

<b>Minutes</b>		<b>ADAC Meeting</b> 2 Hours, 8/12/13 New Mexico Room, Corbett Center	
<b>Type of meeting:</b> Regular <b>Facilitator:</b> Norice Lee <b>Note taker:</b> Veronica Gomez		<b>Attending:</b> Mike Zimmerman, Lisa Bond-Maupin, Beth Pollack, Gladys DeNecochea, Stuart Munson McGee, Loui Reyes, Shelly Stovall, Jim Libbin, Donna Alden, Kristian Chervenock, Donnma Wagner, David Maestas, Norice Lee	
<b>Time Alloted (mins)</b>	<b>Topics</b>		
05	Approval of Minutes – 7/22/2013		
Discussion: De Necochea motion, Reyes second			
Conclusions: List of UTC members will be emailed to ADAC members			
	Person responsible: Gomez	Deadline: Following meeting	
05	Introductions	Lee	
<p>Lee -- Introduced and welcomed new member/representative from the Office of International &amp; Border Programs Kristian Chervenock. Chervenock introduced himself and provided background that he has been with NMSU for 7 years and is from Canada. He distributed a flyer for the Study Abroad Fair that will be held Aug. 28, an event that's held twice a year. In an attempt to increase participation in the fair, Chervenock informed the group that this is the first year junior and senior students from LCPS have been invited. Chervenock would like to reach out to NMSU deans and faculty to encourage students to attend. He asked that members please help circulate the flyer. Chervenock's email is <a href="mailto:ktcherve@nmsu.edu">ktcherve@nmsu.edu</a>.</p>			
15	Distance Education Degree Programs	Fant	
<p>Fant -- Distributed a handout on <i>Distance Education Contact Form Submissions from the DE website</i>. It will also be sent electronically. Fant reviewed/explained the handout to the group. There are some updates that need to be done and he asked that each department review the information provided. DE's Instructional Innovation in Quality (IIQ) program was briefly described and additional information on their activities will be provided. Discussion of the document commenced and some corrections pointed out. Fant asked the group to look over the document, share with others as needed and follow up with him electronically. Please contact him if there are other concerns.</p>			
15	Discussion of new ADAC Ex-Officio	Group	
<p>Lee -- Dr. Bernadette Montoya has requested in writing that a representative from the Office of Student Engagement join ADAC as an Ex-Officio member. Alden mentioned that Dr. Montoya and Ida Baca had both been members of ADAC in the past. Alden queried whether there was language in the Charge regarding what Ex-Officio members do and/or how they function. Lee responded that there was not, only that they are non-voting members. Discussion ensued regarding the new Charge, specifically: 1) its status in the approval process; and 2) whether revisions needed to be made to clarify roles, perhaps by separating out procedures from the policies and developing a set of by-laws. There were concerns about changing the charge if it was going to hold up the approval, since it has taken ADAC two years to get to this point. Fant provided some insight on how revisions could potentially be made without starting the process all over again. Alden volunteered to help if new bylaws are developed. Lee called for a motion on adding a representative from the Office of Student Engagement. Motion made by Donna Wagner. Second by Reyes. Motion carried.</p>			
Action items: Dr. Montoya will be contacted	Person responsible: Lee	Deadline: Following meeting	
05	Faculty Senate Update	Munson-McGee	
Munson-McGee – Still summer, but will be happy to help Alden with any bylaw development.			

Action items:	Person responsible:	Deadline:
10	ASNMSU Update	Maestas
<ul style="list-style-type: none"> <li>Maestas – ASNMSU is concerned about DACC students not paying NMSU fees, resulting in a loss of approximately \$20,000 a year on services they use, such as Crimson Cab and Crimson Coach. To remedy this issue ASNMSU will be working with Julie in card services to create different cards for Las Cruces (Main) campus students and DACC students. Essentially ASNMSU would like DACC students to pay fees for services utilized. Dr. Carruthers and Dr. Montoya are on board with this proposed change. Torres -- Have you talked to Students services at DACC? Maestas responded that the next step is to talk to Andy Burke at DACC.</li> <li>ASNMSU will attend freshmen orientation to get word out about ASNMSU.</li> </ul>		
Action items:	Person responsible:	Deadline:
15	Other Business?	Group
<p>Fant – Anyone can attend the Cambridge Capstone meeting.</p> <p>Lee – Reminded group of informational item that open enrollment begins on August 8th.</p>		
Action items:	Person responsible:	Deadline:
10	Round Table Updates	Group
<ul style="list-style-type: none"> <li>Zimmerman -- he and staff have been working on "Spring 13 Like Roll Analysis" to determine schedules for Spring 2014 without Hardman Hall and Jacobs available for scheduling due to renovations. Staff have worked on the analysis for 2 weeks and were able to find space for every course offered in Spring 2013, assuming it would be a similar schedule for Spring 2014. Fant -- Arts and Sciences and Business, however, will be affected and some concerns were raised, shared, and discussed among the group. Registrars and Scheduling are working hard to mitigate any negative impact, but Arts and Sciences will be affected. COMM 265 is a major hurdle that they are still working on. Zimmerman asked to let him know if something it was overlooked. Both Hardman and Jacobs are expected to be back "online" in Spring 2015.</li> <li>Reyes -- there is a transition team addressing Graduate School needs. They have a new office location in Ed Services Center, Room 301. On August 19th, they will have new Graduate Assistant orientation. It will be a web-based orientation, which will also help accommodate late arrivals. In late September there will be new graduate student orientation. The Graduate School would like to take Associate Deans to lunch to discuss activities and relevant issues, including the transition to electronic theses and dissertations (ETDs). Reyes proposed having a monthly lunch, explaining that other institutions are doing it and it's proven very useful and productive.</li> <li>Fant -- Provost Howard has asked what the greatest challenges are with regard to Academic Advisement. Reyes &amp; Lee -- poor advice/poor "customer"/student service. Ellis -- getting students to come to advising. Libbin -- students are registering online and do a poor job self-advising. Pollack -- students change their schedules online after being advised. Alden -- contact issue is huge; students don't use NMSU email. Wagner have good advisors but discovered that advisors were telling them to never study abroad because they would never finish their degree.</li> <li>Lee -- Library is in the planning stages with Facilities &amp; Services to develop specialized study spaces that will include individual (Ph.D. carrels), group study spaces, and presentation practice room(s) on Zuhl 2nd floor, funded through BRR. The Library is also working with Facilities &amp; Services and an external firm to develop a Library Space Master Plan.</li> </ul>		
	Old Business/Pending Items	n/a
<ul style="list-style-type: none"> <li>No other business.</li> <li>Motion to adjourn was made by Reyes with a second by Libbin. Adjournment 2:26 p.m.</li> </ul>		