



Academic Affairs Committee Minutes

Location: Zoom

Date: January 19, 2022

Approved February 16, 2022

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 (Art & Music), 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), Jennifer Lindline (proxy for J. Aldred, Natural Resources Management), 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)

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

Also present: Jennifer Aldred (Natural Resources Management), Blanca Céspedes (Forestry), Mary Earick (Dean, Education), William Jaremko-Wright (Natural Resources Management), April Kent (Library, Faculty Senate liaison), Veena Parboteeah (Dean, Business & Media Arts), Jesús Rivas (Biology), Ian Williamson (AVPAA),

2. Approval of the Agenda

MOTION to approve agenda. Seconded. Approved by consensus.

3. Approval of Minutes – December 1, 2021

Registrar noted that the header needs to be changed to say “minutes” instead of “agenda.”

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

4. Subcommittee Reports (see attached subcommittee list)

a. Undergraduate Appeals (Gardner)

The subcommittee handled 9 appeals during Fall term. Some appeals center around difficulty with filing paperwork. The subcommittee is still not receiving good input from students concerning hardships.

Comment from a committee member that they thought the AAC removed the Deans from the appeals process.

MOTION to charge the Policy Subcommittee with reviewing the process with respect to retro add/drop/withdrawal. Seconded. Approved by consensus.

b. Graduate Appeals (Jenkins)

The subcommittee still hasn't received any appeals. Subcommittee Chair thanked the members.

c. Ballen (Hausman)

The subcommittee is in the final stretch of releasing an announcement, which should go out by Friday.

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

a. Health (Gray)

Subcommittee has asked the program for one further edit. K. Jenkins stated that the program is now down to one faculty member.

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

Subcommittee Chair received feedback from the program, but has not yet sent it to the subcommittee members.

c. Human Performance and Sport, MA (Gadsden)

Subcommittee Chair received feedback from the program, but has not yet sent it to the subcommittee members.

d. Education – Special Education (Gray)

Subcommittee has asked the program for a few additional edits.

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

Subcommittee Chair has submitted the final report to AAC Chair. Subcommittee's report will be shared at next meeting.

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

Subcommittee Chair has not received feedback from the program and has not received communication from them since mid-November.

g. Teacher Education (Jenkins)

Subcommittee has provided the program with their comments. Chair anticipates hearing from the program by the end of the month.

h. Native American Hispano Cultural Studies (Jenkins)
Program is working on the review.

i. Mathematics (Romine)

Chair contacted Dr. Jeffries, who worked on the review over the winter break.

j. Chemistry [Subcommittee needed]

Volunteers: Jennifer Klutsch, Luke Ritter, Gil Gallegos (Chair) [Jennifer Aldred added to subcommittee after the meeting.]

k. Music [Subcommittee needed]

Volunteers: Gloria Gadsden, Ben Bencomo, Mariah F. Hausman (Chair)
[Mariana Ulibarri-Horan added to subcommittee in place of G. Gadsden after the meeting.]

l. Psychology [Subcommittee needed]

Volunteers: Eric Romero, Ben Bencomo, Sheree Jederberg (Chair)

m. Biology [Subcommittee needed]

Volunteers: Elizabeth Valenzuela, Jennifer Klutsch, Gloria Gadsden (Chair)

n. Environmental Geology [Subcommittee needed]

Volunteers: Sara Olivares, Rodney Sanchez, Sandra Gardner (Chair) [André García-Nuthmann added to subcommittee after the meeting.]

Committee member asked if it is possible to complete a review in one semester. The review that's come close has been Social Work. Chair shared it depends on the availability of the department and how the subcommittee works together.

o. Southwest Studies (Anthropology) [Subcommittee needed] - discussion item (Gadsden)

Dr. Gadsden stated that Southwest Studies is an interdisciplinary program that belongs to two separate departments. Anthropology would like it included in the department's program review.

Comment from a committee member that program reviews are not done on a department level; they are done according to the majors and minors.

Dr. Gadsden stated that these programs don't work together at all.

Request from a committee member that Anthropology reach out to History and Political Science and see how those programs feel about it. Dr. Gadsden agreed.

Comment from a committee member that this program's function might need to come to AAC for clarification.

MOTION to table the discussion. Seconded. Approved by consensus.

L. Ritter stated that he will consult his colleagues at their discipline meeting.

Comment from a committee member that the Spanish program used to be part of Southwest Studies, so if AAC can clarify that, it would be great. Chair recommended Language program contact the relevant departments about this matter.

6. Communication from the Chair (Gadsden)

Chair welcomed members back. Reminder that deadlines for the semester are listed at the end of the agenda.

Chair and Secretary positions will be open, and the committee will need nominations around March.

