



## Academic Affairs Committee Minutes

Location: Zoom

Date: November 17, 2021

Approved December 1, 2021

### 1. Roll Call

**Present:** Jennifer Aldred (Natural Resources Management), Ben Bencomo (Social Work), Kevin Ensor (Counseling), Gloria Gadsden (Sociology, Anthropology, & Criminal Justice), 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), Mariana Ulibarri-Horan (Special Education), Elisabeth Valenzuela (Teacher Education)

**Absent:** Gil Gallegos (Computer & Mathematical Sciences)

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

**Also present:** Ali Arshad (Business), Erika Derkas (Sociology, Anthropology, & Criminal Justice), Christina Durán (Dean, Social Work), Michael Fisher (consultant for School of Business), April Kent (Library, Faculty Senate liaison), Peter Linder (on behalf of Brandon Kempner, CAS), Emmanuel Nkwenti-Zamcho (Business), Veena Parboteeah (Dean, Business & Media Arts), Seonsook Park (Curriculum & Instruction), Michael Petronis (Natural Resources Management), Jesús Rivas (Biology), Paul "PJ" Sedillo (Special Education), Tatiana Timofeeva (Chemistry), Benjamin Villarreal (English), Ian Williamson (AVPAA), Patrick Wilson (Director, Online & Extended Learning)

### 2. Approval of the Agenda

Chair announced that, in keeping with Roberts' Rules, the chat function in Zoom has been disabled.

Chair noted that item 18 on the agenda should be listed as a discussion item.

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

### 3. Approval of Minutes – November 3, 2021

MOTION to approve minutes. Seconded. Approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)
  - a. Undergraduate Appeals (Gardner)

The subcommittee has one petition they are currently reviewing, and the subcommittee Chair has received another one.

- b. Graduate Appeals (Jenkins)

Nothing to report.

- c. Ballen (Hausman)

Decision was made to extend the deadline for proposals.

- d. Policy Subcommittee (Gadsden)

- Senate Charge: Residency Requirement - discussion item
- Dean signatures on forms - discussion item

Chair ceded control of meeting to Secretary

G. Gadsden reported that the subcommittee has not met again.

MOTION to table discussion of Dean signatures and have it be a regular AAC item rather than a Policy Subcommittee item. Seconded. Approved by consensus.

Dr. Gadsden presented an overview of the residency requirement discussion.

Subcommittee member stated that the subcommittee didn't feel like there are hardships being discussed.

Dr. Gadsden noted that the AAC addressed the issue of hardships two years ago, but it never went further than a recommendation to the Faculty Senate.

Comment from a committee member that when students get those forms, they just fill them out. If there was/is a definition of hardship than it needs to be placed on the form, so the student has that information. Dr. Gadsden agreed that it should be in as many places as possible.

MOTION to put a discussion of hardship on the agenda for the next meeting.

Comment from a committee member that it's always important to follow policy.

Question from a committee member concerning the recommendation of the residency requirement. Does the subcommittee recommendation to temporarily route all petitions to the AAC pertain only to those dealing with the 15 credit residency requirement? Dr. Gadsden said it does.

I. Williamson stated that the policy states that petitions come to the AAC when they are complicated or disputed. The petitions are seldom disputed. If Dr. Williamson sees a problem with a petition, he will sometimes notify the Dean that he is sending it on to the AAC. Some will take it back and remove the petition from consideration.

Comment from a committee member that we need to talk about hardship, but we also need to have a discussion about advisement. They believe that rerouting petitions to AAC sends a message that we need to follow our policies.

Dr. Gadsden stated that we had a similar problem before with retro add/drop. We decided to follow the policy and seriously take a look at petitions to decide if there is a hardship.

Comment from a committee member that they agree and a lot goes back to the broken system of advisement. Something like this would be a useful topic during faculty development week.

Comment from a committee member. HU is very student centered and enforcing policies does not mean that we're not. There's a line. It's a policy, and we want our degree to mean something.

Dr. Williamson stated for some context, that the state asked HU to align courses from 300 level to 200 level, and a number of programs ended up doing that. The 2 years are dragging the 4 years into a situation with upper division requirements.

Comment from a committee member that it's important to recognize that our policy on residency requirements is not egregious compared to other institutions.

MOTION seconded. Approved by consensus.

MOTION to approve the residency requirement recommendation.  
Seconded. Approved by consensus.

Secretary ceded control back to Chair.

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

a. Health (Gray)

Revised program review is being examined by subcommittee.

