

1. **Roll Call**

Department	Name	Present	Absent	Excused
Art & Music	Todd Christensen	X		
Biology	Sarah Corey-Rivas	X		
Business Administration	Rodney Sanchez	X		
Chemistry	Nabanita Saikia			
Computer and Mathematical Sciences	John Jeffries	X		
Education; Counseling	Lori Miller	X		
Education; Curriculum and Instruction	KwangJong Park	X		
Education; Educational Leadership	Rob Karaba	X		
Education; Special Education	VACANT			
Education; Teacher Education	Dawn Berry			
English and Philosophy	Benjamin Villarreal	X		
Exercise and Sport Science	Yongseek Kim (Proxy for William Hayward)			x
Forestry	Michael Remke (AAC Chair)	X		
History and Political Science	Bilgesu Sumer			
Languages and Culture	Andrés Sabogal	X		
Library	Kevin Corcoran	X		
Media Arts and Technology	Mariah Hausman	X		
Natural Resources Management	Mike Petronis			
Nursing	Christopher Young			
Psychology	Daniel Chadborn	X		
Social Work	Annie Allen			
Sociology, Anthropology, and Criminal Justice	Kimberly Munro (Secretary)	X		
Ex Officio (VPAA)	Roxanne Gonzales	X		
Ex Officio (Registrar)	Henrietta Romero (Michael Montoya)	X		

Guests in attendance
Ian Williamson
Elisabeth Valenzuela
Veena Parboteeah
Peter Linder

2. Approval of the Agenda: Approved
3. Approval of the Minutes (From 10/16/24): Approved – with discussion
4. Undergraduate and graduate petition committee reports: No reports
5. Program Review Subcommittee Reports (see attached subcommittee list)
 - a. Native American Hispano Cultural Studies (Subcommittee chair: Bilgesu Sumer)

Not here

- b. Software Systems Design, MSSD, BSSD: (Chair: Mike Petronis): Mariah spoke on behalf of Mike – going to speak with Dean on review next week
 - c. Public Affairs, MA (Subcommittee chair: Daniel Chadborn): All corrections back and Rob is reviewing final comments, as soon as comments get back going to speak with Dean to move forward.
 - d. Biology (Subcommittee chair: Todd Christenson): No updates on review
 - e. Spanish, BA, Minor (Subcommittee chair: Bilgesu Sumer): Not here.
6. Communication from the Chair (Remke): No other substantial updates. Just new people on committees, for people to help advise newer folks on processes.
7.
 - [Sharepoint folder here](#)
 - This is a working SharePoint that anyone with the link can access and can easily be migrated into the final SharePoint that serves as a permanent archive for AAC
8. Communication from the Registrar (Romero): Fall 2024 enrollment still being tracked, but still U: 1627 G: 1119 for 2746 total
Starting to track Spring Enrollment, still continuing for Spring, but U: 269, 319 G

Down 26% from same time last year.

Will be publishing addendum to catalog this November, but anything received after today will go under 25-26 publication process.

FERPA course re-opened if you haven't done it. It is re-open to everyone, even if you failed your 3 attempts.

- New deadline date is Dec 1st, 11:59 MST

- Will be opened in Spring for new hires.

- Training is good for Academic year (Fall-Spring-Summer terms).

Question -- what happens for people who don't complete? Notice sent to supervisor from registrar/provost. Person needs to attend zoom for people who haven't done the training. Leadership may be able to revoke access to systems if people do not complete their trainings.

9. Communication from the Faculty Senate (Remke): Not a ton of updates pertinent to AF committee.
10. Communication from the Graduate Council (Williamson):
11. -Policy moving through senate, pertaining to students who are retaking a course in graduate degree that they previously took in undergrad. (has passed through senate already)

-Student discipline, very little in graduate handbook – disciplinary items have come up. Plagiarism – but how are things handled in regards to GA. FERPA violations, etc. Working on language for handbook.

