

Type of meeting: Regular Facilitator: Norice Lee Note taker: Veronica Gomez	Attending: Loui Reyes, Terry Cook, Shelly Stovall, Jim Libbin, Kristian Chervenock, Sonya Cooper, Beth Pollack, Lisa Bond-Maupin, Donna Wagner, Jim O'Donnell, Mike Zimmerman, Liz Ellis, Stuart Munson-McGee, Greg Fant, Dan Howard, Pam Jeffries, Monica Torres, Norice Lee, Veronica Gomez
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Time Alloted (mins)	Topics
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05	Approval of Minutes – 11/25/13
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Discussion: Libbin motion, Pollack second

	Person responsible:	Deadline:
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10	Question and Answer	Provost
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1. Question for Provost Howard: *What is your strategy for increasing the number of faculty and improving their salary levels?*

Provost – There are only two ways. One is to generate new revenues and two is to reallocate revenues to increase number of faculty and salary. With regard to generating new revenues, we are seeking new money for faculty hires in the coming year. Administration is committed to proceeding with the Mercer plan to generate the same level of funding as last year to bring faculty closer to the established salary median. Administration is also examining staff hires to make sure they are essential. We are in a period of stagnation in which the University is not growing and economic conditions are tougher. There has been decrease of staff over the last ten years. NMSU needs to invest in faculty. The bottom line is that we are looking for new funds for faculty, if there is a choice between staff and faculty, as important as staff are, we will add new faculty.

Bond-Maupin – How is growth being analyzed ... are you looking at academic units or across the university?

Provost – I have been looking at academic units but Dr. Fant is looking at the university level. Fant – Most data is coming from the 2003 Facts Book. Provost – We do have data that suggests that currently only 25% of personnel at NMSU are faculty. In the mid 1970's faculty outnumbered staff. Wagner – Are you also looking the student enrollment trends over the same timeframe? Fant – Yes, enrollment numbers have been up and down and it depends upon on how you count that data. Torres – Are Community College faculty being considered in all of this? Fant – Only looking at Las Cruces campus.

2. Question for Provost Howard: *What is the Provost planning on doing to improve the library budget and make sure we have a library that meets the needs of students, faculty and the researchers on campus?*

Provost – Only one way to accomplish this and that is to reallocate resources or to find new resources. In the tentative budget there is additional money for library budget. Does anyone have any recommendations as to where the money can be reallocated from? There was a comment from the group that perhaps it could be taken from the football program. Bond-Maupin – It seems that there was comparative data and that NMSU's administrative staff costs are higher than our peer institutions, perhaps this area could be looked at for re-allocation? Provost – Data shows that staff is the same size as our peers, but he truly doesn't know where we are at or how we compare to other institutions regarding administrative staff. Provost – the library is important but how do people use the library? There was group discussion on how some faculty still go to the library but that the library has made it so easy for faculty to get what they need that they no longer have to go to the library. Lee – The library will seek to obtain access to content, whether or not we own it; but there is a fiscal cost regardless. Cooper – the library has become a more innovative, student study space. Provost – I know there have been attempts to store books remotely. Lee – Remote storage plans at NMSU have been put on hold due to a lack of funding. Remote storage facilities, however, are not necessarily the answer to space issues—locally or globally. Most research libraries are now collaborating with one another to develop print storage trusts or collections so that everyone isn't trying to store and maintain the same titles. In the coming years, the library will be participating in such cooperative efforts and will also be managing down physical collections through data informed processes and decision-making processes. Provost – Has been in

conversation with the Library Dean regarding funding issues and will also be doing a walkthrough of both libraries next week.

3. *Enrollment Management: How will NMSU be able to maintain student credit hours without enrollment management funds?*

Provost – The idea that there are no enrollment management funds is not true. Enrollment management funds have come from different areas and one of the major areas is from PFPF funds. The Colleges are now controlling those funds now. Please recognize that from the beginning Colleges were told that they were responsible for enrollment management for the colleges. Ellis – From College of Business perspective, we are comfortable monitoring and managing; but we are concerned about our ability to offer online courses and specifically those that will make programs truly online. Bond-Maupin – We need to understand the priorities, for example English and math. Provost – The English and math courses that students must take and pass in order to get a degree are going to be among the highest priorities. The lower priorities will be electives outside of the Gen Ed requirements. Provost – Summer courses can be considered outside this process and not part of the normal teaching load. Try to add summer courses that can generate revenue and cover the costs. There are ways to offer and fund summer courses that is different than what's currently being done.

4. *What is the Provost's understanding of the impact of a 50% reduction in classroom seats in Hardman and strategies for academic scheduling in response to this?*

Provost – There will not be a 50% reduction in Hardman, but there will be a big reduction in the large Hardman lecture hall. They are trying to develop flexible classroom spaces that will promote more collaborative/group learning. The larger room will seat about 200-210 students. Ellis – how many seats will be available in the new Domenici Hall? Provost – About 180. Provost – We need to schedule all Spring 2014 classes without access to Hardman Hall. Fant – a lot of effort went into make the Spring schedule work in available spaces. Libbin – Surprised that a large lecture room in Gerald Thomas was not being used until 4:00 pm. Provost – Emphasis is not on substantially increasing NMSU's student population, but to grow it in measurers and to offer classes that will attract students. Wagner – Heard that President Carruthers wants to grow the graduate education, is this true? Provost – We will have to grow at the Master's program level first before growing Ph.D. programs. The goal is to have a better NMSU.