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

Program is working on the document.

c. Human Performance and Sport, MA (Gadsden)

Program is working on the document.

d. Education – Special Education (Gray)

Subcommittee is working with program on revisions.

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

Subcommittee met with Dean Duran and submitted their recommendations. The subcommittee then accepted the changes made by the program to the review. AAC Chair advised Subcommittee Chair to write up and submit the subcommittee's report.

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

Program is working on the document.

g. Curriculum & Instruction (Ritter)

Final Report.

Chair noted that the documents for the program review were not made available to the full committee in Brightspace.

MOTION to move this item to next meeting. Seconded. Approved by consensus.

h. Teacher Education (Jenkins)

Subcommittee will be meeting with the program next Monday. It's an intense review.

6. Communication from the Chair (Gadsden)

Chair thanked members for showing up early to the meeting.

7. Communication from the Registrar (Romero)

The Registrar is absent. No report.

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

See attached.

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

Nothing to report. The Council will be meeting this Friday.

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

The Provost surrendered her time in deference to the lengthy agenda.

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

Chair received communication from the Faculty Senate that pending our discussion, the Senate would like the AAC to type up and submit their recommendations.

The Provost stated that she has a meeting scheduled with OIER.

Comment from a committee member that OIER is a support unit. That the Provost hasn't been able to meet with them in 2 weeks is a problem. Member states that, because this is an issue between the Office of Academic Affairs and OIER, this needs to go to the Senate.

MOTION to send the Faculty Senate information from the committee's discussions and the recommendation to keep the intersession. Seconded.

A. Kent noted that the Senate will not meet again until 12/8/2021.

The Provost stated that, when she meets with OIER on Friday, this will be one of two agenda items. This must get resolved.

MOTION approved by consensus.

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

Chair ceded control of meeting to Secretary.

Dr. Gadsden reminded the committee that this is additional elective. The program has been stagnant for over 10 years, and this proposal is part of a larger plan to move the program forward.

MOTION to approve new course. Seconded. Approved by consensus.

Secretary ceded control of meeting back to Chair.

**13. Department of Sociology, Anthropology, and Criminal Justice - discussion item (Derkas)**

- Concentration deletion, Criminology
- New concentration, Social Justice
- New minor, Social Justice

E. Derkas provided an overview of the proposals. The department would like to discontinue the Criminology concentration and replace it with Social Justice. They are also creating a minor in Social Justice. There is a lot of overlap between the Criminology concentration and the Criminal Justice program. For students who are looking to connect with the criminal justice system, it's better to have the Criminal Justice degree. Additionally, there is a lot of interest in Social Justice right now.

Dr. Gadsden stated that this has been in discussion for at least 4 years. The program has a lot of overlap between Criminology and Criminal Justice. It's a disservice to have both in place.

Dr. Derkas stated that this would be the only program of its type in New Mexico and the region. The only other one is a certificate from UNM.

Question from a committee member. Some of the course numbers haven't been identified. Are they previously taught courses? Or new courses?

Dr. Derkas stated that all courses have been taught as special topics and have been brought to the AAC. There is also a list of courses that may come down the pipeline.

Dr. Gadsden stated that she will talk to her department about bringing forward entire packets instead of piecemeal proposals in the future.

Question from a committee member. What does this mean for students who are currently taking the concentration? Will it affect them or will you phase it out? Dr. Gadsden stated that current students can finish concentration in Criminology, or they can change over to Criminal Justice if they want.

Comment from a committee member that they appreciate the forethought of how to refresh programs. Please bring all program changes together in the future.

**14. School of Business - discussion item (Sanchez)**

- 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)

R. Sanchez provided an overview of the proposals. There have been requests for coursework in Healthcare Administration.

K. Jenkins stated that her department has a whole major in Health, and were looking into a degree in health. Have you contacted our program? Dr. Sanchez stated that he will reach out to Exercise and Sports Sciences.

Question from a committee member. Why don't the new courses have a four-letter course prefix listed? Dr. Sanchez stated that they haven't been assigned yet. Dean Parboteeah stated that the school hasn't decided on which ones to use and are hoping the Registrar can help with that.

**15. Department of Sociology, Anthropology, and Criminal Justice - Revised curriculum, M.A. in Criminology - discussion item (Gadsden)**

Chair ceded control of meeting to Secretary.

Dr. Gadsden stated that this is about the program approval process that was previously discussed by the AAC. The AAC did not ask for the program to bring forward the changes that were made, but Dr. Gadsden wanted to do so.

Question from a committee member. Is this in the catalog? The Provost stated that she believes it is. Comment from a committee member that this is approval after the fact.

