



MINUTES

Location: Zoom

Date: September 6, 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 (proxy Rebecca Schneider)
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)

Also attending: D. Veena Parboteeah; Peter Linder; Patrick Wilson; Ian Williamson; Cesar Abarca

Absent: P.J. Sedillo; Daniel Olufemi

2. Approval of the Agenda

The department Chair from forestry asked to postpone the discussion about the M.A. program. They plan to resubmit a revised proposal before end of Fall 2023.

Motion to approve. Seconded. Approved by consensus.

3. Approval of Minutes – August 16, 2023

Motion to approve. Seconded. Approved by consensus.

4. Nominations for Chair (L. Ritter)

Secretary Luke Ritter asked for additional nominations. He then motioned to hold an election for Chair for academic year 2023-2024. Seconded. Gloria Gadsden was nominated in the previous meeting. No other nominees were added. All attending AAC members (19) unanimously voted in favor of the motion to reelect Gloria Gadsden as the chair.

5. Subcommittee Reports (see attached subcommittee list)

a. Ballen Committee (Subcommittee chair: Sheree Jederberg)

Nothing to report. The AAC chair recommended convening the subcommittee soon.

b. Undergraduate Appeals (Subcommittee chair: Mike Petronis)

Nothing to report.

c. Graduate Appeals (Subcommittee chair: Geri Glover)

Nothing to report.

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

a. Southwest Studies – Anthropology

Request for postponement to Fall 2024.

Motion to approve. Seconded. 19 voted in favor. 0 nays. 0 abstentions.

Memo attached below.

b. Native American Hispano Cultural Studies (Subcommittee chair: Geri Glover)

Nothing to report. The AAC Chair invited Dr. Glover to contact her before moving forward.

c. Biology (Subcommittee chair: Kristen Munyan)

Postponed because the Faculty Senate is considering an issue related to the program review report.

d. Conservation Management (Subcommittee chair: Ben Bencomo)

Nothing to report.

e. Environmental Geology MS, BS, Minor, GIS Certificate (grad and undergrad)
(Subcommittee chair: Geri Glover)

The Chair presented the final report. AAC Chair requested the subcommittee's final report and the program's final report be submitted to the VPAA.

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

Meeting on September 12 to finalize report.

- g. Software Systems Design MSSD, BSSD

Request for postponement to Spring 2024.

Motion to approve postponement. Seconded. 18 voted to approve the request. Mariah Hausman recused herself.

Memo attached below.

- h. Nursing BS

Request for postponement to Fall 2024.

Motion to approve postponement. Seconded. 18 voted to approve the request. Unanimous. Kristen Munyan recused herself.

Memo attached below.

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

Nothing to report

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

Nothing to report

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

Nothing to report

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

Motion to postpone this item until the next meeting. Seconded. Approved by consensus.

8. New Course/Cross-listing - CJUS 3230 (Gadsden; discussion item)

Some courses are listed as SOCI only; the department wants to list this course also listed under CJUS.

The Registrar noted an error on the form. Program will correct the course description.

9. New Course/Cross-listing - CJUS 4280 (Gadsden; discussion item)

Some courses are listed as SOCI only; the department wants to list this course also listed under CJUS.

10. Communication from the Chair (Gadsden)

The chair expressed her gratitude for the committees' hard work.

11. Communication from the Registrar (Romero)

See report below

The AAC Chair requested that Todd Christensen be added to the Policy Subcommittee. Christensen agreed. The Policy Subcommittee will convene to discuss the revised auditing policy.

12. Communication from the Faculty Senate (Kent)

See report below

13. Communication from the Graduate Council (Gadsden)

Grad Council Report to AAC on 9/6/23
(From Grad Council Meeting on 8/25/23)

- The Council is working on adding language about exit processes for graduate students to the graduate student handbook and catalog.
- The Council is continuing to discuss some of the problems Highlands is facing with international students.
- The Council will continue to discuss graduate applications and transcript requirements.
- The Council will continue to discuss final graduate credits.
- And the Council plans to work on aligning definitions of “graduate faculty” in the graduate student handbook with the faculty handbook.

