



Academic Affairs Committee
Minutes

Location: Zoom

Date: September 7, 2022

Zoom: <https://nmhu.zoom.us/j/93321194791>

1. Roll Call

Chair: Gloria Gadsden

Secretary: Luke Ritter

Art & Music: André García-Nuthmann

Biology: Maureen Romine

Business Administration: Rodney Sanchez

Chemistry: OPEN

Computer and Mathematical Sciences: John Jeffries

Education; Counseling: Geri Glover

Education; Curriculum and Instruction: Daniel Olufemi

Education; Educational Leadership: Sheree Jederberg

Education; Special Education: Mariana Ulibarri-Horan

Education; Teacher Education: Elisabeth Valenzuela

English and Philosophy: Ben Villarreal

Exercise and Sport Science: Katherine Jenkins

Forestry: Blanca Cespedes

History and Political Science: Luke Ritter

Languages and Culture: OPEN

Library: Kevin Corcoran

Media Arts and Technology: Miriam Langer

Natural Resources Management: Mike Petronis

Nursing: Kristen Munyan

Psychology: David Pan

Social Work: Benjamin Bencomo

Sociology, Anthropology, and Criminal Justice: Gloria Gadsden

Absent: David Pan

Ex Officio Members: Roxanne Gonzales (VPAA), Michael Montoya (Registrar)

Also Present: Patrick Wilson; Judy Barnstone; Mary Earick; Brandon Kempner; Seonsook Park

2. Approval of the Agenda

A couple corrections were needed on a name of a faculty member and of a department.

MOTION to approve the agenda after making those minor corrections. Seconded. Approved by consensus.

3. Approval of Minutes – August 17, 2022

A couple corrections were needed on a name of a faculty member and of a department.

MOTION to approve the agenda after making those minor corrections. Seconded. Approved by consensus.

4. Program Review Subcommittee Reports (see attached subcommittee list)
 - a. Native American Hispano Cultural Studies (Subcommittee chair: Katherine Jenkins)

Program is still working on the report.

- b. Chemistry (Subcommittee chair: Miriam Langer)

Miriam Langer volunteered to serve as chair. Blanca Cespedes and Luke Ritter are on the committee already.

- c. Music (Subcommittee chair: Ben Bencomo)

Ben Bencomo, the new Chair, asked if they need a new subcommittee member. AAC Chair said it is up to them. After contacting the chair of Music, Edward Harrington, Ben and Mariana have decided to move forward with a final report and meeting with the dean.

- d. Psychology (Subcommittee chair: Sheree Jederberg)

Chair Sheree Jederberg is sending out another reminder to the subcommittee to review the report.

- e. Biology (Subcommittee chair: Gloria Gadsden)

Will send out a reminder to the chair in the next couple weeks.

- f. Southwest Studies (Subcommittee chair: Elisabeth Valenzuela)

The AAC approved a postponement on this review until Fall 2023.

- g. Environmental Geology (Subcommittee chair: Miriam Langer)

Chair Miriam Langer will send an email to the chair of the Environmental Geology department in the next couple weeks.

- h. Conservation Management (Subcommittee chair: David Pan)

Andre Garcia-Nuthmann volunteered to serve as a member of this committee. Dr. Pan will contact program.

- i. Physics (Subcommittee chair: Gloria Gadsden)

Chair Gloria Gadsden did reach out to the program and is waiting to receive a date for the submission.

5. Subcommittee Reports (see attached subcommittee list)
 - a. Undergraduate Appeals (Subcommittee chair: David Pan)

After a 4-4 tie, the appeals committee returned the petition to the VPAA for a final decision on the grounds that another meeting would not be particularly helpful, due to lack of information. A committee member expressed concern about that process, since it is supposed to be the faculty who make a determination on appeals. They motioned to ask the VPAA to return the appeal so that the entire AAC can vote to express the will of the entire faculty. Motion seconded and approved by consensus.

