questions to the EOC.

Chair stated that last year, we had an MOA. The Provost noted that the situation is very different from last year. Ms. Kent stated that the EOC's medical consultant works closely with state health officials. Collectively, we are abiding by best practices, but Delta has changed things.

Chair asked for an update on marketing. The Provost stated that we need to start building in a pro forma set aside for marketing for new and currently existing programs. O. Tamir stated that, while we need money for marketing, before that we need a plan. Dr. Tamir stated that HU knew for over two years that two new programs were coming up, and they should have planned for that. Dr. Tamir stated that the departments got no help and encountered obstacles. Dr. Tamir stated that

she more than doubled the number of students in her program, but that has been in spite of HU. Dr. Tamir asked what administration is going to do to help departments in the short run. The Provost stated that her office does not hold the marketing budget, which is part of the problem. HU has to change the model. There needs to be a built in budget that comes from the enrollment. The Provost stated that we need to have that fiscal plan in place, and we're working on it as best we can. Comment from a committee member agreeing that HU needs a plan.

Chair asked for update on dual credit initiatives. The Provost stated that it's under the purview of B. Pacheco, who has been working with local school districts to do on-ground dual credit. Most students go to Luna. B. Kempner stated that CAS put together 3 classes on the West Las Vegas campus, working over the last 6-9 months with former HU students who are now instructors at West. Dual credit enrollment is up because of those classes. Those students don't pay HU, so it doesn't increase our resources, but it's a great thing to do with the community. I. Williamson stated that dual credit enrollment is up 108%.

Chair asked for an update on Wiley. The Provost stated that the overall expectation was that it would bring in 45 new students, and 54 new students were enrolled as of last Friday. So, it has so far exceeded our expectations. Question from a committee member. What is the price per student that HU is paying Wiley? P. Wilson stated that HU pays Wiley 40% of the tuition we receive. The Provost stated that is a combination of Graduate and Undergraduate students from the RN to BSN, MSW, and MBA General Business programs. Question from a committee member. Are all the students paying the higher tuition? Dr. Wilson said that they are.

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

12. Next meeting – September 1, 2021

13. Adjournment

MOTION to adjourn. Seconded.

Program Review for University Studies

Ann Wolf (former AAC Committee member), William Hayward and Edgar Blanco Vargas (former members)

Program Review Areas:

- I. Abstract – this section provides the reader with the information required about the University Studies program.
- II. Program Values – The program meets all of the NMHU graduation requirements.
 - A. The program’s vision, mission and values are stated and clarified in the program review. The program has two sections on the values.
 - B. The values are connected to the University vision and core values and core traits. The Bachelor of University Studies major report shows the connection of the strategic plan for BUS to the University goals and traits.
- III. Program Competencies – The BUS program is a bachelor degree program without major/minor areas. The program is based on a Thematic Area format.
 - A. Majors/Minors/Certificates

Track 1 or Track 2 can be completed by students in the program for a total of 51 credits. The entire BUS program has a total of 120 credits for students to complete.
 - B. Number of Students (past 5 years)

Count Term	Class					Total
	Freshman	Sophomore	Junior	Senior	2nd BA	
Fall 2013	1		3	14	2	20
Fall 2014	74	22	6	11	3	116
Fall 2015	58	11	9	10		88
Fall 2016	73	13	15	20	1	122
Fall 2017	36	10	14	24		84
Total	242	56	47	79	6	430

C. Number of degree completers

Grad AY	Count
2012-13	25
2013-14	8
2014-15	7
2015-16	10
2016-17	18

D. Student Learning Outcomes

The BUS is not a content specific degree. Student compare liberal arts learning objectives in comparison to the content knowledge specific to their particular thematic areas. The learning objectives in BUS are Critical Thinking; Enhanced Reasoning; Life-long Learning; Communication Skills; and Cultural Diversity Competencies

i. Curriculum Support of Introduction

The curriculum support is thematic and provides a versatile opportunity to students enrolled in this program.

ii. Curriculum Support of Reinforcement

The curriculum is only evaluated in paper form. Students are advised to Coursework in thematic areas as listed above.

iii. Curriculum Support of Assessment

There is no information provided in this area of the review.

