

Minutes		ADAC Meeting 2 Hours, 9/23/13 New Mexico Room, Corbett Center	
Type of meeting: Regular Facilitator: Norice Lee Note taker: Veronica Gomez		Attending: Norice Lee, Jim O'Donnell, Donna Alden, Michael Zimmerman, Jim Libbin, Liz Ellis, Stuart Munson McGee, Lisa Bond-Maupin, Chelsea McCoy, Amanda Getchell, Beth Pollack, Shelly Stovall, Lydia Hammond, Greg Fant, Valerie Pickett, Sonya Cooper, Donna Wagner, Terry Cook, Monica Torres, Candace Gilfillan, David Boje, Norice Lee, Veronica Gomez	
Time Alloted (minutes)	Topics		
05	Approval of Minutes – 9/9/13		
Discussion: Motion by O'Donnell motion, Second by Libbin			
Conclusions: Minutes approved as presented			
	Person responsible:	Deadline:	
20	Foreign Transfer Students	Valerie Pickett	
<p>Cooper invited Pickett to attend ADAC because of concerns in her department about inconsistent evaluations for foreign transfers and other issues. Pickett mentioned that there are two countries that have sponsored students, Saudi and Kuwait. Students do not get scholarship until the evaluation of the transcript is complete. We will continue to pursue countries that will sponsor students to come to NMSU so problems will continue to grow. We need to have a consistent policy across campus. We might need to set some application deadlines for Engineering or Business so we can have time to evaluate students. O'Donnell—is this for undergraduate or graduate? Response undergraduate. Ellis—When international students come to register a lot of times classes are already full. Pollack—are these students coming from the same universities? No, from different universities. Cooper discussed the difficulties they are having with Foreign Transfer Students and dealing with different universities. Alden—How many students are you talking about? Response—Approximately 30 to 40 in Engineering this fall and 17 for Business. Ellis—Should not accept these students at the last minute, as this is what causes a number of problems; however students need to get evaluated to get them to the right classes. Alden – do you have a specific recommendation? Cooper—to have a university wide policy, to have transcripts evaluated before students are admitted, to have deadlines. Pickett —we need to review the web page and update so that the students know what is expected of them when they get here. If there are no objections to strengthening the language in the publications and website Pickett would like to pursue. No objections</p>			
	Person responsible:	Deadline: ASAP	
15	“Greening the Curriculum at NMSU”	Dr. David Boje & Candace Gilfillan (Sustainability Council)	
<p>Candice Gilfillan introduced herself. Dr. Boje – Report card for sustainability nationally has gone from D to a C- went from bronze star to gold star. NMSU now has a gold star. We are one of the few universities that have such a ranking. They have developed a database of courses, major and minors across campus, and all but two departments have a sustainability-related course or sustainability focused courses. However, students who may be interested in these courses have no access to the database information. The Sustainability Council proposes to place an image of leaf on courses that are about sustainability within the course schedule. It is believed that this will increase enrollment because students interested in sustainability would be able to identify related courses more efficiently. Boje discussed the handouts that were emailed to the ADAC group and also mentioned that there would be no financial impact on departments if implemented. Additionally, they would like to hire someone as sustainability coordinator and offer a minor in sustainability. Pollack—have you discussed with the departments to see if they can accommodate additional students? Boje—Faculty at the teaching academy training said that they could. Pollack – who would certify the minor? Boje—We would propose that the Sustainability Council and Education Research Committee certify. Cooper—how are you evaluating courses to determine they meet the sustainability? Boje—Committee from Sustainability Council. Cooper—Are students who would get this minor more marketable? Boje—There are a lot of good jobs out there</p>			

working with sustainability. Ellis—Pre-requisites would likely be an issue. There was more discussion and suggestions on the handouts and what can be changed. Associate Deans will talk to department heads about sustainability courses, the concept, etc. Boje—Would like to know if ADAC is for the leaf or not and for the minor in sustainability or not? ADAC group asked for additional information and restated the need to have discussions with department heads.