7. Communication from the Registrar (Romero)

Registrar welcomed members back.

Fall and summer schedule calls coming soon: Summer, 1/28/22; Fall 2/25/22.

Department chairs will receive the call for information edits for the catalog on 3/21/22. No due date yet.

Enrollment report for Spring: Undergraduate is down 11%; Graduate is up 9%; Overall is down 3%.

Intersession: HU offered 15 sections, which served 359 students, including 34 athletes.

Question from a committee member. What is the impact of the vaccine mandate on enrollment? How many are being dis-enrolled due to the vaccine mandate?

Registrar stated that they dropped 55 students due to the vaccine mandate on 1/13/22. Most students were dual credit from West and Robertson. West students were, reinstated because they will not be on campus. The Registrar is working with Robertson students to get them reinstated by completing the mandate. Students are actively re-registering for courses every day. HU is scheduled for another drop on 1/24/22. Chair asked for numbers, which the Registrar did not have.

[Numbers submitted after meeting:

- 45 total non-dual credit students dropped on 13th
- As of 1/19/22 there are 38 subject to drop on the 24th of January]

Question from a committee member. Have any students just refused the mandate? Registrar was not aware of any. Provost Gonzales stated that we lost a few students in the fall, but not as many as anticipated.

Chair stated that it's good that we're making it easier to get back into classes once the students have complied. Registrar stated that they made it possible to do it through the system without students having to speak with a staff member.

8. Communication from the Faculty Senate (Kent)

See attached.

9. Communication from the Graduate Council (Gadsden)

Nothing to report. Council hasn't met since November.

10. Communication from the Administration (Gonzales)

Provost Gonzales stated that she is spending a lot of time helping students petition for readmission. Provost Gonzales thanked faculty, as she has heard consistently from students that faculty has been supportive during this time. The online components for freshmen and sophomore is not what it should be.

The HLC document is now available for input.

The department is currently in the hiring process for an administrative assistant for the VPAA.

Dr. Christina Duran (Dean of the School of Social Work) is retiring at the end of June. Chair stated that she is sad to hear about Dean Duran leaving and asked if there is any idea how long it might take to find a replacement. Provost Gonzales stated that they would like to have someone on board by the end of the semester. They are doing the hiring process by the handbook.

Chair asked how many students had been suspended and how many were readmitted. Provost Gonzales did not have the numbers at hand. HU has seen an increase in freshman and sophomore suspensions. Registrar stated it is 10 Freshmen and 32 Sophomores/Juniors.

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

M. Ulibarri-Horan stated that P.J. Sedillo was not able to attend. The program wants to backtrack on the request to take some questions back to PED. They have a letter from the PED approving them to move forward. Dr. Ulibarri-Horan reported that the program is going to continue with the certification process and will work on that. Dr. Sedillo will work on the documents.

MOTION to table this item. Seconded. Approved by consensus.

12. Biology Department - discussion/action item (Rivas)

- Major/minor deletion, BS in Biology with Concentration in Teaching

J. Rivas stated that he spoke with E. Valenzuela about this proposal. Dr. Rivas reported that no student has graduated with this degree in 20 years and that there is a better path for students to take. Dr. Valenzuela told Dr. Rivas that they feel like it's going against the grain, and HU needs more pathways to create STEM teachers. The Biology department feels that there are already paths for that. Dr. Valenzuela told Dr. Rivas that the Department of Teacher Education does not agree with the removal.

Dr. Valenzuela reported that she had a good conversation with Dr. Rivas. She wonders what kind of message the deletion of the degree-track would send. The School of Education is in the process of hiring someone with a STEM focus, so there might soon be someone to change this. The School does not support this proposal.

Dr. Rivas stated that the Biology Department wants their curriculum to be straightforward and streamlined. They don't believe this degree-track serves the students.

Comment from a committee member that they don't support this proposal. They would like to see these two programs get together and work this out. Committee member thinks it's reckless and HU risks the loss of grants. If the degree has been dormant for 20 years, what's the rush? Why not leave it?

Dr. Rivas stated that the programs have irreconcilable differences. The Biology Department believes that if we want students to be well prepared, we need teachers who are well prepared. Dr. Rivas stated that it would create a watered down Bachelor's to try to get a biology and teaching degree in one.

Comment from a committee member that they don't think this is where this change should be made. This proposal will make students need to have a Masters. Committee member stated that this is a state-level issue.

Comment from a committee member that they support the Biology proposal for the following reasons. 1. If the current state of the job market is such that someone with a Masters in Biology or Chemistry will get an advantage, it's unfair to guide students to a Bachelor's degree. 2. Concerning grants, what organizations want are numbers. So, if you have a dormant degree that doesn't have numbers, that will be a red flag for grants. Grants are interested in outcomes.