Another committee member asked that the chairs of the undergraduate and graduate appeals committees inform all subcommittee members of the final outcomes.

Another way to find resolution, one committee member pointed out, is for subcommittee members to meet and discuss the petition prior to a second vote.

- b. Graduate Appeals (Subcommittee chair: Katherine Jenkins)

Only one appeal in the last year. Nothing to report this time.

- c. Policy Subcommittee (Subcommittee chair: Gloria Gadsden)
Faculty Senate Charge: Inclement Weather Policy and Compressed Schedule for Late Start Days

Chair will contact subcommittee members in the near future.

6. Communication from the Chair (Gadsden)

All members should feel free to contact the Chair or the Secretary of the AAC about any questions or concerns about procedure.

The Chair called for volunteers for the Ballen Committee. Kristen Munyan volunteered to serve.

A member asked if they should serve if their department is planning on submitting a proposal. Faculty serving in such a capacity, another member pointed out, can recuse themselves if and when they recognize a professional, ethical conflict. Sheree Jederberg also volunteered to serve on the Ballen Committee.

7. Communication from the Registrar (Romero)

Michael Montoya reported on enrollment, a 4% increase. (See report below)

A committee member asked what we're doing to increase enrollment for juniors and seniors in upper-level classes. Provost Gonzales responded that we're working on getting transfer students to

matriculate at Highlands, as well as hiring more faculty to teach on campus. She also shared that the retention rate is an average of 59%, year to year.

As a follow up, the same committee member pointed out the majority of juniors and seniors on campus are athletes and is concerned that many students at the upper levels don't want to take their courses on campus but virtually.

Gonzales responded that we need to work together from many different directions to establish ways to bring such students back to campus.

A committee member told an anecdotal story about a residence hall on campus that has poor facilities, which might be hurting retention.

Another committee member added that the classrooms need technological updates as well to encourage retention.

A committee member expressed the desire among students to take their courses online.

Provost Gonzales responded that we also need to aid faculty to better teach online courses over Zoom.

8. Communication from the Faculty Senate (Kent)

See report below.

9. Communication from the Graduate Council (Gloria Gadsden)

Gadsden ceded meeting to Luke Ritter before reporting.

Ann Wolf is serving as the new Chair of the Grad Council. Gloria Gadsden reported that the committee is looking at ways to streamline the exit process to eliminate unnecessary paperwork. It is also time to update the Graduate Handbook to make sure it is up to date. They are also forming a subcommittee to review and reward exceptional theses.

Provost Gonzales suggested maybe the Board of Regents should be invited to sign a certificate for the Thesis Award.

A committee member reminded the committee that any award coming from the Graduate Council should be addressed through the governance structure (e.g., Faculty Senate).

Ritter ceded meeting back to Gadsden.

10. Communication from the Administration (Gonzales)

All program reviews are done. All final reports from the VPAA's office need to be written up and submitted to the AAC Chair and Secretary. The Provost invited programs to send in their wish lists for budget request for strategic planning, current programs, or future programs.

Homecoming next week - lots of activities planned.

The water situation is improving. A new filtration system should be in place soon.

Highlands is distributing water to students, faculty, and staff, here on campus.

The State has money available for nursing, social work, and educational programs. Highlands plans to apply for some of these monies.

Email sent out to deans regarding the Strategic Improvement Committee, including templates to send out to their budgets and department members, which will finally be presented to Max Baca.

A committee member is concerned about athletes are using travel to ignore academic responsibilities while on the road. The letter from their coaches should mention they are still responsible for the work due in their classes.

A member of the athletic faculty committee explained that faculty can reach the student liaison if there are concerns. The liaison will encourage students to meet their responsibilities.

11. Sociology/Anthropology Minor Deletion (Discussion Item)

Gadsden ceded meeting to Ritter before presenting.

The Department of Sociology, Anthropology, and Criminal Justice is requesting to delete an old minor. The Department Chair, Gloria Gadsden, explained that the minor is odd; it includes any 8 courses with the ANTH or SOCI prefix. The department already has several other minors. The department does not have any connections to this minor. Only two students were enrolled in this last year, it's not very popular.

