



Academic Affairs Committee  
Minutes

Location: Zoom

Date: December 7, 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:** Ian Williamson (proxy for VPAA), Henrietta Romero (Registrar),  
Brandon Kempner

**Absent:** Maureen Romine; Mariana Ulibarri-Horan; John Jeffries; Roxanne Gonzales

**Additional attending:** Patrick Wilson; Aalap Dixit; Sebastian Medina; Judy Barnstone

2. Approval of the Agenda

Motion to approve. Seconded. Discussion ensued about the delay of the Master of Forestry proposal until January. A member explained that the Forestry department is ready to present. Another member pointed out that certain documents requested by the AAC have not yet been received; so, the discussion should wait until January 2023. The chair explained that some of the required documents were not sent by the deadline. The chair of the forestry department expressed frustration about circumstances beyond their control and requested an explicit list about things missing in the proposal. The Chair of the AAC reiterated that the AAC specifically provided a detailed list of requested items last semester and at the beginning of the summer. The only thing outstanding now is a side-by-side with the existing graduate program

and a letter regarding the meeting with NRM. Motion to approve agenda passed 11 for; 1 against; 1 abstention.

### 3. Approval of Minutes – November 16, 2022

Motion to approve. Seconded. A committee member pointed out that the subcommittee list cut off at number 13. The secretary will correct the uploaded document. Approved by consensus.

### 4. Subcommittee Reports (see attached subcommittee list)

#### a. Ballen Committee (Subcommittee chair: Gloria Gadsden)

The Art/Music proposal was accepted by the committee. The presenter will visit NMHU spring 2023. The Ballen subcommittee chair will contact the program regarding approval and next steps.

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

\*See below memo

The Undergraduate Appeals (UA) committee has met to determine five hardship petitions. Another one needs to be reviewed this week. The Chair explained the recommendation of the UA committee regarding these hardship petitions.

One member suggested that the wording of the decision from the VPAA's office, as relayed to students, should include a more thorough, constructive response than simply "this petition has been denied." Another member agreed, suggesting furthermore that deans (and/or the VPAA's office) should issue a standardized letter to students whose petitions have been denied.

A member motioned that the policy subcommittee consider the above points in relation to hardship petitions, namely the process by which student petitions are being considered. Seconded. Approved by consensus.

Dean Ian Williamson promised to add some language to denial letters offering "next steps." He expressed some concern about including explanations because this sometimes implies students can challenge the decision.

Registrar Henrietta Romero, addressing a concern about upper-division credits on Degree Audit, pointed out that degree audit includes credits "in progress" in the total count. She also explained that students tend to not understand what "upper-level courses" means.

In response to a question raised by a committee member, she confirmed that the retroactive withdrawal/drop form will be revised and will include an opportunity for the instructor to indicate their support or rejection of the student's request.

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

Nothing to report

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

The committee met yesterday and is working on a response to the submitted report, hopefully by January 2023.

- b. Psychology (Subcommittee chair: Sheree Jederberg)

Final report has been submitted. It will be presented to the AAC in January 2023.

- c. Biology (Subcommittee chair: Gloria Gadsden)

They received a report from biology just two days ago and are planning to offer recommendations next semester.

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

This program review was postponed to Spring 2023. The AAC Chair will update the program review schedule to reflect this change.

- e. Physics (Subcommittee chair: Gloria Gadsden)

Nothing has been received yet. Subcommittee chair will contact the program representative again.

6. Communication from the Chair (Gadsden)

The spring 2023 meeting dates for AAC were posted. The chair requested that committee members notify the chair and secretary of any changes to membership.

The chair noticed a discrepancy on course substitution forms for undergraduate and graduate students (i.e., the undergrad form asks for a signature from the “program representative” but the graduate form asks for a signature from the “department chair”).

A member responded that “program representative” was originally included to refer to either the chair or the graduate coordinator. However, today, it is no longer clear who should sign this form.

The Registrar agreed to review the form and revise for consistency.

After doing some research, the AAC Chair discovered that the integration of NMHU traits into course objectives has been required since 2011. She is requesting that the Faculty Senate notify the faculty of this requirement.

A committee member pulled the current syllabus guidelines, which state explicitly that syllabi must include NMHU traits.

Motion for the chair of the AAC to request the Faculty Senate email all faculty regarding the requirement to “integrate” NMHU traits with course objectives/outcomes. Seconded.  
Approved by consensus.

**7. Communication from the Registrar (Romero)**

\*See below

Kathy Jenkins, President of the Faculty Association and AAC member, expressed her grave concern that when the date of the “banner migration” was initially announced two months ago, the faculty were promised by administration that the migration would not affect grading. But it has.

