



Academic Affairs Committee

Minutes

Location: Zoom

Date: April 5, 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; Mariana Ulibarri-Horan

Also attending: Patrick Wilson; Brandon Kempner; D. Veena Parboteeah; J. Portley; Thomas Brooks; Rebecca Moore; Aalap Dixit; P.J. Sedillo; Gerardo Moreira; Jennifer Lindline

2. Approval of the Agenda

Motion to approve. Seconded. Motion approved by consensus.

3. Approval of Minutes – March 1, 2023

Motion to approve. Seconded. Motion approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)

a. Ballen Committee (Subcommittee chair: Gloria Gadsden)

The call for applications for Fall 2023 has recently been posted and we are awaiting applications soon.

b. Undergraduate Appeals (Subcommittee chair: David Pan)

The subcommittee has been dealing with recent student petitions to waive upper-division credits if they had achieved the 120-credit total. In general, the subcommittee has agreed that such credit waivers do not qualify under the current definition of hardship.

Two AAC members expressed their support of the Undergraduate Appeals Committee's recent decisions to deny upper-division credit waiver requests.

The subcommittee chair, David Pan, will be on sabbatical Fall 2023. A new chair will need to be elected in the Fall.

c. Graduate Appeals (Subcommittee chair: Katherine Jenkins)

Nothing to report. The subcommittee chair, Kathy Jenkins, will be leaving the AAC. A new chair will need to be elected in the Fall.

d. Policy Subcommittee

The policy subcommittee is pleased with the current procedures regarding hardships and petitions. They recommended no changes to the current process.

5. Program Review Subcommittee Reports (see attached subcommittee list)

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

The chair, Eric Romero, has not yet responded to the subcommittee's feedback.

b. Psychology (Subcommittee chair: Sheree Jederberg)

The subcommittee chair presented the final report (posted). The chair of Psychology, David Pan, fielded questions from the AAC.

AAC Chair reminded Dr. Jederberg to submit all documents to Provost.

c. Biology (Subcommittee chair: Gloria Gadsden)

The subcommittee has yet to receive requested revisions from the Biology department. Provost Roxanne Gonzales will contact the department about the AAC requirements and ask for a resubmission.

d. Conservation Management (Subcommittee chair: David Pan)

The program report has been received, and the subcommittee is currently reviewing it.

- e. Physics (Subcommittee chair: Gloria Gadsden)

The subcommittee has reviewed the report. It is waiting to meet with the dean after failing to receive a response from the program representative to their feedback.

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

According to the subcommittee chair, Miriam Langer, Dr. Lindline received the comments from the review committee on 3/17, and responded with a request for two weeks to review the comments with Dr. Petronis & decide whether they want to make any changes or not. I have not heard anything yet, as of 4/3, so I sent an email asking if she is ready for us to submit her report/our comments to AAC. I have not yet had a response. Thanks to the committee for their time reviewing/commenting and meeting to discuss.

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

A revised report has been received. Next, the subcommittee needs to meet with the dean.

The chair of the AAC encouraged all subcommittees to get as much done as possible before the end of the semester.

6. No nominations were made to replace Gloria Gadsden as Chair of the AAC 2023-2024. The current Chair will convene the first two meetings in the Fall, when we will reopen nominations for Chair.

Motion to approve Luke Ritter's nomination to serve as secretary for 2023-2024. Seconded. Motion approved by consensus.

Summer subcommittee volunteers: Kristen Munyan; Ben Bencomo; Luke Ritter; Kevin Corcoran; Gloria Gadsden, Geri Glover, Kathy Jenkins, Sheree Jederberg, Maureen Romine.

7. School of Business - Changes to Undergrad Minors (Sanchez; discussion/action item)

Rodney Sanchez stood for questions.

Motion to approve changes for the minor in...

Accounting for Non-Business major

Finance for Non-Business major

General Business for Non-Business major

Management for Non-Business major

Marketing for Non-Business major

Seconded. Approved by consensus.

Motion to approve course revisions to MKTG 2110, MKTG 4840, MGMT 4890, ACCT 6050, and MGMT 6890. Seconded. Approved by consensus.

8. Gender & Women's Studies – Cross-listings (Derkas; discussion/action item)

Thomas Brooks stood for questions about the proposed cross-listings.

Motion to approve ARTH 4500, ENGL 2430, 3070, 3140, 3180, 4050, 4640, EXSC 4150/5150, HLED 3520, HIST 4110/5110, PSYC 2XXX, 4220, 4300, and SPAN 4060 with the condition that the prefix GNDR be added to each syllabus. Seconded. Approved by consensus.

