



Academic Affairs Committee

Minutes

Location: Zoom

Date: March 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: Kevin Corcoran (Proxy Katie Gray); Sheree Jederberg; Roxanne Gonzales (proxy Ian Williamson); Henrietta Romero (proxy Michael Montoya); Ben Bencomo

Also Attending: Gerardo Moreira; Patrick Wilson; D. Veena Parboteeah; Aalap Dixit; Judy Barnstone; Stephen Owusu-Ansah; April Kent; Mary Earick; P.J. Sedillo; Emmanuel; Kent Tucker; Thomas Brooks; Melanie Zollner; Erika Derkas; Ali Arshad; Jennifer Lindline

2. Approval of the Agenda

Motion to approve on the condition that item #11, the “old” Masters of Forestry proposal, be removed from the agenda. Seconded. Approved by consensus.

3. Approval of Minutes – February 15, 2023

Motion to approve. Seconded. Approved by consensus.

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

The Ballen Scholar's final keynote address will take place on Friday, March 3 at 2pm. Her event last Friday was well-attended. She has been working with various classes and has had a chance to interact with students.

The call for new proposals already went out for Fall 2023. The subcommittee chair will re-send the call for proposals after spring break.

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

Several appeals have been received, primarily in the form of a hardship petition. The subcommittee has been reviewing them in a timely fashion.

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

The subcommittee has received one appeal, which they expedited in timely fashion.

- d. Policy Subcommittee

This subcommittee will be meeting tomorrow to address the issues involving the new definition of hardship. They met last week to discuss the class delay/closure policy. Various departments shared their feedback. A discussion ensued on the effects of the policy on instructors teaching in different modalities and on the distinction between a "delay" and a "closure."

An AAC member requested that the language be amended to make clear an instructor is not allowed in the event of a closure to switch from one modality to another (e.g. in-person to Zoom).

The AAC chair requested that someone in the AAC send a draft of a sentence reflecting the suggested amendment today, after which the policy will be re-sent to the AAC committee for final approval.

An AAC member proposed language during the meeting. The policy will be revised and re-sent for review before it is forwarded to the Senate.

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

Initial comments from the subcommittee have been sent to the program. They are waiting to hear from him.

- b. Psychology (Subcommittee chair: Sheree Jederberg)
- *Final report

The two psychology program review subcommittee members were not able to attend today's meeting. The final report will be presented next meeting.

c. Biology (Subcommittee chair: Gloria Gadsden)

The subcommittee chair, as directed by the AAC, requested that the program pair down the report to the 10-page requirement. The chair of the biology program refused. The provost and the dean have been notified of this issue.

d. Conservation Management (Subcommittee chair: David Pan)

The subcommittee is waiting to receive a report from the program. The program is hoping to submit a report by midterms.

e. Physics (Subcommittee chair: Gloria Gadsden)

The subcommittee has sent feedback to the program and is waiting for a response.

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

The committee is meeting on Monday to assemble comments and move on the next phase. A full report should be available by next meeting.

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

The subcommittee met and sent comments to the program and is waiting for a response.

6. Communication from the Chair (Gadsden)

There are no meetings during the rest of March. Dr. Gadsden is withdrawing her nomination to serve as chair next year. We need to elect a new AAC chair. Members were asked to send nominations via email. Elections will take place next meeting.

7. Communication from the Registrar (Romero)

*See below

A committee member asked about 2nd-half semester, 8 weeks courses. Are there enough of them? Another committee member asked about Spring intersession courses. Do we have enough? Assistant Registrar promised to have Registrar answer these questions at next meeting.

A committee member asked about the list of graduating students the AAC must approve. The AAC Chair reminded the committee that the Registrar promised to submit that list after spring break.

8. Communication from the Faculty Senate (Kent)

*See below

9. Communication from the Graduate Council (Gadsden)

The Council discussed a deferment policy and a "repeat course" policy. Also working on a policy for Written Comprehensive exams. Currently only a policy for oral exams exists. Some Council members expressed concern about faculty and administrative positions overlapping without clear guidelines. Council agreed to revisit the definition of "graduate faculty." Lively discussion about processes and barriers international students face.

10. Communication from the Administration (Gonzales)

Proxy Ian Williamson announced a special talk from a former student in the Student Union building tomorrow at 1:00 p.m.

He also announced the upcoming space survey.

The VPFA search is ongoing. Two candidates have been recommended to the president, each of which will visit campus soon. A member asked about the faculty's ability to provide feedback on these campus visits. AVPAA Williamson said there will be opportunities to do so. Another member asked if the campus visits will be available on Zoom. Williamson said there should be Zoom access.

11. [old] M.F. Degree Proposal (Cespedes; discussion item)

Motioned to be removed from this agenda.

12. Criminology MA - Comp Exam Option (Gadsden; discussion/action item)

Dr. Gadsden re-presented the Comp Exam proposal. A discussion ensued.

Motion to approve. Seconded. Approved by consensus.

