



Academic Affairs Committee
Minutes

Location: Zoom

Date: October 19, 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
 Counseling: Geri Glover
 Curriculum and Instruction: Daniel Olufemi
 Educational Leadership: Sheree Jederberg
 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)
 Special Education: Mariana Ulibarri-Horan
 Teacher Education: Elisabeth Valenzuela

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

Attended: Jessica Johnsen; Mary Earick; Steve Williams; Ian Williamson (proxy for VPAA); April Kent; Judy Barnstone; Gil Gallegos; Shirley Meckes

Absent: Mariana Ulibarri-Horan; Sheree Jederberg

2. Approval of the Agenda

Motion to approve the agenda with the condition of updating the committee assignments and rearranging department names on the first page. Seconded. Approved by consensus.

3. Approval of Minutes – October 5, 2022

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

4. Subcommittee Reports (see attached subcommittee list)

a. Ballen Committee (Subcommittee chair: Gloria Gadsden)

The committee established a timeline to reflect the 2022-2023 academic year. There is enough money to fund two, maybe three, visiting scholars. The call should go out globally soon.

- b. Undergraduate Appeals (Subcommittee chair: David Pan)

Nothing to report.

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

Nothing to report.

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

Discussion has led to a recommendation for inclement weather policy, which will be presented to the AAC next meeting.

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

An email was sent to the Chair of the program to no avail.

- b. Chemistry (Subcommittee chair: Miriam Langer)

The chair met with the chair of the Chemistry Department, David Sammeth, and asked for a draft by the end of the semester.

- c. Music (Subcommittee chair: Ben Bencomo)

The subcommittee met with the program representatives and the dean for a final meeting last week; they hope to present a final report next meeting

- d. Psychology (Subcommittee chair: Sheree Jederberg)

The chair of the subcommittee was absent. She did contact the Chair of Psychology and promised feedback from the program review subcommittee soon.

- e. Biology (Subcommittee chair: Gloria Gadsden)

The subcommittee chair plans to check in with VPAA Gonzales about failure to reply from the Biology department.

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

This program review was postponed to Spring 2023 and can be deleted from the next agenda.

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

The subcommittee chair met with the chair of the program, Blanca Cespedes. Dr. Cespedes was in attendance and requested an extension on the deadline for the program review.

Motion to approve Blanca's request for an extension until spring 2023. Seconded. Approved by consensus.

A committee member expressed concern about the trend of numerous departments requesting postponements for legitimate reasons, such as absent faculty or unfilled faculty positions.

A committee member suggested the need to send a statement concerning the hardship imposed on departments due to program reviews.

A committee member suggested maybe decreasing the comprehensive requirements for the program reviews.

A committee member recommended taking a look at the number of requests for extensions over the past five years. The AAC Chair agreed to try to gather this data.

A committee member pointed out that the Higher Learning Commission has set the criteria for program reviews to determine whether certain programs should be allowed to continue. The program review is also an opportunity to ask for additional resources.

A committee member seconded the notion that the HLC wants each department's major or minor faculty to 1) justify the existence of their program, and 2) request additional resources; and that the best way to do that is to provide a comprehensive program review.

A committee member emphasized that program reviews should constitute a departmental effort as a whole; it shouldn't just be one faculty member handling the review.

A committee member emphasized the importance of faculty taking a central role in their program review, since they are the ones who understand their programs the best.

Motion to make a statement to Provost Roxanne Gonzales that the AAC has noticed a trend of department's raising legitimate reasons, mostly related to lack of staffing and/or resources, to not be able to complete their program reviews in a timely fashion and to follow-up with a discussion next meeting. Seconded. Approved by consensus.

Dr. Steve Williams recommended that the point-person doing the Program Review should get a .25 release the semester in which they are working on the Program Review.

h. Physics (Subcommittee chair: Gloria Gadsden)

The subcommittee has not heard back from the program chair yet. Subcommittee chair will consult Provost Gonzales about this matter again.

6. Computer Proficiency Test Out (discussion item)

Dr. Gil Gallegos explained that the old “test out” option was cancelled but a new test on Brightspace has been designed by Dr. Jessica Johnsen.