-Working on definitions to try to make better clarification towards Graduate faculty members.
12. Communication from the Administration (Gonzales): AI Leadership Institute conference in Boston – how to utilize AI in the classroom and Highlands may be behind the curve as far as developing

HACU conference: panelist, at HACU, missing the boat on our membership. At the conference there were VPs, Students, Faculty, etc...Highlands only sends 1 or 2 people a year. We need to be more involved, especially as one of the 18 founding members. Looking into getting grant money to send more faculty, staff and students to the conference (opportunities in exhibit halls, etc). Working on getting students more high profile.

Ivy out through November. We are down to top 4 Institutional Research. Whittling it down to 3 to bring to campus the week before Thanksgiving break. Encourage people to the forums and provide the feedback.

CAS dean search – 1 final interview on Friday with candidates, then Gonzales and President will make an offer next week.

We have been approached by Department of Corrections program to provide degrees to incarcerated individuals (currently working with Adams state to complete Bachelors), but need to be working with us being in NM. Can use the Opportunity Scholarship – working with HLC to get things approved, and this moving forward. Start thinking about how we can put a couple of degree programs forward. Cant get degrees in Criminology and Criminal Justice (per state standards). Opportunity for us, fits with our mission – dont need new programming, but offering programs to these specific populations so they can get jobs after graduation. How to offer? (Synchronous/Asynchronous?) Courses will not be mixed with these other students.

13. **New Business: No new business.**
14. Executive Session
15. Adjournment: Adjourned, 3:35pm 😊

Submission Reminders:

- To be added to the Wednesday Meeting Agenda, materials must be submitted by 5:00pm MT on the preceding Thursday
- Please submit materials to the AAC Chair (Michale Remke) and Secretary (Kimberly Munro). Correct forms and complete signatures are required or the forms will be returned to the program without being included on the agenda.
- Any proposals requiring a catalog change must be submitted to the AAC no later than **Wednesday February 19th 2025**

The final day to submit new materials to AAC during Fall 2024 is – **Thursday, November 14th by 5:00 pm**

Department	Name	Appeals	Program #1	Program # 2	Other
Art & Music	Todd Christensen	Undergrad	Political Science	Biology [Chair]	Ballen [Chair]
Biology	Sarah Corey-Rivas	Graduate	Spanish	Nursing [Chair]	Policy
Business Administration	Rodney Sanchez	Undergrad	Native American Hispano Cult.		Ballen
Chemistry	Nabanita Saikia	Graduate [CHAIR]	Nursing		
Computer and Mathematical Sciences	John Jeffries	Graduate			
Education; Counseling	Lori Miller				
Education; Curriculum and Instruction	KwangJong Park				
Education; Educational Leadership	Rob Karaba	Graduate	Public Affairs S/A/CJ	Poli Sci [Chair]	
Education; Special Education	VACANT				
Education; Teacher Education	Dawn Berry	Graduate			
English and Philosophy	Benjamin Villarreal	Graduate	Spanish	History [Chair]	Ballen
Exercise and Sport Science	Yongseek Kim (Proxy for William Hayward)	Undergrad			
Forestry	Michael Remke (AAC Chair)	Undergrad	Public Affairs S/A/CJ	Public Affairs (Hist) [Chair]	

History and Political Science	Bilgesu Sumer		Native American Hispano Cult.	Spanish [Chair]	
Languages and Culture	Andrés Sabogal	Undergrad	History		Policy
Library	Kevin Corcoran	Undergrad	Public Affairs (Hist)	Nursing	History
Media Arts and Technology	Mariah Hausman	Undergrad	Biology		
Natural Resources Management	Mike Petronis	Undergrad [Chair]	SSD [Chair]	Biology	Ballen
Nursing	Christopher Young		Native American Hispano Cult.	SSD	Poli Sci
Psychology	Daniel Chadborn	Undergrad		SSD	Policy [Chair]
Social Work	Annie Allen	Graduate			Policy
Sociology, Anthropology, and Criminal Justice	Kimberly Munro		Public Affairs (Hist)	Poli Sci	