



Academic Affairs Committee Minutes

Location: Zoom

Date: December 1, 2021

Zoom: <https://nmhu.zoom.us/j/95295323029>

Approved January 19, 2022

1. Roll Call

Present: Ben Bencomo (Social Work), Kevin Ensor (Counseling), Gloria Gadsden (Sociology, Anthropology, & Criminal Justice), Gil Gallegos (Computer & Mathematical Sciences), Sandra Gardner (Nursing), Katie Gray (Library), Edward Harrington (Visual & Performing Arts; attended as proxy) 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: Jennifer Aldred (Natural Resources Management), André García-Nuthmann (Visual & Performing Arts; E. Harrington attended as proxy)

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

Also present: Erika Derkas (Sociology, Anthropology, & Criminal Justice), Christina Durán (Dean, Social Work), April Kent (Library, Faculty Senate liaison), Peter Linder (on behalf of Brandon Kempner, CAS), Benito Pacheco (Director, Student Enrollment Management), Veena Parboteeah (Dean, Business & Media Arts), Seonsook Park (Curriculum & Instruction), Jesús Rivas (Biology), Paul "PJ" Sedillo (Special Education), Benjamin Villarreal (English), Ian Williamson (AVPAA), Patrick Wilson (Director, Online & Extended Learning)

2. Approval of the Agenda

Chair stated that item #6 on the agenda will be deleted, as the issue was resolved at the previous meeting. Additionally, a discussion of the definition of "hardship" should be added (#20).

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

3. Approval of Minutes – November 17, 2021

Secretary stated that the draft minutes was missing the attached Faculty Senate report, which will be added before posting online. M. Hausman stated that the minutes need to reflect that the deadline for the Ballen CFP was extended.

MOTION to approve minutes with changes. Seconded. Approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)

a. Undergraduate Appeals (Gardner)

One appeal is currently in process. The subcommittee is still struggling with definition of hardship. Five appeals have been received recently.

b. Graduate Appeals (Jenkins)

Nothing to report.

c. Ballen (Hausman)

The CFP seems to have gone well. The deadline was extended to 12/3/21.

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

a. Health (Gray)

Revisions under review by subcommittee.

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

Subcommittee received revisions from the program.

c. Human Performance and Sport, MA (Gadsden)

Subcommittee received revisions from the program.

d. Education – Special Education (Gray)

Revisions under review by subcommittee.

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

The subcommittee accepted the revisions and met with the Dean.

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

Subcommittee is still waiting on report from program.

g. Curriculum & Instruction (Ritter)

L. Ritter presented an overview of the final report. The report exceeds expectations and is strongly supported by the subcommittee. Dr. Ritter thanked Dr. Park for her work on the review. Highlights of the review include: met all basic guidelines; clear concise description and vision and mission; comprehensive; the subcommittee was particularly impressed with the data provided.

Chair instructed Dr. Ritter to send the final reports to the Office of Academic Affairs.

E. Romero congratulated Dr. Park and suggested this review be considered a model program review. It is comprehensive and significant.

Chair stated that programs should have the freedom to create their reviews as they see fit.

E. Valenzuela recommends the report, as it demonstrates what the program is doing with limited resources.

h. Teacher Education (Jenkins)

The program asked that the AAC postpone the program review until the spring due to the complexities of the degrees in the program.

MOTION to postpone program review until Spring 2022. Seconded. Approved by consensus.

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

7. Department of Sociology, Anthropology, and Criminal Justice - discussion/action item (Derkas)

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

Chair opened the floor for discussion/questions.

MOTION to approve the items. Seconded.

Comment from a committee member that it is important to reflect individual items in the motions.

MOTION rescinded by moving member.

MOTION to vote on the items separately. Seconded. Approved by consensus.

MOTION to delete concentration. Seconded. Approved by consensus.

Question from a committee member about whether this concentration was related to what happened over the summer with the Criminal Justice program. Chair stated this is not related.

MOTION to approve new concentration. Seconded. 19 ayes, 1 nay, 0 abs.

MOTION passes.

MOTION to approve new minor. Seconded. 18 ayes, 1 nay, 1 abs. MOTION passes.

