



Academic Affairs Committee Minutes

Location: Zoom

Date: November 3, 2021

Approved November 17, 2021

1. Roll Call

Present: Jennifer Aldred (Natural Resources Management), 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), 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), Elisabeth Valenzuela (Teacher Education)

Absent: Mariana Ulibarri-Horan (Special Education)

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

Also present: Erika Derkas (Sociology, Anthropology, & Criminal Justice), Christina Durán (Dean, Social Work), Mary Earick (Dean, Education), Peter Linder (on behalf of Brandon Kempner, CAS), Veena Parboteeah (Dean, Business & Media Arts), Ian Williamson (AVPAA), Patrick Wilson (Director, Online & Extended Learning)

2. Approval of the Agenda

Suggestion from a committee member to add an item entitled “Action as necessary from Executive Session discussion” as new #16 on agenda.

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

3. Approval of Minutes – October 20, 2021

MOTION to approve minutes. Seconded. Approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)

a. Undergraduate Appeals (Gardner)

Subcommittee Chair reported that there is one appeal pending.

AAC Chair stated that they are waiting, because there is missing information.

b. Graduate Appeals (Jenkins)

Nothing to report.

AAC Chair sent a memo to the Office of Academic Affairs on Monday requesting report of appeals for the past academic year.

c. Ballen (Hausman)

Call for proposal has gone out to Chairs.

AAC Chair stated that she did not receive it and asked for it to be sent out again.

d. Policy Subcommittee (Gadsden)

- Senate Charge - Program Approval Policy
[Moved to Executive Session at end of meeting per MOTION on 10/20/2021.]

Chair ceded to secretary.

G. Gadsden reported that the subcommittee met today and discussed the 15-credit hour residency requirement. They looked at other institutions in NM and nationwide and found that HU is in the “middle” as far as what is required. The subcommittee recommends keeping the policy intact.

[Dr. Gadsden shared recommendations via Zoom.]

Comment from a subcommittee member that when the other universities were examined it was clear HU is where we want to be. Most appeals that come in don't constitute a hardship.

There were no further questions or comments on the residency requirement.

Dr. Gadsden stated that, during the meeting, the issue of Dean signatures on forms was broached. When did this happen?

Comment from a committee member that this committee has an ex-officio member in the Provost as well as the Registrar. Deans don't have the right to say “no” to curriculum proposals from the faculty.

Dr. Gadsden stated that the signature lines for deans have been there for at least 9 years.

Comment from a committee member that they don't know when it was added. However, there was a time when the Deans were out of the loop on a lot of things, so they became required on a lot of things that they hadn't been before.

The Secretary noted that first iteration of the current forms date to 2016/17.

Comment from a committee member that this is about academic integrity and quality. They agree it was probably added as a courtesy.

The Secretary noted that the term used on the form is "recommendation."

The Provost stated that by the time a proposal reaches their office, it should be in tip-top shape.

Comment from a committee member that last month, the committee removed the Dean approval from the grade appeals policy.

Dr. Gadsden stated that this is just a discussion item, and the subcommittee would like to add it to the agenda for further discussion.

MOTION to request that members bring this item to their departments for discussion and to have it be an agenda item at the next meeting.
Seconded. Approved by consensus.

Request from a committee member that the forms be sent to all members. The Secretary noted that all current forms are available on the AAC website and the Brightspace shell.

Secretary ceded control back to the Chair.

5. Program Review Subcommittee Reports (see attached subcommittee list)
 - a. Southwest Studies (Gallegos)

Members had questions about the status of the review. The Chair reported that, upon reviewing the documents, it was apparent that the review that was previously submitted to the Provost in 2019 did not include Southwest Studies. Therefore, the Chair recommends moving the current review document forward to the Provost, as it was already presented to the AAC at a previous meeting.

b. Native American Hispano Cultural Studies (Jenkins)

E. Romero reported that he needs more time to consult stakeholders from several departments. Subcommittee Chair does not anticipate further updates until the Spring.

MOTION to move program review to Spring 2022. Seconded. Approved by consensus.

c. Health (Gray)

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. Education – Special Education (Gray)

Nothing to report.

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

Subcommittee submitted comments to Dean Duran. Minimal changes were requested.

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

Subcommittee Chair has not heard from the program in weeks.

M. Hausman stated that she will remind the department.

i. Curriculum & Instruction (Ritter)

The review is nearly completed. The finalized report was submitted to Dean Earick.

j. Teacher Education (Jenkins)

Subcommittee reviewed the report and made recommendations. The report is well written.

k. Mathematics (Romine)

Subcommittee Chair stated that they need an official request to move the review to spring, with the understanding that it will be worked on over the winter break.

MOTION to move program review to Spring 2022. Seconded. Approved by consensus.

