

<i>Minutes</i>		ADAC Meeting 2 Hours, 7/8/13 New Mexico Room, Corbett Center
Type of meeting: Regular Facilitator: Norice Lee Note taker: Veronica Gomez		Attending: Loui Reyes, Stuart Munson-McGee, Shelly Stovall, Lizbeth Ellis, Sonya Cooper, Mike Zimmerman, Mark Andersen, Crystal Lay, Jim Libbin, Jim O'Donnell, Beth Pollack, David Maestas, Monica Torres
Time Alloted (mins)	Topics	
05	Approval of Minutes – 6/24/2013	
Discussion: Pollack motion, Reyes seconded		
Conclusions: Motion carried		
Action items:	Person responsible:	Deadline:
15	Academic Advising Updates	Lay (Guest)
<p>Lay – First issue: Advisors are asking to be informed when classes are approved. They want to be aware of changes to better advise students. Notices can be sent to advisors@NMSU.edu and all advisors will receive them. Pollack asked if advisors were not getting the info from department representative, and the answer from Lay was “no”. Zimmerman -- solution might be to give access to CAF system but was not sure how this could be accomplished. Zimmerman is happy to visit with the Provost’s office to see how to address this issue. Second issue: Currency of student contact information. Advisors want to know if NMSU can require students to update information once a semester. Zimmerman stated that he is hesitant to do so for a variety of reasons. The issue could be resolved, in part, if students (and faculty/staff) are required to use their NMSU email (versus non-NMSU accounts). There are security concerns related to non-use of NMSU email accounts.</p>		
10	Course Wait-Listing	Zimmerman
<p>Zimmerman -- <i>Waitlisting in Banner</i> handout was distributed. Waitlist is an electronically generated list of students who are waiting to register for a class that’s full. If space opens up, the student at the top of the waitlist will receive an email informing them of space availability. The student has 24 hours to register for the class. If he/she does not register for the class, the next student on the list will get an email offering a seat in the class. Presently, we don’t know how many students are interested in a filled class, but with Waitlist will have this information. We have the capability to implement Waitlist now, Zimmerman just needs to know if ADAC recommends a pilot. If a department wants to volunteer for a fall pilot, please let Zimmerman know.</p>		
20	Housekeeping	Lee
<ul style="list-style-type: none"> • The revised fall ADAC meeting schedule was distributed. • Email addresses for the adac@lib.nmsu.edu are being updated. • The ADAC charge is awaiting final approval as NMSU policy by the Board of Regents. Lee will follow up to make sure that it is on track. The charge was approved in Spring 2013 by Faculty Senate (with the addition of an Ex-Officio representative from International & Border Programs) and by Academic Deans’ Council. Lee will email the latest version of the charge to ADAC. • Pollack was elected as the new ADAC Vice-Chair, filling the vacancy created by Lee when she rotated into the role of Chair (per ADAC Charge). • Discussion took place about permanently archiving ADAC’s meeting records. All agreed that it is important, including the possibility of posting the minutes to the Provost’s website and/or including them in the Library’s content management system. 		
Action items:	Person responsible:	Deadline:
10	One Time CAF	Group

Fant requested (by email) ADAC discussion on a proposal to restrict enrollment into SP M 271 & Lab to majors only. Pollack asked why the class should be restricted. O'Donnell replied that it's a broader issue and the department does not have the resources to teach the number of sections being offered. Pollack stated that Arts & Sciences had to cancel BIOL 253 this summer due to lack of enrollment; and, in the future departments should coordinate course offerings to address filled classes. Libbin does not agree in limiting the class (or classes) to majors because of requirements for students from other departments. Lee read an email from Wagner sharing her concerns about restricting the course. Pollack also shared that BIOL 253 will be offered in the fall there are 13 seats still available. O'Donnell suggested that colleges and departments need to work together to resolve these issues and there was agreement. It was further suggested, with agreement, that enrollment management strategies need to be employed to improve the situation.

Action items: Lee will email Fant to let him know what was discussed	Person responsible: Lee	Deadline: asap
15	Graduate School Update	Reyes

Reyes –

- The Graduate School has moved to the Education Services building, suite 301. The mail stop code has also changed to MSC 3GS.
- Graduate student enrollment is down. As of 7/8/13, 1,825 graduate students are enrolled = 1,559 fewer than last year. Reyes asked that departments please forward admission packets as soon as they are received. Reyes also asked the Associate Deans (A.D.s) to help them increase graduate student numbers by sending out messages over listservs encourage students to enroll. The Graduate School will also be sending out email(s) directly to students. International students are priority.
- They are refreshing their website. Before it is uploaded it will go to the Deans and A.D.s for feedback.
- New GA orientations will be on CANVAS and available in August. Some of the GAs have not been rehired. Pollack mentioned that international students cannot be hired until they get a Social Security number. Lee asked if the training included a component on the Library and Reyes confirmed that it does.
- The new Graduate Catalog is available. Reyes will be asking the new Provost to review it and that it be revised as needed. Reyes asked if ADAC would also review the Catalog. O'Donnell clarified that the Catalog would go to Graduate Council first and then to ADAC for approval. As part of this process, Reyes will be meeting with each A.D.
- The Graduate School is composed of only three people right now. Depending upon the issue, it is likely that graduate students who come to office will be sent to departments for help. Departments can then ask for advice from the Graduate School if needed. This will help alleviate the traffic at the Graduate School.
- The topic of graduate student appeals was discussed, including related initiatives that have taken place recently on campus. Anyone on ADAC with information on these initiatives should share with Reyes.
- Reyes has been appointed as Interim Graduate School Dean for one year.

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

It is summer and faculty are getting ready for the fall semester.

Action items:	Person responsible:	Deadline:
05	Academic Deans' Council Update	[Wagner]

Wagner sent an email with her report from the June 25, 2013 ADC Meeting.

Action items:	Person responsible:	Deadline:
05	Old Business/Pending Items	Group

- Huron Report: Alden will report in August on the Huron Report.
- Electronic Theses & Dissertations (ETDs): Lee & Reyes reported that they have not received the names of any

faculty volunteers interested in participating in a fall pilot program. They urged the A.D.s to help obtain faculty volunteers willing to work with students on electronic submission through UMI ProQuest. The many benefits of ETD submission were restated, as well as reiteration on how far behind NMSU is in this arena--which impacts the distribution of and access to research. Munson asked how many students are needed and if perhaps incentives could be provided to student volunteers. Munson commented that he thought the transition should not be difficult as it is primarily uploading a .pdf file for submission. This is true, but Reyes informed the group that the Graduate School anticipates the students will have trouble with converting files from Word to .pdf, based on current experiences. Lee added that ETD submission will also support the inclusion of various file formats (e.g. audio, video) which is currently not possible in traditional print publishing.

10	ASNMSU Update	Maestas
<p>Maestas reported that ASNMSU will be starting a new service in the fall called Crimson Coach, similar to Crimson Cab but it's a bus. Maestas confirmed that the existing Aggie bus services will not change. DACC students are currently using Crimson Cub and it is getting expensive. Maestas would like to talk to Torres about having the DACC students pay the related fee.</p>		
10	Other Business	Group
<p>No other business.</p>		
<p>Adjournment 2:32 pm O'Donnell Motion, Torres seconded. Motion carried.</p>		