



Academic Affairs Committee  
Minutes

Location: Zoom

Date: October 5, 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 (AAC 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 (AAC Chair)

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

**Attended:** April Kent (proxy for library); Patrick Wilson; Ian Williamson; Judy Barnstone; D. Veena Parboteeach;

2. Approval of the Agenda

Motion to approve the agenda with the condition that item 11 be moved to item 13, then discussed in an executive session, including ex officio members Roxanne Gonzales and Henrietta Romero, and that the Banner ID be removed from the agenda. Seconded. Approved by consensus.

3. Approval of Minutes – September 21, 2022

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

4. Subcommittee Reports (see attached subcommittee list)

a. Ballen Committee

Call for a chair. Gloria Gadsden nominated as chair. Seconded. Motion approved by consensus. Chair will convene the subcommittee soon.

b. Undergraduate Appeals (Subcommittee chair: David Pan)

Chair David Pan has nothing to report. Ian Williamson reported that regarding students requesting to opt out of the computer literacy requirement discussed last meeting, the requests were granted.

c. Graduate Appeals (Subcommittee chair: Katherine Jenkins)

Nothing to report.

d. Policy Subcommittee (Subcommittee chair: Gloria Gadsden)

Call for more subcommittee members. Elisabeth Valenzuela and Geri Glover volunteered to serve. Meeting to take place next week.

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

a. Native American Hispano Cultural Studies (Subcommittee chair: Katherine Jenkins)

The subcommittee received a preliminary draft report two years ago. The Chair of the program, Eric Romero, is working on an update to his program review, based on the dean's and subcommittee's recommendations. The subcommittee needs additional members. Miriam Langer and Kristen Munyan volunteered to serve.

b. Chemistry

Call for a chair. Miriam Langer volunteered to serve.

AAC Chair Gloria Gadsden asked about the next step if chairs of programs ignore requests for the program review report. The Provost, Roxanne Gonzales, announced that she and Dean Brandon Kempner will intervene.

c. Music (Subcommittee chair: Ben Bencomo)

The review is nearly finished; the final meeting with the Dean has been set for next Thursday.

d. Psychology (Subcommittee chair: Sheree Jederberg)

The department chair has the report prepared and ready for submission.

e. Biology (Subcommittee chair: Gloria Gadsden)

Report expected next week.

f. Environmental Geology (Subcommittee chair: Miriam Langer)

The department chair is requesting an extension for their program review until spring 2023 because they lost a faculty member. The Motion was seconded. Approved by consensus.

g. Conservation Management (Subcommittee chair: David Pan)

The chair is expecting a report after fall break. The subcommittee is requesting an additional member. André García-Nuthmann agreed to serve on this committee earlier this semester.

h. Physics (Subcommittee chair: Gloria Gadsden)

The subcommittee has not yet received a response from the chair of the program.

6. Communication from the Chair (Gadsden)

Nothing to report.

7. Communication from the Registrar (Romero)

Application for graduation due November 4, 2022. Early registration for spring begins the first week of November.

Total enrollments = 2826.

The Registrar is concerned there aren't enough offerings the second half of the semester to satisfy student demand.

The Provost is reaching out to the deans to organize additional second-half courses. She is also attempting to bridge the gap between SEM and Academic Affairs.

One member of the AAC made a motion to alert the Faculty Senate about the disconnection between Strategic Enrollment Management and Academic Affairs, especially in relation to "early alert" and scheduling late-start classes for retention. There is also a request for an organizational chart clarifying the relationship between SEM and Academic Affairs. Seconded. Approved by consensus.

8. Communication from the Faculty Senate (Kent)

\*See attached

AAC Chair ceded meeting to AAC Secretary.

9. Communication from the Graduate Council (Gadsden)

- Council is still revising and updating the Graduate Handbook.
- Thesis award granted to 2 students, one in Computer Science and one in English. Thesis Award Certificate signed by BOR and President discussion tabled for now.
- Subcommittee is still reviewing exit documents and the degree completion process with the hopes of eliminating unnecessary forms and streamlining the overall process.

AAC Secretary ceded meeting back to AAC Chair.

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

Administration is planning to send out a plan for the “Banner migration to the Cloud” project. The report will include a discussion about back-ups to the Cloud.

The Provost was asked to attend the RMAC meeting on behalf of the President. It was informative. She learned a lot about NCAA requirements and regulations.

The Provost will be away for vacation. AVPAA Williamson and Dean Kempner will serve in her stead.

The School of Social Work is re-starting the Dean search. They plan to work with a search firm this time considering the first round was not successful. Difficulty hiring deans appears to be a national trend. They are hoping to have the position filled by July 1, 2023. The Interim Dean, Judy Barnstone, has agreed to continue serving until that time.

The Provost has invited various technology vendors to present on the “classrooms of the future” soon. Members of the committee expressed concern that currently, our classrooms are not up to today’s standards. A member pointed out that much of the existing technology on campus is malfunctioning.

