

COUNCIL OF CHAIRS
Tuesday, October 20, 2015
CITL 3:45 pm – 4:45 pm

Minutes

1. Call to order.

Those present: Jeff Altig, Ivan Avramidi, Rebecca Clemens, Michelle Creech-Eakman, Taffeta Elliott, Aly El-Osery, Iver Davidson, Sara Grijalva, Frank Huang, Nikolai Kalugin, Corey Leclerc, Lorie Liebrock, Patrick Lopez, Lisa Majkowski, Navid Mojtabai, Shari Montazeri, Peter Mozley, Warren Ostergren, Snezna Rogelj, Mark Samuels, Dongwan Shin, Steve Simpson, Bill Stone, Kevin Wedeward, Andrei Zagrai. Lyndsey Lewis keeping minutes.

Dr. Warren Ostergren called the meeting to order at 3:48 pm.

2. Approval of Minutes

Motion was made by Dr. Steve Simpson to approve the minutes, seconded by Dr. Ivan Avramidi. Minutes were approved unanimously.

3. Announcements/Information

a. Advising Updates – *Lisa Majkowski*

Lisa Majkowski announced that NMT had ten more students register this year than last year. Lisa went over information on what is occurring in the advising area. Patrick Lopez, who is managing the HSI-STEM Grant, is chair of an Advising Committee that is working on developing improved procedures for advising. The improvements are based on input from a NACADA consultant who met with faculty and staff in 2014. Rebecca Clemens has been brought on board as the Assistant Director of the OSL. She will work with faculty on the advising process and will be the point person for OSL. The Advising Committee is working on trying to make existing student advising for registration easier. Based on department chair suggestions, they would like to include the administrative assistants in the advising process. Each assistant will be provided with an iPad with support from the grant. They are also looking into facilitating group advising. They are trying to reduce the burden on faculty advisors. Resources for students and faculty advisors will be online soon.

Rebecca Clemens announced a training session with the department administrative assistants will be held on November 5th. There will also be two refresher trainings for faculty. An announcement will be coming soon.

b. Feedback from Student Success Sessions with Faculty – Warren Ostergren

Dr. Warren Ostergren provided some feedback from the student success sessions that he held. During the sessions, Dr. Ostergren shared data that had been presented to the Board of Regents and other data that was prepared in other student success reviews that we have had with UNM or NMSU. He reported that attendance was high in these sessions and that he was very pleased to see the strong faculty and staff commitment to student success. Dr. Ostergren noted that he would like to continue with these informative sessions as more data is prepared. In parallel with that, data has been shared with the Student Government Association so they can share it in their meetings. The Board of Regents are receiving regular updates on this activity.

c. Adjunct Status for MST – Peter Mozley

Dr. Peter Mozley announced that he received a final document that the three distance education programs were approved by the HLC. The next step is to get approval of the Distance Education MST program. This one is being submitted separately because it is a little different from the other programs. An issue going forward is to make sure that we show the HLC that we have fully qualified faculty teaching the MST program. As part of that, we would like any faculty member participating in the instruction of the MST program to have at least adjunct status in the department for the subject matter that they are teaching. Dr. Mozley is working with Dr. Mark Samuels and George Becker on this. They will be approaching the department chairs individually.

d. Simplifying Department Catalog Pages – Peter Mozley

Dr. Peter Mozley announced that surveys are being conducted on improving student success, and of the current students, approximately 50% found the catalog for their major to be easily understandable. The remainder could not decipher it, needed help from their advisors, or thought their advisors didn't understand it. One of the things that we would like to do is try to simplify the catalog. A handout was provided on graduation statistics for undergraduate options. The data showed some options that have not had any students graduate with in the past seven years. This is one way that we could simplify things. Another issue is that some departments do not have sample curricula. Each department should have this if they don't already. Another item that can help the students is flow charts. Each department should have these online on their department websites.

e. Assessment reports – *Peter Mozley*

Dr. Peter Mozley announced that the assessment reports are past due. The Senate Assessment Committee is going to review the reports and will write a report about the reports.

f. Pay Period for FY 16 – 17 Contracts – *Shari Montazeri*

Shari Montazeri announced that we don't have exactly 26 biweeklies in each calendar year. Every four years we have a leap year and every ten to eleven years we have an extra biweekly in one calendar year. 2015 is one of these years. This will not be an issue for the staff, but it will be for the faculty where we will need to do some adjustments. It is too late in the year to adjust the contracts, so we will adjust them next year. Faculty who are paid over 9 months or 20 biweeklies will be paid over 21 biweeklies. Faculty who are paid over 12 months or 26 biweeklies will be paid over 27 biweeklies. This means that you will see a smaller pay check but will receive one extra one. By doing it at the beginning of the year, we will have more time to spread it over the year. Let us know if you have any issues with this. This will be presented to the Faculty Senate.

4. Old Business

a. Reducing institute minimum credit requirement for a Bachelor's Degree

Dr. Warren Ostergren noted that we had some discussion on this at the last meeting. As you recall, in terms of our efforts for helping students with their success and time to graduation, there are a number of things that we are doing. One issue that we found is that we could be requiring more credits in a department than needed by the major due to the institute minimum requirement of 130 credit hours. The proposal is to change the minimum number of credits to 120 credit hours. Departments have been requested to review their programs and determine the credit hours they believe should be required. In this review they will not be as constrained by an institute requirement.

Dr. Jeff Altig noted that he prefers we do the department program reviews first, before changing the institute minimum requirement.

Dr. Bill Stone stated that this change is not affecting the department curricula; it is taking down the minimum institute requirement. 130 is an arbitrary number whereas 120 is 8 times the 15 which we require students to take for the NM Lottery scholarship. If we don't do this, we aren't even allowing departments to offer 120 credits. This is the minimal response that we should take.

Dr. Warren Ostergren stated that this gives every department the option to define required credits for their programs. There would be not be

pressure for departments to arbitrarily drop their credits, but only to review their programs and determine what is required. This would show that we are thoughtfully evaluating required credits for our students and identifying efficiencies where practical.

Dr. Andrei Zagrai stated that his department has started the program review. The department agreed in the beginning that it would be extremely difficult to do the program with 120 hours. However, given that we are at this point and that the program is allowed to keep the number of hours that it determines is required to graduate, there aren't significant negative aspects to reducing the minimum amount. What is important is to give an opportunity for those programs that cannot reduce their number, because of the 130 credit hour minimum. There are more choices in this respect.

Dr. Navid Mojtabai motioned to approve this change, seconded by Dr. Snezna Rogelj. Motion approved with two opposes.

b. Math Catalog Changes – *Ivan Avramidi*

Dr. Ivan Avramidi announced that there was an issue with a prerequisite for Math 410. These changes were already approved by the Faculty Senate.

Dr. Avramidi motioned to approve the changes, seconded by Dr. Michelle Creech-Eakman.

5. New Business

a. Psychology Catalog Changes – *Mark Samuels*

Dr. Mark Samuels noted that they have two new members in the department. The department is moving more toward neuroscience or brain based areas in Psychology. He proposed a series of catalog changes. Also, PSY410 – Neurology and PSY 409-01 – Cell and Molecular Neuroscience will be co-listed with Biology. The course numbers for Cell and Molecular Neuroscience should currently be listed as BIOL 4XX and BIOL 5XX.

Dr. Samuels motioned to accept these catalog changes (full description on the Faculty Senate web), seconded by Dr. Andrei Zagrai. Motion passed.

6. Adjournment

By unanimous consent the council of chairs adjourned at 4:33 pm.