



## MINUTES

Location: Zoom

Date: March 06, 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: Yongseek 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: none  
Teacher Education: Jonathan McCausland

**Ex Officio Members:** Roxanne Gonzales (VPAA), Henrietta Romero (Registrar)

**Absent:** Kevin Corcoran (proxy Katie Gray); Mike Petronis

**Also Attending:** Stephen Owusu-Ansah; Jeanie Flood; Seonsook Park; Christopher Young; Peter Linder; Ian Williamson; D. Veena Parboteeah; Cesar Abarca; Lauren Bansbach; Erika Derkas; Judy Barnstone; Jennifer Lindline; Rod Rock

### 2. Approval of the Agenda

Motion to approve. Seconded. Approved by consensus.

### 3. Approval of Minutes – February 21, 2024

Motion to approve. Seconded. Approved by consensus.

### 4. Subcommittee Reports (see attached subcommittee list)

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

Call for proposals will go out this week.

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

Nothing to report.

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

Nothing to report.

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

The committee addressed the language concerning the resubmission of petitions. They delivered two recommendations: first to italicize the portion in the catalogs that states all decisions are final; second to include that language on the decision letters sent by the dean to the students.

Motion to accept the above recommended changes. Seconded. Approved by consensus.

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

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

The report has been received and will be reviewed by the subcommittee this week.

- b. Biology (Subcommittee chair: Kristen Munyan)

The Faculty Senate voted to deny the program report. It will need to meet the recommendations of the AAC. The biology department will need to send a revised report.

- c. Software System Design (Chair: Petronis)

The report has been received by the subcommittee and feedback should be returned by March 15.

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

The subcommittee members are currently reviewing the program report. The Chair and Dean should receive recommendations next week.

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

The committee reviewed the report and will send feedback later this week.

**6. Dept of Forestry – M.S. in Natural Science w/ Concentration in Forestry Revised Proposal (Falkowski; discussion item)**

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

Tomek Falkowski fielded questions from the AAC committee.

The chair recommended a few minor revisions and requested an email from NRM.

This proposal will be available for a vote next AAC meeting.

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

Erika Derkas addressed several concerns from the previous meeting in an opening statement and then fielded questions.

A motion was made that changes to the core should be fully vetted by each of the effected programs – in this case Anthropology, Economics, Sociology, Psychology, and Political Science; specifically, that AAC representatives should solicit input from each of the faculty members in each of these effected programs by the AAC meeting on 3/20/24 so that the committee can better understand the feeling of the effected faculty as a whole.

Motion was seconded.

Further discussion ensued.

12 voted in favor of the motion. 0 opposed. 4 abstained.

**8. Social Work - Program Revision for Advanced Standing (discussion/action item; Barnstone)**

Judy Barnstone fielded remaining questions.

Motion to approve the Program Revision. Seconded. Approved by Consensus.

**9. Dept of Psychology - Program Revisions (discussion item; Chadborn)**

Daniel Chadborn presented the program revision and fielded questions. The registrar provided suggestions for revision. Psychology has been asked to meet with Registrar prior to the next AAC meeting.

**10. MS in Natural Sciences Program Revision Proposal (discussion item; Lindline/Petronis)**

Jennifer Lindline presented the program revision and fielded questions.

**11. Fine Arts Program Revision (discussion item; Christensen)**

Todd Christensen presented the Program Revision and fielded questions. Fine Arts was asked to meet with the Registrar prior to the next AAC meeting.

**12. Nursing-BSN Program Revisions (discussion item; Munyan)**

Kristen Munyan presented the Program Revisions and fielded questions. Registrar recommended some changes on various forms. Changes to be submitted prior to next AAC meeting.

**13. Sch of Bus/DOBA-Accounting- Revision of Undergraduate Curriculum (discussion item; Owusu-Ansah/Heath)**

Rodney Sanchez presented the accounting revision and fielded questions.

**14. School of Educ - Ed Leadership - New course and course deletion (discussion item; Rock/Jederberg)**

Rod Rock presented the new course and fielded questions. The course deletion was an error and has been retracted.

**15. C & I -- Course Deletion - EDLD 6250 (discussion item; Park)**

Seonsook Park noted that this was not intended to be a course deletion. The item was retracted..