Dr. Ian Williamson pointed out that the only reason students were filing hardship waivers was because there was no electronic test-out option available during Covid.

A committee member expressed her support of the Computer Science department in determining the necessity of a computer literacy course, or a test-out option.

Dr. Jessica Johnsen explained that the new test-out option developed by her department is on Brightspace and ready to go.

A committee member asked if anyone is directing the content of the test-out exam outside the Computer Science program. The committee member emphasized that no one outside of the department should have this type of input.

The chair of the AAC explained that the content of the test is not a matter for review for the AAC. The only issues on the floor for discussion are the availability of a test-out option and the appropriateness of a “computer proficiency” requirement as part of the Core.

The AAC chair then asked when the test-out exam will be available to students. Dr. Jessica Johnsen stated the test is ready, but the process to enroll in the Brightspace ‘course’ and find a proctor may take at least a week once the request is filed.

Last meeting, 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?

The Registrar presented the following data:

- Total Degree Audit Exceptions based on Hardship Petitions is 40 from 2020 to September 2022
- Total Students enrolled in the most popular requirement for Computer Science Proficiency:
 - CS 101 = 1364 (prior to creation of BCIS 1110)
 - BCIS 1110 = 562 (this replaced CS 101 in Fall 2019)
- Total Students Tested between 2003 – Present = 957
- Total Students Passed between 2003 – Present = 876
- Total Students Failed between 2003 – Present = 70
- Percentage of Students Passed = 92%
- Percentage of Students Failed = 7%

Dr. Jessica Johnsen claimed over 100 students have enrolled in the computer literacy course, on average, each semester in recent years.

The Registrar reported total enrollment in BCIS 1110 over the last five years was over 1000.

The AAC supported Computer Science moving forward with institutionalizing the opportunity for all interested students to test out of BCIS 1110 and all that process entails, including meeting with the Provost for additional resources to assist with proctoring.

7. History Comprehensive Exam (discussion item)

Dr. Steve Williams presented the proposal for a comprehensive exam option for the Public Affairs – History, graduate degree.

A committee member asked the department to specify if a student can take a required 3-credit course simultaneously with the comprehensive exam course. Dr. Williams said he will consider this option.

A committee member asked the department to specify what happens when a student fails the comprehensive exam course (do they earn 3 credits or not?). Is the comprehensive exam grade directly tied to the grade for the comprehensive exam course? This needs to be clarified in the proposal.

A committee member asked the department to specify the prerequisites for the comprehensive exam.

A committee member asked whether a student would have the right to appeal a course grade in which the final grade is determined by a comprehensive test. The answer is yes, students have the right to appeal any course grade. Dr. Williams said he will consider this issue.

A committee member explained that it seemed the course was “not repeatable” although the department indicated it is repeatable. After some discussion, Dr. Williams agreed.

The Registrar confirmed that the “not repeatable” option comports with the program change request.

The Registrar also warned that the system cannot enforce the 33-credit prerequisite listed for the comprehensive exam course.

The AAC chair requested 4-digit course numbers, rather than the outdated 3-digit numbers in the proposal.

Dr. Williams will consider all feedback and update the proposal before the next meeting.

8. Communication from the Chair (Gadsden)

Nothing to report. Thanked AAC committee members for their continued hard work.

9. Communication from the Registrar (Romero)

- Enrollment report: **Fall 2022 Census**
 - Total UG – 1607
 - Total GR – 1133
 - Total overall headcount – 2740

- Overall 3% increase from Fall 2021 Census
- Call for final version of Spring 2023 schedule has gone out.
 - Schedule will publish on November 2, 2022
 - Early Registration will begin on November 7, 2022 at 7am

Deadline to apply to graduate for Fall 2022 is November 4, 2022

The chair of the AAC requested a call for intersession classes from the VPAA.

10. Communication from the Faculty Senate (Kent)

*See below

11. Communication from the Graduate Council (Gadsden)

Nothing new to report.

12. Communication from the Administration (Gonzales)

Dr. Ian Williamson announced the nursing master program's forthcoming HLC on-site visit.

13. Next meeting – November 2, 2022

All materials requiring review must be submitted to the AAC chair and secretary Thursday, October 27, by 5:00 p.m.