Secretary ceded control of meeting back to Chair.

**16. School of Education, Special Education - Program revision, MA, Special Education Certificate Leading to Licensure - discussion item (Sedillo)**

P. J. Sedillo provided an overview of the proposals. Dr. Sedillo stated that there are drastic changes needed to the program.

Chair stated that you cannot fold Selected Topics into a degree program as a specific course. The program needs to create new courses. Dr. Sedillo stated that he talked to the Registrar who stated that there shouldn't be a problem.

Comment from a committee member that if you have a lot of special topics, they need to be converted to classes. The member is concerned that there's a big

difference between a 2000 level and a 5000 level course. There has to be a lot more work to justify the course level.

Comment from a committee member that course revision forms need to be submitted for each course being changed, including syllabi.

Comment from a committee member that the AAC need the revision forms. Also, are these 2000-level and 5000-level courses taught as standalone or in combination, because we don't allow cross-listings between 2000 and 5000-level courses.

Chair asked what happens to the 2000-level courses.

Comment from a committee member that licensure core requirements have to go before PPSC [Professional Practices and Standards Committee] for changes. Also, you cannot have a selected topic as part of your core.

Comment from a committee member that it will not take the place of a licensure course.

Chair stated that selected topics cannot be used that way.

Comment from a committee member that they understand what the program is attempting to do and that it's a monumental task. The member's questions are not about the program's content. It's a definitional problem.

Chair stated that a course like a practicum is typically open to any students. So, is the program saying no one else would be able to take that course?

Dr. Sedillo stated that the practicums have been misused in the past. Comment from a committee member that that's one of the reasons their program doesn't have a practicum as part of the curriculum and uses specific courses instead.

Dr. Sedillo stated that the practicum is a requirement by the state. They are clear about what the experiences should entail.

The Provost stated that the Educational Leadership program had several independent studies built into the program, and that got HU in trouble with the state. You are better off creating a specific course.

Comment from a committee member requesting a curriculum matrix.

Secretary noted that AAC proposal forms for changes to the Special Education minor were not posted to Brightspace.

MOTION that the changes to the minor be separated from the change to the MA and that the minor revisions be listed as a discussion/action item on the next agenda. Seconded. Approved by consensus.

**17. Chemistry Department - Program revision, BS in Chemistry - discussion item (Kriovshein)**

A. Krivoshein presented an overview of the program revision proposal.

No questions or comments from the committee.

**18. School of Social Work – discussion (Bencomo)**

- Program revision, MSW
- New course, Substance Use and Social Work: Theory, Practice, and Society (SOWK 5XXX)
- New course, Professional Development (SOWK 6XXX)

B. Bencomo presented an overview of the proposed revision and new courses.

Comment from a committee member to please include course traits on the syllabi.

Chair asked if Ethics would remain as an elective because we do not want to eliminate such an important course. Dr. Bencomo said it would.

**19. Biology Department - discussion item (Rivas)**

- Program revision, MS in Natural Sciences Biology concentration
- Program revision, BS in Wildlife Biology and Conservation
- Major/minor deletion, BS in Biology with Concentration in Teaching

Course revisions

- BIOL 2110 Principles of Cellular and Molecular Biology
- BIOL 3890 Ecology
- BIOL 4010 Premedical and Pre professional development
- ~~BIOL 4120/5120 Ornithology~~
- ~~BIOL 4220 Plant Physiology~~
- BIOL 4270/5270 Immunology
- BIOL 4400/5400 Conservation Biology
- BIOL 4550/5550 Wildlife Diseases
- BIOL 4760/5760 Evolution
- BIOL 4930/5930 Field Botany

New courses

- BIOL 4090/5090 Introduction to Bioinformatics
- BIOL 4120/5120 Ornithology
- BIOL 5010 Premedical and pre-professional Development
- BIOL 4220/5220 Plant Physiology
- BIOL 6320 Medical Physiology
- BIOL 6330 Advanced Pathophysiology

M. Romine provided an overview of the proposals and noted that the BIOL 4120/5120 item is a new course, not a revision and that BIOL 5220 is a course revision, not a new course. Dr. Romine stated that no student has used the Concentration in teaching but that the department needs to reach out to the School of Education about it. Additionally, the department is updating the description on many of their courses.

Chair suggested that the department reach out to the Registrar concerning Plant Physiology. Does the graduate version of this course already exist, or is this a new course?