8. School of Business - discussion/action 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)

MOTION to vote on all items separately. Seconded. Approved by consensus.

Concerning the new concentration proposal, K. Jenkins stated that their department supports the proposal. S. Gardner stated that the Nursing program sees numerous opportunities for the new concentration and strongly supports it.

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

Question from a committee member concerning the new courses proposed. The proposals currently do not have a course prefix. Is this an issue? Will it be settled with the Registrar? Registrar remarked that they may not have settled on a subject code yet.

Registrar stated that the starting term listed on the documents is Spring 2022. Does the program hope to offer these courses in Spring 2022? R. Sanchez stated that they will likely start in Summer of 2022. Chair stated that the proposals still need to go before the Faculty Senate. Dean Parboteeah stated that the new courses will be at the tail end of the program.

Chair stated that the Registrar will resolve the issue of the course prefix.

MOTION to approve new course, Healthcare Policy. Seconded. Approved by consensus.

MOTION to approve new course, Case Studies in Healthcare Administration.
Seconded Approved by consensus.

MOTION to approve new course, Leadership in Innovations in Healthcare.
Seconded. Approved by consensus.

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

Chair ceded control of meeting to Secretary.

G. Gadsden stated that the program was changed at the request of outside bodies after it was approved by Highlands.

MOTION to approve changes to program with the understanding that it is an after-the-fact approval. Seconded.

Registrar asked for a clean copy of the program layout. Dr. Gadsden stated she would provide that.

MOTION approved by consensus.

Secretary ceded control of meeting back to Chair.

10. School of Education, Special Education - discussion/action item (Sedillo)
- Minor revision, Minor in Special Education without Licensure
 - Minor revision, Minor in Special Education with Licensure

P. Sedillo presented an overview of the revisions to the minor with licensure. Field base 3 is included in the requirements, but the program faculty does not know why.

MOTION to approve revisions to minor with licensure. Seconded.

Registrar reminded Dr. Sedillo and the program that Field Base 3 does have prerequisites, so students may need to get overrides.

Motioning member requested that the vote on the form be changed to reflect the department vote. Seconding member agreed to change.

MOTION approved by consensus.

Dr. Sedillo presented an overview of the revisions to the minor without licensure. The program is removing Field Base 3 and the practicum and adding two courses.

Comment from a committee member that the form is missing signatures.

MOTION to approve revisions to minor without licensure. Seconded. Motioning member stated that the motion is dependent on the department vote being changed and the signatures being provided. Seconding member agreed.

Comment from a committee member that there are no changes in regards to PPSC. Response from a committee member that that discussion was in regards to the MA proposal.

Comment from a committee member that this proposal has not gone before the committee for licensure. Chair stated that licensure is beyond the purview of the AAC. Dr. Sedillo stated that this is already in the catalog, so the program is not changing anything and that he's met with members of PPSC.

Comment from a committee member that the role of AAC is to trust that departments do the work.

Registrar requested that for the changes in this minor program the program be specific about the "replace and add." Please clarify this for the Registrar.

Comment from a committee member that they would like to see a side-by-side comparison instead of a "replace and add" in the future.

Voting commenced. 15 ayes, 1 nay, 2 abs. MOTION passes.

Comment from a committee member that it is important to note that the reason we let this go forward with issues in the packet is because it was an error on the part of the committee. Normally, the AAC would not approve items with issues.

11. School of Education, Special Education - Program revision, MA, Special Education Certificate Leading to Licensure - discussion/action item (Sedillo)

Dr. Sedillo stated that he met with Director Flanagan from PPSC and met with Dr. Capers, who wrote the manual. He also spoke with I. Crespín and is finding out the date this was put on the books. Dr. Sedillo is also writing a letter to Dir. Flanagan to notify them of the changes. Therefore, Dr. Sedillo would like to table this item until Spring 2022.

MOTION to table until the spring.

Question from a committee member about the order of steps. Is the program expected to go to PPSC before they come to the AAC? Normally items come for internal approval first before going to outside bodies.

MOTION seconded.

M. Ulibarri-Horan noted that it was comments from this committee that prompted the program to reach out to the outside entity.