**16. Minor in Sustainability and Conservation (discussion item; Falkowski)**

Tomek Falkowski presented the new minor proposal and fielded questions. Some minor changes suggested. Revisions to be submitted prior to next AAC meeting.

**17. Communication from the Chair (Gadsden)**

The AAC will need to elect another chair and secretary to start Fall 2024. The Call for nominations is ongoing.

Geri Glover was nominated to serve as Chair of the AAC, starting Fall 2024. Glover accepted the nomination tentatively. The current Chair encouraged others to consider serving next yet.

**18. Communication from the Registrar (Romero)**

\*See below

**19. Communication from the Faculty Senate (Jederberg)**

\*See below

**20. Communication from the Graduate Council (Gadsden)**

\*See below

**21. Communication from the Administration (Gonzales)**

Meeting ended before the communication from the administration. Administration was in attendance and was asked to submit a written report.

**22. 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 Spring 2024 - **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			
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	Conservation Management [Chair]		Policy
20. Sociology, Anth, and CJ: Gloria Gadsden (AAC Chair)		Software System Design		Ballen Policy [Chair]
21. Special Education:	Graduate			
22. Teacher Education: Jonathan McCausland	Graduate	Software System Design		

## THE GRADUATE COUNCIL REPORT

From: Friday, February 23, 2024

- The Council is reviewing the definition of “Graduate Faculty” in the Graduate Student Handbook and the Faculty Handbook.
- The Council has revised a policy regarding the final graduate credit a student must enroll in as they complete their degree.
- Still discussing issues pertaining to international graduate students.
- The Council is considering a revision of the repeat courses policy.
  - The current policy prevents HU graduate students from taking a course at the grad level if it was already completed at the undergrad level.
- The Council is exploring the investigation of Graduate Students.
- The Council plans to continue discussing the distribution of Graduate Assistantships
- Next meeting – March 22, 2024

**Faculty Senate Meeting Minutes**  
**February 28, 2024**  
 <Approved>

SUB 321 and ZOOM: <https://nmhu.zoom.us/j/3145944449>

3:00 to 5:00 p.m. Faculty Senate

1. Call meeting to order.

2. Roll Call.

	ATTENDANCE		
	Present	Absent	Excused
Art & Music; Edward Harrington	X		
Biology; <b>VACANT</b>		X	
Business Administration; Gerardo Moreira	X		
Chemistry; <b>VACANT</b>		X	
Computer and Mathematical Sciences; Gil Gallegos	X		
Education - Counseling; Sulema Perales	X		
Education - Curriculum & Instruction; KwangJong Park	X		
Education - Educational Leadership; Sheree Jederberg	X		



Education - Special Education; <b>VACANT</b>	X
Education - Teacher Education; Angela Redondo	X
English and Philosophy; <b>Lauren Fath, Chair</b>	X
Exercise and Sport Sciences; <b>Kathy Jenkins, At-Large</b>	X
Forestry; Blanca Cespedes	X
History and Political Science; Elaine Rodriguez	X
Languages and Culture; Norma Valenzuela	X
Library; Katie Gray	X
Media Arts and Technology; Mariah Fox Hausman	X
Natural Resources Management; <b>Jennifer Lindline, Secretary</b>	X
Nursing; Siri Khalsa	X
Psychology; David Pan	X
Social Work; <b>Rebecca Moore, At-Large</b>	X
Sociology, Anthropology, and CJ; <b>Rebecca Alvarez, Vice Chair</b>	X
President; Sam Minner	X
Provost/VPAA; Roxanne Gonzales	X
Staff Senate; Cathryn Brooks	X
Student Senate; Kayl Rainer	X