Dean Earick stated that last year the School of Education spent time and effort to have a faculty member specializing in STEM education added to the faculty. The School did this to be proactive so that they could have meaningful conversations with CAS about moving forward. Dean Earick stated that the majority of pipelining of STEM teachers in NM is alternative licensure or students go in with a Bachelors knowing they'll be working on a Masters. The state is pipelining underdeveloped STEM teachers.

Chair asked Dean Earick if she feels like they could work with CAS after hiring someone focused on STEM pathways to teaching? Dr. Earick stated that that is their goal. And that the state does look negatively at schools that remove pathways.

Comment from a committee member that they looked at other universities and how they advertise their degrees. HU has always been missing students in STEM. The answer isn't to go away from it, but to create new pathways. Committee member stated that HU is missing a linkage between School of Education and CAS. Committee member is concerned this would make the university a target of accrediting bodies looking at how many STEM students we graduate.

Dr. Rivas stated that it's a red herring to say that cutting this puts HU in the crosshairs. No one knows about this degree. We have a program review due now, what do we do with a stagnant program? How does that look for the HLC? STEM teachers need depth of knowledge in the field.

Comment from a committee member that the Biology Department wants to set standards really high. It sounds like both programs believe we need more qualified teachers and better pathways. Committee member would like to see the programs work together. It would be great if you came to the AAC with a solution.

MOTION to approve major/minor deletion. Seconded. 2 ayes, 9 nays, 5 abstentions. MOTION does not carry.

13. Natural Resources Management Department - discussion/action item (Lindline)

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

Dr. Lindline presented an overview of the proposals. The department doesn't want to cross-list the Forestry course, because the Geology/GIS program has been stalled due to the inconsistency of the offering of the Forestry course. This is a feeder course and should be offered within the program.

Chair stated for clarification that the GIS certificate is housed in Natural Resources Management.

J. Klutsch stated that the Forestry Department believes that this doesn't serve the Forestry students. Substitutions would be faculty-dependent. This proposal would require students to take 2 similar courses to complete a Forestry degree and a GIS certificate. The Forestry Department would like the degree requirement to be the NRM course or the Forestry course.

Dr. Lindline stated that HU can have similar courses in different programs, and that it is not excessive. If students have already taken the Forestry class, NRM will work with them.

Question from a committee member. Can your programs support individual courses? Would enrollment be sufficient to support both courses? Dr. Lindline stated that we are in an enrollment crisis, but that she believes that there should be. Dr. Klutsch stated that the program has talked about that more GIS courses would be good for HU, but it would impact Forestry.

Question from a committee member. Why does NRM not support Forestry's request that the requirement include either course? Dr. Lindline stated that it would interrupt advisement and that NRM wants it housed under one program. Chair stated that they are concerned about the first course in the sequence not being from the discipline.

Comment from A. Krivoshein that this is common in Chemistry. Sometimes the first course is taught in biology. Biochemistry can be cross-listed in Biology and Chemistry. Is the issue content or logistics? Dr. Lindline stated that there are areas

that are thin or lacking in the GIS program. Chair stated that cross-listing would impact other parts of the program.

G. Gallegos stated that there was a similar program in MACS, and they would co-teach which turned out pretty well. That might be a solution.

Dr. Lindline stated that M. Petronis was hired in 2006 to be the GIS instructor. That course was his primary responsibility. But only Forestry faculty are allowed to teach Forestry courses now.

MOTION to approve the new course. Seconded. 18 ayes, 1 no, 2 abstentions.
MOTION passes.

MOTION to approve the change to the BS, so that the committee can move into discussion. Seconded.

Question from a committee member. Is there any controversy about the changes to the major? Dr. Klutsch stated that the Forestry Department supports that programs have control over their curriculum.

MOTION approved by consensus.

MOTION to approve the change to the minor, so that the committee can move into discussion. Seconded.

Chair asked if there was any controversy in changing the minor.

MOTION approved by consensus.

MOTION to approve the change to the GIS certificate, so that the committee can move into discussion. Seconded.

Question from a committee member. Does it matter if the students take it at the undergraduate or graduate level? Answer is no.

MOTION approved by consensus.

14. Appeals Reports - discussion item (Gadsden)

Chair stated that she has not had a response from I. Williamson concerning input from the Deans. Dr. Williamson stated that he was not aware that the Chair was waiting for his input. Chair will email Deans directly.

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

Chair stated that there have been some questions about why Deans appear on AAC forms when this is the purview of the faculty.

Comment from a committee member that Deans should be in the loop. They should be aware of how things are moving forward. But if a dean doesn't approve something, it has no bearing on the proceedings of the AAC. They shouldn't "approve" something. They shouldn't be able to stop it. Chair agreed that proposals should still move forward, even if the Dean disapproves.

