



Academic Affairs Committee Minutes DRAFT

Date: April 17, 2024

Zoom meeting

1. Roll Call

Present:

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: Yongseek Kim

Forestry: Tomek Falkowski

Languages and Culture: Andrés Sabogal

Library: Kevin Corcoran

Media Arts and Technology: Mariah Fox Hausman

Natural Resources Management: Mike Petronis

Nursing: Kristen Munyan

Psychology: Daniel Chadborn

Sociology, Anthropology, and Criminal Justice: Gloria Gadsden (AAC Chair)

Teacher Education: Jonathan McCausland

Ex Officio Members: Henrietta Romero (Registrar)

Absent: History and Political Science: Luke Ritter (AAC Secretary), Social Work: Benjamin Bencomo, Roxanne Gonzales (VPAA)

Vacant: Special Education

Also present: Katie Gray [Library], Seonsook Park [Curriculum & Instruction], Gerardo Moreira [Business], Judy Barnstone [Social Work], Alice E. Davis [Nursing], Ian Williamson (AVPAA), Veena Parboteeah [Dean, Business], P. Linder [Interim Dean, CAS], Melissa Riley [Social Work], Brandon Kempner [President's Office]

2. Approval of the Agenda

Motion to approve. Seconded. Approved by consensus.

3. Approval of Minutes – March 20, 2024

Motion to approve. Seconded. Approved by consensus.

4. Subcommittee Reports (see attached subcommittee list)

a. Ballen Committee (Subcommittee chair: Sheree Jederberg)

Deadline for applications is 4/18 and none have been received. Chair suggested extending the deadline. Subcommittee Chair said she would email the subcommittee members about it.

b. Undergraduate Appeals (Subcommittee chair: Mike Petronis)

Nothing to report.

c. Graduate Appeals (Subcommittee chair: Geri Glover)

Nothing to report.

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

a. Native American Hispano Cultural Studies (Subcommittee chair: Geri Glover)
In progress.

b. Biology (Subcommittee chair: Kristen Munyan)

Waiting for the decision from VPAA.

c. Software System Design (Chair: Petronis):

Department is addressing the concerns raised by the Subcommittee.

d. Business Administration MBA, BBA, Minor, Certificate(s) (Chair: Jederberg):

Subcommittee met with the Dean and Department Chair and sent in the final report.

e. Public Affairs MA – Sociology (Chair: Chadborn)

Subcommittee provided department with feedback and is awaiting response.

6. Dept SACJ - 2 Courses Proposed for Gen Ed Core (discussion/action item; Derkas)

Chair stated that the AAC has received feedback from all relevant departments, and that one department expressed concern.

Motion to approve the course revision of GNDR 2225 and the addition of GNDR 2225 and SOCI 2310 to the Gen Ed Core. Seconded.

Chair reported that SACJ, Psychology, and Economics are in favor of the proposal. Political Science is a little concerned about these courses pulling students away for other courses listed in this core area.

Registrar noted that if this proposal passes the AAC and Faculty Senate, it still needs approval

of the HED to go into the core.

Motion approved by consensus.

7. Nursing-BSN Program Revisions (discussion/action item; Munyan)

Chair noted that the department made all changes requested by the AAC.

K. Munyen noted that the department fixed issues raised by the Registrar.

Motion to approve Nursing BSN program revision. Seconded. Approved by consensus.

8. Course Revisions (5) - Nursing MSN (discussion/action item; Munyan)

Chair noted that the department made all changes requested by the AAC.

K. Munyen noted that they made no changes other than those requested by the AAC.

Motion to approve revisions to NURS 5140, NURS 5240, NURS 5340, NURS 5440, and NURS 5520. Seconded.

Question from the Registrar regarding whether the credit hours are variable. K. Munyen stated they are not. Chair stated that she will cross that part out on the forms.

Motion approved by consensus.

9. Program Revision-Curriculum & Instruction - all Emphasis Areas (discussion/action item; Park)

Motion to approve Curriculum & Instruction program revision. Seconded. Approved by consensus.

10. Sch of Bus/DOBA - New Programs in Digital Marketing (discussion item; Moreira)

G. Moreira stated that the school is grouping courses and creating a digital marketing concentration. They believe this will be appealing for their students to focus on an area. It will be available at both the undergraduate and graduate level.

Chair asked if prerequisites need to be added. G. Moreira stated that they will make that change.

Question from a committee member about whether there need to be separate proposals for each certification and minor. Chair stated that new courses have already been created and that there is a cover page for each proposal. G. Moreira stated that they are regrouping already existing courses.

K. Corcoran brought forth some concerns on behalf of the library in regards to availability of resources. The library does not purchase course textbooks. Every effort is made to purchase supplemental texts requested by faculty when available and budget allowing. Additionally, the library does not currently subscribe to the Statista database and does not have funds allocated to its purchase. Chair stated that there is no expectation that they library will purchase books for the program and that these items need to be clarified in the proposal. K. Corcoran asked for clarification about request for instruction, and G. Moreira stated that this would be the type of instruction already offered by the library. K. Corcoran reiterated the willingness of the library to provide support and materials whenever possible.

