



AAC MINUTES

Meeting Date: December 6, 2023

Draft

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: Juan Gallegos

Exercise and Sport Science: Bill Hayward

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: Roxanne Gonzales (VPAA); Bill Hayward; Sheree Jederberg; Luke Ritter; P. J. Sedillo

Also attending: Judy Barnstone, Gerardo Moreira; D. Veena Parboteeah; Patrick Wilson

2. Approval of the Agenda. Motion made to approve. Seconded. Approved by consensus.
3. Approval of Minutes – November 15, 2023. Motion made to approve. Seconded. Approved by consensus.
4. Subcommittee Reports (see attached subcommittee list)
 - a. Ballen Committee (Subcommittee chair: Sheree Jederberg)
 - Jederberg was absent. A member of the Ballen Committee shared they plan to re-release the call for proposals in the Spring.
 - b. Undergraduate Appeals (Subcommittee chair: Mike Petronis)
 - Two undergraduate appeals under review.
 - c. Graduate Appeals (Subcommittee chair: Geri Glover)

- Nothing to report.
- d. Policy Subcommittee (Subcommittee chair: Gloria Gadsden)
 - Auditing Policy – Form Change.
 - Added several items to the form like the regular registration form (e.g., class closed, provisional hold). The intent is to help students complete the process quicker, avoiding the need for additional signatures.
 - This is not a change to the policy. Only to the form. Form changes can be implemented immediately after review by VPAA’s office.
 - Motion made to approve. Seconded. Approved by consensus.
5. Program Review Subcommittee Reports (see attached subcommittee list)
 - a. Native American Hispano Cultural Studies (Subcommittee chair: Geri Glover)
 - Program shared they do not have many students and they are reconsidering the program. They might want to offer a major instead. This program review has been ‘in progress’ for about three years because of delayed resubmissions and entirely new committees.
 - Program review chair will ask program to submit a memo requesting to postpone the program review indefinitely while they figure out what to do with the program.
 - b. Biology (Subcommittee chair: Kristen Munyan)
 - Received Senate decision (posted in Brightspace). The Senate requested that the VPAA require Biology to revise the program review to match the page guidelines and resubmit it to the AAC.
 - A committee member asked if the VPAA had already approved Biology’s program review. The Chair suggested there was some miscommunication. The VPAA had *suggested* skipping the AAC’s part of the program review. At that point, the matter was turned over to the Senate.
 - Waiting to hear from VPAA.
 - c. Conservation Management (Subcommittee chair: Ben Bencomo)
 - Program and Program Review Committee met, but dean failed to attend. Rescheduled a meeting with the dean before the winter break.
6. Social Work: New Course-SOWK 6XXX Social Work Practice in Tribal Communities (Bencomo; discussion/action item)
 - Motion to approve. Seconded. Approved by consensus.
 7. Social Work: Practicum Course Catalog Description Revisions for SOWK 4340/5340/6340 (Bencomo; discussion/action item)
 - Motion to approve. Seconded. Approved by consensus.
 8. Social Work: Program Deletion/Suspension - Removal of Substance Use Focus (Bencomo; discussion/action item)
 - The Registrar clarified that the change will not be reflected in the current catalog but in the next publication of the catalog.
 - Motion to approve. Seconded. Approved by consensus.
 9. Dept of Forestry – M.S. in Natural Science w/ Concentration in Forestry (Falkowski; discussion/action item)
 - AAC asked Forestry to reach out to NRM and Biology regarding this program.
 - Program shared that they submitted an updated program of study. They received an official response from NRM. Still waiting to hear from Biology.

- They plan to revise the proposal in response to NRM's feedback.
 - One concern raised by NRM was the lack of overlap between the existing MS in Natural Sciences and the Forestry proposed concentration.
 - Forestry asked if there was a "standard" amount of overlap required for a concentration under a degree.
 - Committee members shared their experience suggesting there is usually a common core across the different concentrations. However, according to Biology, they do not have a common core with the other concentrations under MS in Natural Sciences. There is overlap across some electives.
 - A committee member asked if 'a core' is required for HED or HLC.
 - A committee member stated it would be good to have a core to reduce the number of electives, making the program a little more rigorous.
 - A committee member noted that sometimes having a shared core reduces the likelihood of change since all disciplines must agree to any change in the core.
 - The Registrar said she does not know of a mandated core requirement. There is an administrative code guiding the practices at research and comprehensive universities in NM. She will send that code to the Chair for distribution to the committee. To her knowledge, HED leaves most of these decisions up to the programs/disciplines.
 - A committee member asked if new concentrations need to be approved by HED and HLC. The Registrar said they do not need approval from HLC, but they do need to be approved by HLC and will require a new CIP code.
 - A committee member asked if there is a clear distinction between a new "concentration" and an entirely new "degree"? The Registrar suggested that there should be some overlap for a new concentration, but if the program is *significantly* different, it probably should be considered a new degree.
 - The Registrar had some questions, but she will send them to the program and to the AAC Chair to follow up.
 - Forestry will meet with NRM, Biology and the Registrar to discuss the best path forward.
10. Dept of Forestry - New Course: 6XXX Concepts and Principles in Forest Ecology and Management (Falkowski; discussion/action item)
- Program will wait to bring this new course forward with the new program.
11. Sch of Business-Curriculum Changes-Marketing Concentration (R. Sanchez and G. Moreira; discussion/action item)
- The Registrar noted that the curriculum changes are not clearly outlined in the proposal. The proposal needs to clearly state the name of each program and then provide a side-by-side of the changes for each program. Would need that before moving forward.
 - The AAC Chair asked for these clarifications to be submitted immediately so the program can be sent to the Senate now instead of waiting until the Spring.
 - The Registrar also expressed concern that first year, second year, and non-matriculated students might not be able to complete these programs because they would not qualify to take the 3-4000 level courses. Is the program concerned about this? The program did not anticipate capturing first-year and second year students. They will think about non-matriculated students in the future.