Ritter ceded meeting back to Gadsden.

12. PSYC 6340 Course Revision (Discussion Item)

The Department Chair, David Pan, was unable to attend. Motion to move this item to the next meeting. Motion seconded. Approved by consensus.

13. SOE ESL Minor Change (Discussion Item)

Elisabeth Valenzuela presented the minor change to remove the reading requirement for ESL students at Highlands.

A member requested a side-by-side analysis of what the old program looks like compared to the new program. Valenzuela agreed to submit side-by-side before next meeting.

14. SOE-C&I Prefix Change (Discussion Item)

Chair of the SOE-C&I, Seonsook Park, is requesting to change the course prefix from EDUC to ATCP in order to avoid confusion between students in different undergraduate and graduate programs.

A member asked if ever a graduate course in ATCP would be listed with an EDUC class as a 4000/5000 level. Answer from Park: No.

A member asked if this will create cross-listing issues with other higher education institutions. Answer from Park: No.

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

none

16. Next meeting – September 21, 2022

All materials requiring review must be submitted to the AAC chair and secretary Thursday, September 15, by 5:00 p.m.

17. Adjournment

Academic Affairs Committee
SUBCOMMITTEE MEMBERSHIP
Fall 2022

Member	Department	Program Review Subcommittee Membership	Appeals Subcommittee Membership	Other Subcommittee Membership
1. André García-Nuthmann	Art & Music	♦Environmental Geology	Undergraduate	
2. Maureen Romine	Biology	♦Native American Hispano Cultural Studies ♦Mathematics (Chair)	Graduate	
3. Rodney Sanchez	Business Administration	♦Environmental Geology	Undergraduate	
4. OPEN	Chemistry			
5. John Jeffries	Computer & Mathematical Sciences		Graduate	
6. Geri Glover	Education, Counseling	*Environmental Geology	Graduate	
7. Daniel Olufemi	Education, Curriculum and Instruction		Graduate	
8. Sheree Jederberg	Education, Educational Leadership	♦Psychology (Chair) ♦Southwest Studies – Anthropology *Physics	Graduate	Policy Ballen
9. Mariana Ulibarri-Horan	Education, Special Education	♦Music	Undergraduate	
10. Elisabeth Valenzuela	Education, Teacher Education	♦Biology *Environmental Geology ♦Southwest Studies – Anthropology (Chair)	Undergraduate	
11. Ben Villarreal	English & Philosophy		Graduate	Ballen
12. Katherine Jenkins	Exercise and Sport Sciences	♦Native American Hispano Cultural Studies (Chair)	Graduate	Policy

		♦Mathematics ♦Southwest Studies – Anthropology		
13. Blanca Cespedes	Forestry	♦Chemistry ♦Biology	Undergraduate	
14. Luke Ritter [Secretary]	History and Political Science	♦Mathematics ♦Chemistry	Undergraduate	Ballen
15. OPEN	Languages and Culture			
16. Kevin Corcoran	Library	*Physics	Undergraduate	
17. Miriam Langer	Media Arts and Technology	♦Environmental Geology (Chair) *Chemistry (Chair)	Graduate	
18. Mike Petronis	Natural Resources Management	♦Physics	Undergraduate	
19. Kristen Munyan	Nursing	*Chemistry		Ballen
20. David Pan	Psychology	*Conservation Management (Chair)	Undergraduate (Chair)	Ballen
21. Ben Bencomo	School of Social Work	♦Music (Chair) ♦Psychology *Conservation Management	Graduate	Policy
22. Gloria Gadsden [Chair]	Sociology, Anthropology, and Criminal Justice	♦Biology (Chair) *Physics (Chair)		Policy Ballen