Comment from a committee member that they are concerned about the deletion of the teaching concentration, given that there is a shortage of science teachers in New Mexico. Committee member stated that it's okay that HU has programs with no students, as it means that we have to recruit more.

Dr. Romine stated that students are apparently taking a different pathway to being science teachers.

Comment from a committee member that students will have a better chance to teach with a Master's degree.

Chair stated that it would help to show that there are other pathways to create science teachers.

The Provost stated that the School of Education is looking at grants to build up HU's STEM initiatives.

**20. Department of Sociology, Anthropology, and Criminal Justice - discussion item (Derkas)**

- New course, New Social Justice Movements: a world of protests, cultural resistance, and community building (SOCI/ANTH/GNDR/CJUS 4/5XXX)
- New course, Sociology of Human Rights (SOCI/ANTH 4/5XXX)

Dr. Derkas presented an overview of the two new course proposals. She noted the need to bring courses that are part of a larger program to the AAC as part of a complete package.

No questions or comments from the committee.

**21. English Department - discussion item (Villarreal)**

- New course, Online Literary Publishing (ENGL 4/5XXX)
- New course, Introduction to Digital Storytelling (ENGL 1XXX)
- New course, Digital Storytelling Creation II, (ENGL, 2XXX)

B. Villarreal presented an overview of the new course proposals. Dr. Villarreal stated that there are courses already in common course numbering in digital storytelling. The department is trying to add it as an extended core option.

S. Olivares stated that Online Literary Publishing has been offered as a special topic twice. This course provides an opportunity for students to get experience in editorial roles.

Question from a committee member about the justification for making the digital storytelling course part of the extended core. Chair stated that the department turned in a justification which was not included in Brightspace. Secretary will make this document available to the membership.

**22. Natural Resources Management Department - discussion item (Petronis)**

- Program revision, B.S., Minor, Certificate in Environmental Geology
- New course, Fundamentals of Geospatial Information Science and Technology (GEOL 4/5XXX)

M. Petronis presented an overview of the proposals.

Comment from a committee member that the Registrar needs to look at the credit hour breakdown for the new course. It should be 3/2 instead of 3/1.

**23. Appeals Reports - discussion item (Gadsden)**

Chair shared that some of the reports were submitted, but we are still waiting for appeals reports from the Deans. Hopefully the VPAA's office will provide those in time for the next meeting.

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

**25. Next meeting – December 1, 2021**

**26. Adjournment**

## AAC/FS Liaison Report to AAC on November 17, 2021

November 10, 2021, meeting of the FS

1. Communication from the Chair (B. Massaro).
  - a. Reminder about Pino call for committee members
  - b. Met with Staff Senate president about how the senates can work better together with matters like board of regents meeting.
  - c. President is aware of concerns about staffing. He has asked all of the VPs to provide lists of concerns in their division by the end of the week.
  - d. President has asked HR to communication about staff changes
  - e. Question about FERPA training. Veronica Black was able to provide some updates. Technical and logistical issues are being tracked so it works more smoothly next year.
2. Communication from the Staff Senate.
  - a. Looking forward to working more closely with Faculty Senate.
  - b. Inviting any member of the faculty to attend Staff Senate meeting.
  - c. Will send a call for nominations for outstanding staff for public acknowledgement of their work.
3. Old Business:
  - Pino Endowment – need another person for the committee (Erika Derkas, Chair, Bea Hurtado, member). Call for nomination. Go back to departments to see if there are volunteers.
  - Budget Request memo was approved. Budget request includes: Ombudsperson position; Professional development - funds for bringing trainers to NMHU based on recommendations from a Faculty Senate subcommittee; and Scholar speaker series - funds for inviting speakers to campus based on recommendations from faculty.
  - Mental Health Initiative – Faculty Lounge idea and funds to provide 50 faculty members an app of their choice that will assist them in enhancing their mental health. Suggestion to have outdoors rec resources available to faculty at no cost or subsidized cost. This was added to list of ideas as was working with Staff Senate on the app idea. The Executive Committee will move forward with this.
  - Administrative Issues – form a committee, approve letter. Motion to send communication with amendments to the administration. The committee will be comprised of tenured faculty.
4. New Business:
  - Retro Add/Drop: Tabled until the Provost can attend a meeting.
  - Identify a liaison to attend Staff Senate - David Chadborn was elected as liaison.
  - Input for job description- Director of University Relations; feedback will be gathered.
  - Appointment of new AVPAA – Forestry. Discussion of position, rationale, place in organizational structure, and implications for the future. Motion to send request for a presentation by the administration to answer faculty concerns about this position.