



MINUTES

Location: Zoom

Date: January 17, 2024

Zoom Link: <https://nmhu.zoom.us/j/91471081835>

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: Geri Glover; Bill Hayward; Kevin Corcoran; Roxanne Gonzales

Also Attending: Michael Montoya; Erika Derkas; Peter Linder

2. Approval of the Agenda

With the amendment to add the System Software Program Review to the agenda, Motion to approve. Seconded. Approved by Consensus.

3. Approval of Minutes – December 6, 2023

Motion to approve with a change to attendance. Seconded. Approved by Consensus.

4. Subcommittee Reports (see attached subcommittee list)

- a. Ballen Committee (Subcommittee chair: Sheree Jederberg)

Chair not in attendance. A committee member shared they plan to send out another call for proposals this semester.

- b. Undergraduate Appeals (Subcommittee chair: Mike Petronis)

Nothing to report.

- c. Graduate Appeals (Subcommittee chair: Geri Glover)

Chair not in attendance. Nothing to report

- d. Policy Subcommittee (Subcommittee chair: Gloria Gadsden)

Nothing to report.

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

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

- Waiting for postponement memo from program.

- b. Biology (Subcommittee chair: Kristen Munyan)

- Waiting for the decision from VPAA.

- c. Conservation Management (Subcommittee chair: Ben Bencomo)

The subcommittee chair Ben Bencomo presented the Final Report. Representative from the department Tomek Falkowski stood for questions. The subcommittee chair will submit final documents to the VPAA.

- d. NEW: Business Administration MBA, BBA, Minor, Certificate(s) (Need Committee)

Sheree Jederberg agreed to Chair this committee. Andres Sabogal and Juan Gallegos agreed to serve on the committee.

- e. NEW: Spanish BA, Minor

A postponement has been requested by the department. AAC Chair will work with program.

- f. NEW: Public Affairs MA [Political Sci + History] & Public Affairs MA [Sociology]

A postponement has been requested by the department of History and Political Science.

The chair explained that each of the branches of the Public Affairs program operate independently for the most part, except for sharing a common core, and asked if there should be one Program Review subcommittee to report on both branches or two Program Review subcommittees. AAC decided to have two program review committees.

Daniel Chadborn agreed to chair on the Program Review subcommittee for Public Affairs MA, Sociology. Sheree Jederberg and Tomek Falkowski agreed to serve on the subcommittee.

g. System Software Design

Mike Petronis agreed to serve as Chair of the subcommittee. J.D. McCausland and Gloria Gadsden agreed to serve on the committee.

6. Communication from the Chair (Gadsden)

The chair reiterated deadlines for the spring semester and welcomed committee members back to the spring semester 2024.

7. Communication from the Registrar (Romero)

*See report below

8. Communication from the Faculty Senate (Hausman)

*Nothing to report yet. There will be a meeting next week.

9. Communication from the Graduate Council (Gadsden)

*Nothing to report. There will be a meeting next week.

10. Communication from the Administration (Gonzales)

No administrators were present again.

11. Dept of Forestry – M.S. in Natural Science w/ Concentration in Forestry (Falkowski; discussion/action item)

Previously, a consultation with NRM and Registrar was requested regarding overlap for MS in Natural Sciences.

Tomek Falkowski stated that the department met with NRM and Biology to figure out an amenable program change for both Natural Sciences. They continue to meet, along with the Registrar and Graduate Dean, and will provide a progress report at the next meeting.

- 12.** Dept of Forestry - New Course: 6XXX Concepts and Principles in Forest Ecology and Management (Falkowski; discussion/action item)

This course proposal aligned with new forestry program and will move forward at the same time.

- 13.** A.A. Social & Behavioral Sciences - Program Revision (discussion item; Gadsden)

Gloria Gadsden explained the program revision and fielded questions from the AAC.

- 14.** Criminal Justice Studies Major Reorganization (discussion item; Gadsden)

Gloria Gadsden and Erika Derkas explained the major reorganization and fielded questions from the AAC.

Because the documents for this item were not included on Brightspace before the meeting, this item will remain a discussion item at the next meeting.

- 15.** Program Revisions: ENGL 3070 and ENGL 4100 (discussion items; J. Gallegos)

Juan Gallegos presented both program revisions and fielded questions from the AAC.

