



Academic Affairs Committee Minutes

Location: Zoom

Date: October 6, 2021

Approved October 20, 2021

1. Roll Call

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

Absent: Sandra Gardner (Nursing, J. Flood attended as proxy),

Ex Officio Members: Henrietta Romero (Registrar)

Also present: April Kent (Library, Faculty Senate Representative), Peter Linder (on behalf of Brandon Kempner, CAS), David Lobdell (Visual & Performing Arts), Veena Parboteeah (Dean, Business & Media Arts), O. Tamir (Sociology, Anthropology, & Criminal Justice), Ian Williamson (AVPAA)

2. Approval of the Agenda

MOTION to approve. Seconded. Approved by consensus.

3. Approval of Minutes – September 15, 2021

MOTION to approve. Seconded. Approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)

a. Undergraduate Appeals (Gardner)

Nothing to report.

b. Graduate Appeals (Jenkins)

Nothing to report.

c. Ballen (Hausman)

The Subcommittee met. There is currently \$32,000 in the endowment. There were two proposals held over from previous semesters: Forestry and Media Arts. The Forestry Department has decided to relinquish the award as they cannot currently make it work as they would like.

The Media Arts Department partially conducted their visit online with plans for a campus visit. The department is interested in completing the visit in spring 2022. They have about \$6,000 left in their budget or that. They are revising the schedule, and the artist has agreed to come.

AAC Chair stated that the new call should indicate that proposals need to be a hybrid of in-person and online. Subcommittee Chair stated that she is revising the call and will send it to the subcommittee for input.

Subcommittee Chair stated that they discussed opening up option through Fall 2022. There is enough to fund 3 semesters if the proposals are good. The call for proposals will go out soon.

d. Policy Subcommittee (Gadsden)

AAC Chair reviewed the issues around Student Grade Appeal form. This does not represent a change in policy. The form was updated to reflect what the policy actually entails. The form had been changed previously without approval.

Comment from a subcommittee member that there has been confusion in recent years concerning this policy. Kudos to the Registrar for looking through the original documents and being so helpful. AAC Chair concurred.

MOTION to move the form forward to the Faculty Senate for review with the understanding that this represents the policy that was approved by AAC. Seconded. Approved by consensus.

Chair thanked the subcommittee for their work.

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

a. Southwest Studies (Gallegos)

Subcommittee Chair met with P. Linder and discussed the review. Dr. Linder agreed to go back to the department to get clarification about what was submitted.

Dr. Linder stated that he reviewed old emails on the topic. The review in front of the committee had gone through the process in 2018, including meeting with Provost that included all graduate programs. Dr. Linder discussed the issue with his department.

AAC Chair stated that that time, Public Affairs was under review. The department did both programs at the same time. It might be good to resubmit with focus just on Southwest Studies.

Comment from a committee member that if the department has already completed this, they should not have to go through the process again. Chair pointed out that that was completed in 2017, so they'd be up for review again next year.

Comment from a committee member that they would like to see the record reflect that the department followed through.

Dr. Linder stated that he will share all his documentation with the Chair and the Provost.

O. Tamir stated that her department submitted a program review but never received feedback. There was an attempt to have a meeting, but several people were otherwise engaged, so the department moved on.

Question from a committee member. Do our accreditors require program reviews every 5 years? The Provost stated that the requirements for program reviews are whatever we determine them to be. Comment from a committee member that we then need to make sure our records are clean. Chair agreed.

b. Native American Hispano Cultural Studies (Jenkins)

The committee met with E. Romero last week. This program is interdisciplinary, so Dr. Romero will be reaching out for help with the program review.

Dr. Romero expressed appreciation to the committee. He stated that the complication is that there are 7 disciplines and 5 departments represented in this program.

c. Health (Gray)

Subcommittee Chair is following up on a question from the program.

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

The program stated that they will have revisions in a few weeks.

e. Human Performance and Sport, MA (Gadsden)

The program is waiting for data.

- f. Education – Special Education (Gray)

The program is working on revisions.

- g. Social Work, BSW, MSW (CSWE Accredited) (Jederberg)

Subcommittee members are working on their comments and will submit feedback to the program in a couple of weeks.

- h. Media Arts, MA, MS, BA, BFA, Minor, Certificate (Pan)

Subcommittee reviewed the materials and sent back requests for revisions.

