



Minutes

Location: Zoom

Date: August 16, 2023

Zoom Link: <https://nmhu.zoom.us/j/95822226439>

1. Roll Call

Art & Music: Todd Christensen
Biology: Maureen Romine
Business Administration: Rodney Sanchez
Chemistry: Nabanita Saikia
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: Youngseek Kim
Forestry: Tomek Falkowski
History and Political Science: Luke Ritter (AAC Secretary)
Languages and Culture: Andrés Sabogal
Library: Kevin Corcoran
Media Arts and Technology: Mariah Hausman
Natural Resources Management: Mike Petronis
Nursing: Kristen Munyan
Psychology: Daniel Chadborn
Social Work: Benjamin Bencomo
Sociology, Anthropology, and Criminal Justice: Gloria Gadsden (AAC Chair)
Special Education: P.J. Sedillo
Teacher Education: Jonathan McCausland

Ex Officio Members: Roxanne Gonzales (VPAA), Henrietta Romero (Registrar)

Absent: Bill Hayward

Also attending: Seonsook Park; April Kent; Todd Christensen; Ian Williamson; Peter Linder; Andrea Crespin; Mary Earick; D. Veena Parboteeah; Patrick Wilson; Jennifer Lindline

2. Approval of the Agenda

The Chair suggested changes to program review list (Southwest Studies – Anthropology added as letter K) and tabling number 12. Motion to approve with amendments. Seconded. Approved by consensus.

3. Approval of Minutes – May 3, 2023

Motion to approve. Seconded. Approved by consensus.

4. Nominations for Chair (L. Ritter)

A committee member nominated Gloria Gadsden to serve as Chair for Academic Year 2023-2024. Gadsden accepted the nomination. Elections will be held at the next AAC meeting.

5. Subcommittee Reports (see attached subcommittee list)

The Chair mentioned that all Chairs had stepped down from the AAC. She asked for volunteers to serve as committee chairs for AY 23-24.

- a. Ballen Committee (Subcommittee chair: Sheree Jederberg elected)
- b. Undergraduate Appeals (Subcommittee chair: Mike Petronis elected)
- c. Graduate Appeals (Subcommittee chair: Geri Glover elected)

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

The Chair noted that many of the program review committees lost members. We also have new program reviews scheduled for Fall 2023. Below reflects the selection of committee chairs only. The AAC Chair will randomly place members on committees prior to the next meeting. Changes can be made at that time if necessary.

- a. Native American Hispano Cultural Studies (Subcommittee chair: Geri Glover)
- b. Biology (Subcommittee chair: Kristen Munyan)
- c. Conservation Management (Subcommittee chair: Ben Bencomo)
- d. Environmental Geology MS, BS, Minor, GIS Certificate (grad and undergrad) (Subcommittee chair: Geri Glover)
- e. Chemistry MS, BA, BS, Minor (Subcommittee chair: Kristen Munyan)
- f. Software Systems Design MSSD, BSSD

**Program plans to request postponement.

g. Nursing BS

**Program plans to request postponement.

h. Political Science BA, Minor (Subcommittee chair: Todd Christensen)

i. History BA, Minor (Subcommittee chair: Daniel Chadborn)

j. Sociology/Anthropology BA, BS, Minor (Soc and Anth) [Criminal Justice Studies BA, Minor] [Social Behavioral Sciences AA] (Subcommittee chair: Ben Bencomo)

k. Southwest Studies/Anthropology

**Program plans to request postponement.

7. Communication from the Chair (Gadsden)

The chair welcomed back returning representatives and welcomed new representatives. Thanked members for their willingness to serve. Discussed the importance of the AAC and recognized members' commitment.

8. Communication from the Registrar (Romero)

*See report below

9. Communication from the Faculty Senate (Kent)

*Nothing to report

10. Communication from the Graduate Council (Gadsden)

*Nothing to report

11. Communication from the Administration (Gonzales)

An academic recommendation meeting with HED focused on facilitating student transitions to the workforce.

During a recent visit, HED expressed some concerns about the academic catalog. New publication software might resolve these concerns.

The new student feedback program, Explorance Blue, will be rolled out during spring 2024.

The Doctorate of Nursing Practice (DNP) was approved by the state-level Council of Deans. The nursing program still has a few steps as they continue seeking approval of the doctorate program. The program is hopefully forthcoming fall 2024.

The Office of Academic Affairs will be inviting an Outcomes Assessment consultant to visit campus soon.

The VPAA/Provost encouraged each of us to update our emergency contact information.

The deans are going on a retreat soon to the Fort Collins ranch; they are hoping to create academic connections for the university.

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

Waiting for communication from the chair of the department; tabled.

13. Program Revision - C & I/Early Childhood Multicultural Ed (discussion item)

Dr. Seonsook Park explained the proposed changes. Registrar suggested perhaps recoding the courses instead of changing the prefixes. Dr. Park will consult with the Registrar before the next meeting.

