



Academic Affairs Committee

Minutes

Location: Zoom

Date: January 18, 2023

Zoom: <https://nmhu.zoom.us/j/97890175300>

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: none

Also attending: Brandon Kempner; Ian Williamson; April Kent; Mary Earick; D. Veena Parboteeah; Judy Barnstone

2. Approval of the Agenda

Motion to approve. Seconded. Approved by consensus.

3. Approval of Minutes – December 7, 2022

A member mentioned a typo on page 3, number 5, part d. Also a mistake on page 5, item 10, correction to “search firm” visited campus, not the candidate. With those corrections, motion to approve. Seconded. Approved by consensus.

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

The Department of Art and Music, and the Gender and Women Studies program, are co-coordinating the visit of an international scholar February 2023. The subcommittee will be meeting prior to a second announcement about the visit.

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

Dr. Pan mentioned there were several appeals at the end of Fall 2022. For the most recent undergraduate appeal spring semester 2023, Chair David Pan recused himself and Luke Ritter is currently collecting votes from committee members.

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

Have not received any appeals. The Chair of this subcommittee pointed out that students requesting retroactive drop/withdrawals have not been using the updated form, even though the updated form is available on online documents.

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

The chair reported that the committee met before break and is planning on sending comments to the department soon.

- b. Psychology (Subcommittee chair: Sheree Jederberg)

Final report to be shared at the next Academic Affairs Committee meeting.

- c. Biology (Subcommittee chair: Gloria Gadsden)

The final report has been submitted by the program and will be sent to the subcommittee for review soon.

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

Program review was postponed to Spring 2023. Subcommittee chair will now contact program.

- e. Physics (Subcommittee chair: Gloria Gadsden)

The subcommittee chair has not received a response from the program. Provost Gonzales will oversee submission of this program review report.

- f. Environmental Geology MS, BS, Minor, GIS Certificate (grad and undergrad) [Committee: (Chair) Miriam Langer, Geri Glover, Elizabeth Valenzuela]

Program review was postponed to Spring 2023. The subcommittee chair is planning to reach out to the program chair soon.

- g. Chemistry MS, BA, BS, Minor [Committee: (Chair) Miriam Langer, Luke Ritter, Blanca Cespedes, Kristen Munyan]

Call for a replacement chair. Kristen Munyan volunteered to serve as subcommittee chair for spring 2023. Program review was postponed to Spring 2023. The subcommittee chair is planning to reach out to the program chair soon.

## 6. Communication from the Chair (Gloria Gadsden)

Deadlines reminder for AAC changes (listed below).

The chair expressed concern about an issue with the office of disabilities. The office changed the policy and now the student is responsible for providing the accommodation letter to faculty.

Another member expressed concern about the language of this new letter. The letter encourages faculty to speak with students about their “medical conditions.” This is not only inappropriate for faculty, but it might also be a HIPAA violation.

The Provost also noted her concern about accommodation letters coming from students rather than the office of disabilities. She is planning to meet with the Vice Provost to discuss this matter soon. She promised to report back to the AAC.

Another member pointed out that student accommodations need to be treated with great sensitivity, as students need to be protected from feeling compelled to share aspects of their medical condition that are not necessary.

## 7. Communication from the Registrar (Romero)

\*See report below.

The Chair of the AAC commended the registrar for their timely responses to emails sent to [Registrar@nmhu.edu](mailto:Registrar@nmhu.edu).

A member asked if the data migration negatively impacted the registration process. The registrar responded that the only impact was the interruption in work flow. Phase 2, forthcoming, will include the reintegration of the incomplete grade function. Future work flow updates will include an update to the course substitution, change of major, and special course permission functions, among other items. The registrar commended her staff for continuing to operate despite the interruption of the work flow.

The AAC Chair reminded the registrar that the AAC is required to approve the list of graduating students. The Registrar stated she will make the list available in April.

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

The first meeting of the semester will be held next week.

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

The first meeting of the semester will be held in two weeks.

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

The Provost commended the registrar for its outstanding work.

Special Regents Board Meeting scheduled for February 3.

The search for the Dean of Social Work has met with delays but is now ongoing.

The Provost is currently in contact with facilities/security to ensure the efficient opening and closing of buildings.

She advertised an upcoming conference for military educators, which she is attending in hopes of building networks between Highlands and local military.

An AAC member expressed concern about athletics advising students.

The Provost responded that student success coaches and faculty advisors are well-positioned to advise students and that a discussion needs to take place with athletics about their role in advising as well as student expectations for intersession courses.

