

<i>Minutes</i>		ADAC Meeting 2 Hours, 1/13/14 Dona Ana Room 312, Corbett Center
Type of meeting: Regular Facilitator: Beth Pollack Note taker: Veronica Gomez		Attending: Steve Loring, Jim Libbin, Liz Ellis, Jim O'Donnell, Pam Jeffries, Kristian Chervenock, Jacobo Varela, Terry Cook, Lisa Bond-Maupin, Mark Anderses, Stuart Munson-McGee, Greg Fant, Shelly Stovall, Monica Torres, Sonya Cooper, David Rockstraw, Michael Zimmerman, Beth Pollack, David Boje, Lois Stanford, Rani Alexander
Time Alloted (mins)	Topics	
05	Approval of Minutes – 12/09/13	
Minutes will be approved on January 27		
05	Change in future meetings location	Pollack
ADAC will be held in Milton 85 ATV room starting January 27, 2014		
10	Update on catalog on new system	Varela (Guest)
<p>Varela – Have met with Smart Catalog, vendor that is selling the piece of software we will be using for the NMSU catalog. Hoping to have this catalog system up for second round of proofs. This system will facilitate an all online submission process. It will result in a cleaner and easier process and users will be able to track what has been changed. Need to set approval process for the different sections of the catalog. The first section of the catalog will be easy to migrate, as it's just the rules and regulations. The piece they need help with is the departmental information. In the new system, it will be mandatory for Associate Deans to approve. Additional information on the system will be available within the next six weeks. Pollack – will the college sections come directly to Associate Deans. Answer, Varela – yes unless specified otherwise.</p>		
10	Department name change and minor for Chemical Engineering	Rockstraw (Guest); Cooper
<p>Rockstraw – Most departmental faculty are, or will soon, be teaching elective courses in Materials Engineering. A plan has been developed to offer a minor Materials Engineering and a departmental name change from Chemical Engineering to Chemical and Materials Engineering. The new name would be more in alignment with the department's focus and course offerings. Libbin motioned to approve name change, second by Stovall. Motion carried.</p> <p>Rockstraw – the new minor will require 18 credit hours. They are in the process of developing CAFS, but the majority of courses are already reflected in the catalog. Pollack – What classes will be on the list from Arts and Sciences? A list has been send to the departments that will be affected. No objections to minor. Cooper will send information on what the minor will entail.</p>		
20	Sustainability Minor	Dr. Boje
<p>Boje – Recently appointed coordinator for the sustainability minor. The 18-credit minor will be anchored to two departments, Anthropology (Arts & Sciences) and Management (Business). Guests Lois Stanford and Rani Alexander from Anthropology were introduced. Stanford commented on the value of the minor to students so that they can be competitive in the job market. Alexander – impressed with such minors as they support service learning. Boje introduced Steve Loring who discussed some of the issues that NMSU has been dealing with regarding sustainability. Pollack – has the minor gone through the Deans in the two “anchor” colleges? Stanford – Arts & Sciences approved the minor several years ago. Boje – they have not yet met with the Business College, but the plan is to phase the minor in. Munson – the minor was approved by Faculty Senate approximately two years ago. Boje – NMSU has a gold star now (for sustainability) and the</p>		

sustainability group would like to move forward with the program and development of the minor so that they can start marketing it and developing a database to engage students (handouts were distributed). They are now seeking approval of the minor from ADAC. Discussion ensued and it was communicated that new minors are information items only to ADAC.