Registrar asked if this program is open to a certain group of students. G. Moreira stated that this is a certificate for non-Business majors, but there is also a minor available. Dean Parboteeah noted that they did include needed proficiency but can update the proposal. Chair noted that they're all 4000-level classes. Registrar stated that the certificate doesn't specifically state that the certificate has to be done in conjunction with a degree; is the certificate going to be restrictive? What about an incoming freshman? G. Moreira noted that they did not anticipate the issue of freshman wanting to get the certificate. Dean Parboteeah stated that there is nothing in the catalog, so they need to see if there are certain requirements they should be including; none of their certificates specify that. Registrar stated that given the fact that that HU is an open enrollment institution, we need to consider that someone just coming in might want to do this. G. Glover stated that Counseling has a statement in the catalog that their certificates are post-graduate; they are especially particular about clinical ones. Chair stated that Business could say something about "you have to be junior status," or something similar. Chair also noted that the School of Business does not have to make these changes. The Registrar is just pointing out an issue they may have in the future.

11. School of Social Work – 1 new course + 2 course revisions (discussion item; Barnstone)

J. Barnstone noted that the new course has been offered 4 times, but changed each time. It pertains to protecting Indigenous child wellbeing and offers historical perspective and skill-based learning. It is the mission of the School of Social Work to prepare social workers for practice. The School hopes to make this a regular course offering. The School is also proposing 2 course revisions eliminating some prerequisites for 6000-level courses. Removing prerequisites will ease registration. 6320 is typically taken in 2nd year with has all spring-offered prerequisites which causes issues for advanced standing students; some students have tried to register for 6440 and can't and have to do overrides.

Chair noted that under the proposed catalog change it says "n/a"; she would like to list the removal of prerequisites. J. Barnstone agreed.

Comment from a committee member applauding this new course and stating that it's essential that social workers have this background and share it.

12. Communication from the Chair (Gadsden)

Volunteers are needed for the AAC summer committee. Volunteers: Maureen Romine, Geri Glover, Daniel Olufemi, Daniel Chadborn, and Mike Petronis.

Chair called for volunteers and nominations for Chair and Secretary for AY 2024-2025. G. Gadsden and L. Ritter will not be able to continue due to term limits.

No nominations.

13. Communication from the Registrar (Romero)

Registrar presented enrollment numbers. Please see report appended to minutes.

Registrar stated that due to the network outage the submission of listing of graduates to AAC is delayed but that she will submit them to the Chair and Secretary by 4/24. Registrar thanked her team, who cleared over 120 students in the last 2 days.

14. Communication from the Faculty Senate (Jederberg)

Nothing to report. Last meeting was 3/27/24.

15. Communication from the Graduate Council (Gadsden)

Nothing to report. Council meets next week.

16. Communication from the Administration (Gonzales)

I. Williamson reported that he just returned from an HLC meeting. HLC is focused on educating students as citizens and how AI is impacting higher education. I. Williamson asked Chair to recognize. B. Kempner to address ITS issues.

B. Kempner stated that the HLC is combining criteria 3 & 4 in an attempt to make things straightforward. They do this every 5-6 years. HU has a focus visit in Fall 2025 or Spring 2026. Focus visits are only about the topics of the focus visits, largely making sure program review process is up to snuff and completing the loop. These include how changes to curriculum are in response to program reviews. Also of note is ongoing issues in HR and payroll. During the recent ITS issues, Paycom was walled off in way that it wasn't in Banner which allowed us to skirt some issues.

Chair requested that B. Kempner make the recommendations to Department Chairs to document those curriculum changes based on program reviews. B. Kempner stated that he would rather that come from the faculty and that they could ask each member to report how those changes have been made; perhaps a note on "how does this relate to your program review" could be added to paperwork.

B. Kempner reported that shortly after the ransomware attack began, the EOC formed, with A. Ludi in charge. It is an ongoing investigation, and the university doesn't want some details public. HU contracted with a company to help create public statements. HU got back up and running much more quickly than last time. The EOC has a meeting every day at 9 a.m. They have prioritized academic services and have a list they are going through. Parchment and Adobe are not all up yet. The university is not going to lengthen the semester, and graduation is at the same time. Information about the network disturbance has been prioritized on the website. B. Kempner offered a reminder that while faculty have the academic freedom, they cannot change when a final exam is or when assignments are due; those deadlines are set in Banner. Making changes may create conflicts for students. Additionally, faculty cannot require students to go to extra lectures.

Chair asked if I. Williamson's office is planning on sending something out about that? Some students have complained about faculty requiring extra classes. I. Williamson stated that they will be talking to student groups and working with R. Gonzales about what we're going to say about it.