9. Special Ed – Certificate for Paraprofessionals (Sedillo; discussion/action item)

Upon P.J. Sedillo's request, a motion was made to postpone a discussion of this item until Fall 2023 or thereafter. Seconded. Approved by consensus.

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

Gerardo Moreira presented the Supply Chain Management concentration proposal and fielded several questions.

Based on the discussion, the AAC recommended the Business department reconsider their undergraduate versus graduate course listings before next meeting.

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

Dr. Aalap Dixit presented the new M.F. degree proposal and fielded several questions.

Several AAC members raised concerns about the proposed program overusing scarce resources at Highlands, when there is already a Master's program with Forestry professors offering a degree in Environmental Science Management.

Chair of the Forestry department Blanca Cespedes argued that this proposed program should not create any competition with the existing Environmental Science Management program.

Another AAC member asked why there were so few distinct Forestry courses in the list of 30 required credits and why so many courses overlap with the M.S. in Natural Sciences. The AAC member also cited declining enrollments over the last few years, suggesting that the department is not yet prepared to begin a new master's program.

Another member suggested that the demands of this proposed new program could not practically be supplied by a university as small as Highlands. The member also asked about the methodology of the "survey" to determine current interest in the new program. Some concern that the survey was only distributed to students (and some faculty) already attending Highlands.

Blanca Cespedes explained that the proposal only asks for one new full-time faculty. The other three faculty mentioned are "replacements," not new. She pointed out that the program proposal as structured looks nearly identical to Forestry programs in other states. She also

elaborated on the structure of the aforementioned survey but did confirm it was distributed to the aforementioned population.

Registrar Romero was confused about the structure and asked for a detailed program of study. The AAC Chair agreed that the program should submit a sample program of study before the next meeting.

Due to lack of time, Chair Gadsden tabled the discussion about this M.F. degree proposal until the next meeting.

12. Social Work – New Courses (Bencomo; discussion item)

Ben Bencomo presented the new courses.

13. Psychology – New Course (Pan; discussion item)

David Pan presented the new course.

14. Early Education – Course Revisions (Valenzuela; discussion item)

Elisabeth Valenzuela presented the new course revisions.

15. Exercise Science – Program Revision and Course Revision (Jenkins; discussion item)

Kathy Jenkins presented the program revision and course revision.

16. Communication from the Registrar (Romero)

*See attached written report.

17. Communication from the Faculty Senate (Kent)

*See attached written report.

18. Communication from the Graduate Council (Gadsden)

*See submitted written report.

19. Communication from the Administration (Gonzales)

*See submitted written report.

20. Next meeting – April 19, 2023

21. Adjournment at 5:10pm.

Submission Reminders

- No more submissions for Spring 2023.



**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 *Social Work (Chair)	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

**Office of the Registrar Report
April 5, 2023**

- I. Census Spring 2023 Enrollment
 - a. Total UG – 1469
 - b. Total GR – 1099
 - c. Total overall headcount – 2568
 overall 2% increase from Census Date last year

- II. Registration is ongoing for Summer 2023 and Fall 2023

- III. Degree Candidates file will be sent to the committee for the April 19, 2023 meeting to allow us time to process any pending students seeking to be approved to graduate.

- IV. Deans, Department Chairs and Directors have been sent the catalog link in SharePoint to update their respective sections of the catalog with informational edits. Any discipline wishing to prompt us of AAC action items related to programs can insert a comment for the Registrar team in the appropriate area. The deadline for edits is **Friday, April 21, 2023**.

Academic Affairs AAC Report for April 5, 2023

Submitted by: Dr. Roxanne M. Gonzales, VPAA

- Starting the week of April 10th, the three finalists for the Dean of Social Work will be visiting ABQ and Las Vegas

- The VPAA will be sending all new AY 23 faculty a welcome letter with highlights of NMHU, contact information for key offices, and her contact information should they need help over the summer. The letter will be CCd to: Faculty Senate Chair, Faculty Association President, Dean, and Department Chair.

- The VPAA will be sending an email to all STEM faculty to set up a meeting to discuss the successes NMHU has had with the NM AMP program [NMAMP | Alliance for Minority Participation \(nmsu.edu\)](https://www.nmsu.edu/nmamp) and to discuss insights for the next grant cycle.