ENGL 3070 impacts the Gender and Women Studies minor. AAC requested email of support from the program.

ENGL 4100 is not a course revision, but a program revision. Program will need to submit the required paperwork.

Gallegos will inform the department of the changes, requisite forms and requirements.

- 16.** SENATE CHARGE - Add, Drop, Withdrawal Policy (Discussion item; Gadsden)

The Registrar is attempting to align the policy with the approval of the academic calendar. The Chair requests that members of the AAC review the policy before next meeting.

- 17.** SENATE CHARGE - Readmission of Service Members Policy (Discussion item; Gadsden)

Previously at the Graduate Council, this is a recommendation to revise the readmission process to accommodate active-duty service members and reservists, according to mandates from the Department of Defense.

The chair recommended that we take the policy to our respective departments then discuss and/or take action at the next meeting.

18. OPEN DISCUSSION: Student Advising Concerns (Chadborn)

Daniel Chadborn presented a student advising concern, regarding major advice given by student success coaches, namely that students are being encouraged to complete all common core courses *before* they begin taking courses in their major of choice such that they are behind on their major area of study.

A recommendation was made to reach out to the director of the Student Success Department, Caroline Montoya, to come discuss their philosophy and explore some ways to bridge any gaps in advising that might currently exist.

The Registrar pledged to take a look into how the Ellucian service assigns advisors to students.

A motion was made to open a conversation with director of the Student Success Department Caroline Montoya at the next AAC meeting. Seconded. Approved by consensus.

19. RECOMMENDATION from Undergrad Appeals Subcommittee – Retroactive Drop/Withdrawal Policy Change – No Resubmissions Allowed (Gadsden)

There is some concern that decisions made regarding Retroactive Drops/Withdraw and hardship petitions are not being treated as final and resubmissions have been allowed.

The Registrar treats decisions made by the Undergraduate Appeals Subcommittee as final. They also do not advise students as to whether they are eligible for such a petition.

A motion was made to have the Policy Subcommittee review the language on whether a decision on a hardship appeal is final and to review the form letters written by the deans and AVPAA. Seconded. Approved by consensus.

20. 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.
- 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
Spring 2024

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			
4. Chemistry: Nabanita Saikia	Undergrad			
5. Computer and Math Sciences: John Jeffries	Graduate	History		
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			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			Ballen
13. Languages and Culture: Andrés Sabogal	Undergrad	Political Science		
14. Library: Kevin Corcoran	Undergrad			
15. Media Arts and Technology: Mariah Hausman	Undergrad	Conservation Management		
16. Natural Resources Management: Mike Petronis	Undergrad [Chair]			
17. Nursing: Kristen Munyan	Undergrad	Native American Hispano Cult.	Biology [Chair]	
18. Psychology: Daniel Chadborn	Undergrad	History [Chair]		
19. Social Work: Benjamin Bencomo	Graduate	Conservation Management [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
January 17, 2024

- I. Spring 2024 Enrollment
 - a. Total UG – 1438
 - b. Total GR – 1020
 - c. Total overall headcount – 2458Overall **no increase or decrease** from same time last year
UG is up by 3% and GR is down by 4%
****Enrollments continue for Spring 2024****

- II. The Office of the Registrar is pleased to announce that we have selected through a successful RFP process Course Leaf for the publication software. We will begin working with departments to ensure and assist with the implementation. This will involve Office of the Registrar staff, Deans, VPAA Office and other necessary faculty. We are working through the process to get a team developed for launch. Once we launch the program and catalog is successful in its first implementation we will work with other university offices to train them on the use of the program for their publications.

- III. The Office of the Registrar is pleased to announce the re-launch of the Incomplete Grade Workflow for Incomplete Grades. We will host a training on Friday, January 19, 2024 at 11am via Zoom with the CTE. We will also be sending information out to faculty, chairs and deans on how to use the new system with step by step instructions when grading memo is distributed for Spring 2024 first half courses.

- IV. The Office of the Registrar is also undergoing the process of a new diploma vendor Parchment Award as our previous product reached its end of life. We are working to get this product up and running for Spring 2024 degree awards but the timeline is still be finalized. This new product will allow for students to get diplomas mailed with 72 hour notices of change of address before mailing, tracking, digital diploma and re-order online replacing the current manual process.