



MINUTES

Location: Zoom

Date: October 4, 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: Michael Petronis (Excused)

Also Attending: Ian Williamson; Peter Linder; Mary Earick; and D. Veena Parboteeah

2. Approval of the Agenda

Include Policy Subcommittee under item 4. Motion to approve with addition. Seconded.
Approved by consensus.

3. Approval of Minutes – September 20, 2023

Motion to approve. Seconded. Approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)
 - a. Ballen Committee (Subcommittee chair: Sheree Jederberg)
The Chair plans to send out an invitation for the committee to meet next week.
 - b. Undergraduate Appeals (Subcommittee chair: Mike Petronis)
One appeal has been resolved. No new appeals.
 - c. Graduate Appeals (Subcommittee chair: Geri Glover)
Nothing to report.
 - d. Policy Subcommittee
The subcommittee met to discuss the revised auditing policy; they are recommending a change to the form to address the concerns.

5. Program Review Subcommittee Reports (see attached subcommittee list)
 - a. Native American Hispano Cultural Studies (Subcommittee chair: Geri Glover)
Nothing to report. Awaiting materials from the previous chair. Chair will contact the previous chair again.
 - b. Biology (Subcommittee chair: Kristen Munyan)
*Awaiting decision from Faculty Senate
 - c. Conservation Management (Subcommittee chair: Ben Bencomo)
The Subcommittee contacted the Chair. The department plan to return revisions this Friday.
 - d. Chemistry MS, BA, BS, Minor (Subcommittee chair: Kristen Munyan)
*Presenting Final Report next AAC meeting
 - e. Political Science BA, Minor (Subcommittee chair: Todd Christensen)
The department just submitted a memo requesting a delay on the program review.
 - f. History BA, Minor (Subcommittee chair: Daniel Chadborn)
The department just submitted a memo requesting a delay on the program review.
 - g. Sociology/Anthropology BA, BS, Minor (Soc and Anth) [Criminal Justice Studies BA, Minor] [Social Behavioral Sciences AA] (Subcommittee chair: Ben Bencomo)
The subcommittee submitted their comments to the department chair yesterday and are expecting comments from the department soon.

6. New Course: MART 4670 Character Animation (Fox Hausman; discussion/action item)

Motion to approve the new course, MART 4670. Seconded. Approved by consensus.

Motion to delete the old course, MART 3670. Seconded. Approved by consensus.

7. SENATE CHARGE: Dual Credit Handbook

A discussion ensued about the purpose of this handbook. The intent behind this handbook is to augment the HLC guidelines (not set new policies).

Motion to send the Dual Credit Handbook to the Policy subcommittee. Seconded. Approved by consensus.

8. Revision-School Counseling Certificate (discussion item; Glover)

Geri Glover explained the program revision.

The registrar recommended a starting period of Fall 2024, instead of Spring 2023.

9. Revision-Rehabilitation Counseling Certificate (discussion item; Glover)

Geri Glover explained the program Revision.

10. Deletion - Rehabilitation Concentration (discussion item; Glover)

Geri Glover explained why the program wants to delete the program.

The Vice President of Academic Affairs encouraged the department to provide a timeline for teaching out their currently enrolled students. It will likely take more than a year for the students to complete the program.

The registrar explained why it is important to be notified when the teach-out is complete so they can cancel the course code.

11. Course Revision - COUN 6360 (discussion item; Glover)

Geri Glover explained the Course Revision.

12. SACJ Department Course Revision – Terrorism (Gadsden)

Gloria Gadsden explained the course revision and fielded questions from the committee.

13. Communication from the Chair (Gadsden)

Nothing to report.

14. Communication from the Registrar (Romero)

*See Report below.

15. Communication from the Faculty Senate (Hausman)

Mariah Hausman does not have anything to report because she was just appointed to the position of Faculty liaison last week.

16. Communication from the Graduate Council (Gadsden)

At a lively meeting, the Graduate Council discussed exit documents, international students, definitions of the graduate faculty and other matters. The Chair invited others to attend future meetings.

Next time, they will discuss the redistribution of graduate assistants.

17. Communication from the Administration (Gonzales)

VPAA Gonzales attended an RMAC meeting for Presidents and was pleased to find that our athletes have higher than average GPAs.

She also addressed the damage from the hailstorm on campus and shared that Homecoming seemed to be successful.

18. 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 Policy
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]	Policy
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
October 4, 2023**

- I. Fall 2023 Enrollment
 - a. Total UG – 1729
 - b. Total GR – 1113
 - c. Total overall headcount – 2842overall 2% increase from same time last year

- II. Spring 2024 scheduling
 - a. Schedules will be sent back to departments from Registrar on October 17, 2023. Department Chairs/Program Coordinators and Academic Deans need to review for edits and changes and return to Registrar by October 26, 2023.
 - b. Registrar appreciates timely submission of schedules is imperative to ensure we do not have a delay in publication of the schedule since we cannot publish parts of the schedule it must all be published at the same time.

- III. Midterm Grading & Short-Term First Half Final Grades
 - a. Deadline to submit grades is Wednesday, October 11, 2023 at 10am – change from last year to accommodate for Fall Break for students and Faculty.