

<b>Type of meeting:</b> Regular <b>Facilitator:</b> Norice Lee <b>Note taker:</b> Veronica Gomez	<b>Attending:</b> Jim O'Donnell, Michael Zimmerman, Loui Reyes, Kathy Brook, Stuart Munson-McGee, Beth Pollack, Donna Wagner, Shelly Stovall, Edward Pines, Mary Prentice, Greg Fant, Tony Marin, Terry Cook, Judy Bosland, Pankey Sharma, Jim Libbin, Monica Torres, Norice Lee, Veronica Gomez
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Time Alloted (mins)	Topics	
05	Approval of Minutes – 10/28/13	

Discussion: Reyes motion, Libbin second

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

Munson-McGee – C- or better proposal change has been assigned to committee and will have results in a month. Memorial in support of resolving the Lottery Scholarship has been assigned to committee will have results from Faculty Senate a month from now. If anyone has any input regarding Faculty Grievance Review Board policy, they would like to hear from you. Some of the input received so far is lack of clarity and specificity. There are murmurs about issues from DACC faculty that they will be bringing forward to Faculty Senate, but no other details are known. Fant – Faculty would like to decrease the Add/Drop period. Of specific concern is the length of the Add period at the present time. [Torres addressed in her Roundtable report: DACC faculty would like the NMSU semester to change the semester start day from Thursday to Wednesday].

10	First Destination Survey for Fall 2013	Bosland, Marin (Guests)
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Bosland distributed draft of survey. Bosland – At this moment there is no good way to keep track of student employment after graduation. The First Destination Survey will be sent out every fall and spring. Students that don't have a job when they graduate will be asked to take the survey 10 months from graduation to see if they've found a job. Marin stated that students who have submitted a graduation application will receive an email about the survey. Last year 1,515 surveys were completed. Torres asked if associate degrees candidates were getting emails about the survey. Bosland responded that no, but they could be included. Fant will put it on the agenda for the Community Colleges meeting and Torres will share the information with the other community colleges. Bosland would like to have the survey out this Friday. The group suggested some minor changes to the survey. Any additional questions may be sent to Bosland.

10	Entrepreneurship minor	Pine (Guest)
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Distributed draft of Curriculum Requirements. The minor consists of 18 credits, (4) 3 credit required courses and 2 elective courses. A capstone course is required to demonstrate entrepreneurship that consists of creating a business plan. They do not anticipate having problems with pre-requisites. Question: Do courses exist already? Answer: Yes, the only new course is IE 381. Wagner – there is interest in "social entrepreneurship" (non-profits, etc.; but this minor wouldn't work for them. Pines said that entrepreneurship minors in other areas could/should be pursued and he (and others) would be happy to help. Question: Are we approving a general entrepreneurship minor or engineering minor? Answer: They have been calling it an entrepreneurship minor. Pollack would like for it to be named Engineering and Business entrepreneurship versus just a general entrepreneurship. Brook stated that ADAC does not approve minors and that future minors would come before ADAC as informational items for discussion if/when produced.

Action items:	Person responsible:	Deadline:
20	<ul style="list-style-type: none"> <li>• Introduction of Class Scheduling</li> <li>• Policy Admission Standards</li> <li>• Pre-orientation Week</li> <li>• Course Alignment Update</li> </ul>	Fant

• **Introduction of Class Scheduling**  
Fant – Draft was sent out on Classroom Scheduling Policy. Item will be put on next month's agenda to discuss further. The goal is to improve space utilization. Fant asked the group to review the draft for the December 9<sup>th</sup> meeting. Question: What should be the standard schedule? Answer: To meet 2 or 3 times a week--for example: 3/week = Mon/Wed/Fri or Tue/Thurs/Sat; or 2/week = Tues/Thurs and Fri/Sat. In Spring 2013 25% of the Tues/Thurs classes were being taught before 1:00 pm.

- **Policy Admission Standards**

Fant – Norice forwarded the data that was distributed at ADAC meeting. Please take the time to look at it. There is a small group working on draft language. The group is looking at recommending a move to a 2.75 or 3.0 GPA for admission, but not changing the ACT. The Provost has initiated a discussion with Superintendent of Las Cruces Public Schools about adding a Math requirement in high school. Any GPA change would be implemented in Fall 2015. This change would not impact Community College students entering through that path. McGee inquired about the success of students who are sent to Community Colleges for developmental classes. Torres is concerned about the impact of increased enrollment at the community colleges if tougher admission requirements were implemented; there would be a need to look at enrollment management related issues. The group discussed the impact this change would have on students.

- **Pre-Orientation Week**

Fant – The idea is to develop a program that's more academically focused than what we've offered in the past. Provost wants us to think about a "course" perhaps over a 5-day period before the semester begins in which all participating students would take the same course and also one in their designated program area or discipline. The Colleges need to begin thinking about the latter specifically. This would be before "Aggie Welcome Week" and would be a "funded" program. Funds to support the program have not yet been identified.

- **Course Alignment update**

Fant – Just over 50% have responded to doodle poll for course articulation work meetings. The first meeting could be as early as December 6th or after we come back in January. Fant asked if anyone has any gen ed common core HED form questions or submissions.

Place Introduction of Class Scheduling on 12/9 ADAC agenda	Person responsible: Lee/Gomez	Deadline: 12/9/13
15	EMD Department Name Change	O'Donnell & Prentice (Guest)
O'Donnell – the EMD Department is requesting name change to Education Leadership and Administration (ELA). Prentice stated that the name is a more current and representative of their program. They looked at peer institutions and the proposed name is parallel to other programs and would be more recognizable by prospective students. Libbin moved, Pollack second, motion carried to approve the name change.		
Action items:	Person responsible:	Deadline:
10	Round Table Updates	Group
<ul style="list-style-type: none"> <li>• Zimmerman-- Any new late degree applications can't be accepted due to graduation attendance (they've already reached 1,000 on the floor). Plan on a 2 to 2.75 hour ceremony.</li> <li>• Torres-- Faculty Senate concerns: see above. The community colleges are currently looking at the Administrative Review of Academic Administrators.</li> <li>• Cook-- Hardman &amp; Jacobs will officially shut down on December 20th for renovation that will result in the new "Undergraduate Learning Center". There will be an event. Student Success Center and Tutoring will be in Corbett while the renovation is underway. 25 staff will be housed in Corbett Center's "Underground". ICT staff and services housed in Jacobs will be spread out all over campus during the renovation. Communications about the renovation, etc., will be going out soon. Orientation will be mandatory this Spring (12 or 13 session offerings) and the Provost has already approved the program.</li> </ul>		
Action items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> <li>• No other business.</li> <li>• Adjournment: 2:20 pm Libbin Motion, O'Donnell second. Meeting adjourned.</li> </ul>		