August 24, 2022, meeting of the FS

1. Communication from the President (S. Minner).
 - a. Water update: including NMHU involvement with the city, communication with NMHED, and HU initiatives below.
 - i. Bottled water
 - ii. Conservation campaign
 - iii. On-campus testing
 - b. Enrollment: Fall to fall increase predicted. Increase in number of first-time students on campus. Fall to fall retention rate looks good. International student enrollment is up.
 - c. Endowed initiatives: good news from the state yesterday: NMHU will receive 10 million endowments for School of Education faculty, 8 million endowment for School of Social Work faculty and other initiatives, and 2.5 million endowment for nursing faculty.
 - d. Board of Regents endorsed comprehensive campaign. Will grow alternative sources of revenue for the university.
 - e. Last year faculty ideas: lounge area and ombudsman. President recommended putting together a faculty group to work on lounge area if faculty want to continue. More development on ombudsman idea.
 - f. Questions on HLC response, dual enrollment reimbursement, classes designated for dual enrollment.
2. Communication from the Administration (R. Gonzales).
 - a. Recording on webinar faculty burnout will be sent out.
 - b. DNP program is still stuck at state graduate council.
 - c. Faculty Excellence celebration Wednesday, August 31 4-6:30 in Kennedy.
 - d. Need more faculty on Social Work dean search.
 - e. Looking at improving grant office with adding staff.
 - f. Working with AD and athletics staff on communication from student athletes to faculty about dates and travel.
3. Communication from the Chair (D. Chadborn).
 - a. Reopened Faculty Senate administrative assistant search. Part time position.
 - b. Will be getting updated subcommittee membership lists out soon.
 - c. Chair has spoken with Provost and President about the lounge area project. Could set up small group of faculty to work on this project.
 - d. Old business: Faculty Research Committee and update on research handbook and AVPAA of Forestry position discussion. Gathering information. Items will be on future agenda.
 - e. Working with CTE on Robert's Rule Presentation.
4. New Business.
 - a. CTE Board Opening(s)
 - i. Dr. Ben Villarreal reported that the CTE advisory board needs a School of Social Work faculty representative and for a College of Arts and Sciences STEM field faculty member for the STEM who is on sabbatical this semester.
 1. Blanca Cespedes elected STEM representative.

2. Social Work will address their representative at next week's school faculty meeting.
 - b. Dean of Social Work Search
 - i. Faculty handbook requires a majority of faculty on the search. Need more faculty. Rodney Rock will serve. An email request will be sent by Faculty Senate Chair to faculty to volunteer for this search.
 - ii. Provost is working with president on getting a search firm to work on this search.
 - c. Emeritus Faculty Access Issue
 - i. Faculty Senate was contacted by an emeritus faculty about what they have access to through this status.
 - ii. Faculty handbook has language about what emeritus faculty are entitled to.
 - iii. Issues concern: email access, Microsoft office, library databases.
 - iv. Complicated matter involving Human Resources, ITS, Library, licenses.
 - v. Faculty Senate Executive Committee will work on this issue.
 - d. Faculty Handbook Updates
 - i. Several needed revisions. Some overlap with CBA.
 - ii. Charge to Faculty Affairs Committee.
 - e. Campus Climate
 - i. Brought up at the last General Faculty meeting.
 - ii. Possibility of third party survey.
 - iii. Vote to form subcommittee. Next steps next meeting.
5. Executive Session.

**Registrar Report
Academic Affairs
September 7, 2022**

- Enrollment report: **Fall 2022 as of September 7, 2022 compared to September 8, 2021**
 - Total UG =1615, a 4% increase from the previous year
 - Total GR = 1147, a 2% increase from the previous year
 - Total overall headcount = 2762, overall, we are up 3% from 2021
- Academic Calendar Committee – Just a heads up that the notice for the Academic Calendar is forthcoming and an email will be sent to all committee members.
- Call for Spring 2023 schedule will be sent out tomorrow, September 8, 2022
- SP23 Schedule will be available online November 2, 2022
- Early Registration for SP23 will begin on November 7, 2022