



Academic Affairs Committee

Minutes

Location: Zoom

Date: February 15, 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: Mariana Ulibarri-Horan; David Pan (proxy Thomas Brooks); Roxanne Gonzales (proxy Ian Williamson)

Also attending: Thomas Brooks; Patrick Wilson; Veena Parboteeah; April Kent; Ian Williamson; Judy Barnstone; Mary Earick

2. Approval of the Agenda

Motion to approve. Seconded. Approved by consensus.

3. Approval of Minutes – February 1, 2023

Motion to approve. Seconded. Approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)

a. Ballen Committee (Subcommittee chair: Gloria Gadsden)

The committee sent out the call for another 2023 Ballen scholar. A department already inquired about this second call for submissions. The already selected Ballen scholar is set to arrive next week.

b. Undergraduate Appeals (Subcommittee chair: David Pan)

The committee is up-to-date, handling various appeals as they arrive in a timely fashion.

c. Graduate Appeals (Subcommittee chair: Katherine Jenkins)

Nothing to report.

d. Policy Subcommittee

At a meeting last week, the policy subcommittee addressed the inclement weather policy in the following ways: a statement about asynchronous classes; and a clarification on delay vs. closure.

A member of the AAC expressed concern about the proposed language of the delay/closure notifications applying to regularly scheduled asynchronous versus synchronous classes.

The registrar clarified definitions of “synchronous” versus “asynchronous.”

Another AAC member expressed concern that the current policy could be applied unequally across classes. They also called for language that can easily be interpreted by a student.

The faculty senate representative explained that disapproval of the revisions to the policy were not unanimous.

Another member explained their support of the language in the revised policy, pointing out that online students often hail from very different regions and instructors like the option to use some discretion on whether or not to delay/cancel classes.

Chair Gloria Gadsden agreed to revise the policy based on comments. She will email it to all members before the next AAC meeting so it can be discussed within departments.

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

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

The chair plans to contact the subcommittee soon.

b. Psychology (Subcommittee chair: Sheree Jederberg)

David Pan, absent, requested to postpone until the next meeting. Motion to postpone until next week. Seconded. Approved by consensus.

c. Biology (Subcommittee chair: Gloria Gadsden)

The subcommittee chair received the Biology program review report and will send the report to the subcommittee soon. The chair informed the AAC that she sent the program review back to the department because it exceeded the 10 page requirement. The department chair refused to revise the report and returned it to the subcommittee chair.

A discussion ensued about whether or not program reports ought to be limited to only 10 pages.

The chair of the AAC pointed out that charts can be put in appendices.

A member motioned to continue to hold to the guidelines. Seconded. Motion approved by consensus.

The subcommittee chair will return the program review report to Biology and ask that it be revised to meet the guidelines.

d. Conservation Management (Subcommittee chair: David Pan)

The report has not yet been received.

e. Physics (Subcommittee chair: Gloria Gadsden)

The chair has received the report and it is currently being reviewed by the subcommittee.

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

The chair expressed concern with the department being required to pair-down their report to only 10 pages. The chair sent the report to committee members, who are currently reviewing it.

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

The chair sent the report to committee members, who are currently reviewing it.

6. Communication from the Chair (Gadsden)

AAC Chair called for nominations for the AAC secretary. Nomination of Luke Ritter to secretary. Seconded. No other nominations at this time.

AAC Chair ceded meeting to AAC Secretary.

AAC secretary called for nominations for next chair.

Nomination of Gloria Gadsden to Chair. Seconded. No other nominations at this time.

Elections will take place next meeting. Ritter encouraged members to submit additional nominations via email.

Secretary ceded meeting back to Chair.

7. Communication from the Registrar (Romero)

*See below

8. Communication from the Faculty Senate (Kent)

*See below

9. Communication from the Graduate Council (Gadsden)

Nothing to report.

10. Communication from the Administration (Gonzales)

An M.S. for anesthetic assistant was approved at the state level by the Council of Graduate Deans.

A discussion about state-wide cross-enrollment in graduate level courses, that graduate students can transfer from other universities to Highlands, continued. The practice is active but not well-utilized.

A member of the AAC asked when we would expect to get a VPFA. The president requested recommendations by March 2023.

A member asked about a replacement director for Disability Services. There was an attempt to make an internal hire, but the candidate backed out. The VPAA's office plans to fast track this hire.

Another member asked about current students with accommodations. There remains to be far fewer letters of accommodation submitted to instructors/departments. AVPAA Williamson encouraged members to contact his office if they had concerns.

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

Still waiting for paperwork...

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

Motion to approve. Seconded. Approved by consensus.

13. ARTH 3_5800 - Course Revision (discussion/action item)

Motion to approve with a minor correction to the NMHU Traits section. Seconded. Approved by consensus.

AAC Chair ceded meeting to Secretary.

14. Criminology MA - Comp Exam Option (Gadsden; discussion item)

AAC Secretary invited Gloria Gadsden to present the M.A. change. Discussed the need for an expedited, albeit academically rigorous option, so students can complete the degree in 1.5 years as promised in original proposal.

A committee member pointed out that most universities have offered the option of comprehensive exams to expedite the journey through graduate school.

A committee member asked whether a one-credit comprehensive exam course will count towards a faculty member's load. A lively discussion ensued.

The AVPAA responded that if a course is listed at one credit, then it will be paid according to the CBA.

AAC Secretary ceded meeting back to Chair.

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

Some paperwork was not submitted. The discussion will take place next meeting.