- NMHU serves active duty, National Guard, and Reservists, all receive tuition assistance from the federal government as part of their benefits. The Department of Defense is conducting its 5-year audit of NMHU to ensure compliance with federal regulations. The Registrar's Office will be collecting data for our submission. Departments have no action items but it's important for everyone to know that NMHU has required compliance regulations because we receive funds.

AAC/FS Liaison Report to AAC on April 5, 2023

March 8, 2023, meeting of the FS

1. Communication from the Administration
 - a. Dr. Gonzales reported that the student feedback RFP will be reviewed soon. Faculty included on the committee putting together the rubric. Fall 2023 is the goal for a pilot.
 - b. Masters of Nursing program was approved by HLC. Small cohort is scheduled to start this summer.
 - c. HR update: Jill Diamond's last day is this Friday. Interim director will be announced soon. Joe Gieri will be working on improving automation with contracts and other processes.
 - d. ADA position will be open to external search.
 - e. School of Social Work: Four candidates will be brought in in April. Position is housed in Albuquerque.
 - f. Voicemail no longer sent to email. Phones are at the end of life and can no longer complete this function. ITS is looking for solutions.
 - g. Provost owes two documents to Faculty Senate chair will have them soon.
 - h. Questions about release of HLC report, automation process, and communication about HR changes.
2. Communication from the Chair.
 - a. Dr. Rodney Rock reported that a candidate for the VPFA position was interviewed yesterday and a second candidate will be interviewed on Friday.
 - b. Handbook changes will be reviewed at next meeting.
 - c. AVPAA of Forestry response has been shared with senators so they can share with their departments
 - d. Faculty concerns shared with HLC, BOR, and others.
3. New Business.
 - a. Graduate Council Policy Changes
 - i. Review of highlights. Questions and clarification about repetition of a course and GPA.
 - ii. Motion to accept the changes passed.
 - b. FERPA Directory Information Policy Change
 - i. Motion to accept the changes passed.
 - c. Executive Committee Elections
 - i. Chair (2-year term)
 1. Dr. Rodney Rock nominated and elected.
 - ii. Vice-Chair (1-year term)
 1. Dr. Lauren Fath nominated and elected.
 - iii. Secretary (1-year term)
 1. Dr. Jennifer Lindline nominated and elected.
 - iv. At-Large Members (2-3)
 1. Dr. Justine Garcia nominated and elected.
 2. Additional at large members can be nominated at the next meeting.

March 22, 2023, meeting of the FS

1. Communication from the President
 - a. Dr. Minner was unable to attend. Dr. Rock reported on discussion with the president on request for HLC report. Report is not a public document according to the HLC and it is up to the president on how to address this. Dr. Rock gave a summary of what the president will release and when.
2. Communication from the Administration
 - a. Dr. Gonzales reported that she has requested a list of the funds that have been received from this legislation session from VP Baca to share with the deans to share with their faculty as appropriate.
 - b. Working with Ad Astra on predictive analytics. Should help with scheduling. Will pilot with a few department chairs this summer.
 - c. Reminder about student support staff meet and greet at Buffalo Hall with faculty.
3. Communication from the Chair
 - a. Dr. Rodney Rock reported that there is a request for faculty marshals for the graduation events. An email will be sent out with this request.
 - b. Dr. Gadsden would like to continue serving on the publication software committee that will now be working on an RFP.
4. Communication from the Staff Senate
 - a. Ms. Brooks reported that the Staff Senate is recommending additional days of leave for staff. This would help with morale. The senate is looking for additional feedback on the proposal. Document with recommendation will be shared with senate before next meeting.
5. New Business
 - a. At-Large Executive Team Member Election – there is room for another at large member.
 - b. Inclement Weather Policy – Motion to accept new revisions passed.
 - c. Faculty Handbook Updates (Sabbatical) – The purpose of these revisions is to bring the handbook inline with the CBA. Motion to approve passed.
6. Executive Session

Note: This was a 1-hour meeting followed by general faculty.

THE GRADUATE COUNCIL

Report to the AAC for Wed April 5 (2023) Meeting

- Graduate Catalog policy changes still being discussed. Some have been sent to Senate for review.
- The Council formed a subcommittee to review the definition of “graduate faculty.” Gadsden agreed to organize the first meeting.
- Josephine Sena (library) shared an update on the change in thesis binding companies. There was a recommendation from Dean Williamson that Highlands cover any increased cost so that students continue to pay \$25 per thesis copy. This topic will be addressed again at a future meeting.