- i. Curriculum & Instruction (Ritter)

Subcommittee sent comments and concerns to department chair.

- j. Teacher Education (Jenkins)

The program will be sending materials soon.

- k. Mathematics (Romine)

G. Gallegos is working to facilitate the writing of the review. Dr. Gallegos stated that he is waiting for J. Jeffries to provide a timeline for completion. Dr. Jeffries would like to work on the review over winter break.

- 6. Department of Sociology, Anthropology, and Criminal Justice - New course, Climbing the Social Ladder: Social Mobility in the U.S. (SOCL 3XXX); ~~Course revision, Women and Globalization (SOCL/ANTH 4/5540)~~; Course revision, Race and Ethnic Relations (SOCL/ANTH 4/5390); New course, Social and Transformative Justice (SOCL/GNDR/CJUS/ANTH 4/5XXX) - discussion/action item (Gadsden)

Chair ceded control of the meeting to Secretary. Secretary opened floor for questions or discussions.

Dr. Gadsden stated that the department was withdrawing the course revision on Women and Globalization for the time being.

MOTION to approve the other three items (two new courses and one course revision). Seconded. Approved by consensus.

Secretary ceded control back to the Chair.

7. Senate Charge - Policy Related to the Last 15 Credits Taken at NMHU - discussion item (Gadsden)

Chair stated that the Faculty Senate has asked the AAC to take a look at the residency requirements in regard to the last 15 credits taken at HU. This has been a hardship for some transfer students.

Comment from a committee member that this policy has been in place at HU for at least 25 years. Residency requirements are kept high because students are saying that they graduated from our institution. These requirements are very important.

The Registrar stated that this is just for undergraduates. The department wants to maintain the 30 credit threshold. However, for the final 15, students might find something more reasonable for them.

A. Kent stated that it is different for some students. If they take one additional class elsewhere at the end of the degree, the requirement could be a hardship. Students then have to file a petition.

Chair stated that she hopes to send this to the policy subcommittee and that we need to investigate the history of this requirement.

Comment from a committee member that 15 credits was back when it was a full load. Therefore, the last semester has to be taken here. The petition process is not that hard. The Academic Affairs office already has the power to sign off on it. How often do we waive the 30 credits? How often do we waive the last semester?

The Registrar stated that we average about 260 waivers per year for the final 15. We almost never see waivers for the 30. I. Williamson concurred that he has never waived the 30 credit requirement.

J. Flood stated that the Nursing Department has a part time pathway for undergraduates. Students might take 1 or 2 classes at a time, and that it would be good for their department to do this.

MOTION to send this item to the policy subcommittee for further review.
Seconded. Approved by consensus.

8. Senate Charge - Program Approval Policy - discussion item (Gadsden)

Chair reviewed the issue concerning changes to programs suggested by outside entities after they have passed through the HU approval process.

MOTION to send this item to the policy subcommittee for further review.
Seconded. Approved by consensus.

9. Spring 2022 Intersession Changes Memorandum - discussion item (Romero)

Chair presented an overview of the memo submitted to the AAC by the Registrar.

MOTION that committee members take this item back to their departments for discussion. Seconded. Approved by consensus.

10. Department of Visual and Performing Arts - Department Name Change Memorandum - discussion item (Lobdell)

D. Lobdell stated that this name change request is about accessibility. This will make the program and courses easier to locate in the catalog.

Comments from committee members that this is a good idea.

11. Department of Sociology, Anthropology, and Criminal Justice - New course, Homicide and Policing (SOCJ/CJUS 4/5XXX) - discussion item (Gadsden)

Chair ceded control of the meeting to Secretary.

Dr. Gadsden re-stated that the Criminal Justice program has been stagnant for a number of years, so they are creating new electives. This course has been offered twice as a special topic and is very popular. It will be offered every 2-3 years.

There being no further questions or discussion, the Secretary ceded control back to the Chair.

12. Department of Sociology, Anthropology, and Criminal Justice - New course, CRM Internship (ANTH 6XXX); Deletion of Post Baccalaureate Certificate in CRM - discussion item (Tamir)

Dr. Tamir stated that when the new Cultural Resources Management program was passed last year, the original proposal included a course listed as internship, but the course paperwork was not submitted. This course proposal is to correct that error.

Dr. Tamir stated that deletion of the existing post baccalaureate certificate in Cultural Resources Management was also part of the CRM program proposal. There is no more need for this certificate.