Chair noted that the lack of communication during the network outage concerns faculty. There were several days between notices. Chair asked if there is a plan for doing better in the future. B. Kempner noted that the RAVE system was down, it was part of the network. They are planning on separating that out. Some of the communication was on advice of experts, and they are trying to duplicate most things on the EOC website.

M. Hausman noted that the inaccessibility of Adobe is an issue for the Media Arts department as it is one of their core pieces for teaching, and they are still trying to accommodate their students. B. Kempner stated that he would bring it up with the EOC at the next meeting.

Question from a committee member about remedial instruction. B. Kempner noted that optional extra classes are fine, but it cannot be required and encouraged everyone to work with students.

B. Kempner noted that N. Wolf's first official day as President is 7/1. N. Wolf will be doing a series of events 5/3-5/12 including graduation and a full day retreat with the Board on 5/6. At the retreat N. Wolf and S. Minner will discuss presidential goals. Faculty Senate, Staff Senate, and Student Senate will be invited to present at the retreat. They are looking for larger scale ideas about how HU can interact in a more productive way. B. Kempner is putting together an event planning committee and asked for 1-2 volunteers from each of faculty, students, staff, alumni, etc. B. Kempner wants the new president to learn and listen to campus before making big changes. They will probably leave faculty events until August. The event planning committee will brainstorm possible meetings throughout the year. Perhaps the new president should come to an AAC meeting. Chair asked whether Faculty Senate will make a recommendation for that committee, and B. Kempner stated he has already discussed it with the Senate Chair.

17. Adjournment

Meeting adjourned, 4:24.

Submitted by K. Gray 4/26/24

Office of the Registrar Report
April 17, 2024

- I. Spring 2024 Enrollment
 - a. Total UG – 1549
 - b. Total GR – 1086
 - c. Total overall headcount – 2635Overall **0% increase** from same time last year
****Enrollments continue for Spring 2024 intersession****

- II. Summer 2024 Enrollment
 - d. Total UG – 313
 - e. Total GR – 417
 - f. Total overall headcount – 730Overall **10% decrease** from same time last year
****Enrollments continue for Summer 2024****

- III. Fall 2024 Enrollment
 - g. Total UG – 254
 - h. Total GR – 231
 - i. Total overall headcount – 485Overall **27% decrease** from same time last year
****Enrollments continue for Fall 2024****

- IV. Due to network outage the final list of graduates for the Academic Affairs Committee review will be sent for consideration at the May 1, 2024 meeting. Total tentative graduates for 2024 Graduating class is approximately 824.
 - a. Fall 2023
 - i. UG – 115
 - ii. GR – 114
 - b. Spring/Summer 2024
 - i. UG – 281
 - ii. GR – 314



AAC SUBCOMMITTEE MEMBERSHIP
Spring 2024

Department/Member	Appeals Comm	Program Review Comm #1	Program Review Comm #2	Other Committees
1. Art & Music: Todd Christensen	Undergrad			
2. Biology: Maureen Romine	Graduate	Native Amer. Hispano Cultural		
3. Business Administration: Rodney Sanchez	Undergrad			
4. Chemistry: Nabanita Saikia	Undergrad			
5. Computer and Math Sciences: John Jeffries	Graduate			
6. Counseling: Geri Glover	Graduate [Chair]	Native American Hispano Cultural [Chair]		Policy
7. Curriculum and Instruction: Daniel Olufemi	Graduate	Biology		Ballen Policy
8. Educational Leadership: Sheree Jederberg	Graduate	Business Administration [Chair] & Public Affairs - Sociology		Policy Ballen [Chair]
9. English and Philosophy: Juan Gallegos	Graduate	Business Administration		
10. Exercise and Sport Science: Yongseek Kim	Graduate			
11. Forestry: Tomek Falkowski	Undergrad	Public Affairs - Sociology		
12. History and Political Science: Luke Ritter (AAC Secretary)	Undergrad			Ballen

13. Languages and Culture: Andrés Sabogal	Undergrad	Business Administration		
14. Library: Kevin Corcoran	Undergrad			
15. Media Arts and Technology: Mariah Hausman	Undergrad			
16. Natural Resources Management: Mike Petronis	Undergrad [Chair]	Software System Design [Chair]		
17. Nursing: Kristen Munyan	Undergrad	Native American Hispano Cult.	Biology [Chair]	
18. Psychology: Daniel Chadborn	Undergrad	Public Affairs - Sociology [Chair]		Policy
19. Social Work: Benjamin Bencomo	Graduate			Policy
20. Sociology, Anth, and CJ: Gloria Gadsden (AAC Chair)		Software System Design		Ballen Policy [Chair]
21. Special Education:				
22. Teacher Education: Jonathan McCausland	Graduate	Software System Design		