14. 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	
OPEN	Chemistry			
4. John Jeffries	Computer & Mathematical Sciences		Graduate	
5. Geri Glover	Counseling	♦Environmental Geology	Graduate	Policy
6. Daniel Olufemi	Curriculum and Instruction		Graduate	Ballen
7. Sheree Jederberg	Educational Leadership	♦Psychology (Chair) ♦Southwest Studies – Anthropology ♦Physics	Graduate	Policy Ballen
8. Ben Villarreal	English & Philosophy		Graduate	Ballen
9. Katherine Jenkins	Exercise and Sport Sciences	♦Native American Hispano Cultural Studies (Chair) ♦Mathematics ♦Southwest Studies – Anthropology	Graduate	Policy
10. Blanca Cespedes	Forestry	♦Chemistry ♦Biology	Undergraduate	
11. Luke Ritter [Secretary]	History and Political Science	♦Mathematics ♦Chemistry	Undergraduate	Ballen

OPEN	Languages and Culture			
12. Kevin Corcoran	Library	♦Physics	Undergraduate	
13. Miriam Langer	Media Arts and Technology	♦Environmental Geology (Chair) ♦Chemistry (Chair) ♦Native American Hispano Cultural Studies	Graduate	
14. Mike Petronis	Natural Resources Management	♦Physics	Undergraduate	
15. Kristen Munyan	Nursing	♦Chemistry ♦Native American Hispano Cultural Studies		Ballen
16. David Pan	Psychology	♦Conservation Management (Chair)	Undergraduate (Chair)	Ballen
17. Ben Bencomo	School of Social Work	♦Music (Chair) ♦Psychology ♦Conservation Management	Graduate	Policy
18. Gloria Gadsden [Chair]	Sociology, Anthropology, and Criminal Justice	♦Biology (Chair) ♦Physics (Chair)		Policy Ballen (Chair)
19. Mariana Ulibarri-Horan	Special Education	♦Music	Undergraduate	
20. Elisabeth Valenzuela	Teacher Education	♦Biology ♦Environmental Geology ♦Southwest Studies – Anthropology (Chair)	Undergraduate	Policy

October 12, 2022 meeting of the FS

1. Communication from the Administration
 - a. Dr. Brandon Kempner reported that the final decision on the contract for Sininger Hall has been postponed due to inflation costs. Will be voted on at the next Board of Regents Meeting.
 - b. GO Bond 1 is important for the state of New Mexico and for the region. If this passes, the old facilities building can be torn down. Bond 2 is providing library funding.
 - c. Friday is the deadline for registering for 2nd half of the semester classes. Enrollment is being closely monitored. More freshman and fewer juniors and seniors is driving enrollment trends.
2. Communication from the Chair
 - a. Dr. Daniel Chadborn is at a conference and will give a report at the next meeting.
 - b. Dr. Rebecca Alvarez was voted on to the library committee by her college.
3. Communication from the Student Senate
 - a. Mr. Samuel People reported that the senate passed a couple of bills at the last meeting. Funding for clubs and projects have picked up.
 - b. October 20 will be the senate's event for October. It will be a Halloween event.
 - c. Looking for graduate student representative from SOWK.
4. Communication from the Staff Senate
 - a. Ms. Veronica Black reported that they have a meeting tomorrow and hope to have elections.
 - b. Senate is looking at salary, supervisors, and benefits.
5. Old Business
 - a. Student Athlete Absence Letter
 - i. Question about roster and travel emails. Can email provost's office to be removed from the email list.
 - ii. Tabled so executive committee can gather more information.
6. New Business
 - a. Strategic Enrollment Management Strategic Planning Committee
 - i. Dr. Rebecca Moore, Dr. Edward Harrington, and Dr. David Sammeth were elected to the committee.
 - b. DEI Pride Statement
 - i. Dr. Rebecca Moore presented the background of this statement from the DEI body. Presented to the Staff Senate in the spring. Will be presented to the Student Senate in a few weeks.
 - ii. Dr. P. J. Sedillo was instrumental in preparing this statement and says it is in alignment with many other Pride statements.

Motion to accept this statement passed.