

**ADAC Meeting**  
 2 Hours, 8/26/13  
 Colfax Room 210, Corbett Center

<b>Type of meeting:</b> Regular <b>Facilitator:</b> Norice Lee <b>Note taker:</b> Veronica Gomez	<b>Attending:</b> Pam Jeffries, Jim O'Donnell, Lou Reyes, Stuart Munson-McGee, Terry Cook, Kristian Chervenock, Greg Fant, Debra Teachman, Sonya Cooper, Monica Torres, Jim Libbin, Liz Ellis, Donna Alden, David Maestas, Denise Esquibel, Norice Lee
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Time Alloted (mins)	Topics
05	Approval of Minutes – 8/12/2013

Discussion: Libbin motion, Reyes second

Conclusions: Minutes approved

	Person responsible:	Deadline:
30	Academic Records Retention Issue and Canvas	Leask

Dr. Steve Leask (Guest), Manager of Academic Technology with Instructional Innovation & Quality (IIQ) – Distributed handouts on NMSU Canvas System (access and retention) and excerpts from the New Mexico Code on academic records retention (applicable to departments). Currently there is no requirement to keep online course data, however they are in discussion at the State level regarding what should be kept. Courses are loaded from Banner. Fall courses are loaded August 1, Spring courses December 1, and Summer Courses May 1. Faculty have access to courses as soon as they are loaded and a week after the semester is over. If courses are needed for incomplete student coursework, IIQ works with the faculty member and the student. For grievances, IIQ works with the faculty member but only within formal processes. Reasons to lock up courses: 1) **all students who took a course in the past would get emails when a new semester starts and there are changes???**; and 2) to make data accessible at the end of the semester if/when grade challenges arise. Alden—can data be imported from semester to semester? Leask – Recommends having a different shell for each course. O'Donnell is this something new? No, but you can still copy content from previous semesters. IIQ is recommending that Canvas courses are retained for 18 months. Faculty still need to keep records from Canvas. Esquibel – if a student is taking 100% online courses and receiving Title IV funding, can Canvas reveal the last time they logged on? Esquibel shared that this is important because HLC wants proof of when a student last logged on to Canvas. Leask – no but we can get this information. Reyes asked – if a student wants to review a course where do we send them? Leask – send them to the Instructor or the Dean of the College. Fant – Canvas is an instrument to deliver course materials not to store information. There was agreement from the group that Canvas courses be retained for 24 months to cover any grievances as per student code of conduct, if other information needs arise, and to help ensure that compliance requirements are met. Leask will take this recommendation back to his team.

30	Responding to Safety Issues, Advisories	Lopez
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NMSU Police Chief Stephen Lopez (Guest) – Discussed the recent "Urgent Safety Advisory" that occurred on campus, August 9, 2013. Chief Lopez shared that they learned a great deal from this experience as far as how communications can be improved. In the future they will be sharing: what, where, when, and action(s) to be taken. Alden – who is in charge of locking doors? "Lock up" (preferred over "lock down" which can prove more dangerous) is complicated, because there really is no way to quickly lock up most of our facilities on campus. NMSU will be converting to electronic locks in many of our buildings in the future. NMSU police will be able to a lock up remotely once that system is in place. Cook – they locked up Hardman but were not sure what to do and/or how to advise staff. Lopez explained that an "Advisory" means that you go about business as usual, but if you see something unusual, call 911. A problem noted by Chief Lopez is that terms such as "Advisory" that are well-known and used by law enforcement are not generally understood by the public. They will be addressing this communication problem by being more detailed and specific about the problem/crisis at hand (see above). There will also be training for Building Monitors and front line personnel in the coming months. Lopez recommended that everyone should be aware of who can lock doors in their respective colleges/departments. Lee – people were directed to the NMSU website for more information, but nothing

appeared for quite some time. Lopez explained that the link was broken and it took ICT time to get it loaded; however, they will be testing it monthly from now on. Ellis – what training is available? Lopez – there is a video called *Run, Hide, Fight* that is available (the link has been provided to ADAC and can be shared again). Lee mentioned that this video is helpful but doesn't really apply to our unique campus environment. Lopez stated that they are working with others on campus to develop a training video that would be more useful to campus personnel. Lee – are there any changes or procedures that can help us all deal more appropriately with individuals who have mental health issues? Lopez – the CARE team is the institution-wide team that deals with these issues on campus--it is chaired by the Dean of Students. CARE looks at behaviors of concern. There are 5 categories: 1) immediate danger to self or others – call police; 2) danger to self or others, but not immediate; 3) causing disruption; 4) minor disruption; 5) have been in one or the other categories at some point in time. Lee—can the NMSU community colleges contact you if they want this information? Lopez – yes. Wagner – are there specialized units that confront the individual in crisis? Lopez – only one individual does crisis intervention when a crisis arises, but all officers go through training. The goal is to train all campus police so any of them can handle a situation. Cooper – what do you recommend when faculty need updates on an individual? The CARE team representative is the best contact, but if for some reason you are having trouble receiving a response, please contact him for facilitation.