Chair asked if any students are currently enrolled in the CRM certificate program. Dr. Tamir stated there are not.

Comment from a committee member that the school or college is not listed on the deletion form.

The Registrar asked whether this is a variable credit course, as the program calls for 2-6 credits. Dr. Tamir stated that they do want it to be variable. The Registrar asked if it is repeatable. Dr. Tamir stated that it is not.

Comment from a committee member that Dr. Williamson did not circle "approved" before signing. Chair stated that she will fix that on the form with permission of Dr. Williamson and Dr. Tamir.

13. Communication from the Chair (Gadsden)

Chair reminded members that the last day to submit materials to the AAC for fall semester is November 11.

14. Communication from the Registrar (Romero)

The Registrar stated that OIER is still working on the final census. Nothing has changed in regards to enrollment since her last update. 2809 combined students enrolled.

The department will continue to send out reminders about the graduation deadline, which is November 5. Chair requested that faculty also be sent those reminders.

The Registrar reported that there are currently 10 courses scheduled for winter intersession, and 59 courses scheduled for 2nd 8 weeks.

Chair asked if faculty could receive a list of all those classes. Registrar stated that she will send it to all faculty.

The Registrar is actively working on spring sections added to system. Early registration for Spring 2022 begins November 1. The schedule will be available the week before.

The Registrar reported that there is a withdrawal spike after midterm. There is a 39% increase from last year to this year in complete school withdrawal (Fall 2020: 75, Fall 2021: 104). The university does not track reasons for withdrawal.

Question from a committee member. Option to input midterm grades is not accessible. When will it be open? The Registrar stated that she will work on the midterm grades tomorrow.

Comment from a committee member that making this accessible for faculty earlier would be better. They are also concerned about Early Alert. Early Alert has been

locked out the last couple of weeks. Faculty can't reach out to students. It used to be open the entire time up to midterm.

Chair stated that it was decided some time ago that Second Alert should be open all the way through midterms.

The Registrar stated that Caroline Montoya is happy to entertain any changes to Early Alert.

Comment from a committee member that Dr. Williamson should ask the Provost to make Early Alert available.

[Later in the meeting, the Registrar noted in the chat that midterm grading is active for full session courses for the term. The memo will go out to all faculty with deadline for grade submissions tomorrow.]

15. Communication from the Faculty Senate (Kent)

See attached report

16. Communication from the Graduate Council (Gadsden)

Chair ceded control of the meeting to Secretary.

The Council is having a discussion about Slate and some of the problems HU is having. Please forward any problems to graduate coordinators.

The Council drafted a probation/expulsion/suspension procedure and sent it to Faculty Senate for review. There are mandates in the graduate catalog about what happens, but the process is not clear.

The Council sent to the Faculty Senate a recommendation to revise the transfer course policy. The policy had been changed to require course description and syllabus, but the Council is recommending making the syllabus optional.

The Council discussed modifying language in the graduate handbook, making it clear that departments and administrators need to have at least two weeks to review exit documents.

Coming up, the Council will discuss: policies about students being denied admission and reasons entered into Slate; resident vs nonresident tuition; signatures required for exit documents and whether that can be streamlined or made digital; working with students not making progress on exit projects; indications that students are ready to return after being suspended.

Secretary ceded control back to Chair.

17. Communication from the Administration (Gonzales)

Dr. Williamson reported in the Provost's stead.

Dr. Williamson stated that he presented KPIs to faculty and will also present them to staff and student senates. He is requesting feedback.

Dr. Williamson reported on the external status of program proposals.

- BAS: With HLC for review
- Wildlife Conservation: Final review from HLC coming
- Organizational Leadership: Submitted to HED
- DNP: going before the BOR soon; will not be automatic

Dr. Williamson reported that NM Tech has opened a cybersecurity program, and there is interest at HU in creating a joint certificate in cybersecurity.

The Graduate handbook has copy editing issues.

Dr. Williamson is trying to revise the research handbook to incorporate indirect costs.

Kent Reed is leaving forestry and the watershed institute. This could have a negative impact on ability to receive grants for this program.