13. School of Business - Changes to Undergrad Minors (Sanchez; discussion item)

Dr. Rodney Sanchez presented the proposed changes.

A discussion about the language of the prerequisite requirements ensued. Some concerns expressed about pre-requisites and if they should be listed as part of the minor.

Minor revisions may be implemented before the vote at the next AAC meeting.

14. Gender & Women's Studies - Cross-listings (Derkas; discussion item)

Dr. Erika Derkas, Co-Director of the Gender & Women's Studies program, presented the cross-listing changes. Dr. Thomas Brooks, Co-Director, was also in attendance.

A committee member pointed out that the forms are lacking signatures from the Deans. They also pointed out that the forms are outdated. Regarding the Fairy Tales proposal, the committee member noticed a discrepancy in the course listing (2000/3000).

Another committee member pointed out another discrepancy in the course listing regarding exercise science (4000/5000).

The proxy for the registrar suggested removing erroneous/outdated pre-requisites on two course listings.

The committee asked that the recommended changes be completed, and the dean signs, before the next AAC meeting.

15. Special Ed – Certificate for Paraprofessionals (Sedillo; discussion item)

Dr. P.J. Sedillo presented the certificate for paraprofessionals.

A discussion ensued.

A committee member recommended that the program consider requiring students to apply for the certificate, whether they have an associate degree. This will allow the program to individually vet students who may not have the traditional credentials.

Some concerns expressed about allowing students who are not prepared to take 4/5000 level courses.

The Special Ed department will take the suggestion into consideration between now and the next AAC meeting. May submit a revised proposal.

16. School of Business - Supply Chain Management Concentrations (Sanchez; discussion item)

Motion to postpone Item 16 until the next meeting, due to lack of time. Seconded. Approved by consensus.

17. [new] M.F. Degree Proposal (Cespedes; discussion item)

Motion to postpone Item 17 until the next meeting, due to lack of time. Seconded. Approved by consensus.

18. Next meeting – April 5, 2023

19. 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 | | | |

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| 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 March 1, 2023

February 22, 2023, meeting of the FS

1. Communication from the President.
 - a. President Minner reported that while the legislative session is still in flux a 5% compensation increase for higher education looks likely.
 - b. SB 102 covering some insurance costs for higher education is still a possibility.
 - c. University is acquiring a land gift in Las Vegas. The university is looking naming rights.
2. Communication from the Administration
 - a. Dr. Gonzales reported that the ADA Coordinator position is being posted internally.
 - b. Question about dated information on the webpage. Dr. Gonzales will contact Dave Lepre about concern.
 - c. Question about communication to the Faculty Senate if the VPAA overrides a Faculty Senate vote.
3. Communication from the Chair.
 - a. Dr. Rodney Rock reported that committee membership lists have been updated.
 - b. Next meeting should be the election.
 - c. Dr. Rock met with President Minner about the new Athletics Director search.
 - d. Faculty handbook needs to be updated.
 - e. Dr. Rock met with the Board of Regents about the new president search. Board wants all three senates to be involved in the process.
 - f. Dr. Jennifer Lindline requested that faculty should check the updates on the Faculty Senate webpages and report back if there are issues.
4. New Business.
 - a. 2022-23 Faculty Senate Committee Membership (<https://www.nmhu.edu/faculty-and-staff/faculty-senate/faculty-senate-committees/>)
 - i. Everyone should check the above link to make sure of accuracy before elections next meeting.
 - b. Athletic Committee At-Large Member Nominations
 - i. F. Ortega from Social Work was elected to the athletics committee.
 - c. Status of Faculty Senate IPRA requests.
 - i. Dr. Chadborn reported that the senate is waiting on Dave Lepre.
 - d. Status of NMHU Concern re AVPAA-Forestry
 - i. Dr. Rock reported that Dr. Minner shared a report on this issue. Dr. Minner reported that there were no irregularities in the process. More clarity may be needed on where faculty and administrative duties intersect.
 - ii. Concerns and discussion about tenure and promotion being granted at the same time, salary, CBA's role, handbook policies, co-governance, history of faculty in dual roles at NMHU, administrative faculty on thesis committees, and communication.

Note: This was a one-hour Faculty Senate meeting followed by a General Faculty meeting.

**Registrar Report
Academic Affairs
March 1, 2023**

- Enrollment report: **Spring 2023 as of same time last year**
 - Total UG – 1492
 - Total GR – 1114
 - Total overall headcount – 2606
 - overall 3% increase from this same time period last year

- Summer 2023 Schedule
 - Schedule will publish on March 1, 2023
 - Early Registration begins March 6, 2023

- Fall 2023 Schedule
 - First Draft Schedules are due on March 1, 2023
 - First Final Draft from Registrar is returned to Department Chairs & Deans on March 17, 2023
 - Corrected Final Draft from Deans is due by March 27, 2023 at 5pm
 - Schedule Publishes on March 29, 2023
 - Early Registration begins April 3, 2023