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

Requested documents were not submitted. Dr. Cespedes hopes to have them submitted before the next meeting.

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

The Provost explained that the HLC flagged delays in the NMHU program review timeline. She discovered that the bulk of the delays were during the Covid Pandemic (2020-2022). She promised to share this data, in table format, with the AAC. Furthermore, many of the departments delaying program reviews were the same departments that have delayed program reviews in the past. She will also send the chart showing the completion and/or delay of program reviews.

An AAC member pointed out the overall decline of full-time, tenured/tenure-track faculty at NMHU from 120 to 81, which might explain some of the delays with program reviews.

The Provost responded that the Legislative Committee in Santa Fe is currently analyzing the issue of faculty vacancies at New Mexico state universities. The Provost also suggested that

NMHU administration could do better to welcome new faculty to campus and to secure their pay/benefits.

The Provost also pointed out that Highlands hosts 95 tenured/tenure-track faculty currently and is hoping to hire 15 more by the fall of 2023.

An AAC member seconded the notion that faculty shortages have contributed to delays in program reviews.

In response to another question, the Provost cited Article 12 of the CBA as an opportunity for faculty to request a course release to work on program reviews.

An AAC member called for action to address this problem (of delays in program reviews).

The Provost promised to send a list of tenured/tenure-track faculty at Highlands over the last several years, the data mentioned above, and she plans to meet with deans regarding these matters. She will report back to the AAC in the near future.

### 13. SENATE CHARGE: Biology Catalog change

Dr. Maureen Romine, at the request of the AAC Chair, addressed a mistake in the conservation management program change from December 2021. She recommended a resubmission of the paperwork with the correction, which should trigger the appropriate catalog changes.

An AAC member motioned that once the biology catalog change is presented to the AAC in the next meeting, it should be made a discussion/action item. Seconded. Approved by consensus.

### 14. Policy Subcommittee Charge from AAC General Body

- Examine the Appeals Process, including...
  - A form letter, regarding the decision, with possible explanations from VPAA's office?
  - How to ensure consistency of decisions across colleges/schools?
  - How to shorten the amount of time the process takes?
  - Does the definition of hardship need to be expanded to include "class action hardships"; (i.e., institutional level hardships)?

The AAC restated its desire to have the Policy Subcommittee discuss these issues. The Policy Subcommittee will reconvene soon.

A member requested that the chair of the AAC reach out to the Faculty Senate and ask about the status of the revised inclement weather policy.

### 15. Next meeting – February 1, 2023

### 16. 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  
Spring 2023**

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 ♦Native American Hispano Cultural Studies	Graduate	
14. Mike Petronis	Natural Resources Management	♦Physics	Undergraduate	
15. Kristen Munyan	Nursing	♦Chemistry (Chair) ♦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

**Registrar Report  
Academic Affairs  
January 18, 2023**

- Enrollment report: **Spring 2023** as of same time last year



- Total UG – 1385
- Total GR – 1064
- Total overall headcount – 2449
  - overall 2% increase from this same time period last year
- Fall 2022 degree awarding is closed as of Friday, January 13, 2023
  - Total UG – 100
  - Total GR – 104
  - Total NG – 24
  - Total Overall – 204
- Spring/Summer Graduation Clearances as of 1-18-23
  - Total UG – 52
  - Total GR – 34
  - Total Overall – 86
    - Deadline to apply to graduate is March 31<sup>st</sup> for both UG/GR students we will begin our weekly notices next week.
- FERPA Training for those who did not complete or failed in Fall 2022 will be released soon – global will be issued when it is ready for new hires on the staff and faculty side.
- WICHE Passport – we are already receiving students from WICHE participating schools and we are working through the final phases of this implementation to issue them by the end of Spring 2023. Be on the look out for the marketing about this to help our transfer students coming in.
- Spring 2023 Important Dates – full session courses
  - Last day to add full session courses – Monday, January 23, 2023
  - Last day to drop full session courses – Friday, January 27, 2023
  - Last day to withdrawal full session courses – Friday, March 24, 2023
  - For short term courses students should contact us at [registrar@nmhu.edu](mailto:registrar@nmhu.edu)
- Commencement information will also be published soon for all campuses with updates via the website.
  - Commencement is Saturday, May 13, 2023 at 2pm for Main Campus/SF & Farmington
  - Commencement is Thursday, May 11, 2023 at 6pm for Rio Rancho/ABQ/SF