30	Classroom Scheduling Procedures Entrance Requirements discussion	Fant
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- Classroom Scheduling Policy**
 Fant – The Provost has asked for ADAC to look at classroom scheduling as it needs to be more efficient. Some of the options available were discussed. Pollack – if classes are offered 6 days a week is that going to be equally shared? There is concern regarding days and times of course offerings ... will students be able to take the other classes they need? The President and Provost are very supportive of centralized scheduling and ADAC needs to decide the best approach. Some centralized scheduling is already occurring. Zimmerman – priority scheduling means a department has first choice of rooms. The more recent trend has been that departments have had control of classroom scheduling. A question arose, what does centralized scheduling look like? Fant – Ellis submitted a proposal with different options. Ellis discussed what the College of Business is currently doing and how it is working for them. Zimmerman – prime time for classes is still between 8:30 and 11:30 a.m., with space restrictions being the major concern. Fant – (re: College of Business proposed models) choice are to use the Dorfman first schedule, Dorfman + schedule or keep the current scheduling system, where everyone adheres to same scheduling procedure. Fant – Most of the community colleges are already offering classes four days a week (M-Th) with the exception of Doña Ana. Perhaps Zimmerman could provide procedures and/or scenarios for improved classroom scheduling decision making. O'Donnell – is the crisis right now? Fant – It has become clear that we are inefficient with our space use (e.g. effects of Hardman Hall going offline). If scheduling were to be centralized, Facilities & Services would handle any issues with the classrooms. Associate Deans will ask departments to look at the proposals and will garner feedback to better evaluate. Topic will be discussed again at the February 13 meeting.
- Entrance Requirements Discussion**
 Fant – Will email information to ADAC in the next week or so. Provost met with Faculty Senate to discuss changes in admissions requirements. Moving to 2.75 GPA and English is a major component of the change. In the future, students will need to take a Writing class in their last year of high school.

10	GE Assessment for Spring	Stovall
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Stovall – Email have been sent out as reminders to the Viewing-a-Wider-World (VWW) faculty who were randomly selected to participate in assessment; department heads were copied in the last reminder. The assessment has been created by faculty and it is designed to be a broad assessment. The voluntary assessment will cover a class period. The assessment was not developed to assess the faculty, but to assess the course as a VWW. There has been a good faculty response. The assessment will be done before Spring Break. There will be a session at the Teaching Academy to go over scores and feedback.

15	Faculty Senate Update	Munson-McGee
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Munson-McGee – Faculty Senate considered 5 pieces of legislation at their January meeting. Four of the five were approved and the fifth will be returned to committee for further discussion (since the committee didn't have a quorum in December). Information about legislation is also available online:

- Proposition 04-13/14** A proposition to change the timeline for the Administrative Review of Academic Administrators from every five years to every three years (Ron McNeel (NMSU-Alamogordo); Richard Gutierrez (NMSU-Grants)) **Will return to Long Range Planning for reconsideration**

- **Proposition 05-13/14** Modification of the late registration period (Sam Christensen (NMSU-Carlsbad); S. H. Munson-McGee (ACES)). **Passed by Faculty Senate**
- **Proposition 06-13/14** Departmental name change for EMD (Cristobal Rodriguez, Enedina Vazquez (Ed)) **Passed by Faculty Senate**
- **Proposition 07-13/14** A proposition to change section 5.90.4 of the NMSU Policy Manual, Criteria for Promotion and Tenure (Tom Smith (A&S); Laurie Abbott (ACES)) **Passed by Faculty Senate**
- **Proposition 08-13/14** A proposition to change section 5.90.4.5 of the NMSU Policy Manual, Leadership (Tom Smith (A&S); Laurie Abbott (ACES)) **Passed by Faculty Senate**

10	ASNMSU Update	Maestas
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No update from ASNMSU

10	Round Table Updates	Group
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- Chervenock – 125 new international students registered, mostly spouses of students already on campus.
- Cook – Faculty and staff contacted 2,300 students as part of the Calling Campaign. There was a variety of responses, but no mention of students not registering because of the Lottery Scholarship. The calling campaign was valuable but there are still problems with student contact information.
- Bond-Maupin – Have new department in Arts and Sciences starting January: Interdisciplinary Studies, which is also home to the Bachelors of Applied Science, Individualized Studies and Women’s Studies.
- Munson McGee – Will be soliciting chairs for Faculty Senate in their February meeting.
- Fant – Kudos went out to the calling campaign. Re: Online classes and the removal of I grades--Associate Deans need to approve changes to make sure the department is tracking the I and that documentation is in place.
- Ellis – the minor Intelligence Studies will be disbanded and will not appear in the next catalog.
- Zimmerman – Course wait listing: College of Business and two departments of Arts and Sciences used it for Spring registration and would like to discuss outcomes in a future ADAC meeting. Ellis – one problem with wait listing is that when it’s in effect it looks like there’s an open seat, but in reality there is no space. It was problematic for students who drop another class thinking there are seats available in the desired class, and then they end up without a class. Zimmerman – Wait listing will be turned on the first day of class.

Action items:	Person responsible:	Deadline:
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- No other business.
- Adjournment 2:55 pm Cooper Motion, Munson-McGee second. Meeting adjourned.