14. Communication from the Administration (Gonzales)

The new HR director is from the United World College. Has lots of experience working with international students, faculty, and staff.

Last week, the CUP met.

HED is focused on

- creating opportunities to generate monies from sources other than oil and gas,
- the healthcare personnel shortage,
- concerns about literacy across the state,
- programs that create jobs and keep people in New Mexico after they earn their degree, and
- programs that encourage institutional collaboration across the state.

Chemistry department's accreditation was approved until 2029.

Exuberance Blue (program to allow for student feedback on courses) will be rolled out over the course of the Fall 2023 semester.

15. 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**

Member	Department	Program Review Subcommittee Membership	Appeals Subcommittee Membership	Other Subcommittee Membership
1. Todd Christensen	Art & Music	*Political Science (Chair)	Undergraduate	Policy
2. Maureen Romine	Biology	♦Native American Hispano Cultural Studies ♦Mathematics (Chair)	Graduate	
3. Rodney Sanchez	Business Administration	♦Environmental Geology	Undergraduate	
4. Nabanita Saikia	Chemistry			
5. John Jeffries	Computer & Mathematical Sciences		Graduate	
6. Geri Glover	Counseling	♦Environmental Geology (Chair) *Native American Hispano Cultural Studies (Chair)	Graduate (Chair)	Policy
7. Daniel Olufemi	Curriculum and Instruction		Graduate	Ballen
8. Sheree Jederberg	Educational Leadership	♦Southwest Studies – Anthropology ♦Social Work (Chair)	Graduate	Policy Ballen (Chair)
9. Ben Villarreal	English & Philosophy		Graduate	Ballen
10. Youngseek Kim	Exercise and Sport Sciences	♦Native American Hispano Cultural Studies ♦Mathematics ♦Southwest Studies – Anthropology		Policy

11. Tomek Falkowski	Forestry	♦Chemistry ♦Biology	Undergraduate	
12. Luke Ritter [Secretary]	History and Political Science	♦Mathematics ♦Chemistry	Undergraduate	Ballen
13. Andrés Sabogal	Languages and Culture			
14. Kevin Corcoran	Library		Undergraduate	
15. Mariah Hausman	Media Arts and Technology	♦Environmental Geology (Chair) ♦Chemistry (Chair) ♦Native American Hispano Cultural Studies	Graduate	
16. Mike Petronis	Natural Resources Management		Undergraduate (Chair)	
17. Kristen Munyan	Nursing	♦Chemistry (Chair) ♦Native American Hispano Cultural Studies		Ballen
18. Daniel Chadborn	Psychology	♦History (Chair)		Ballen
19. Ben Bencomo	School of Social Work	♦Music (Chair) ♦Conservation Management (Chair) *Sociology/Anthropology (Chair)	Graduate	Policy
20. Gloria Gadsden [Chair]	Sociology, Anthropology, and Criminal Justice	♦Biology		Policy Ballen
21. P.J. Sedillo	Special Education	♦Music	Undergraduate	
22. Jonathan McCausland	Teacher Education			

AAC/FS Liaison Report to AAC on September 6, 2023

August 23, 2023 meeting of the FS

President's Report:

- DNP – moving forward
- Reforestation – final recommendation is in
- Campaign –
 - \$1 mil naming gift
 - Gift of land from a faculty member
 - Cultivating three additional seven-figure gifts
 - Goal of \$5 mil – at \$4 mil now
- Facilities
 - Sininger –working around remains
 - Facilities Building – next in line, trying to get funding. It's not an easy sell
 - Flags – question of what flags to fly
- Athletics
 - eSports – asking for faculty and staff to help/volunteer
- Sustainability – is a priority
- Enrollment
 - 2.4% increase – we need increases for funding
 - 4th consecutive semester of increases
 - Zero beds available
- Campus Life
 - George Lopez – sold out
 - Working on a performer for the spring
- Best transformation to a new President
 - Settle on reforestation center
 - Major proposals in several professional disciplines
 - Teacher Ed
 - Social Work
 - Forestry
- Debt
 - Hard to operate with debt without enrollment increases
- Personnel matters
 - With transition will come a lot of turnover
 - Professional Doctorates (EDD) will bring in new faculty and staff
 - Endowed professors – need to invest in endowments
 - Compensation – where do we need to close the gap? Compare to other regionals