- Motion made to approve with suitable changes to the side-by-sides for clarity. Seconded. Approved by consensus with changes.
12. Counseling Dept – New Program: Addictions Counseling Certificate (Glover; discussion/action item)
- The Registrar noted the Program of Study is missing.
 - Motion made to approve with the addition of a Program of Study. Seconded. Approved by consensus.
13. Ed Leadership -Course Revision: EDLD 6400 (Jederberg; discussion/action item)
- Motion made to approve. Seconded. Approved by consensus.
14. Counseling Dept – Program Revision: Counseling Program-On Ground to Distance (Glover; discussion/action item)
- The Registrar asked about the changes to “distance.” Asked for Counseling’s definition of “distance.” Is this program transitioning to “fully online” with a fully online tuition structure?
 - The program said they are moving to a “fully online” modality but not with the fully online tuition structure. Counseling very clearly stated they are using the HLC’s definition of “distance,” not NMHU’s definition of “online.” This will include synchronous courses. Additionally, the HLC’s definition does not exclude on-ground courses. Most of their courses are in “real time” on Zoom (i.e., synchronous), but they also have some on-ground courses and asynchronous courses.
 - A committee member cautioned Counseling to keep an eye on the tuition rate because other students in “distance” programs have been charged the inflated “online” tuition rate accidentally.
 - Motion made to approve. Seconded. Approved by consensus.
15. Communication from the Chair (Gadsden)
- Luke Ritter sent out the Spring 2024 meeting dates.
 - AAC Chair warmly thanked the members for their time, hard work and dedication.
16. Communication from the Registrar (Romero)
- Final fall enrollment report: undergraduate = 1732, graduate = 1108
 - Overall head count of 2840, we are down 3 students overall, but we still have an overall 1% increase from last year.
 - Three additional courses offered during Fall intersession compared to last year. 285 students enrolled in intersession courses compared to 306 students enrolled last year. May see some increases in enrollment during the next week.
 - Spring 2024 enrollment, undergrad = 913, grad = 710, total head count of 1623. Down 9% compared to last year. However, most Spring enrollment increases come in the month of January.
 - Regarding Degree Works upgrade – Registrar apologized for any inconvenience. They did not see a significant drop in the number of students enrolled. They will offer listening sessions during the Spring Faculty Development days. The AAC Chair asked if there were any major glitches. The Registrar said no. Her team was in the office at 7am on the day it was implemented to address any possible problems.

- Final comments – final grading is open. Grades are due December 12 at 8am. The Registrar’s office will send out a notice about intersession grading. Intersession final grades will be due Tuesday Jan 2 by 8am.
- The Registrar thanked the AAC and the entire faculty for their trust and for continuing to work with their team.
- Members of the AAC thanked the Registrar and her team for all their work.

17. Communication from the Faculty Senate (Hausman)

- See relevant minutes from Senate.
- Professor Hausman might not be able to continue in the role of liaison for the spring.

18. Communication from the Graduate Council (Gadsden)

- The Council sent changes for the Graduate Clearance form to the Senate.
- Sent some changes for the Handbook and Catalog to the Senate also.
- Sent a recommendation for a change in the definition of the graduate faculty to Senate.
- The Graduate Dean asked to be removed from the review of theses and publishable papers. Currently, he only reviews the documents for formatting. There are others that also review these documents (e.g., Committee Chair, Committee members, Department Chair, Librarian [when applicable]), so his review is not necessary. Graduate deans do not review every thesis and publishable papers for formatting at other institutions. The Council agreed with this request.
- The Council is still discussing graduate assistantships and international graduate students. Gadsden reminded AAC that the Grad Council meetings are open, and all faculty members are welcome.

19. Communication from the Administration (Gonzales)

- No administration in attendance. No report.

20. Adjournment at 4:38pm.

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.
- Any proposals requiring a catalog change must be submitted to the AAC no later than **Thursday February 22, 2024** by 5pm
- Final day to submit new materials to AAC during Fall 2022 - **Thursday March 28, 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 Saikia	Undergrad	Sociology/ Anthro/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: Juan Gallegos	Graduate			
10. Exercise and Sport Science: Bill Hayward	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		