14. 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 or documents will be returned to program.
- Final day to submit new materials to AAC during Fall 2023 - **Thursday November 9, 2023 by 5pm**
- Any proposals requiring a catalog change must be submitted to the AAC no later than **Thursday February 22, 2024 by 5pm**



**Academic Affairs Committee
SUBCOMMITTEE MEMBERSHIP
Fall 2023**

Department/Member	Appeals Comm	Program Review Comm #1	Program Review Comm #2	Other Committees
1. Art & Music: Todd Christensen	Undergrad	Political Science [Chair]		
2. Biology: Maureen Romine	Graduate	Native Amer. Hispano Cultural		
3. Business Administration: Rodney Sanchez	Undergrad	Chemistry		
4. Chemistry: Nabanita Saikai	Undergrad	Sociology/ Anthro- pology/CJ		
5. Computer and Math Sciences: John Jeffries	Graduate	History		
6. Counseling: Geri Glover	Graduate [Chair]	Environmental Geology [Chair]	Native American Hispano Cultural [Chair]	Policy
7. Curriculum and Instruction: Daniel Olufemi	Graduate	Biology		Ballen
8. Educational Leadership: Sheree Jederberg	Graduate	Sociology/ Anthropology/ CJ		Policy Ballen [Chair]
9. English and Philosophy: Ben Villarreal	Graduate	Biology		Ballen
10. Exercise and Sport Science: Yong Kim	Graduate	Political Science		

11. Forestry: Tomek Falkowski	Undergrad	History		
12. History and Political Science: Luke Ritter (AAC Secretary)	Undergrad	Chemistry		Ballen
13. Languages and Culture: Andrés Sabogal	Undergrad	Political Science		
14. Library: Kevin Corcoran	Undergrad	Sociology/ Anthropology/ CJ		
15. Media Arts and Technology: Mariah Hausman	Undergrad	Conservation Management		
16. Natural Resources Management: Mike Petronis	Undergrad [Chair]	Chemistry		
17. Nursing: Kristen Munyan	Undergrad	Native American Hispano Cult.	Biology [Chair] ~ ~ ~ ~ ~ Chemistry [Chair]	
18. Psychology: Daniel Chadborn	Undergrad	History [Chair]		
19. Social Work: Benjamin Bencomo	Graduate	Conservation Management [Chair]	Sociology/ Anthropology/ CJ [Chair]	
20. Sociology, Anth, and CJ: Gloria Gadsden (AAC Chair)				Ballen Policy [Chair]
21. Special Education: P.J. Sedillo	Graduate	Political Science		
22. Teacher Education: Jonathan McCausland	Graduate	Conservation Management		

**Office of the Registrar Report
August 16, 2023**

I. Fall 2023 Enrollment

- a. Total UG – 1577
 - b. Total GR – 1076
 - c. Total overall headcount – 2653
- overall 1% increase from same time last year

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

II. Registrar IT/Technology Products

- a. **Workflow:** Office of the Registrar continues to work with ITS on Incomplete Work flow process and we are awaiting the final product from Ellucian to demo and ensure its functionality before release to the faculty.
 - b. **Degree Audit:** We will be working on an upgrade to the current Degree Works platform. The look and feel will change and we will host listening sessions for staff, faculty and students before its launch. We hope to launch by end of Fall 2023.
 - c. **Digital Diplomas:** We are losing our current diploma software. We have been informed its reached it end of life and we have established a contract with Parchment to offer Digital and print diplomas to students along with an online duplicate diploma ordering process.
 - d. **AdAstra Scheduler:** We are in the process of implementing a new a scheduling process via the Ad Astra platform – Astra Scheduler. This would simplify the scheduling process and get rid of the manual spreadsheets we know now. This is targeted for a pilot for Summer scheduling but nothing definitive yet. We need to have the system in place and be ready to train Chairs/Program Coordinators, Deans and support staff who support Chairs/Program Coordinators and Deans before its launch.
 - e. **Publication Software:** We are in negotiation with the selected vendor (to be announced when negotiations are complete) for publication software and look forward to working with the faculty, department chairs/program coordinators, deans and other respective campus partners on this product.
- III. Transfer credit reminder – the Office of the Registrar does not take a position on any courses that are transferred into the major/concentration or minor for any transfer students. Our focus remains with the General Core. Any courses that may go towards a major/concentration or minor will be listed as general elective for the discipline to determine its appropriate place if any in the major/concentration or minor.
- IV. In an effort to streamline the processes of AAC decisions our office works with the AAC Chair and Secretary to obtain a decision log of all AAC decisions to include in our internal tracking system. This ensures that Assistant Registrar, Michael Montoya and Scheduling &

Special Projects Coordinator, Andrea Crespín can efficiently respond to new/revised items approved through the year rather than end of year. We did have some challenges last year but are hoping for continued improvement in the future.

- V. Reminder – for new lower division courses all courses must follow the NMAC 5.55.5 administrative code. Courses must be presented to the NMHED Common Course Numbering System Committee before making it on the NMHU books. If we are going to adopt a course number from the Unique common numbering system I will work with the disciplines on those as they are presented unless departments wish to meet with me in advance of an AAC meeting.