

<i>Minutes</i>		<b>ADAC Meeting</b> 2 Hours, 2/24/14 Milton Hall 85
<b>Type of meeting:</b> Regular <b>Facilitator:</b> Norice Lee <b>Note taker:</b> Veronica Gomez		<b>Attending:</b> Terry Cook, Donna Wagner, Gladys De Necochea, Monica Torres, Mike Zimmerman, Liz Ellis, Sonya Cooper, Beth Pollack, Ken Van Winkle, Marissa Macias, Norice Lee, Kristian Chervenock, Stuart Munson McGee, Pam Jeffries, Jim Libbin, Shelly Stovall, Harry Sheski, Mark Buckholz, Veronica Gomez
<b>Time Alloted (mins)</b>	<b>Topics</b>	
<b>05</b>	Approval of Minutes – 2/10/14	
Discussion: Pollack Motion Torres Second		
Conclusions: Minutes approved		
<b>15</b>	Cross Campus Advising & Aggie Capstone Graduation Challenge	Macias (Guest)
<p>Macias distributed handout and introduced herself as the Cross Campus Advisor for NMSU. One of the programs under Cross Campus Advising is the Aggie Capstone Graduation Challenges (ACGC). Macias shared that the purpose of the program is to recruit former NMSU students who have achieved senior level status (94 or more credits) but have not completed a bachelor's degree—and getting them to return to NMSU with the goal of graduating. A survey was sent out to 769 participants (94 responded) and there were mixed responses as to why they left NMSU. Some responses included: financial reasons, personal issues, childcare problems, and some left to UNM as part of the Pharmacy Cohort. ACGC will help students with any questions they have, for example how to re-enroll. Macias was able to meet with advisors across campus to inform them about the program. She will let advisors know who is in the program once the information is available. Pollack commented that A&amp;S is working to get Pharmacy students back to NMSU to complete their bachelor's degrees (post doctorate). Ellis commented that the Business College has online course registration restrictions in place to ensure space for their online program students, but if any returning seniors need to register for any of these classes, they should contact her and they will do their best to accommodate</p>		
<b>10</b>	Faculty Senate Update	Munson-McGee
<p>Munson-McGee – One piece of legislation was considered by committee: Proposition 09-13/14: A Proposal to Change Department Name from the "Department of Chemical Engineering" (CHE) to the Department of Chemical &amp; Materials Engineering" (CHME). After discussion, the committee voted "Do Pass" with eight votes in favor, and one abstention.</p> <p>The two propositions that Faculty Senate passed to change the definition of "leadership" in P&amp;T policy manual were vetoed by President Carruthers. The veto means that wording will remain as is.</p>		
<b>20</b>	<ul style="list-style-type: none"> <li>• Date change for last day to add – Fall 2014</li> <li>• Update from CCVP meeting</li> <li>• DE coding</li> </ul>	Fant
<ul style="list-style-type: none"> <li>▪ Date change for students' last day to add classes – Fall 2014</li> </ul> <p>Item will be on the Board of Regents Agenda for the March 10 meeting. If approved, the last day to add <u>without a faculty signature</u> will be the second day of classes. This will be a big change and will need to be communicated effectively. There will be a lot of student traffic in faculty offices, advising centers and department offices for about one week after the last day to add. Fant encourages Associate Deans to have conversations with department heads and others as appropriate and as soon as possible so that there can be a plan in place. Zimmerman – are faculty clear in understanding that they will have the option to sign a late add? Munson McGee – Some may want to sign, some may not—there will be all kinds of responses. The intent is to give faculty an option to have a say if a student is accepted into a class or not if they have missed the add date. Fant commented that it may take three to four semesters for everyone to become familiar with this change. Pollack mentioned that this change might help with low enrollments in some classes and the ability to cancel them sooner. It may also prompt students to enroll earlier.</p>		

