

**COUNCIL OF CHAIRS**  
**Tuesday, September 15, 2015**  
**CITL 3:45 pm – 4:45 pm**

**Minutes**

**1. Call to order.**

Those present: Ivan Avramidi, Wes Cook, Michelle Creech-Eakman, Aly El-Osery, Iver Davidson, Sara Grijalva, Nikolai Kalugin, Drea Killingsworth, Corey Leclerc, Lorie Liebrock, Shari Montazeri, Peter Mozley, Warren Ostergren, Frank Reinow, Snezna Rogelj, Mark Samuels, Dongwan Shin, Steve Simpson, Bill Stone, Kevin Wedeward, Dave Westpfahl, Andrei Zagrai. Lyndsey Lewis keeping minutes.

**Dr. Warren Ostergren called the meeting to order at 3:51 pm.**

**2. Approval of Minutes**

**Motion was made by Dr. Michelle Creech-Eakman to approve the minutes, seconded by Dr. Penny Boston. Minutes were approved unanimously.**

**3. Announcements/Information**

**a. Professor Visits – *Reynaldo Maestas/Tony Ortiz***

Tony Ortiz announced a campus visit can be a make or break deal for students when deciding where to go to school. Visits to see professors are the most requested aspect during the campus visit. Ideally the Admission office would like a single time set for professor visits. Tony would like to have a set time in place by the upcoming spring semester. He noted that it could possibly be a graduate student instead of a faculty member.

Several comments were made including having a set person each semester during their office hours. Any feedback should be sent to Tony Ortiz or Reynaldo Maestas.

**b. Tutoring Services Update – *Drea Killingsworth***

A handout was provided that showed the OSL tutoring has grown 30% every semester. There is a projected 25% increase in tutoring visits for the current semester. Drea Killingsworth spoke about what is new in the OSL. The OSL has been working with Dr. Simpson on oral presentations. Test corrections are now on canvas. Whiteboard tables were added to the OSL. Students can now write on the tables. A LaTeX workshop will be held in the evening. There is tutoring for Yangtze students by Yangtze

mentors. Financial Aid and Career Services will be helping the OSL with REU/internship workshops for Diversity Week.

**c. Initiatives to Enhance Retention and Accelerate Graduation – *Warren Ostergren***

Dr. Warren Ostergren stated that the Governor has been applying pressure on the Board of Regents at various schools to reduce the number of credits for graduation. NMT's efforts to enhance retention and accelerate graduation were discussed at a Regents Retreat during the summer. These efforts were talked about in three broad categories: improving retention through engagement, our planning more efficient schedules, and our efforts to evaluate reduction in our course credits. At the Retreat we were asked to lay out the plan for implementation of our initiatives. We have a team working on this plan and on additional data analysis to identify ways to help students be successful.

In response to questions, Dr. Ostergren noted that 1) the evaluation of credits required is in the majors, not the core curriculum. The Provosts of the 4-year universities are meeting monthly to discuss dual credit and the general core curriculum. However, this is a very long term discussion and current requirements will not be affected. 2) we are reaching out to high schools and would like to have students take the math placement test early on. If students take a placement test beforehand, then they can find out where and when they can take required math classes most effectively.

Faculty may meet with Dr. Ostergren for more details.

**d. Data on Grades vs. Attendance, Etc. – *Dave Westpfahl***

Dr. Dave Westpfahl reported on data relative to the Physics 121 class. He has been studying how students succeed and fail. His data shows that on time homework submittal and attendance correlates very well to the final grade.

Dr. Westpfahl noted that he plans to get more data.

**e. Department Assessment Reports – *Peter Mozley***

Dr. Peter Mozley stated that the department assessment reports are due on October 1st. The original deadline was September 1<sup>st</sup> and he extended it. There are various options for getting the reports to him, including uploading the reports to the workspace in Canvas. Another option is to email the report to Dr. Mozley. The reports will be put online where everyone can have access and view what other departments have done.

**f. PAR/DAR's - Penny Boston**

Dr. Penny Boston announced that she has been working with Richard Helbock to see if the PAR/DAR's can be done through Canvas. This will allow for easier access to this information. Dr. Boston noted that she is feeling optimistic and will have more information next month.

**4. Old Business**

**5. New Business**

**a. Reducing institute minimum credit requirement for a Bachelor's Degree - Bill Stone/Kevin Wedeward**

Dr. Bill Stone noted that, as was previously discussed, New Mexico universities are under some pressure to reduce the number of credit hours in their degree programs. Our current minimum number of credit hours is 130. There are some degree programs for which the sum of major requirements and technical electives is less than 130 hours. Students are therefore required to fill out 130 hours with any course they desire. Dr. Stone suggested that we reduce the institute minimum requirement for a bachelor degree from 130 to 120 hours. This changes none of the degree requirements within a department.

Dr. Kevin Wedeward supported this suggestion and that we are ask our departments to review their curriculum and see if there is any way to reduce the number of credits. This would show a good faith effort to evaluate the Governor's request.

Handouts were provided that showed each program's credit requirements, including the number of non-major elective credits. Each department can look at their own curriculum to determine what should be done. The chairs felt that more discussion was required at the department level before voting on the 120 credit hour minimum requirement. Dr. Michelle Creech-Eakman motioned for this delay and it was seconded by Dr. Steve Simpson.

**b. Biology Catalog Changes – Snezna Rogelj**

Dr. Snezna Rogelj indicated that certain Biology courses are not being taught and should be removed from the catalog. These courses may be brought back once the faculty numbers in Biology increase.

**Dr. Rogelj motioned to remove the entries from the catalog (see full description on Faculty Senate web page). Dr. Penny Boston seconded. Motion passed unanimously.**

**c. Math Catalog Changes – Ivan Avramidi**

**Dr. Ivan Avramidi motioned to accept Math catalog changes with the exception of Item 4 (catalog (see full description on Faculty Senate web page). This will be brought forward at the next meeting. Dr. Penny Boston seconded. Motion passed unanimously.**

**6. Adjournment**

**By unanimous consent the council of chairs adjourned at 5:02 pm.**