3. **Approval of Agenda. Motion made and seconded to approve the agenda. Motion passed with 17 in approval; 0 to oppose; 0 to abstain.**
4. **Approval of Minutes from February 14, 2024 (attachment). Motion made and seconded to approve the meeting minutes. Motion passed with 17 in approval; 0 to oppose; 0 to abstain.**
5. **Communication from the President (S. Minner).**
  - Provided several updates on Legislative Session, including:
    - 4% compensation increase looks like a done deal; disappointed given all the money sloshing around.
    - Everything else staying OK. Did well with cap ex. No real changes. Will ask Dave to send out information.
  - Shared executing a transition plan. On leave starting Tuesday, March 5. Returning to campus in the first week of May. During his leave, in accordance with a revised succession plan, Dr. Roxanne Gonzales will oversee NMHU and carry out the day-to-day operations. Brandon Kempner is behind Dr. Gonzales. Conversing with incoming President Wolf on tings.
  - Talked about his budget priorities. Said sources of revenue are State Government I&G and then what we bring in on tuition and fees. That's it. We do grants and things, but not our core funding. Wants to give Business Office Presidential Priorities then see where things stand. Are we in compliance? Are we solvent? Are we going to have to move things around? These come into play with information. His priorities include:
    - Compensation \$300k
    - Expanded programs \$290k
    - Website upgrade \$XXX (didn't hear)

- Website person to work with departments, schools, etc.
- DPI and Sustainability \$25 each
- \$70-80 to an Onboarding Specialist.
- Shared that there's a benefactor who wants to give gift for a teaching prize. She's also interested in scholarship prize. A cash amount related to teaching.
- Stood for questions.
  - JL asked why an Onboarding Specialist and Website Specialist? We've always had orientation through HR and D. Lepre was supposed to do unit marketing? SM responded none of it has worked. Not working well. We need someone that has that job.
  - KJ shared confusion by succession plan. Chief of Staff is a position you made up outside of faculty input and governance. *Wondering how that person can be in charge of university when no one reports to him?* SM responded that BK been involved in all of his meetings with Neil Wolf, most knowledgeable, best choice. Other executives know their things, but let's say does Kim know about legal challenges in Athletics, does Person X know about tenure dispute? BK has done a lot of good things. *What do you think?* KJ replied her respect and support of BK, but noted he is not in chain of command. No authority. SM said respects her opinion, but has reported this to the Board. Going with this.
  - E. Rodriguez. Echoed KJ's concern. BK only been CoS for 3 months. Concerned with BK's involvement in higher level administrative decision making.

#### 6. Communication from the Administration (R. Gonzales).

- Report given by R. Gonzales. Senator questioned speaker not on approved agenda. *Do we need to make an amendment to the agenda?* **Motion made to retroactively amend agenda to list R. Gonzales as speaker for item 6. Communication from the Administration. Motion passed with 17 in favor; 0 to oppose; 0 to abstain.**
- Reported that the Search and Screen continues for Dean, College Arts and Sciences. Good number of applicants (26). Search Committee will be moving forward.
- Shared that the Council on Education to redesign classifications. Will be adding new types of categories, such as rural and comprehensive universities. Will help us in terms of students, faculty we attract.
- Shared that she will not be attending HLC meeting in Chicago.
- Shared goal to of Summer 2024 to implement Explorance Blue. If test works as hoping, can start training in Spring, implement in Summer, go forward in Fall.

#### 7. Communication from the Chair (L. Fath).

- Announced that we have a Faculty Lounge! Code was shared at last meeting. Any faculty is welcome to use at any time. Shared working on getting beverages. Grand opening on March 07 5:00-7:00 p.m. to coincide with Faculty Happy Hour. There will be booze.
- Shared that will give update to BOR re AVPAA-Forestry's 11/03 report on enrollment and nonexistent program at next meeting. Thanked faculty who assisted in gathering information.
- Shared that will report on Faculty's concerns, dissatisfaction with VP Marketing and Communications Lepre. Not working.
- KJ thanked for bringing this up. Lepre has apologized time and again but not improved. Rather, given promotion and more responsibilities.

- ER asked, *What can Regents do? Isn't the position under President Minner's purview?* KJ reminded that the VPAA Lepre issue is a carryon from last meeting. LF opined that the BOR can compel their direct reports, including Minner, to act.

## 8. Communication from Academic Affairs (S. Jederberg).

### **Need report.**

- Department of Forestry; there was a discussion action item on course.
- Department of Sociology; a discussion.
- Social Work ...
- ER asked question re adding courses to General Core. There was a proposal from CJ to add 2 courses to General Core. No decision made. Interesting considerations raised by Political Science, so possibly there will be a rescind.