Returning to the data migration topic, a member raised concern about grades not being reported in a timely manner due to this technology shift. The Registrar seconded the concern. She described an internal plan to minimize any negative effects on students. The Registrar also shared that there will be a “back-up” of the current system in the Cloud. So, if there is a problem, they should be able to access the back-up.

A member mentioned concern about having time to work with students who are on probation. These students need to be on track with an academic plan before the beginning of the Spring semester. The Provost promised to meet with said students before the start of the Winter break.

A member raised a question about the due date for strategic planning. The Provost explained that the strategic plans are due next Friday and they are meant to “close the loop” from previous budget assessments. These plans should not be very detailed, only “closing the loop.” She discussed plans to change the current format, and timeline, for strategic plans in the near future. She also mentioned that programs should be working on next year’s budget requests.

AAC Chair ceded meeting to AAC Secretary.

**11. Request for Cross-listing Waiver from Department of SACJ (discussion item)**

One member expressed concern about bundling cross-listings for courses, in this case 8 courses, because it creates challenges when creating official documents for the Registrar. The policy calls for a packet providing individual forms and a syllabus for each course.

A member expressed concern about making an adjustment to this policy. The Registrar was also concerned since this request will create new courses not currently listed in the catalog.

Gloria Gadsden, Department Chair for SACJ, decided to withdraw the request.

AAC Secretary ceded meeting back to AAC Chair.

**12. Computer Proficiency Test Out (discussion item)**

A motion was made to table discussion about the computer literacy requirement, and test out options, until the next meeting so relevant faculty, namely Gil Gallegos and Jessica Johnson, can participate in the discussion.

Motion to table discussion, and invite Dr. Gallegos and Dr. Johnson to the next meeting, Seconded.

A member noted that we should be able to discuss it today and at the next meeting. AAC Chair emphasized that we are not discussing the content of BCIS 1110 per se, but whether the course should satisfy the computer literacy proficiency requirement. AAC Chair also mentioned a discussion about this proficiency requirement might be overdue.

Some additional discussion ensued.

Motion approved by consensus.

A member requested data from the Registrar. How many students have taken the computer literacy test in total? How many students test out or waive the requirement? How many of the students who graduated last year actually completed the computer literacy course?

Registrar will bring data results to next meeting.

**13. Hardship Petition – (discussion/action item)**

Motion to move into executive session made, seconded, and approved by consensus.

The committee moved out of executive session.

A motion was made to deny the petition. Seconded. Approved by consensus.

**14. Next meeting – October 19, 2022**

All materials requiring review must be submitted to the AAC chair and secretary Thursday, October 13, by 5:00 p.m.

**15. 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 *Conservation Management	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	Policy
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	Policy
11. Ben Villarreal	English & Philosophy		Graduate	Ballen

12. Katherine Jenkins	Exercise and Sport Sciences	♦Native American Hispano Cultural Studies (Chair) ♦Mathematics ♦Southwest Studies – Anthropology	Graduate	Policy
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) *Native American Hispano Cultural Studies	Graduate	
18. Mike Petronis	Natural Resources Management	♦Physics	Undergraduate	
19. Kristen Munyan	Nursing	*Chemistry *Native American Hispano Cultural Studies		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 (Chair)



AAC/FS Liaison Report to AAC on October 5, 2022

**September 28, 2022, meeting of the FS**

1. Communication from the Chair
  - a. Dr. Chadborn reviewed the actions taken by the executive committee.
  - b. At the next Faculty Senate meeting, Dr. Chadborn and Dr. Lindline and will be joining the meeting by Zoom from conferences.
2. Communication from Academic Affairs Committee
  - a. Discussion about eight-week classes and the current demand which is higher than in the past. Success coaches are an important part of advising students who need additional credits. Registrar's Office has several proactive ways of getting a list of these classes to students, success coaches, and to those who request them.
3. Communication from the Staff Senate
  - a. Ms. Veronica Black reported that the Staff Senate is still recruiting for new members and new leadership.
  - b. Employee recognition events is still a work in progress.
  - c. Power of Service Kick Off event is tomorrow.
  - d. Looking a salary and benefits issues.
4. Old Business
  - a. Faculty Senate Committee Elections
  - b. Several committees are still underpopulated; a few are very underpopulated.
    - i. Financial Planning Committee and Outcomes Assessment Committee urgently need members.
5. New Business
  - a. ACCESS template letter
    - i. Ms. Natalie Bradley presented the letter and requested feedback.
    - ii. Discussion of wording and processes.
    - iii. Please contact Ms. Bradley with any questions or concerns or send these to Dr. Chadborn who can pass them along.
  - b. Faculty Research Handbook Changes
    - i. FRC committee now has a chair and will now work on the Faculty Senate charge.
    - ii. Should have this item on the agenda for the October 12 meeting.

Note: 1-hour Faculty Senate meeting followed by General Faculty meeting.