Chair stated that the AAC addresses whether or not a program is a good fit for HU. We don't believe programs have to go to those outside bodies first.

S. Jederberg stated that in the past, HU was out of licensure compliance and had to re-write the whole program. We had problems because of lack of alignment. It should be part of the package, because if it goes forward without PPSC discussion, it will have to come back to the AAC again.

Chair stated that to save time, programs should check with outside entities, but it's not required. Dr. Jederberg stated that for a licensure, it should be. Chair replied that this committee is not equipped to do that. That is on the program.

Comment from a committee member that the AAC expects that when programs come to us with changes, that they've done their research as far as what is needed.

MOTION approved by consensus.

12. Chemistry Department - Program revision, BS in Chemistry - discussion/action item (Kriovshein)

Chair opened the floor for discussion/questions.

MOTION to approve revision. Seconded. Approved by consensus.

13. School of Social Work - discussion/action item

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

Chair opened the floor for discussion/questions.

MOTION that henceforth all items that are bundled with program revisions or new programs, the programs revisions and/or new programs are voted on separately. Seconded. Approved by consensus.

MOTION to approve program revisions. Seconded. Approved by consensus.

Registrar requested a side-by-side comparison of changes.

MOTION to approve new course, Substance Use and Social Work: Theory, Practice, and Society. Seconded. Approved by consensus.

MOTION to approve new course, Professional Development. Seconded. Approved by consensus.

14. Biology Department - discussion/action 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 4220 Plant Physiology
- BIOL 5220 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 6320 Medical Physiology
- BIOL 6330 Advanced Pathophysiology

Chair opened the floor for discussion/questions.

MOTION to approve program revision to MS. Seconded. Approved by consensus.

Comment from a committee member concerning the program revision to the BS in Wildlife Biology and Concentration. They are concerned that the AAC has seen this proposal many times. Chair agreed that many changes have been made to the program. M. Romine stated that the program has introduced some new courses, and are integrating them into their degrees. The department also looked into what is required for certification of wildlife biologists. Comment from a committee member that things always come up, but this is the 3rd or 4th time we've seen it. Programs should do their due diligence.

MOTION to approve program revision to BS in Wildlife Biology and Conservation. Seconded. Approved by consensus.

Comment from a committee member concerning the deletion of BS in Biology with Concentration in Teaching. The committee asked the department to speak to the School of Education concerning the proposal. There are STEM initiatives across the state. The School of Education is specifically looking for grants. The committee member stated they are adamantly opposed to this. There has to be a pathway for students to get certified to teach. The state of NM requires us to have students major in a subject and minor in education.

Chair asked why the department did not reach out to the School of Education. Dr. Romine stated that she did tell the department Chair about the AAC request. Dr. Romine also stated that the department has not had anyone take this pathway.

Chair stated that this is a requirement of the state, though. Why would the department eliminate this pathway? What does it hurt to keep it on the books? Dr. Romine stated that the intention was to take unnecessary items off the books. Chair stated that the concern is that once you take it out, the option is no longer available.

Comment from a committee member that students are not precluded or prohibited from being licensed as a teacher if they did not major in education. It is their understanding that the biology BS does not preclude students from minoring in education. There's no explicit harm to keep it on the books, but we are sending a confusing message to students that they will get better prospects as teachers after getting a master's degree.

Comment from a committee member that the licensure requirements are a major and minor. On the form itself, it asks if there any other programs affected. Yes, Education is. They were asked by our committee to talk to Education and didn't.

E. Valenzuela agreed. Dr. Valenzuela stated that she expected someone from the Biology Department to contact them but they did not. Yes, students can get a BA in any subject, but they still have to take certain courses to get their license. One way they can do that is to get the certificate. There are errors in the explanatory video submitted by the Biology Department for this discussion.

E. Harrington stated that they've had this configuration with the Music Department, as well, i.e. a concentration in teaching music. This is the first time they've had a student take that option, and the student is very enthusiastic about it. Most students switch to taking alternative licensure.

Dr. Romine requested tabling the item so that they may speak with the School of Education.

MOTION to table. Seconded.