Provost's Report

- Outcomes assessment

- We have a consultant
- Will select a committee that will work with the consultant
- Work on strategic plans – 3-5 years
- Close the loop – what do you want to accomplish
- DNP
 - How many students are brought in by new programs
- Dual credit – HED on agenda
- 10/30 – present departmental budgets
- Provost counsel is coming up
- New instructional designers
 - Trying to come up with a model for the university – what do we want it to look like
- Description of President profile
- BoR meeting on Friday
- HLC received approval with suggestions for improvement – several things to address

Academic Affairs – AK

Staff Senate

- Morale issue
 - Additional vacation days
 - 3 days at Spring Break
 - Indigenous People’s Day
 - Veteran’s Day
 - 2 additional days for Winter Break
 - Might need to bring bargaining units together

Election of Executive Committee Members

- Dr. Jenkins
- Dr. Moore
- Dr. Ulibarri

Meeting adjourned

Office of the Registrar Report September 6, 2023

- I. Fall 2023 Enrollment
 - a. Total UG – 1713
 - b. Total GR – 1107
 - c. Total overall headcount – 2820
 overall 2% increase from same time last year

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

- II. Fall 2023 Census enrollment report will be forthcoming. I have to request this report from OIER each Census so I am awaiting their response to my request.

 - III. Current Audit Policy challenges
 - a. Students who are in the Non-Degree status taking one course for personal growth
 - b. Challenges with pre-requisites and audit permissions
 - c. Does the faculty want to review this change and consider another revision

 - IV. Pre-requisite and course level permissions
 - a. Faculty will need to be sure to not approve enrollments for students who are UG into GR level courses outside of the current policy for GR level enrollment like participation in Advanced Credit, admission as Graduate Provisional or Graduate Advanced Standing. We have found several instances this term where these permissions are granted and students are not allowed to enroll for GR courses unless they fall under the one of the mentioned approved levels.
 - b. Advanced credit enrollment require the Advanced credit form prior to the student enrolling in courses. Advanced credit enrollment is helpful to UG students as it may allow UG students to use federal aid funds to pay for the GR level course. If its not filed this can hold up the students aid eligibility and disbursement and even cause a miscalculation in their eligibility.

 - V. Academic Calendar process
 - a. Registrar will begin this Fall working with appropriate constituent groups to develop and get a final academic calendar for Fall 2024 – Summer 2029 approved for distribution.

 - VI. Spring 2024 scheduling
 - a. Call for Spring 2024 schedule is being distributed please review for timeline
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REQUESTS FOR POSTPONEMENTS



Department of Nursing

TO: Academic Affairs Committee
 DATE: August 29, 2023
 RE: Request for one postponement of Nursing program review to Fall 2024

The Department of Nursing is requesting a one time postponement of our program review to Fall 2024. The department has several current challenges and circumstances that have led to this request:

- A) Accreditation Preparation: The Department of Nursing is currently in the process of preparing our self-study for a Fall 2024 visit from our accrediting body. This process is extensive and will encompass all elements expected in the program review. Postponing our program review until Fall 2024 would allow us to prepare a single comprehensive report that will be useful to both our accreditation and AAC review processes.
- B) Launch of New MSN Program: The Department of Nursing has enrolled our first MSN cohort in summer 2023. The added courses and students have increased demand on our faculty.
- C) Approval of New DNP Program: In August 2023, the Department of Nursing secured approval from the Graduate Deans' Council for our upcoming DNP program. Significant work remains to be done as we go on to pursue further levels of approval and prepare for implementation of this program.
- D) Faculty resources: The department composition currently includes our director, one returning junior faculty/new chair, a visiting professor, two new tenure track faculty and three new part time/term faculty. With supporting the onboarding of our new colleagues and conducting the work of accreditation preparation, MSN implementation and DNP development, submitting a comprehensive program review in Fall 2023 would present a significant burden on the returning faculty.