6. Spring 2022 Intersession Changes Memorandum - discussion/action item (Romero)

This discussion is to revisit the memorandum submitted by the Registrar.

In response to the question of why this is an issue now, the Registrar stated that in the past, typically, if HU had a spring intersession it wasn't offered during the normal (after semester) term. It was offered in late April to early May. The last time it was offered was spring 2020. The other times it was offered were 2016 and 2017. Those times it was offered before the spring started, not after.

K. Jenkins stated that previously HU had two spring intersessions. It was put together because of financial aid. It helped package the program. ESS used to use fall and spring intersessions during winter break. They also had intersession between spring and summer.

The Registrar stated that that was before her time. The report that Institutional Research files is due June 15 every year. Having intersession after spring term ends will not allow OIER ample time to work with the data. The Registrar asked OIER if they would accept something else, but they are not budging. The Registrar wondered if we could consider spring intersession starting late April, so that students can take classes from 4/18-5/6 and still get through finals week.

Chair stated that HU did it successfully in 2020. That's a 4-week period.

Dr. Jenkins stated that they are not opposed to not having a spring intersession. Students shouldn't be starting a new class while they're going into finals. That's not a true intersession. It's too cumbersome. It's an important retention effort. Dr. Jenkins would like to see it at the end of finals.

The Provost stated that there are institutions that have 360 start dates a year. Success comes down to process and resources for staffing. As well as having a start date that aligns with financial aid.

The Registrar stated that part of it is staffing. OIER is trying to rebuild their department. Part of the way we're successful is that grades get submitted in a timely manner. Late grades have a huge impact on this issue.

B. Bencomo stated that the entirety of the online MSW [Masters in Social Work] relies on spring intersession. The courses run consecutively. It would be a major disruption for the program. Chair asked how long the department would need intersession to be. Dr. Bencomo stated 2 weeks. Chair asked if after finals would work for the program. Dr. Bencomo said that it would.

Dr. Hausman stated that the Media Arts department could manage without intersession, but it really helps their students a lot. Their student workers have to be processed through HR, which takes time.

Chair stated that it sounds as though programs want both a 2-week intersession and a strong 2nd 8-weeks.

Dr. Jenkins asked if this is just for spring 2022 or is it indefinite.

The Provost stated that the departments need to drive how they want to offer the curriculum. She does not believe that HU should have just one policy. HU should say that departments drive when they want to have their classes. Chair concurred that curriculum should be driving this. Provost stated that HU needs to have the structures in place to support it, which is her role.

The Registrar agreed. We need to be supportive of the faculty. From her perspective, she wants to offer enough parts of term in every term for departments to choose what type of term they want to offer.

Dr. Jenkins reiterated her question. Is this for this year only? The Provost said she's okay with any day start, but the Registrar said she wants it within the semester system. Parts of term within a semester is not the answer to me. There is a disconnect. What definitively are we going to do?

The Registrar stated that she would like to develop a plan for how we implement intersession. She is happy to transition from a semester-driven to a 365-day process. But that will take time to implement.

The Provost stated that most institutions use the semester as their marker, as does financial aid. We should be flexible the way we want to use those. We would have to work with other offices including financial aid and OIER. The Provost recommends that we get through this year and then work out what that looks like structurally going forward.

MOTION to table this discussion and to request that the Provost consults with OIER to work on the intersession issue and report back to the AAC. Seconded. Approved by consensus.

MOTION to table items 7,8, and 9 until the next meeting. Seconded. Approved by consensus.

MOTION to move to Executive Session. Seconded. Approved by consensus.

7. Department of Sociology, Anthropology, and Criminal Justice - New course, Environmental Sociology (SOCI/ANTH 4/5XXX) - discussion/action item (Gadsden)

Item tabled.

8. Department of Sociology, Anthropology, and Criminal Justice - Concentration deletion, Criminology; New concentration, Social Justice; New minor, Social Justice - discussion item (Derkas)

Item tabled.

9. School of Business - New concentration, MBA, Healthcare Administration; New course, Healthcare Policy (5XXX); New course, Case Studies in Healthcare Administration (6XXX); New Course, Leadership for Innovations in Healthcare (6XXX) - discussion item (Sanchez)

Item tabled.

10. Communication from the Chair (Gadsden)

No report given.

11. Communication from the Registrar (Romero)

No report given.

12. Communication from the Faculty Senate (Kent)

No report given.

13. Communication from the Graduate Council (Gadsden)

No report given.

14. Communication from the Administration (Gonzales)

No report given.

15. Executive Session - 4:00

No motions or actions were taken during the Executive Session.

16. Action as necessary from Executive Session discussion

After moving out of the Executive Session, the following motion was made:

MOTION to approve the program approval policy recommendation. Seconded. 17 yeas, 0 nay, 1 abstention. Motion passes.

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

18. Next meeting – November 17, 2021

19. Adjournment