



Academic Affairs Committee

Minutes

Location: Zoom

Date: November 2, 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)

**Absent:** Katherine Jenkins; Roxanne Gonzales; David Pan

**Attending:** Ian Williamson (proxy for Roxanne Gonzales); Edward Harrington; Brandon Kempner; Mary Earick; D. Veena Parboteeah; Patrick Wilson; Judy Barnstone

2. Approval of the Agenda

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

3. Approval of Minutes – October 19, 2022

A committee member requested a change to the wording in the discussion on program reviews, clarifying that the AAC and administration sets the criteria for program reviews, not the Higher Learning Commission.

Another committee member suggested that the program reviews have different audiences.

Motion to approve the minutes with the above amendments. Seconded. Approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)
  - a. Ballen Committee (Subcommittee chair: Gloria Gadsden)

A global was sent asking for proposals. The subcommittee is anticipating proposals for the fall and spring, perhaps one will be selected for the fall and another for the spring.

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

Nothing to report. David Pan absent.

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

Nothing to report. Kathy Jenkins absent.

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

\*Senate Charge: Inclement Weather Policy

Current Highlands weather policy and proposed change submitted to the Committee for review. The proposed policy was borrowed from UNM.

One committee member requested a clarification on whether online courses should also be cancelled if certain physical campuses or centers are closed.

Gloria Gadsden explained the importance of leaving it up to the instructor to decide whether or not an online course is cancelled in the event of inclement weather.

The concern was that some online students might feel penalized for not attending online courses on days in which weather is a concern.

Another committee member pointed out that due to the existence of multiple campuses/centers, it should be the academic freedom/discretion of each instructor, wherever they are, to decide to cancel class.

A committee member made the recommendation to move multi-site courses/online courses to a distinct section, wherein faculty members have the discretion to cancel class.

Gloria Gadsden agreed to revise the policy language according to committee members' recommendations and resubmit for further discussion.

5. Program Review Subcommittee Reports (see attached subcommittee list)
  - a. Program Review Postponement Requests

According to the AAC chair, Gloria Gadsden, most of the program review postponement requests appear to be as a result of the Coronavirus pandemic.

Gadsden also pointed out that according to the CBA, faculty members can request a .25 course release in order to complete their program review.

Dean Brandon Kempner pointed out that any course release requests must provide an account of 160 hours of work for the semester.

The Committee endorsed moving forward with the submission of the previously discussed memo to the Provost inviting further discussion about resources to assist with the timely completion of program reviews.

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

Nothing to report.

- c. Chemistry (Subcommittee chair: Miriam Langer)

Nothing to report.

- d. Music (Subcommittee chair: Ben Bencomo)

The final program report was presented to the AAC.

The report was made available to all members via the Brightspace page.

- e. Psychology (Subcommittee chair: Sheree Jederberg)

Subcommittee's report sent to department chair, followed by a reminder, responses expected by Friday

- f. Biology (Subcommittee chair: Gloria Gadsden)

Nothing to report

- g. Physics (Subcommittee chair: Gloria Gadsden)

Report expected after Thanksgiving

## 6. Communication from the Chair (Gadsden)

The memo addressing program reviews previously discussed will be sent to Roxanne Gonzales by tomorrow. The last date to submit any materials to the AAC that need to be reviewed by the end of Fall 2022 is November 10.

## 7. Communication from the Registrar (Romero)

- Enrollment report: **Fall 2022**
  - Total UG – 1638
  - Total GR – 1161
  - Total overall headcount – 2799
    - overall 4% increase from Fall 2021
- Spring 2023 reminders
  - 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
- Early Alert Data from Student Success Center – (submitted to Registrar by Ms. Caroline Montoya)
  - 113 Early Alert Reports for Fall 2022
    - 26 faculty participated
    - 13 students withdrew from the early alert course
    - 5 students did a complete school withdrawal
    - 6 students added-short-term second 8-week courses
    - 4 students added intersession courses

#### 8. Communication from the Faculty Senate (Kent)

\*See below

#### 9. Communication from the Graduate Council (Gadsden)

Nothing new to report.

Still reviewing Graduate Handbook.

Still reviewing/discussing exit documents.

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

Ian Williamson, serving as proxy for Roxanne Gonzales, reported that the VPFA is set to retire, which means we need a search to fill the position.

##### VPFA search

- a. Outside firm? Committee and President will decide together.
- b. The search committee will meet next Monday

##### Indirect Cost Rate Agreement

- c. Currently 48.5% charged
- d. Needs to be renewed at the Federal level
- e. Have engaged Maximus as the contractor for NMHU

- f. Renewal is for next June but can be extended if under review
- Rio Mora National Wildlife Refuge
- g. Has been a place for Highlands to do community outreach and education, including thesis research
  - h. Involves a collaboration with Fish and Wildlife Services and the Pueblo of Pojoaque
  - i. Currently negotiating a co-stewardship agreement with these parties to maintain a relationship to the refuge
  - j. Shantini Ramakrishnan and Joe Zebrowski working on this collaboration
- Research Handbook and Indirect Cost Policy
- k. Working with FRC
  - l. Looking forward to their recommendations
  - m. Dave Pan and Jacob Avery are Co-Chairs of FRC
- New Mexico Council of Graduate Deans (NMCGD)
- n. Cross Enrollment—Looking to formalize relationships between universities regarding the cross-enrollment agreement
  - o. Graduate Student Health Insurance:
    - i. Income based, so health insurance would apply to many low to moderate income families, and so may apply to others who are not students
    - ii. Need graduate students to know of great opportunities for health insurance on the “exchange”
    - iii. Will attach a presentation from Colin Baillio to the NMCGD.
    - iv. Also reaching out to Kim Blea and Leon Bustos to help with promotion of the state health insurance packages for graduate students.

#### 11. History Comprehensive Exam (discussion/action item)

A motion was made for the history department to postpone this discussion/action item until the next meeting on November 16. Seconded. Approved by consensus.

#### 12. Next meeting – November 16, 2022

All materials requiring review must be submitted to the AAC chair and secretary Thursday, November 10, by 5:00 p.m.

#### 13. Adjournment

#### Submission Reminders

- To be added to the Wednesday meeting agenda, materials must be submitted by 5pm MST on the preceding Thursday.
- Please submit materials to the AAC Chair and Secretary. Correct forms required.
- Any proposals requiring a catalog change must be submitted to the AAC no later than Thursday February 23, 2023 by 5pm.
- Final day to submit materials to AAC during Fall 2022 - Thursday November 10, 2022 by 5pm.
- Final day to submit materials to AAC during Spring 2023 - Thursday March 30, 2023 by 5pm.



**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

## AAC/FS Liaison Report to AAC on November 2, 2022

**October 26, 2022 meeting of the FS**

1. Old Business
  - a. Student Athlete Absence Letter
    - i. Concern about language in letter that seems to put onus on faculty to get students on track. Call to reword letter.
    - ii. Discussion will continue next meeting.
2. New Business
  - a. Center for Teaching Excellence Report
    - i. Dr. Ben Villarreal presented a thorough history of the CTE and a plan for the future.
    - ii. Recommendations were made for ways the CTE could improve services/Development Days.
  - b. Senate Chair for Spring 2023
    - i. Dr. Daniel Chadborn reminded the senate that he will not have time to search as chair in the spring.
    - ii. He will stay as chair until a replace is found.
  - c. Classroom Technology – tabled
3. Meeting moved to executive session.