



Academic Affairs Committee
Minutes

Location: Zoom

Date: September 21, 2022

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

1. Roll Call

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 (Secretary)
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 (Chair)

Absent: Miriam Langer (proxy); John Jeffries

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

Also Present: Seonsook Park; Jonathan Lee; Brandon Kempner; Mary Earick; D. Veena Parboteeah; Ian Williamson; Judy Barnstone

2. Approval of the Agenda

A few minor corrections to names.

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

3. Approval of Minutes – September 7, 2022

A few minor corrections.

MOTION to approve the minutes after making 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)

Anticipating a report prepared before the next AAC meeting.

- b. Chemistry (Subcommittee chair: Miriam Langer)
Wrong chair was listed on Agenda. This subcommittee has an additional member [Kristen Munyan] and needs a chair.

Miriam Langer not present.

- c. Music (Subcommittee chair: Ben Bencomo)

Prepared timeline with the goal of reviewing report before the next AAC meeting.

- d. Psychology (Subcommittee chair: Sheree Jederberg)

Subcommittee continuing to review report.

- e. Biology (Subcommittee chair: Gloria Gadsden)

Biology said they would submit report due last semester during Midterm week.

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

Miriam Langer is not present.

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

Expecting a report by Midterm week.

- h. Physics (Subcommittee chair: Gloria Gadsden)

Chair has not heard back yet from the department chair on the status of the report. Will contact department again.

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

The subcommittee tied on their initial vote on a hardship petition mentioned during last AAC meeting. Next meeting, October 5, the AAC as a whole will discuss and possibly vote on the petition.

Summation of another issue - one student inquired about testing out of computer literacy proficiency requirement. Was told testing out was no longer an option, student must file a hardship petition and

the petition would be approved. Another student, in a different school, also filed a petition to waive the same course. One faculty member pointed out, “testing out” and filing a hardship petition are different. David Pan, who chairs the undergraduate appeals subcommittee, explained that the new definition of “hardship” does not appear to cover a “waiver” of a class, or “testing out” of a class. The overall consensus seems to be that students should not be filing hardship petitions to “test out of” or “waive” a class. However, the subcommittee votes were close, so this matter will most likely be brought to the larger AAC.

One committee member expressed concern about the students involved in the above process who were “told” they could waive the requirement by filing a hardship petition.

Another member suggested this is part of larger systemic disorganization that we as faculty need to help resolve.

Another suggested that maybe we need to update the information literacy test.

Chair recommended that the undergraduate appeals committee review the documents and plan on discussing the matter at the next meeting, October 5.

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

Nothing to report.

- c. Policy Subcommittee (Subcommittee chair: Gloria Gadsden)

Chair will contact subcommittee members in the near future.

Faculty Senate Charge: Inclement Weather Policy and Compressed Schedule for Late Start Days

- 6. Soc and Anthro Minor Deletion (Discussion/Action Item)

Motion to approve the minor deletion. Seconded. Passed by Consensus.

- 7. PSYC 6340 Course Revision (Discussion Item)

Psychology Department Chair David Pan explained the course revision to change the evaluation for PSYC 6340 – Practicum from “grading” to “pass/fail.”

A member expressed concern about the x’s on the course revision form in place of numbers for credit hours after “lecture” and “other.” Asked what should go in those spaces?

Registrar Romero explained that the credit hour is variable for practicum courses like this. The practice is to indicate that with an “X”. There should not be a problem with the paperwork given this request is for a change in grading modality and nothing else.

If it were a course or program change, then specific numbers would need to be provided

A member stressed the need for consistency in how the Registrar lists courses and course revisions because these forms become part of the official record.

Another member asked whether pass/fail factors into G.P.A.

The registrar explained that the pass/fail designation factors into earned credit hours, but does not contribute any points to the G.P.A.

The motion was made to move this to an action item since it was discussed at the previous meeting although Dr. Pan was unable to attend. The motion to change status and approve the revision was seconded. Approved by Consensus.

8. SOE ESL Minor Change (Discussion/Action Item)

Motion to approve the change. Seconded. Approved by consensus.

9. SOE-C&I Prefix Change (Discussion/Action Item)

The registrar asked about separate side-by-side tables for all programs that will be impacted by this revision.

Dr. Seonsook Park described the side-by-side table in her revision, which will affect three programs.

The registrar and an AAC member recommended Dr. Park provide separate side-by-side tables for each affected program.

A motion was made to approve with the condition of submitting separate side-by-side tables as suggested by the registrar. Seconded. Approved by Consensus.

10. Communication from the Chair (Gadsden)

After thanking the committee members for their service, Chair had nothing to report.

11. Communication from the Registrar (Romero)

*See report below

Reminder that the call for the spring 2023 schedule was sent to all deans.

Trends: 7% fewer students asking for a complete withdrawal from the University. There has been an increase in retro-add petitions for full session courses.

A member asked about a delay in dual enrollment students being dropped from classes due to missing proof of vaccination.

The registrar explained that all students who did not meet vaccination requirements were dropped from their courses on the same day. Dual enrollment students were told that they had to meet the vaccination requirements.