Dr. Jederberg stated that HU also has an Ed Leadership with specialty in Mathematics, but they are looking for a science one, so maybe the Biology Department should reach out to Dr. Karaba.

MOTION approved by consensus.

Comment from committee members that the department should check with Teacher Education and Alternative Licensure programs.

Concerning the course revisions, Dr. Romine stated that BIOL 5520 has been taught for many years.

K. Gray provided an overview of the history of the course from the catalogs available in University Archives. The course has been “on the books” since the 1960s and is currently listed in the 2021-22 catalog. Comment from a committee member that what’s in the catalog is our official record, therefore this is a revision rather than a new course. Chair stated that the course existed for many years; just because it was accidentally deleted, doesn’t mean it doesn’t exist. Dr. Harrington stated that the Music Department did a major rewrite of their degrees and then a few years later the catalog was a disaster, but that H. Romero is doing a fabulous job. Chair agreed that these issues pre-date Dr. Romero’s term as Registrar. A. Kent stated that it’s not unique for records to be lost. We can move forward with one or the other and then have the minutes reflect the issue.

The Registrar stated that her department did not find the course in the course bank. Overall, the Registrar doesn’t have a stake in whether this is listed as a new course vs. revision. They will do what the AAC says in the best interest of the program. The Registrar would consider it an active course, because it’s in the catalog.

MOTION to treat 5220 as a course revision, since it is in the catalog. Seconded. Approved by consensus.

Concerning the course revisions, the Registrar had the following questions:

- Ecology: Is this course repeatable?
- 4010: In the prerequisites, it says students must meet eligibility requirements. Please define.
- 42/5270: Is this course repeatable?
- 47/5760: Prerequisites stated include BIOL 3000 with minimum grade of C. None of the others have a minimum grade. Is the C minimum for all or just this one?

Comment from a committee member that these issues could all be handled between the Chair and the Registrar.

MOTION to approve all course revisions and new courses. Seconded. Approved by consensus.

15. Department of Sociology, Anthropology, and Criminal Justice - discussion/action item (Derkas)

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

Chair opened the floor for discussion/questions.

The Registrar asked if the department is requiring minimum C grades for prerequisites. Dr. Gadsden stated that that doesn't impact these courses.

Comment from a committee member that the course traits are not listed on the syllabi.

MOTION to approve courses pending addition of course traits on syllabus. Seconded. 17 ayes, 1 nay, 0 abs. MOTION passes.

16. English Department - discussion/action 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)

Chair opened the floor for discussion/questions.

MOTION to vote on the new course, Introduction to Digital Storytelling, separately. Seconded. Approved by consensus.

MOTION to approve new course, Introduction to Digital Storytelling and to have it added to the core curriculum. Seconded. Approved by consensus.

MOTION to approve new courses, Digital Storytelling Creation II and Online Literary Publishing. Seconded. Approved by consensus

The Registrar requested verification from the department that Online Literary Publishing is repeatable.

17. Natural Resources Management Department - discussion/action item (Petronis)

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

Chair opened the floor for discussion/questions.

J. Klutsch stated that the Forestry Department would like clarification concerning the 5 department votes listed. Are there 5 faculty members in the program? Dr. Klutsch also stated that the form says it doesn't affect other programs, but Forestry feels that removing 4120 does affect their students.

MOTION to table until spring 2022 and to recommend that the Natural Resources Management Department consult the Forestry Department. Seconded. Approved by consensus.

18. Appeals Reports - discussion item (Gadsden)

Chair stated that she is still waiting for reports from the Deans.

MOTION to table remaining agenda items. Seconded. Approved by consensus.

Chair will request written reports from other reporting parties.

Chair thanked everyone for their participation.

19. Dean signatures on forms - discussion item (Gadsden)

20. Definition of hardship

21. Communication from the Chair (Gadsden)

22. Communication from the Registrar (Romero)

23. Communication from the Faculty Senate (Kent)

24. Communication from the Graduate Council (Gadsden)

25. Communication from the Administration (Gonzales)

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

27. Next meeting – January 19, 2022

28. Adjournment

MOTION to adjourn.