Comment from a committee member that for AAC form, the Dean's signature should not be there. At most universities, the Dean does have to sign.

Question from a committee member asking for clarification about forms that come from students. These forms need to have instructions included. Chair shared these are not the forms being addressed.

Comment from a committee member that this might be a language issue. Would changing it from "approve" to another term solve the issue?

Question from a committee member. What happens if the Dean doesn't approve a proposal? Chair stated that it typically either goes back to the faculty or lies dormant.

Comment from a committee member that the signatures started appearing on forms, because Deans were being left out of the loop. Deans should see proposals but not be allowed approval/disapproval.

Comment from R. Sanchez that their program discussed the issue and agree that it is a language issue.

Comment from B. Bencomo that their program thought there are three options: 1. Remove the Deans entirely, 2. Change the wording to "Reviewed by," 3. Keep the forms as is. The School of Social Work faculty recommends changing the forms to say "Reviewed by."

The Registrar stated with regard to an earlier comment about student petitions, there is a request to update language for the retroactive petition policy. There are directions, but many students don't read them.

Comment from a committee member clarifying that the discussion on the table concerns academic forms.

MOTION to table this discussion and the rest of the agenda. Seconded. Approved by consensus.

16. Definition of hardship - discussion item (Gadsden)

Tabled.

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

18.Next meeting – February 2, 2022

19.Adjournment

AAC/FS Liaison Report to AAC on January 19, 2022

December 08, 2021 meetings of the FS

1. Communication from the President (S. Minner).

- a. Commencement Speaker: Received recommendation from faculty. Will be in contact with proposed speakers. Next year Dr. Minner will ask the Staff Senate for a recommendation, and year next will ask the Staff Senate.
- b. Budget request from Faculty Senate for mental health initiatives and other project. Will ask for budget requests coming forward.
- c. Legislative session: First priority is for compensation. Other budget priorities are to improve ITS services, and additional research funds.
- d. Dr. Minner addressed questions from Faculty Senate.
- e. Working on business operation changes. Had VPs and direct reports report on problems and recommendations for long and short term fixes.
- f. Reforestation institute and new position rationale. Still in the works.
- g. HLC visit is coming at the end of February.
- h. Enrollment trends: NMHU enrollment trends are consistent with other institutions across the country will undergrad enrollment down and graduate enrollment up. NMHU must work on recruiting on ground undergraduate students. Open to hearing ideas for growing this enrollment.
- i. Sustainability: Hope to increase solar power on campus.
- j. Thank you for your work during a tough semester.

2. Communication from the Administration (R. Gonzales).

- a. Please submit spring book orders.
- b. Budget priorities have been sent to president from unit strategic plans.
- c. COVID-19 changes are a good time to think about what the future holds for our students and how we serve them.

3. Communication from the Chair (B. Massaro).

- a. Budget items have been submitted to the president.
- b. Submitted recommendations for University Relations Director job description.
- c. Planning gathering for faculty senators in spring that is funded by anonymous donor.
- d. January 26 will be first Faculty Senate meeting of the spring.

4. Communication from the Staff Senate.

- a. Veronica Black reported that the outstanding staff member nomination form is available on the portal.
- b. Working on expanding training opportunity.
- c. Investigating campus safety issues.
- d. Button maker party next Thursday at 2:30 in the SUB. Faculty are invited.
- e. Request from senator to have a AED, or automated external defibrillator, for Wilson complex to enhance campus safety.

5. Old Business:

- a. Report from the new faculty classification committee – tabled.
- b. Retro add/drop policy

- i. Dr. Henrietta Romero presented proposed language change to policy. This language gives a better idea of process and recommendations to lengthen the timeline for processing.
 - ii. Discussion of time period. Noted that Adds need to be higher priority than drops or withdraws.
 - iii. Tabled.
 - c. Final 15 credits at NMHU policy
 - i. Academic Affairs Committee recommends that the program is unchanged.
 - ii. Administration asked that faculty review this policy as it causes barriers to students who take one of their final classes at another institution.
 - iii. Dr. Gadsden explained the AAC's rationale for the recommendation.
 - iv. Motion to accept Roxanne's proposal, seconded. 30 credits must be taken at Highlands passed.
 - d. New Program approval policy – Tabled until spring.
- 6. New Business:**
 - a. Retro-approval of change to Academic Calendar
 - i. May 16-May 27, 2022 Spring Intersession memo – approved.
 - ii. Summer intersession will remain unchanged. These intersessions will overlap.
 - iii. Changed approved for spring 2022.
 - iv. Policy for short term and part of term session.
 - b. Keith Tucker and April Kent reported on HLC visit scheduled for February 28 – March 1, 2022.