05	Follow Up on ADAC Charge	Lee
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Fant – The ADAC Charge was signed by President Pacheco. Once the President signs, it is in force. It does not go into policy until approved by the Board of Regents. If a major rewrite of the Charge occurs, then it has to go back through through Faculty Senate and the Deans for approval. Munson – if there is a major rewrite, it usually takes 1 month for approval (depending on the time of the semester). Lee – for some reason we did not include the Honor's College in the charge. This was definitely an oversight. Alden – still need bylaws. Wagner – motion to approve minor edits to the Charge. Second by Teachman. Motion to proceed with minor edits approved. Lee will work on minor edits and charge can then move forward to Board of Regents. Lee, Alden, and Munson-McGee will work on by-laws.

Action items:	Person responsible:	Deadline:
10	Faculty Senate Update	Munson-McGee

First Senate meeting on August 27, 2013.

Action items:	Person responsible:	Deadline:
10	ASNMSU Update	Maestas

Maestas reiterated that the student senate voted against fractional grading. It came to vote one time only and ASNMSU voted against it. Maestas asked the ADAC group to help clear up any misinformation that may be out there about the results of the vote. Reyes – faculty have called the Graduate School to find out if fractional grading applies to graduate courses; it does apply, but the catalog does not specify this.

Action items:	Person responsible:	Deadline:
10	Round Table Update	Group

- Esquibel – Registrar's Office has sent spring proofs to all Deans. They are not certain how COMM 265 (section/classroom needs) are going to be resolved. They will have information available from Platinum Analytics. Registration is going smoothly. Effective September 1, 2013, the Registrar's Office will no longer be printing the pink paper forms; they can be printed on regular white paper and the information will also be emailed to students. Encourage students to go to [my.nmsu.edu](http://my.nmsu.edu). Zimmerman has approved the electronic grade change form for online classes. They have received some already, but without all the signatures--and they will not accept them without signatures and departmental stamp. The form is available on the Registrar's web page. Fant – has this been communicated to online instructors or do you want this group to distribute to online faculty? Answer was that the information has not yet been communicated to them. Esquibel does not know if there is an email list available for online faculty, but she'll send the link with the information.
- Cook—Student Success Center at Zuhl Library is now closed. Services have been relocated to Corbett Center in the former bookstore space. For hours and other information, go to: <http://ssc.nmsu.edu/services/campus-tutoring-service/>

- Chervenock – There are 58 new international students registered already and 180 total. The Study Abroad event is this Wednesday from 10:00 am to 2:00 pm at Corbett Center, please encourage participation.
- Munson-McGee – Regarding the use of the language "C or better" in the Catalog, he offered to draft something up for Faculty Senate (changing to C- or better) and then it would come back to ADAC. Motion by Teachman, Second by Cooper. Motion carried. Munson-McGee will draft.
- Stovall – Please update information on General Education Assessment Liaisons. Stovall will be sending out a schedule regarding quality initiative reporting.
- Fant – Is there a particular day of week that is better for members of the group to attend SARA training (those who did not previously attend)? It was agreed that it was a good presentation and Thursdays are typically good days. The Board of Regents put aside money for scholarships and to address advising issues. Senior exit surveys reveal that ACES is doing a great job advising.
- Teachman – Community College Roundup this year is at NMSU-Carlsbad, on September 20-21. During the summer, NMSU-A created an Assessment Director position. They would like to be using the same learning objectives as the other two year campuses. Please contact her if there are questions, etc.
- Jeffries – Sony Scholarship Program: this is the 5<sup>th</sup> and last year of the scholarship. They have awarded two junior faculty members and 5 students **per year?** There will be more information about the scholarship in the paper, on hotline, and other venues. The scholarship is for Las Cruces Campus only.
- Wagner – different groups are meeting with HR about HR issues. Is there interest to have a discussion about HR issues? This may potentially be an agenda item in the future. ADAC members are asked to contact Lee or Fant if they would like to have any issues addressed via ADAC.
- Lee – The Library is in the process of loading 150,000 ebooks to the library system's catalog. Access to the collection was made possible by New Mexico GO bond funding.

Action items:	Person responsible:	Deadline:
	Adjournment	.Lee

- Adjournment – O'Donnell Motion, Second by Wagner. Meeting adjourned 3:03 p.m.