Jenkins also expressed profound frustration that the provost will be absent during this major data migration.

Another member supported Jenkins’ expression of profound concern regarding the provost’s absence.

According to Henrietta Romero, the registrar will continue to function “off-banner” via email during the week of the banner migration.

A member asked if the banner migration will negatively impact intersession courses, specifically on Brightspace.

The registrar answered “no,” explaining that Brightspace operates independent of Banner and should not be negatively impacted by the migration.

Another member expressed her concern that student advising must come to a halt as a result of the data migration and that this was not explained clearly previously.

The chair of the AAC, Gloria Gadsden, concurred with previous statements that this data migration is going to negatively impact faculty and students and that this was not made clear to the faculty previously.

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

\*See below

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

The Graduate Council proposed a new set of “exit documents,” as well as a deferment policy and a written examination policy.

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

Proxy Ian Williamson announced that the Social Work dean candidate consulting team visited campus this week, but the job is still being advertised. The VPFA job add has been posted, and the search committee is seeking additional marketing and advertisement of the position.

The research handbook has gone through FRC and Faculty Senate. It is now under review with the Faculty Association and the provost.

**11. Counseling New Course Proposal (Glover; discussion/action item)**

Motion to approve. Seconded. Approved by consensus.

**12. English Course Revisions (Villarreal; discussion/action item)**

Motion to approve course revisions to English 3150 and English 3810. Seconded. Approved by consensus.

**13. SSD Program Revisions (Langer; discussion/action item)**

Motion to approve the proposed undergraduate program revisions. Seconded. Approved by consensus.

A committee member asked if the machine learning classes have any overlap with the computer science program. Miriam Langer, Media Arts representative, responded that a fair amount of CS students have traditionally taken the machine learning program; so, yes, some cross-over. They have worked along with Computer Science for many years.

Another member asked for clarification on which traits the numbers stand for on the syllabus. Miriam Langer responded that the traits are spelled out specifically in other places.

Motion to approve the proposed graduate program revisions. Seconded. Approved by consensus.

Motion to approve following new courses/course revisions:

- Data Visualization (4xxx)
- Generative Art (4xxx)
- Design for Emerging Interfaces (4xxx)
- Data Modeling (3850)
- Data Modeling (5xxx)
- Data Visualization (5xxx)
- Design for Emerging Interfaces (5xxx)
- Generative Art (5xxx)
- Embedded Systems (6xxx)

Seconded. Approved by consensus.

**14. M.F. Degree Proposal (Cespedes; discussion item)**

- Requested materials not submitted by deadline. Discussion postponed to January 2023.

The chair of the Forestry department, Blanca Cespedes, stressed the importance of this program for New Mexican students and that they have been trying to incorporate faculty feedback.

A member expressed concern that the Provost was “meddling” with the processing of this program proposal. They also pointed out a problem with an administrator being given in the proposal such a prominent role in the teaching of the proposed program. They also complained about overlap between the Master of Forestry program and other programs.

The discussion will continue in January 2023 if the appropriate documentation is submitted on time.

**15. Program Reviews: Postponements and Resources - A discussion with the Provost/VPAA**

Motion to postpone discussion because the provost is attending a conference.

Some additional concerns noted that the provost is away, which was not previously announced, during the week of this major data migration.

Motion seconded. Approved by consensus.

**16. Next meeting – January 18, 2023**

**17. 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 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 FS on November 30, 2022

**November 16, 2022, meeting of the AAC**

1. Subcommittee Reports
  - a. Ballen Committee – proposal received.
  - b. Undergraduate Appeals – no appeals.
  - c. Graduate Appeals – no appeals.
  - d. Policy Subcommittee
    - i. Senate Charge: Inclement Weather Policy: Motion to move proposal to the Faculty Senate passed.
2. Program Review Subcommittee Reports
  - a. Memo sent to Provost who is interested in a discussion. Discussion will be an agenda item at the next meeting.
  - b. Ongoing: Native American Hispano Cultural Studies; Music; Psychology, Biology, & Physics.
  - c. Motion to postpone Chemistry to spring 2023 passed.
3. History Comprehensive Exams
  - a. Dr. Steve Williamson reviewed the revisions since the last meeting.
  - b. Motion to approve passed.
4. SACJ 6 Cross-listings
  - a. Dr. Gloria Gadsden presented the 6 cross-listings.
  - b. Question about the listing of the student traits on the syllabi.
  - c. Motion to approve passed.
5. Counseling New Course Proposal
  - a. Dr. Geri Glover presented the new course on mindfulness that has been successfully taught as a special topics class.
  - b. Questions and discussion of demand and name.
6. English Courses Revisions
  - a. Dr. Jess Goldberg presented the revisions.
  - b. Discussion of objectives/traits on syllabi and Indigenous literature course continued inclusion in gender studies program.
  - c. Will be on next agenda.
7. SSD Program Revisions
  - a. Mr. Jonathan Lee presented revisions. Should see enrollment boost from CNM's 2 +2 program and at the graduate level based on feedback. Traits will be adjusted on syllabi.
  - b. Questions and discussion about labs, class format, integration, cross listing with Media Arts. Registrar's questions and feedback.
  - c. Will be on next agenda.
8. M.F. Degree Proposal
  - a. Dr. Aalap Dixit presented the proposal and background/context of Forestry Department at NMHU. Proposal revised from last year.
  - b. Questions and discussion about positions, capstone, NMR feedback, and registrar's clarification.
9. Communication from the Registrar
  - a. Dr. Romero reported enrollment for spring 2023, 652 undergrad; 559 graduate. Up 15% from early registration period last year.

