



Academic Affairs Committee

Minutes

Location: Zoom

Date: Feb. 1, 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: Miriam Langer (proxy Jonathan Lee); Katherine Jenkins (proxy Matt Staples); Andre Garcia-Nuthman (proxy Edward Harrington); Blanca Cespedes

Also attending: April Kent; Brandon Kempner; D. Veena Parboteeah; Shereen Lobdell; Roxanne Gonzales; Ian Williamson; Patrick Wilson; Judy Barnstone

2. Approval of the Agenda

Motion to approve. Seconded. Approved by consensus.

3. Approval of Minutes – January 18, 2023

Motion to approve. Seconded. Approved by consensus.

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

Another announcement for Ballen scholars will be posted next week for the fall 2023 semester. The Spring 2023 scholar is set to visit campus on February 20, 2023. The chair invited faculty to invite their students to attend.

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

The subcommittee is responding to incoming requests in a timely manner.

- 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 report is currently under review by the subcommittee.

- b. Psychology (Subcommittee chair: Sheree Jederberg)

The final report will be presented at the next meeting on Feb. 15, 2023. Subsequently, the Chair of Psychology asked that the AAC wait until the March 1 meeting.

- c. Biology (Subcommittee chair: Gloria Gadsden)

The subcommittee has not yet convened.

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

The chair of the department will send a report in three weeks.

- e. Physics (Subcommittee chair: Gloria Gadsden)

The subcommittee received a response from the chair of the department, which will be shared with the subcommittee soon.

- f. Environmental Geology MS, BS, Minor, GIS Certificate (grad and undergrad) (Subcommittee chair: Miriam Langer)

The program report has been drafted and, after some additional editing, it will be reviewed by the subcommittee.

g. Chemistry MS, BA, BS, Minor (Subcommittee chair: Kristen Munyan)

The chair hopes to submit a report in the next couple weeks.

6. M.F. Degree Proposal (Cespedes; discussion item)

Still waiting on additional documents...

7. Biology Catalog change (Romine; discussion/action item)

The department is working on clarifying the proposed change, which should be available by the next meeting.

8. 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 policy subcommittee should meet soon.

9. ARTH 3_5800 - Course Revision (discussion item)

Dr. Edward Harrington and Shereen Lobdell presented a course revision to change the title of the course to make it more appealing to students.

10. Communication from the Chair (Gloria Gadsden)

The chair will be stepping down after this semester. The AAC needs to elect a new chair for Fall 2023. Current Chair invited others to consider running for the position. Chair also promised to check Faculty Handbook for any limitations.

11. Communication from the Registrar (Romero)

*See report below

12. Communication from the Faculty Senate (Kent)

*See report below

13. Communication from the Graduate Council (Gadsden)

Working on several policies that will be sent to the Senate. Successfully changed the process for degree termination. The new process should be implemented this semester. A leadership change is forthcoming.

14. Communication from the Administration (Provost Gonzales)

The provost resolved to send updated enrollment reports to relevant administrators.

The social work dean search is active.

A search for an ADA coordinator will commence soon.

The provost is continuing to discuss policy matters with the Athletics department. Any email updates from the Athletics department, addressed to faculty, must now be approved by the provost.

Faculty can anticipate new direction on student accommodations that do not potentially violate FERPA or HIPPA concerns.

In response to a question, the provost explained that the “chief of staff” position recently advertised is open to faculty and staff at the university. The hire will help the transition process between our current president and the new president.

Several AAC members raised concerns about the failure of the emergency alert system to notify certain campus members via text message.

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

- Enrollment report: **Spring 2023 as of same time last year**
 - Total UG – 1462
 - Total GR – 1107
 - Total overall headcount – 2569
 - overall 2% increase from this same time period last year

- Summer 2023 Schedule
 - Call went out to Department Chairs on January 25, 2023
 - First Draft due to Registrar on February 10, 2023
 - Final Draft from Registrar to Department Chairs and Deans February 17, 2023
 - Corrected final Draft from Deans February 24, 2023 at 5pm
 - Schedule will publish on March 1, 2023
 - Early Registration begins March 6, 2023

- Fall 2023 Schedule
 - Call for Fall 2023 is scheduled for February 10, 2023
 - Other details will follow after we have finalized the parts of term calendar for Fall 2023

- Student Success update
 - Registrar met with Ms. Caroline Montoya to ensure Success Coaches have the corrected copy of the retro petitions for students in the event a success coach helps a student with navigating that process.
 - Student Success is committing to reaching out to students who are enrolled in a short-term course the Friday before and Monday of the course start to remind students of their enrollment and actions to take if needed to drop or withdrawal.
 - Early Alert for Intersession – since the term is so short Ms. Caroline Montoya, Assistant Director of Student Success requests faculty to contact her with students who may be normally reported via the Early Alert System
 - Ms. Montoya sends her apologies for the Early Alert System being down. ITS is aware of the issue and is working towards a resolve and student success requests if you need to Early Alert any students please email them at studentsuccess@nmhu.edu with the following
 - Student ID#
 - Course you are reporting
 - Reason for the report with recommendation
 - Student Success department will continue to support the faculty and students in any of their needs. If you need some additional support please reach out to Ms. Caroline Montoya Assistant Director of Student Success.

AAC/FS Liaison Report to AAC on February 1, 2023

January 25, 2023, meeting of the FS

1. Communication from the President
 - a. Dr. Minner reported spring to spring increase enrollment increase. Retention goals look to be on track.
 - b. Legislative: 4 or 5% compensation increase is being discussed. Modest increase for higher education. Opportunity scholarship is major item of interest; not endowed at present. Goal is to have it endowed.
 - c. Facilities: Will be getting resources from the legislature to cover increase costs for completing Sininger. Facilities building funding GO Bond passed.
 - d. Capital campaign: at 1.5 million toward 5-million-dollar goal.
 - e. Social Work has seen extra funding from the state and federal sources.
2. Communication from the Chair
 - a. Dr. Rodney Rock reported that the executive committee is looking at faculty search policy, accommodation letter draft, IPRA requests, contingent faculty and holiday pay, athletics committee and communication, and the Rodger's heritage room possible bilingual display for anniversary. Send other issues that need to be address to the executive committee.
3. Old Business
 - a. NMHU Faculty Concerns Update
 - i. Dr. Rock reported that he has spoken with the president about these concerns. Update forthcoming.
 - ii. Issues to be addressed: communication about staff changes.
 - iii. Request for letter about HR/PR matters
 - b. University Relations Operational Update
 - i. Mr. Dave Lepre reported - postponed
4. New Business
 - a. Inclement Weather Class Cancellation Policy
 - i. Policy was sent back to AAC for revision.
 - b. Accommodation Letter.
 - i. Draft postponed.
 - ii. Concerns discussed: need for letterhead, extra time language, student responsibility, and signature. Dr. Lauren Fath and Dr. Jennifer Lindline will work on a draft for the future meeting.
 - c. Athletic Survey (feedback solicitation) from Student –Athlete Coordinator
 - i. Discussed: FERPA, data collection.
 - ii. It was agreed it would be a good idea to learn more about student athletes and how to support them, but how data is gathered has to be vetted.