	<ul style="list-style-type: none"> <li>▪ Update from CCVPs (Community College Vice Presidents) meeting –Will be put on the next ADAC meeting agenda.</li> <li>▪ DE coding Fant thanked everyone who gathered information within a very short time frame. Two components are needed in managing State by State Authorizations. First component is to provide appropriate reporting to Texas. Second is to identify internships across the country. NMSU needs to track DE students more effectively and efficiently and to be able to tie students to courses. A written proposal will be forthcoming on DE coding.</li> </ul>	
<b>10</b>	Assessment Updates	Stovall
<p>Stovall announced that that the Quality Initiative was approved by HLC. The deadline for the Champion Program has been extended. Faculty members are encouraged to participate if interested. There are 15 faculty members enrolled as of last week. WEAVE is the new assessment software. It is very intuitive and user-friendly. It will require the standard NMSU login and password. Deans and Associate Deans might be interested in generating reports for their departments. Stovall will work on scheduling a session on WEAVE. Some programs will be piloted this summer.</p> <p>The Provost is reviewing the Academic Program Assessment Reports and will be providing feedback to the departments. Assessment may be moving to annual reporting instead of twice per year, due in part to WEAVE capabilities. Wagner asked how departments will be getting the feedback on the Academic Program Assessment Reports and Stovall replied that Provost will write a paragraph or so for each department.</p>		
<b>10</b>	Standardization of undergrad Minor “declaration” and “certification” process across Colleges	Ellis
<p>Ellis would like to see standardization of undergraduate minor "declaration" and "certification" processes across the colleges. There are many different paths for certification, but advisors and students do not know what to do. Can each program that offers a minor, provide/share written instructions? It was noted that the STAR Audit can facilitate this process. A student would print their STAR Audit and it would include instructions for them to follow. For each minor there should be a set of instructions. There's also an issue regarding declare vs. certification. This is a specific issue for College Of Business, as students have been known to load up on business minors, then get a BIS or BAS and say they have a business degree. It was recommended by the group that students have to go through the department granting the minor. Libbin agreed to standardize and take advantage of the STAR Audit, as it has the ability to provide instructions. Pollack and Wagner will go back and talk to their advisors. De Necochea said that it would be a good idea to share what each department is doing regardless.</p>		
<b>15</b>	Old Business <ul style="list-style-type: none"> <li>• Classroom Scheduling Procedure</li> </ul>	Zimmerman
<p>Zimmerman distributed a handout and thanked the scheduling staff for their hard work on this project. Astra is used to optimize space utilization. Astra’s goal is 85% utilization and NMSU is currently operating at 60%, which is not where it should be. The requested scenario run on the proposed Dorfman schedule reduces utilization and flexibility.</p> <p>Esquibel – the Astra schedule is NMSU’s base. With Astra there is flexibility to adjust, but with the proposed Dorfman schedule there is no flexibility. White space in the schedule needs to be reduced for improved utilization. Efficiencies are being lost with current hybrid system; however, Dorfman is more restrictive and doesn’t allow for NMSU’s complex course offerings (variant credits). Approximately 7,000 sections per semester and 2,200 graduate courses are run.</p> <p>Particularly in the College of Business, College of Education, and Nursing, there are concerns with the traditional (current) time block schedule and that they may be forced back into it in order to achieve maximum utilization. It was recommended that those working on classroom scheduling look at the traditional model, but also look at (2) course offerings per week; with the understanding that 69% of courses are three credits. Munson-McGee said that further discussion on student and faculty scheduling preferences should occur. Further discussion with the Deans need to occur as well. Issue tabled.</p>		

10	Round Table Updates	Group
<p>Libbin distributed a handout on the ACES entering freshmen success and attempts to reduce math failures.</p> <p>Zimmerman – asked if the College of Business and Arts &amp; Sciences are still interested in wait listing? Ellis and Pollack will get back to him.</p> <p>Pollack – introduced KenVan Winkle, Associate Dean in Arts and Sciences, who will now be attending ADAC.</p> <p>Chervenock – just got in from Colombia where he presented on ESL to approximately 1,000 students at various universities. International Programs has developed an ESL program for the summer and they are hoping to enroll a minimum of 50 students. NMSU is one of the first Universities to recruit in Colombia. In January, Chervenock was in Ecuador where they are building a brand new university. Students from Ecuador will be coming to take the HRTM/English hospitality classes. Study abroad is busy with advising and visiting with colleges about processes and information.</p>		
<ul style="list-style-type: none"> <li>• No other business.</li> </ul>		
<ul style="list-style-type: none"> <li>• Adjournment: Pollack Motion, Wagner second. Meeting adjourned at 2:44 pm.</li> </ul>		