- b. Questions and discussion about back up plans for loading students into Brightspace if there is a problem with banner and intercession enrollment numbers.

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

- Enrollment report: **Spring 2023**
  - Total UG – 965
  - Total GR – 794
  - Total overall headcount – 1759
    - overall 16% increase from early registration period last year
- Banner Migration will begin at 7pm today and will be down until Monday, December 12, 2022 at 8am.
- Final Grading Deadlines for Fall 2022
  - Full session and all second half final grades are due on Thursday, December 15, 2022 at 8am – timely submission is appreciated as we have 1 day to roll over grades which is Friday, December 16, 2022.
  - Grades will be available for students on December 19, 2022 at 3pm
  - Final Grades are due for Intersession on Tuesday, January 3, 2022 at 8am



*Academic Affairs Committee*

TO: AVPAA Ian Williamson  
 CC: Gloria Gadsden, AAC Committee Chair  
 DATE: Dec 5, 2022

Below, please find the Academic Affairs Undergraduate Appeals Subcommittee's voting results regarding the following students:

**1. Jaimey Bryant**

DECISION: *The AAC Undergraduate Appeals Subcommittee has voted 8-0 to DISAPPROVE this hardship petition.*

Votes: Approve	Disapprove	Abstentions	Recusals
0	8	0	0

**2. Tyler Exe**

DECISION: *The AAC Undergraduate Appeals Subcommittee has voted 7-0-1 to APPROVE this hardship petition.*

Votes: Approve	Disapprove	Abstentions	Recusals
7	0	1	0

**3. Kayla Garcia**

DECISION: *The AAC Undergraduate Appeals Subcommittee has voted 7-0-1 to APPROVE this hardship petition.*

Votes: Approve	Disapprove	Abstentions	Recusals
7	0	1	0

**4. Carlee Gonzalez**

DECISION: *The AAC Undergraduate Appeals Subcommittee has voted 8-0 to APPROVE this hardship petition.*

Votes: Approve	Disapprove	Abstentions	Recusals
8	0	0	0

## 5. Pefilia Madalena

DECISION: *The AAC Undergraduate Appeals Subcommittee has voted 7-0-1 to APPROVE this hardship petition.*

Votes: Approve	Disapprove	Abstentions	Recusals
7	0	1	0

Furthermore, this subcommittee was asked to give guidance on future hardship petitions that are of a similar nature. To the subcommittee, it appears that the pattern that is emerging in these petitions is that the hardship petition process is the hardship to students because of NMHU's recent changes to the definition of hardship.

Definition of hardship: "a rare and unforeseeable situation, outside of a student's control, that imposes such difficulty on a student that a reasonable person would agree that it prevents a student from complying with a policy in a timely manner. Examples include (but are not limited to): a mental health, or immediate family emergency; acute episode of a prolonged illness; or other traumatic event. Documentation must be provided to justify the hardship."

We are seeing students that are struggling with this procedure because of the institutional policy change which we judge to be "outside of a student's control" and that the changes to NMHU's policy/definitions could be an example of a hardship.

This subcommittee's comments and recommendations are as follows:

1. Using the hardship petition process to request waivers of upper division credits (and other related issues) is flawed but there is no current alternative. AAC should discuss whether:
  - a. A new process could be created for waivers of this nature
  - b. A change to the definition of hardship should have language stating that hardship also includes "institutional or policy changes made while a student is matriculating".
2. The Registrar's office should explore whether Degree Audit can be modified to include a specific upper division credit calculator/count.
3. When contested hardship petitions occur at the department/college level, we will continue to review and make recommendations on a case-by-case basis until changes are made.

Thank You,



David Pan, PhD

Academic Affairs Undergraduate Appeals Subcommittee, Chair