E. How student learning outcomes are measured and evaluated.

Due to the nature of the BUS program, learning objectives have not been developed. Students are evaluated through the thematic topics of the program.

i. Measured – a variety of evaluative strategies including self-reflection exercises, written critiques, and summative statements of particular topics and themes.

ii. Evaluated - Students advancing to the Capstone demonstrate learning outcomes with a professional presentation.

F. Program Improvement

In Spring of 2017 the BUS program underwent a significant revision. The original thematic are of credits was reduced from 65 to 45 credits. The University Studies course requirement was increased from 4 credits to 6 credits. The student evaluations for all courses are compiled at the end the semester.

IV. Program Quality and Potential

A. Expertise and Experience of the Faculty

The BUS Academic Advisor and teaching faculty are the same. The structure allows for attentiveness to particular student needs. Dr. Eric Romero has this dual responsibility.

Dr. Romero has over thirty years of instructional experience and has served as the Director/Coordinator for a variety of interdisciplinary academic and research projects. He has taught in the NMHU School of Education, School of Social Work

and School of Arts and Sciences. He also coordinates the Native American/Hispano Cultural Studies minor.

He approaches advisement and instruction with a philosophy of social constructivism and empowerment. The UNST course curricula emphasize knowledge transfer, life-long learning awareness and readiness for continued professional and academic growth.

B. Accomplishments and Contributions of Faculty, Students and Graduates

Faculty: Dr. Romero's accomplishments and scholarly contributions can be seen in his attached CV.

Students: Student data is not maintained after graduation. This may be an area that could be improved in the future.

Graduates: Graduates are not tracked after completion. This may be an area that could be improved in the future.

C. Contributions:

University Studies is a self-determined possibility that would be attractive to students that understand where they wish to develop their learning. It could support many areas of interdisciplinary and integrated learning.

D. Preparing Students for Graduate School and/or Careers

The BUS program emphasizes preparation for career advancement and graduate school admissions. The capstone course additionally prepares students with Career Services activities such as resume writing/interview skills/COPS assessment. The UNST 400 Capstone activity is a mock employment/admissions/recognition interview.

E. Areas of Improvement

i. Anticipated Changes

The BUS program continues to grow as students learn about the program. BUS students finalize their degree programs with greater awareness of undergraduate learning objectives. Coordination with undergraduate advisement to make this information available to undeclared students will advance the BUS opportunity for more students.

ii. University Support Required

It would be helpful if information sharing was done with NMHU programs and offices. Articulation with departments and disciplines can be determined to make BUS more beneficial. UNST 2000: Introduction to University Studies available to "undeclared" NMHU students to better identify students who may benefit from a "self-determine" path to degree completion.

Offer more sections of UNST 3000 and UNST 4000; as in UNST 3000 can be offered in the fall and the UNST 4000 could be offered in the spring. Students wishing to graduate outside of that cycle must wait a year for completion. Both of the above considerations would require the opportunity for adjunct faculty to teach the additional course offerings.

iii. External Resources

N/A

F. Next Five Years

i. Resources Needed

To further develop the BUS program it is suggested that the .25 FTE time allowance be increased to .50 FTE for advisement, accountability and administrative purposes. More faculty may need to be added to teach courses.

The plan of study is done manually by the director.

ii. Internal Reallocations

N/A

iii. New Program Directions

The BUS program has the potential for expansion. Strategic planning discussions would require collaboration with Deans, Academic Affairs, Office of the Registrar, Strategic Enrollment Management and the Vice President of Academic Affairs.

Recommendations from the AAC Program Review Committee

The revision provided by Dr. Eric Romero has covered all areas of the program review. Under the section on the program quality potential, it was noted that data is not collected for the accomplishments of the students and graduates. This may be an area that you could survey graduates to find out their accomplishments.

All other areas of the review provided the information asked for and was easy to understand.

The Chair of this program review committee met with Dr. Kempner and Dr. Romero on Thursday, April 29th.

It is recommended that this program review be accepted and forwarded to the Vice President of Academic Affairs.