Action items: Will email more information on proposal to ADAC	Person Responsible: Dr. Boje	Deadline:
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10	ADAC Charge & Bylaws	Lee/Alden
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Lee thanked Alden for working on the ADAC Charge and Bylaws. Alden—the first page provided is what would go into the NMSU policy manual. This would be the first portion of the Charge that was approved by Dr. Pacheco. The second and third pages would be bylaws, more procedural. Lee—She and Kettelar met with Lisa Warren when the first charge was developed and Warren provided recommendations for revision, later approving. If we are removing procedure from the Charge, Lee would like to meet with Warren again to make sure it would be acceptable. Bond-Maupin—Why are we recommending to taking C out (Membership)? Alden—Job titles change and memberships change. O’Donnell—how many actual voting members are there? 12 including the Community Colleges. Lee – why are there two Associate Deans in the Arts and Science department? General response—Because of size. Alden—Is Arts and Sciences the only College with two AC Deans? General response—Yes. Honors College is also a voting member.

Action items: Meet/review revised charge with Office of General Council	Person responsible: Lee	Deadline: ASAP
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10	Huron Report (ADAC response to portions of Report)	Alden
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Alden—shared revisions made to the Huron Report draft response and solicited feedback from group. Ellis—Can anyone sign up for DE courses, because Business has a code to identify their DE students and they have priority to register. Alden—Courses are open for the NMSU population the day the faculty return. Fant to Ellis—How do you notate who your students are? Ellis—Business utilizes a Banner code. There are only two online majors so if you are in one of those then you are an online student. Fant—would like to discuss this in a future meeting. Ellis—Business is the only one limiting classes to online students. Lee—Being able to identify DE students more effectively would improve the delivery of instructional support services (e.g. Library). Lee—Would like to have this completed by October 28. Lee—Will work on inviting the Provost to a future ADAC meeting.

Action items: Finalize revisions	Person responsible: Alden	Deadline: October 28, 2013
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10	Spring 2014 Schedule	Zimmerman
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Zimmerman—Is concerned that so many Gen Ed courses are being deleted because of funding (per several colleges). Priority scheduling is based on round proof one submission, these are very high demand courses, and they are afraid that they will not be able to effectively accommodate classroom space if not remedied. They have scheduled the release of Proof One for Spring ’14 and it will go out by the end of week. Zimmerman asks that ADs check on funding for those deleted courses in question and revise as may be needed for Proof Two.

Action items:	Person responsible:	Deadline:
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15	System Course Alignment	Fant
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Fant—Distributed draft handout on System-wide Course Alignment Initiative for comment. The plan is to bring together faculty from each discipline to talk about student learning outcomes (replacing the System Summit). The goal being that students complete the same course will have the same learning outcomes regardless of which campus they are at. Alden—If they are coming together to discuss student learning outcomes and make sure they have the same, will they be doing the same assessment? Fant—We want to be

<p>very careful, hoping that it will be very similar assessment. Fant—Would like help in bringing the right people together to achieve outcome goals. Lee—Who are you considering for facilitators? Fant—A mix of internal and external people. Ellis provided some examples of the issues relating to articulation.</p>		
Action items:	Person responsible:	Deadline:
10	Faculty Senate Update	Munson-McGee
<p>Munson-McGee—The proposal to change the grading criteria (in the undergraduate catalog) from C or better to C- or better was taken to a Faculty Senate subcommittee who gave approval to proceed with revision recommendations. Munson-McGee hopes that by the next ADAC meeting he will have the written document(s) ready for review.</p>		
Action items:	Person responsible:	Deadline:
10	ASNMSU Update	Maestas
<p>Hammond sitting in for Maestas—Reported on the Lottery Scholarship. ASNMSU went to UNM where a recent summit was held. Information on the Lottery Scholarship was presented and the students discussed potential solutions. ASNMSU shared their proposal on how funds should be distributed, with increasing dollars going to students as they progress through the ranks. Additional meetings will occur as proposals are finalized and approved.</p>		
10	Round Table Updates	Group
<ul style="list-style-type: none"> Fant—Update on Viewing a Wider World. Recertifying of courses is moving forward and a call for identified courses will begin soon. Also, NMSU-Carlsbad received a donation for a new workforce degree (Industrial Maintenance Technician). Embedded in that are some new courses. Fant asked if ADAC/UCC would be opposed to looking at this small group of courses (about 4 to 6 new courses)? Group response—not opposed. No other business. 		
<ul style="list-style-type: none"> Adjournment at 3:09 p.m. Motion by Pollack Motion, Second by Cooper. 		