Chair asked about the cannabis program. Dr. Williamson clarified that our program is hemp based, where UNM is starting a cannabis program. R. Sanchez reported that the School of Business is currently marketing it and trying to recruit students and that they have hired a program director. V. Parboteeah stated that this is entirely new. HU has been using old marketing strategies, but that's not working. Dr. Parboteeah stated that they're starting to work directly with businesses to market the program.

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

19. Next meeting – October 20, 2021

20. Adjournment

AAC/FS Liaison Report to AAC on October 6, 2021

September 22, 2021, meeting of the FS

1. Communication from the President (S. Minner).
 - a. COVID: Governor extended mask requirement for another month. President concern about mental health as well as other health concerns. Working with student, staff, and faculty senates on ideas for improving mental health. First university push out to those who have not responded to the vaccine verification system. Working on getting technology for students who are quarantining.
 - b. Legislation: Compensation is a top priority this round. Buildings: number 1 request is the facilities building; needs work but is a hard sell to get funding.
 - c. Special Board of Regents meeting on Monday, September 27. An agreement has been reached with one of the staff union groups.
 - d. Facilities: Cultural Park is almost complete. Matanza is planned for this year and this is the location for the event. Waiting to close the road to traffic until the city confirms this is university property.
 - e. Still wants faculty in put on a commencement speaker.
 - f. Thinking about expanding his office hours.
2. Communication from the Administration (R. Gonzales).
 - a. Review of key dates for tenure and promotion and sabbatical in October.
 - b. October 23 is a regular BOR meeting where Faculty Senate matters will be on agenda.
 - c. Working with athletics and dean of students on check list of items for students going into isolation or quarantine. Key part of list is to communicate with faculty about classes.
 - d. Internal search for grant position closes on Friday. It is a full time 12-month position.
3. Communication from the Chair (B. Massaro).
 - a. Request for suggestions for commencement.
 - i. Questions: no honorarium. University can pay for travel.
 - b. Faculty concern at Rio Rancho and in general. The executive committee will be reviewing the situation, and this will be a discussion item at a future meeting.
 - c. Mental health project from president is another discussion item at executive committee. Working on idea. Faculty strength on these issues.
4. Communication from the Undergraduate Student Senate (C. Ulibarri).
 - a. Had first official meeting on last Saturday.
 - b. Large budget this year. Please get word out to students about funding opportunities for research and professional development.
5. Communication from the Staff Senate.
 - a. Buddy Rivera reported that the staff senate is working on creative ideas for mindfulness in response to President Minner's request for ideas on mental health.

- b. Climate survey results show that staff is very interested in professional development. Wide range of staff here at Highlands. The staff senate is looking at opportunities and needs
 - c. For the first time the Staff Senate will be presenting its own unit strategic plan.
6. Old Business: None
7. New Business
- a. Approval of Senate Committee membership
 - i. Ongoing process of making sure that committee membership is up to date.
 - ii. Beth Massaro will send out vacancies on committee to see if these could be filled.
 - iii. Agreed upon corrections to be made on membership list.
 - iv. Action item at next meeting.
 - v. Motion to take these actions passed.
 - b. WICHE Passport
 - i. Roxanne Gonzales presented the passport program along with Patrick Wilson and Henrietta Romero.
 - ii. WICHE (Western Interstate Commission for Higher Education) is a 13-state group. Works on interstate tuition agreement, helps institutions work on reciprocity agreements, technology, and policy initiatives.
 - iii. NMHU already meets most of the WICHE outcomes right now. San Juan college and a handful of other colleges in New Mexico are part of this. More are looking at it.
 - iv. Brandon Kempner reported that this is to close the gap for transfer students and core. This agreement would allow for transfer of core from out of state students in a way similar to the way core transfers within the state. Agreement between WICHE schools to facilitate transfers. Core would transfer only as a block.
 - v. See interstatepassport.wiche.edu/institute/ lists the schools who participate in this program. It is growing with regional schools like ours.
 - vi. NMHU would have to look at what of our core match their core and how to advise students.
 - vii. Questions about losing students; importance of students completing college, what WICHE does beyond passport.
 - c. KPIs to Faculty Senate for review
 - i. Ian Williamson presented on the KPIs that were developed and sent to the president in May.
 - ii. Next step is to have faculty senate and other senates review and provide feedback.
 - iii. These key performance indicators measure outcomes from the new strategic plan.
 - iv. Questions and discussion about the measures and targets.
 - v. Motion to take time consider and bring to a vote at the next meeting,