## 9. Communication from the Student Senate (E. Novikov). Updated on the following Student Senate activities:

- Supporting student attendance at conferences (American Chemical Society, Black Engineers).
- Organizing a Spring Fest in April for all students.
- Organizing an event related to St. Patrick's Day.
- Coordinating Student Clubs to participate in university community events.
- Encouraging students to attend Student Senate meetings to have a voice.

## 10. Communication from the Staff Senate (C. Brooks).

- Gave background to amendment to include Juneteenth in Staff Holidays.
- Provided update to 2<sup>nd</sup> edition of staff newsletter *in progress* and prioritizing staff recognition.

## 11. Old Business.

### a. Graduate Council Recommendations.

#### 1) Clearance form requirements (attachment).

- KJ requested examples for ... form as written is too vague. Name what graduate paths do/do not need the form.
- LF asked if any programs support internships as field projects.
- IW shared that the Graduate Office keeps list. Suggestion for language that programs work with GO and Registrar for who requires/ doesn't require.
- **Motion made to send it back to Graduate Council from whence it originated. include a comprehensive list of the Capstone Experiences that are included in clearance forms. Discussion ensued. Clear language is important. What needs what in terms of process needs to be documented long past our tenure. Motion passed with 18 in favor; 0 to oppose; 0 to abstain.**

#### 2) Definition of graduate faculty (attachment).

- Question about alignment of Faculty Handbook and Graduate Handbook.

- Interest in maintaining paragraph: *Graduate faculty members are approved and recommended for this status by their Department Chair and the Dean of the College or School. The Dean of Graduate Studies grants final approval.*
  - ER clarified why paragraph was removed. Said Graduate Council didn't want Dean to be able to appoint or oversee the process. That's what happened in past to her department.
  - KJ said doesn't mention Graduate Dean having any duties or responsibilities involved in this. When we send this back, wants Graduate Council to really think about this point. Make sure they are recommending the correct approval points.
  - KG shared point that FS should give GC direction about which paragraph (6-1 or 6-4) we want them to include re definition of Graduate Faculty.
  - VPAA v. Graduate Dean
  - Inclusion of Emeritus Faculty
  - GG defers to Faculty Senate for guidance.
  - KJ reminded that we invite members to listen, take notes, take time. Questions about approval process and Emeritus Faculty. Inconsistency problem should be addressed, should be cleared.
  - BC asked for perhaps integrated definition.
  - JL responded yes, the proposed definition is an integrated definition.
  - KG shared as records keeper, doesn't want to see a 3<sup>rd</sup> definition, rather asked for corrections, consistency.
  - DP if looking to guide Graduate Council to do something, if Emeritus are listed, should stay. We can also guide them to say make the Graduate Handbook align with Faculty Handbook.
  - KJ shared respect for opinions given. If going to make a one sentence change, then why not make all proposed changes. What do you want it to say? Asking to make a change but it is a long process. Do you like the way X, Y, Z are worded? Do you want to make a change? Why don't we work on whole section rather than a sentence?
  - **Motion made to ask the Graduate Council NOT to wordsmith the proposed language but to make recommendations for changes to Faculty Handbook re definition of Graduate Faculty. THEN bring GH in alignment with FH.**
  - **Motion passed with 14 in favor; 3 to oppose; 0 to abstain.**
- b. **Call for Grievance and Conciliation Committee Members.**
- LF shared that sent out another solicitation. Requested Senators to encourage participation among their department peers.
- c. **Evaluation of Administrators (D. Chadborn).**
- Shared screen with draft Qualtrics Evaluation of Administrators using free version. Most secure site for distributing surveys and most easy and efficient way for tabulating data and conducting statistics.
  - Senators gave DC a round of applause.  
**Motion made to implement Qualtrics Evaluation of Administrators. Motion passed with 17 in favor; 0 to oppose; 0 to abstain.**

- DC mentioned that once a Faculty Senator sets up an account, he can easily import/share.
- **Motion made and seconded to charge the Faculty Senate EC to distribute evaluation by end of Spring Break. Motion passed with 17 in favor; 0 in opposition; 0 to abstain.**

## 12. New Business.

### a. Academic Affairs Program Approvals.

- 1) Program Revision, Sociology, Anthropology, and CJ, AA in Social and Behavioral Sciences (attachment). Proposal was developed to address credit hour deficiencies and course overlaps. **Motion made and seconded to approve. Motion passed with 16 in favor; 0 to oppose; 0 to abstain.**

