



Academic Affairs Committee
Minutes

Location: Zoom

Date: May 3, 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: Blanca Cespedes; John Jeffries; Mariana Ulibarri-Horan

Also Attending: Brandon Kempner; Gerardo Moreira; Aalap Dixit; April Kent; D. Veena Parboteeah; Jenifer Lindline;

2. Approval of the Agenda

Motion to approve. Seconded. Approved by consensus.

3. Approval of Minutes – April 19, 2023

Motion to approve. Seconded. Approved by consensus.

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

The Ballen Committee approved a proposal, submitted by the English department, for a scholar to visit campus Fall 2023.

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

Nothing to report

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

Nothing to report. Dr. Jenkins voiced concern that there was only one petition submitted to the subcommittee for the entire academic year. The AAC intends to, once again, review the decisions made by deans for petitions.

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

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

Nothing to report

- b. Biology (Subcommittee chair: Gloria Gadsden)

A request was made for an update on the status of the Biology report. VPAA Gonzales' Zoom connection was disrupted at this time. No update provided.

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

Comments were sent to the Chair of the department. They are awaiting a response.

- d. Physics (Subcommittee chair: Gloria Gadsden)

The chair of the subcommittee, Gloria Gadsden, presented the Final Program Report and fielded questions from the AAC about the viability of the Physics minor.

An AAC member raised a concern about the lack of consequences for faculty members who do not provide complete or thorough program review.

After some discussion, the chair of the Physics Program Review subcommittee suggested reconvening with the subcommittee to review their recommendations.

Since one of the recommendations of the dean called upon the VP to consider whether or not to cancel the program, an AAC member suggested the entire AAC committee decide on the issue in the fall, rather than the VP.

The subcommittee chair determined to reconvene with the subcommittee and decide on their next course of action.

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

The subcommittee will be meeting with the chair and the dean on Monday. The Final Report will be available the first meeting of Fall 2023.

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

The subcommittee will meet with the dean and chair soon. The Final Report will be available the first meeting of Fall 2023.

- 6. School of Business - Supply Chain Management Concentrations (Sanchez; discussion item/action item)

Gerardo Moreira presented the revisions to proposed changes to concentrations in Supply Chain Management.

Motion to approve the Undergraduate concentration in Supply Chain Management. Seconded. Approved by consensus.

Motion to approve the Graduate concentration in Supply Chain Management. Seconded. Approved by consensus.

Motion to approve new courses. Seconded. Approved by consensus.

- 7. M.F. Degree Proposal (Cespedes; discussion item)

Dr. Aalap Dixit presented the revised M.F. Degree Proposal and fielded questions from the AAC.

Committee members raised the following concerns:

Why are there only four required core credits? This appears to indicate a lack of direction and rigor.

How much will this program cost the University in terms of resources/infrastructure? This is not a question about the budget only.

What is the difference between this new master's program and the M.S. in Natural Sciences?
This difference is still not clear.

Would it be useful to consider a different type of program, perhaps certificate?

Does it make sense to add a new master's program and dedicate faculty to it, at an institution like Highlands, especially in light of low enrollments?

Does the number of potential students justify a M.F.?

Is there a way the program can highlight exactly how the revised version of the proposal addresses the previous statements of concern?

What exactly is the role of the VPAA of Forestry in determining the curricula and direction of this program? Although the program previously said he would not be involved, he still seems to be involved.

Dr. Dixit pointed out that the "areas" of the electives have been recommended by an accrediting board of Forestry.

He also reminded the committee that this particular proposal was shared with the committee last meeting, so it's not entirely new

He pointed out that the response letter listed the budget with specific numbers.

He explained that Highlands is the only university in the state with a Forestry program.

A separate certificate might not satisfy potential employers and cannot be accredited.

After a robust discussion, the AAC expressed that they would like the aforementioned concerns addressed and would like Forestry to share the "new" proposal with NRM for feedback.

8. Communication from the Chair (Gadsden)

The chair expressed her gratitude for the dedication and hard work of all committee members.

9. Communication from the Registrar (Romero)

*See report below

The registrar made a correction: in the last report she wrote "census" when she meant "enrollment"

Regarding data analysis of "D's" and "F's" per semester, an AAC member asked the report to distinguish between students who attended and never attended a class

Another member requested if the report could further specify in which classes the “D’s” and “F’s” were occurring by CRNs

10. Communication from the Faculty Senate (Kent)

*See report below

11. Communication from the Graduate Council (Gadsden)

*Available on Brightspace

12. Communication from the Administration (Gonzales)

Had a conversation with VPFA and HR about reimbursements being properly processed.

She will check with VPFA about who funded the payout of past due amounts for students. Will also inquire about incentives for students who had already paid off their bills and will determine if these payouts were for undergraduate students only.

13. Adjournment



**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
May 3, 2023**

I. Summer 2023 Enrollment

- a. Total UG – 430
 - b. Total GR – 519
 - c. Total overall headcount – 949
- overall 7% increase from same time last year

II. Fall 2023 Enrollment

- a. Total UG – 578
 - b. Total GR – 417
 - c. Total overall headcount – 995
- overall 4% increase from same time last year

****Registration is ongoing for Summer 2023 and Fall 2023 – enrollments may continue to fluctuate****

III. Catalog informational edits are no longer being accepted. The deadline for edits was **Friday, April 21, 2023.**

IV. Intersession Offerings Data

- a. Spring 2023
 - i. Total offerings = 11
 - ii. Total enrollment = 143
 - iii. Total Departments Offering courses = 3 (SBMT, SW, CAS)
- b. Spring 2022
 - i. Total offerings = 6 (SBMT, SW)

ii. Total enrollment = 75

iii. Total Departments Offering courses = 2

****Note that increases seem large based on the small number of comparisons we are making****

<u>Spring 2023</u>		<u>Spring 2022</u>		<u>Overall Totals</u>	
Total Offerings	11	Total Offerings	6	Total Offerings	83.33%
Total Enrollment	143	Total Enrollment	75	Total Enrollment	90.67%
Total Depts Offering courses	3	Total Depts Offering courses	2	Total Depts offering courses	50.00%

V. Grade distribution on Midterm Grading

- a. Spring 2023 Midterm Grades of D & F = 228 (some students have more than one course in which a grade is issued of D or F)
- b. Spring 2022 Midterm Grades of D & F = 48 (some students have more than one course in which a grade is issued of D or F)

****very unofficial data – Office of the Registrar would like to consult with other colleagues like Student Success Center****

The Office of the Registrar will continue to work on this report to provide more accurate and comprehensive data as best she can.

Faculty Senate New Business Wednesday, April 26, 2023

a. Syllabus Statement Recommendations (attachments) (K. Blea).

- JG reminded that an issue that was brought up last week was that Faculty members are mandatory reporters. How to let them know in advance that the information they share is obligated for reporting.
- KB appreciates that Faculty knows they are mandatory reporters and looked to RM, who led discussion about mandatory reporting.
- Motion made and seconded to approve the student well-being language. Motion passed unanimously with 15 counted in approval.
- Motion made and seconded to send the Title IX language back to RM and Dean Blea for further consideration. Discussion about what type of conduct considered harassment. KB expressed her opinion that the language is strong. Statement is open, not exclusionary. Motion passed with 11 votes in favor, 0 in opposition, and 3 to abstain.

b. Dual Credit Handbook (R. Rock).

- Discussed at 04/12 meeting.

c. Tenure Track Faculty Search Procedures/Search and Screen Committee Charge Updates (attachments) (R. Rock).

- Not addressed.

d. Annual Evaluation of Administrators (J. Lindline). Passed over.

- Not addressed.