5. *Distance Education: What are the Provost's thoughts on the role of online education in the mission and direction of NMSU?*

Provost – The goal is to have a small, reasonable number of online degrees that will support the remote location and workforce needs of our State's residents. The Deans are being asked to provide one to two programs that they would be interested in making available online in the future. Most of the revenue generated from these courses/programs would be kept in the department. Ellis – The expectation and hope is that the Provost's Office will provide assistance in arranging proctoring exams, which is of special concern if we are to grow fully online programs. Fant – We are presently looking at some technology products that can help with exam proctoring. Provost – One possibility is to have extension offices, which are already established in every county of the State, to proctor exams. Ellis – It's not a lack of locations, but a lack of staffing. Also, are we going to do something with Gen Ed to assist undergraduate requirements for the online students? Provost – Yes, we can develop a plan that should meet the needs.

Provost Howard thanked the group for the opportunity to meet and discuss relevant issues. He asked what is keeping Associate Deans awake at night. Lee – trying to implement a plan to submit theses and dissertations electronically. This has taken four years and we're still not there. It is taking too long. Also, when will the University begin a formal conversation regarding the feasibility of an institutional repository--not only for research/data purposes, but to archive organizational information, a digital vault. Pollack – what will happen with the lottery scholarship? Provost – the Lottery Scholarship is in deficit going into spring semester. The initial estimate was that 80% of funding necessary would be available, but now we're closer to 60% of what was promised when letters were sent out to students. HED has promised that they will identify a percentage in one to two weeks. Fant – we really don't know what will happen with the Lottery Scholarship in the Fall semester. Provost – Governor's position is to have 100 %

funding for the Spring 2014 semester. The Provost concluded the Q&A session stating that he would be happy to attend ADAC any time and he thanked the group for their work.

Provost is happy to attend ADAC any time is needed. Thanked everyone for their work.

10	Proposed New Student Registration dates for students entering in 2014	Cook, Pickett (Guest)
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Pickett – Working on finalizing undergraduate registration for 2014. A brochure will be printed and distributed in the coming days. One challenge we are having is the remodeling of Corbett Center. Pickett wants to make sure there is staff to cover the session. Orientations are mandatory to help ensure greater participation. Eleven NSRs are being planned instead of 10. There is an alternative, online orientation session being planned. Pickett explained that the difference between one and two-day orientation and that some families prefer the one day option due to travel. Bond-Maupin stated concern about Staff availability. There are no dates on August because of Corbett availability. Overall, the dates/times are good with the ADAC group. Pickett will email the advisors one more time, and will copy the ADAC group.

10	Assessment Update	Stovall
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Stovall – A couple of pieces of information to share and also requested input. Will try to share more at the ADAC meetings to increase awareness of assessment activities. Stovall is excited about the new Weave Assessment Software, and will be asking to meet with Associate Deans individually regarding reporting. The new online system will also help with accreditation processes. It is very intuitive software, very easy to learn. Each college can determine the point of access, how many people have access to it, and what level of access they will have. They began evaluating Weave in Fall 2010 and looked at several products. It’s been a long time coming. It is a hosted solution. You will not need to enter student IDs at all. It has a lot more features than when it was first looked at in 2010. Lee – Las Cruces campus only? Stovall – Yes. For Gen Ed assessment Viewing-a-Wider-World instructors will be contacted in the Spring to administer the assessment during one class period. Stovall will keep the Associate Deans informed. Last year there was a faculty liaison from each department. They would attend a forum in Fall and Spring semesters and participate in a scoring session--typically that person was involved with a G or V course. Stovall has a list of previous liaisons. Bond-Maupin – Part of the problem is that liaisons don’t inform the A.Ds. about what is going on. Ellis – What is the timeline for writing assessments? Will like to have it done next academic year, we will have workshops.

Action items:	Person responsible:	Deadline:
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10	Round Table Updates	Group
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- Munson-McGee – C- or Better and the Memorial Scholarship have been recommended to pass. Has proposition that needs input to change the add date for students to one day after classes start [without instructor permission]. Discussion ensued on the impact that this would cause and how it might affect the registration waitlist feature. International students would definitely be impacted. Pollack – Motion for students to have 48 hours to add classes [without instructor permission]. Wagner second. One member opposed, one abstained. Motion carried.
- Chervenock – Student group raised \$1,000 for the Red Cross to provide assistance and support for the Philippines.

Action items:	Person responsible:	Deadline:
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- No other business.
- Adjournment: 3:05 pm Reyes Motion, second. Meeting adjourned.