### b. Returning service members (H. Romero) (attachment).

- Registrar Romero described the proposal. NMHU undergoes regular audit to enroll returning service members and provide them educational opportunities. Final opportunity to close out DoD audit. Hopes for faculty support.
- **Motion made and seconded to approve the proposal. Motion passed with 16 in favor; 0 to oppose; 0 to abstain.**

### c. Add/drop/withdraw policy (attachment).

- Registrar Romero gave super brief synopsis of the proposal. Motion made and seconded to approve the proposal. **Motion passed with 16 in favor; 0 to oppose; 0 to abstain.**

### d. Committee nominations/elections:

#### 1) FSEC at-large member (nominations from the floor).

- LF gave brief synopsis of EC meeting schedule and responsibilities. Opened floors for nominees.
- Motion made and seconded to nominate Norma Valenzuela. She did not accept the “Nomination.”
- **Motion made and seconded to table item. Motion passed with 17 in favor; 0 in opposition; 0 to abstain.**

#### 2) Financial Planning Committee (Ram Adhikari, nominations from the floor).

- **Motion made and seconded to move Ram Adhikari as nominee. Motion passed unanimously with 17 in favor.**

#### 3) Student Affairs Committee (Alap Dixit, nominations from the floor).

- **Motion made and seconded to move Alap Dixit as nominee. Motion passed unanimously with 17 in favor.**

### e. Student Support Service Survey (R. Maestas).

- RM gave description of First Destination Survey (where landing, where working, etc.) that has historically been distributed after graduation. Typically gets a 23-25% completion rate. Has learned that if distribute before graduation, can get greater return. See where going, what outcomes are. Data can help give in-house support. Piloted Fall 2023 graduating class. Went from 22 to 35% completion. Aiming for higher response rate. Wanting to make as a graduation requirement.
- Question asked – *how require?* RM responded with intent to implement a graduation checklist within Registrar’s Office.
- LF asked how coordinate with OIER? Recommended a soft handoff ... to make more useful to faculty.
- Registrar Romero expressed concern about an office making a graduate requirement without Registrar support staff to implement.
- **Motion made and seconded to continue this discussion. Motion passed unanimously with 15 in support.**

**Motion made and seconded to table remaining items and adjourn meeting. Motion passed unanimously.**

- f. **Capital Outlay Report (S. Baca).**
- g. **Allocation of space in Lora Shields Building (K. Blea) (attachment).**
- h. **HLC Update (K. Tucker and/or A. Kent).**
- i. **Discussion of Artificial Intelligence in Academics; Session II.**
- j. **Staff Senate Request for Faculty Senate Endorsement of June 19<sup>th</sup> Holiday.**
- k. **Highlands Email Policy and Recall Request.**

**13. Executive Session.**

**14. Action and Statements as Necessary on Executive Session Discussion.**

**15. Adjourned meeting at 5:05.**

**Office of the Registrar Report  
March 6, 2024**

- I. Spring 2024 Enrollment
  - a. Total UG – 1552
  - b. Total GR – 1081
  - c. Total overall headcount – 2633Overall **1% increase** from same time last year  
**\*\*Enrollments continue for Spring 2024 for short term and intersession\*\***
  
- II. Summer 2024 Enrollment
  - a. Total UG – 137
  - b. Total GR – 171
  - c. Total overall headcount – 308Overall 14% decrease from same time last year
  
- III. Fall 2024 schedule draft reviews remain underway drafts are due back by March 15<sup>th</sup>. Final Draft of the Fall 2024 schedule is due to us by March 22, 2024 by 5pm. Early registration for Fall 2024 will begin on Monday, April 1, 2024 at 7am.
  
- IV. Deadline to apply to graduate for students in March 29, 2024 for students – there will be **no exceptions** to this deadline.
  
- V. Approved Application for Degrees are being submitted for students who aren't ready for graduation, we have run through at least 50 applications for students both at the UG/GR level that have been denied for graduation because students are not ready. There is a university policy on what hours students can take in Summer to be allowed to be cleared for graduation. These submissions when students are not ready is taking time away from the graduation team to process timely graduation clearances for students who are ready.