

**COUNCIL OF CHAIRS**  
**Tuesday, March 22, 2016**  
**CITL 3:45 pm – 4:45 pm**

**Minutes**

**1. Call to order.**

Those present: Jeff Altig, Ivan Avramidi, Rebecca Clemens, Michelle Creech-Eakman, Aly El-Osery, Iver Davidson, Sara Grijalva, Jaime Kimberly, Corey Leclerc, Peter Mozley, Warren Ostergren, Frank Reinow, Clint Richardson, Snezna Rogelj, Mark Samuels, Dongwan Shin, Steve Simpson, Glen Spinelli, Bill Stone, Kevin Wedeward. Lyndsey Lewis keeping minutes.

Dr. Warren Ostergren called the meeting to order at 3:46 pm.

**2. Approval of Minutes**

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

**3. Announcements/Information**

**a. Physics classes for summer and fall – *Michelle Creech-Eakman***

This summer Physics will offer 121 and 122 along with labs. As an added incentive, they will not have as many seats available in the fall. Try to have current students start this summer.

Dr. Creech-Eakman also asked for department chairs to encourage students to use the tutoring office and not drop classes.

**b. General Education Information session – *Steve Simpson***

Dr. Steve Simpson announced that this Thursday at 3:30 pm, the first of many general information sessions will be held regarding the direction of committee work addressing potential revision of the common core.

**c. Safe Space Training – *Steve Simpson***

Dr. Steve Simpson announced that QuASAR and the CLASS Department are co-sponsoring Safe Space Training. This is an opportunity to learn more about LGBT issues. This will be held Friday April 22<sup>nd</sup> from 2:00 to 5:00 pm with trainers from UNM.

**d. PhD Programs - *Jamie Kimberly***

Dr. Jamie Kimberly announced that the Mechanical Engineering PhD was approved by the chief academic officers. Secretary Damron was there

and was very supportive. The Biotechnology PhD program also was unanimously approved. We are hopeful that these will make it through the next two steps with the State Legislative Finance Committee.

#### **4. Old Business**

#### **5. New Business**

##### **a. HiSet high school equivalency test – *Tony Ortiz/Sara Grijalva***

Tony Ortiz announced that all home schooled students are required to take and pass the GED test to be admitted to NMT. PED now offers a separate test that students can take called the HiSet. Tony Ortiz and Sara Grijalva have reviewed and compared this test to the GED. The score that NMT requires for admission is equivalent to the score that we will require for the GED. They still have the same five subset tests. The HiSet requires a 45 number score to pass and NMT will require a 75 to be admitted.

The statement that will be added to the catalog states “HiSet combined score of 75 or greater to demonstrate College and Career readiness.”

Dr. Penny Boston moved to accept these changes, seconded by Dr. Aly El-Osery. Motion passed.

##### **b. Degree title cleanup – *Sara Grijalva***

Sara Grijalva provided a handout that shows all degrees for undergraduates lists “option” except Mineral Engineering lists “emphasis”. These should all be consistent.

Dr. Navid Mojtabai moved to change emphasis to option under Mineral Engineering, seconded by Dr. Penny Boston. Motion passed.

##### **c. Academic Honesty Catalog Change – *Sara Grijalva/Peter Mozley***

Dr. Peter Mozley announced that we have an academic policy in the catalog that is also combined with student discipline policy with other things. The proposal is to remove the Responsible Conduct & Academic Honesty Policy from the Undergraduate and Graduate Catalogs and publish it in the Student Handbook instead.

There was some discussion to have the student handbook at a more appropriate location for students to easily find it.

Sara Grijalva moved to accept the change, seconded by Dr. Penny Boston. A friendly amendment was made to have the proper names for undergraduate and graduate student handbooks.

**d. Honor Code - *Peter Mozley***

Dr. Peter Mozley announced that in the strategic plan, we are charged with developing an honor code for the entire school. This includes faculty, staff, and students. We formed a committee that will start working on this on April 1<sup>st</sup>. Some of this will go into the student handbook and some will go into the staff hand book.

**e. Budget - *Warren Ostergren***

Dr. Warren Ostergren announced that preliminary budgets have been prepared for next year. Academic Affairs had to absorb half a million dollars in budget reductions. This required significant effort to find areas that could be cut. This will include some reductions in individual department budgets, which we believe they should be able to handle okay. We were able to keep our two new faculty positions. We were also able to keep our year end salary adjustment for faculty, the third year of our four year plan. As a side note, it was mentioned that The Board of Regents approved a 5% tuition increase along with 2% in funding for salary merit increases.

**6. Adjournment**

**By unanimous consent the council of chairs adjourned at 4:24 pm.**