A member reminded the committee that the process of retro-add is intended to allow faculty members discretion to decide if they want to add a student late. That faculty member has the discretion to create a plan for a late-arriving student.

A member asked whether there will be a call for late-start/intercession classes this semester, since so many students are retro-adding and that the late-start classes seem to be full.

Roxanne Gonzales plans to send out a global email with a call for late-start classes this semester.

12. Communication from the Faculty Senate (Kent)

*See report below

13. Communication from the Graduate Council (Gadsden)

Nothing to report. Next meeting later this week.

14. Communication from the Administration (Gonzales)

Homecoming was a success.

The state has allocated some monies for dual enrollment credits, including overloads for faculty who offer dual enrollment courses.

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

None

16. Next meeting – October 5, 2022

All materials requiring review must be submitted to the AAC chair and secretary Thursday, September 29, 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	Ballen
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	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

AAC/FS Liaison Report to AAC on September 21, 2022

September 14, 2022, meeting of the FS

1. Communication from the Administration
 - a. Report from the president and administration together.
 - b. Census database reported to NMHED: 2740 headcount.
 - c. Water situation looks better with filtration system up and running.
 - d. Homecoming events all week. Need more people to walk in the parade.

- e. NMHED is giving money for dual credit enrollment. NMHU will be getting 50,000 for our classes. Think about what departments can do with this program in the spring.
 - f. Questions about dual enrollment and publishing/catalog software.
2. Communication from the Chair
 - a. Dr. Daniel Chadborn review Zoom procedures for senate meetings.
 - b. Faculty Affairs Committee is being populated. Charged will be sent once it is populated.
 - c. Research Committee will have a new chair soon.
 - d. Interviewing for the Faculty Senate Administrative Assistant soon.
 3. Communication from the Student Senate
 - a. Mr. Sam People reported that the local Big Brothers and Big Sisters who are looking college students to volunteer, especially need Big Brothers.
 - b. Need graduate student representatives from the School of Business and School of Social Work. Please send students who may be interested to the senate.
 4. Old Business
 - a. Emeritus Faculty Access Issue
 - i. Email: Faculty should reach out to HR. Email would not be connected to Microsoft Office.
 - ii. Software: Microsoft office is separate.
 - iii. Library: Reach out to the library for access.
 - iv. Questions about email. Email accounts and email are retained for a set a period of time.
 - v. Discussion of the revision of policy. Further revision could be worked on by Faculty Affairs. Recommendation to have input from departments. Questions about the policy on granting this status. Recommendation to look at the nomination process.
 - vi. Motion to send the process and the handbook language to a subcommittee.
 5. New Business
 - a. Faculty Senate Executive Committee Elections (Vice Chair, At-Large)
 - i. Chair: Dr. Chadborn elected chair for fall 2022.
 - ii. Vice Chair: Dr. Ann Wolf elected.
 - iii. At-Large: Dr. Lauren Fath elected.
 - b. Faculty Senate Committee Election
 - i. Pino Committee: Dr. Daniel Olufemi elected.
 - ii. CTE: Emet Ma'ayan
 - iii. Campus Climate Committee: Dr. Rebecca Moore and Dr. Rodney Rock elected.
 - iv. Faculty Lounge committee will be addressed at the General Faculty meeting next week. Please get the word out about this.
 - v. Staff Senate Liaison: Still looking a for a new liaison.
 - vi. Financial Planning Committee: Dr. Rey Martinez. Committee still needs more members. One of the committees that are elected from the senate and not from department.
 - vii. Student Affairs. Dr. KwangJong Park and Laura Hansen elected. One of the committees that are elected from the senate and not from department. Still seats open.
 - c. ITS/Banner Migration Issue

- i. Mr. Joe Gieri presented Banner in the cloud project. Presentation included rationale for move to cloud, which offices are involved, review of general project specifics, testing, security, and timing.
 - ii. Began project January 2022, goal to move to Ellucian Cloud.
 - iii. Henrietta Romero presented the Registrar's Office role and options for grading during the migration in December 8-11, 2022. Alternatives include expanding grading period, paper grade forms, and alternative online system.
 - iv. Concern from faculty about communication. Mr. Gieri said that he welcomes more communication going forward.
 - v. Concern about contingent faculty whose contracts might be over problems occur with grading and later follow up is needed.
6. Old Business (cont)
- a. AVPAA-Forestry
 - i. Senators should share with departments and the item will be discussed at the next General Faculty Meeting.

**Registrar Report
Academic Affairs
September 21, 2022**

- Enrollment report: **Census Fall 2022**
 - Total UG – 1213
 - Total GR – 789
 - Total overall headcount – 2740
- Call for Spring 2023 schedule has gone out
 - Schedule will publish on November 2, 2022
 - Early Registration will begin on November 7, 2022 at 7am
- Retro-add petitions (in week 4 and week 5)
 - This week we have had 5 for full session courses
 - Last week we had 8 for full session courses
- Complete School withdrawal as of September 16, 2022
 - Fall 2022 – 88
 - Fall 2021 – 95
 - 7% decrease this same time last year – we have less students withdrawing from courses as of now.