16. Next meeting – March 1, 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
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 (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 February 15, 2023

February 8, 2023, meeting of the FS

1. Communication from the President
 - a. BOR meeting: Concerns were presented about the administrative hire by the then Faculty Senate Chair. President Minner presented response to the board at the board chair's request.
 - b. Working on succession planning.
 - i. Board is concerned with this planning as well.
 - ii. VPFA position has been posted. VP Baca will be stepping down from CFO position soon.
 - iii. AVPFA Denise Montoya will be leaving sooner than planned to take on CFO position at NNMC.
 - iv. Athletic Director Andrew Ehling will be stepping down in the near future. There will be an interim AD until a new president is hired.
 - v. Linda Anderle, community liaison, will be retiring at the end of calendar year.
 - vi. Regents: Chair is up for reappointment. Student regent's term will be up soon.
 - vii. Chief of Staff position is to help with transition to a new president and with churn. 21 current employees have expressed interest. Will be filled for 2023-2024.
 - c. Human Resources/Payroll Update
 - i. Apologies for challenges and problems.
 - ii. Employing a three pronged approach to solving problems in this department. 1. Personnel changes. 2. Technical assistance from outside consultants. 3. Outsourcing payroll. Announcement about this firm soon.
 - iii. Formed an operations group to work on Human Resources/Payroll issues with regular meetings. President will be chairing this group.
 - d. Diversity
 - i. Concerns about racist and discriminatory remarks and graffiti on campus. Global statement sent. Please send ideas on how to improve campus climate to governance leaders, the PC DEI, or the president directly.
 - e. Presidential Search
 - i. Search was discussed at the Board of Regents January retreat.
 - ii. At the next board meeting, the search will be discussed further. President is confident that the faculty will be involved. He recommends that faculty be proactive with the board and communicate with them about need for faculty involvement with the search.
 - f. Legislative session. One bill to bring to faculty attention: HB 102: HEALTH CARE INSURANCE FOR EDUCATORS. Proposes state covering more health insurance for K-12 employees. Wording of bill has New Mexico Public Schools Insurance Authority (NMPSIA) (as opposed to Risk Management) higher education institutions covered. NMHU is under Risk Management. NMHU employees would not benefit from the bill as currently written.
 - g. Comments commending Andrew Ehling's service at NMHU especially during the COVID-19 shut down. Questions about Giving Tuesday and targeted giving.
2. Communication from the Administration
 - a. Dr. Williamson reported that the Social Work dean advertisement is out.

- b. Review of 4 candidates for VPFA begins tomorrow.
 - c. NM Graduate Deans Council is meeting in person for the first time since the pandemic tomorrow. Looking at proposed programs in the state. Formalizing agreement for graduate students to be cross enrolled in different institutions across the state. This has been happening informally for about a decade.
 - d. Continue to send ADA accommodation issues to Dr. Williamson's office while the search for new accessible coordinator is underway.
3. Communication from the Chair
- a. Dr. Rock reported that later this month the senate will have nominations for Chair of Faculty Senate for next year and begin evaluation of administrators process.
 - b. Discussion of commencement and sabbatical ongoing.
 - c. February 22 will be a general faculty meeting.
4. Communication from the Staff Senate
- a. Ms. Catherine Brooks will be representing the Staff Senate along with Mr. Robert Anaya.
5. Old Business
- a. University Relations Operational Update – Postponed.
6. New Business
- a. Student Athlete Support.
 - i. Mr. Andrew Ehling and Ms. Rhett Bellon reported on student athlete survey.
 - ii. Mr. Ehling gave background information and rationale for the survey. Main motivation is to see how student athletes can be better supported academically. Ms. Bellon said that the survey was trying to get feedback from the faculty in order to better support student athletes with coaches, support staff, and others.
 - iii. Questions and discussion included faculty role, athletics role, department GPA improvement, retention goals, data collection, and FERPA.
 - iv. Dr. Gonzales met with Ms. Bellon this morning. Going forward Provost Office will review communication and it will be sent from this office.
 - b. Facilities Update
 - i. Ms. Sylvia Baca answered questions about the gas leak on January 31. Chief Clarence Romero answered other questions about the Rave alert system. University Relations sends out alerts through Rave. The annunciation system is separate from Rave and the speaker is located on top of Donnelly Library. This system is controlled from the dispatch office.
 - ii. Recommendation for more communication about how to opt into the Rave system. Ms. Baca will relay to VP Lepre.
 - iii. Ms. Baca presented the annual five-year capital improvement plan that is submitted to NMHED every year. It is presented to all governance bodies. Board of Regents have final approval before it is sent forward to HED.
 - c. Academic Accommodations Letter
 - i. Tabled.

**Registrar Report
Academic Affairs
February 15, 2023**

- Enrollment report: **Spring 2023 as of same time last year**
 - Total UG – 1482
 - Total GR – 1113
 - Total overall headcount – 2595
 - overall 3% increase from this same time period last year

- Summer 2023 Schedule
 - 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
 - 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

- Graduation Clearances
 - Spring/Summer 2023 clearances as of today
 - UG = 153
 - GR = 137
 - Total = 290
 - Graduation deadline is March 31, 2023
 - Students are submitting without advisor signature
 - Students are submitting without review of the advisor – too many classes outstanding and students are upset when we cannot clear them. We need help from faculty advisors to ensure students are being approved when they are ready and not just sign the application for degree if the student asks. A review of the degree needs to be done prior to it be signed.