We respectfully request a one-time postponement of a year, with our report deadline being extended to Fall 2024 so that we can complete the work of accreditation preparation, MSN implementation, DNP development and new faculty mentorship.

Kristen Munyan, DNP, RN, FNP-BC

Chair, Department of Nursing

8/29/23, 11:17 AM

Mail - Munyan, Kristen - Outlook

RE: Munyan, Kristen shared "Memo to AAC" with you

Kempner, Brandon K <bkempner@nmhu.edu>

Tue 8/22/2023 12:30 PM

To: Munyan, Kristen <kristenmunyan@nmhu.edu>; Flood, Jeanie L <jlflood@nmhu.edu>

Thank you. I agree with the request to postpone the program review for Nursing, and you can share this e-mail with the Academic Affairs committee to show my approval. In particular, making sure the program review will take place after the accreditation report is completed makes an enormous amount of sense and will keep us from a duplication of efforts. Dr. Kempner



MEMO

DATE 8/23/2023

TO Academic Affairs Committee

RE Time Extension / Software Systems Design Program Review

Dear Committee Members,

Thank you for notifying me on Monday, August 15, 2023 that a Software Systems Design (SSD) Program Review is due to be submitted for AAC review on September 6, 2023. I apologize that my department is currently unprepared to meet the report's due date. This memo is to request an extension on this delivery date in light of the following:

- My first day as department chair was August 8 and I was not aware of the report being due prior to 8/15/23.
- Between 2021-23, two faculty resigned. One member is on annual sabbatical leave for 2023-24. Our very active two-program department (Media Arts & Technology, Software Systems Design) is currently operating with a single tenure track faculty member (myself) serving on all committees, as department chair, graduate coordinator and the visual communications design emphasis advisor.
- We are currently revising our outcomes assessments and rolling out recently revised curricula for SSD/MSSD students (approved by AAC in spring 2023). An extension on the Program Review would allow us to present the newest and most relevant data.

We believe we can submit a finished report on or before November 9, 2023. Our department appreciates the service of the AAC Committee. Thank you for your time, consideration and understanding.

Mariah Fox Hausman

Associate Professor | Department Chair | Graduate Coordinator

Department of Media Arts & Technology, School of Business, Media & Technology

	Department of Sociology, Anthropology and Criminal Justice	MEMO
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TO:	AAC
DATE:	08/16/2023
RE:	Postponing Southwest Studies – Anthropology Program Review

Thank you for allowing our program to postpone the Southwest Studies – Anthropology program review las semester. We were optimistic that many of the conditions preventing me from completing the report would be resolved last year, but this did not take place. One of our searches failed. This means, in addition to teaching...

- We are still short one Anthropology faculty member
- I am still the Graduate Coordinator for two graduate programs in Anthropology
- I advise all anthropology undergraduate and graduate students
- I am responsible for outcomes assessment for all anthropology programs
- I am serving as the chair on at least 5 theses/publishable paper committees.

For these reasons, I am requesting another postponement for our program review. I feel I should be able to meet a Fall 2024 deadline. Thank you for your understanding.

Dr. M. Gonzales
Dr. Mario Gonzales
Assistant Professor and Graduate Coordinator
 Department of Sociology, Anthropology and Criminal Justice

	8/16/23	<input checked="" type="checkbox"/> Approve Request	<input type="checkbox"/> Deny Request
Chair, Department of Sociology, Anthropology and Criminal Justice	Date		

See email below.	Date
Reviewed by CAS, Dean	Date

 Kempner, Brandon K
 To: Gadsden, Gloria Y
 Cc: Chavez, Joni F
Tue 8/22/2023 10:28 AM

Thank you for your e-mail. I have reviewed the memo, and I am in agreement that it is appropriate to delay the program review for Southwest Studies—Anthropology due to the reasons listed in the memo. As this isn't an official form, I'm not going to sign the memo, but you can share my agreement and this e-mail with the Academic Affairs committee. Dean Kempner

