

<i>Minutes</i>		<b>ADAC Meeting</b> 2 Hours, 12/9/2013 Colfax, Corbett Center	
<b>Type of meeting:</b> Regular <b>Facilitator:</b> Norice Lee <b>Note taker:</b> Veronica Gomez		<b>Attending:</b> Donna Wagner, Beth Pollack, Lisa Bond-Maupin, Jim O'Donnell, Mike Zimmerman, Lizbeth Ellis, Pam Jeffries, Sonya Cooper, Terry Cook, Shelly Stovall, Jim Libbin, Loui Reyes, Monica Torres, Norice Lee, Veronica Gomez	
<b>Time Alloted (mins)</b>	<b>Topics</b>		
05	Approval of Minutes – 11/25/13		
Discussion: Pollack motion, Reyes second			
Conclusions: Minutes approved			
	Person responsible:	Deadline:	
10	Faculty Senate Update	Munson-McGee	
Faculty Senate Update was emailed to the ADAC email list			
45	U.Direct Demo	Sanchez (Guest)	
<p>Presentation of U.Direct planning software that will be implemented for use in conjunction with the Star Audit Degree System. U.Direct will use current data in the Star Degree system to create a degree road map that the advisor, department, and student can organize together. The U.Direct demo was presented by the vendor.</p> <p>Questions/Answers after presentation:</p> <ol style="list-style-type: none"> <li>1. What happens if students drop a class or have an “I” at end of semester? Answer: U Direct works with the degree audit and it reveals if a course was taken or passed. A course that has not been completed would be flagged with a red X.</li> <li>2. What is the flexibility within the system if a course is not on the degree plan? Answer: Students can manually add courses.</li> <li>3. Will we have the capability to add courses? Answer: Yes, it would be pulled from Banner.</li> <li>4. What is the average number of advisees a faculty member deals with? Answer: Do not have a number but there is a lot of diversity.</li> <li>5. Are there a lot of features that can be turned on or off? Answer: We will be getting feedback from the U.Direct committee. They will be the liaisons that will communicate this to you.</li> <li>6. How do other institutions teach students to use this tool? Answer: The majority have plans in place which are addressed in student orientation. Other institutions take advantage of marketing classes that perform the research and activities needed to come up with a plan. Still other institutions have distributed/evaluated surveys prior to implementation.</li> <li>7. Does anyone have comments regarding how it fits grad students? Answer: This can be an advantage for the online programs.</li> <li>8. How will this handle more than 1 major? Answer: It can accommodate double majors.</li> <li>9. Does it accommodate minors? Answer: Yes, minors and certificates-- if it's on the audit then it can be implemented. There can be a variety of road maps.</li> <li>10. What is the time frame to implement U.Direct and who will be responsible for doing the training? Answer: The project will start in Feb 2014 will hopefully be complete by February 2015 for fall 2015 advising. Training will be offered by the office of the Registrar; and there will be multiple trainings.</li> </ol>			
10	Online Processes Task Force Development	Reyes & Guests (Bussman & Rumford)	
Bussman –Distributed handout to update/inform regarding online processes. They would like to put together a task force of 8 -12 people, that will include Bussman, Rumford and Reyes. Rumford has done preliminary research paper;			

and there are a lot of processes that are not supportive of online students. There are some issues that need work, for example Add/Drop Slip and the fact that students are typically not in a position to physically come in to do paper work. The taskforce will investigate and come up with list of recommendations. Task force report deadline is March 1. Task force representatives would be from each of the colleges, Library and Student Services. Representatives should be people who are interested in the issue and also have knowledge and experience in the area, and the availability to meet. Torres – Las Cruces campus only? Answer: Yes. Cooper – Does this have to be LC campus only? Answer: We could extend it to DACC but the first go around is Las Cruces campus. There was further discussion of what some of the problems online students face. Lee – you should also look at other documents that have already been completed such as the Graduate Council Distance Education Task Force Report (March 2011), because there is a tendency to either overlook or ignore such reports and to keep studying the issue. Answer: Yes, they will be looked at. Bond – suggested that there be a student representative on the task force. Response: They do have a graduate representative but would also like to have an undergraduate representative. ASNMSU offered to represent undergraduate students.

Action items:	Person responsible: Bond	Deadline:
<b>10</b>	Basic Skills/General Education	Pollack

Pollack – Distributed handout on Basic Academic skills. Questioning the language in the Catalog because it is contradictory regarding math Basic skills requirement Option. Pollack believes this should be spelled out more clearly in the General Ed section. She is willing to rewrite these sections. Cooper – Motion to revise the language of basic skills requirements and bring it back to ADAC. Libbin Second. Discussion on the implications this may cause. Lee – will find out if it needs to go thru Faculty Senate.

Action items:	Person responsible: Pollack; Lee	Deadline:
<b>10</b>	ASNMSU Update	Maestas (Jackson)

Jackson, Vice President of ASMSU – ASNMSU has sworn in the new senators for new upcoming semester. Noche de Luminarias was a success. Have not been very active on graduate tuition waiver because they’ve been busy with the lottery scholarship issue. Maestas is preparing questions for the Higher Education Secretary, Dr. Garcia, who will be taking questions on Friday (Board of Regents). Maestas is interested in have extended library hours from midnight to 2:00 a.m. Jackson – Department Heads were telling professors what scale to use (fractional or traditional). Ellis – faculty should be putting this information on their syllabi. What they indicate on their syllabi is what they will use at the end of semester.

Lee – Regarding the Library being open until 2:00 am, the Library has not been approached about possibly extending hours. Would this be a desired permanent change to regular hours? Answer: Yes.

Jackson – Would like a list of how classes will be graded in the end of semester.

<b>10</b>	Round Table Updates	Group

--Ellis will have a proposal for classroom use.  
 --Cook – tomorrow the data for the student calling campaign will be available. Enrollment is seriously down. They have a packet of information that instructs people what to do/say when making student calls. Student employees can also make calls.

Action items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> <li>No other business.</li> <li>Adjournment: 3:04 pm Jackson Motion, Ellis second. Meeting adjourned.</li> </ul>		