

<i>Draft Minutes</i>		<i>ADAC Meeting</i> 2 Hours, 4/14/14 Milton 85
Type of meeting: Regular Facilitator: Norice Lee Note taker: Veronica Gomez		Attending: James O'Donnell, Donna Wagner, Stuart Munson-McGee, Liz Ellis, Sonya Cooper, Beth Pollack, Kristian Chervenock, Greg Fant, Terry Cook, Loui Reyes, Jacobo Varela, Jim Libbin, Lydia Bagwell, Norice Lee, Veronica Gomez
Time Alloted (mins)	Topics	
05	Approval of Minutes – 3/10/14	Group
Discussion: Ellis motion, Reyes second		
Conclusions: Minutes approved		
10	*Human Performance Dance and Recreation proposed name change	Wood, O'Donnell
<p>O'Donnell introduced Dr. Robert Wood, Department Head of Human Performance Dance and Recreation Department. Dr. Wood proposed a departmental name change to Kinesiology and Dance. He explained that "Dance" needed to be in the department's name so that the degree would be recognized in the field of dance. O'Donnell shared that the proposed name has been approved by the Department, College Council and the Administrative Council. Ellis made a motion to approve the name change; second by Pollack. Motion carried.</p> <p>Relating to Minor Degrees</p> <p>Munson-McGee – Minors are under the control of the offering department. There needs to be a process (or improved process) for approving interdisciplinary minors from multiple colleges. Ellis – every minor needs to have a department home, even if they are interdisciplinary. If there are minors with the same name in different colleges, there needs to be something unique about them. Further discussion – Minors need to have an approved name and have the requirements spelled out before they can go into the catalog. Regarding procedure – ADAC does not approve minors. Reyes – minors at the graduate level must be approved by the Graduate School. Fant asked if there was desire to see more work in this area and the need for a closer look at related policy. Group responded "yes" and also a review of academic policy. Wagner – Especially if there is conflict between departments, if for informational purposes only.</p>		
05	ADC report	Lee
Lee distributed her notes from the 3/10/14 ADC meeting. The notes were briefly discussed. Any questions should be directed to Lee by phone or email.		
05	Faculty Senate report	Munson-McGee
<p>Munson-McGee announced that there were 5 pieces of legislation during Faculty Senate. Proposition 10-13/14: A Memorial In Support of Creating a Mechanism for Long-Term Sustainability of the Library's Base Materials Budget. Considered by Faculty Senate and passed.</p> <p>Proposition 11-13/14: A proposition to change New Mexico State University's Undergraduate Catalog to reflect new admissions requirements for first-time freshmen, effective with the Academic Year 2016-17. Proposition returned by the Faculty Senate to committee for further consideration relating to transfer students and to ensure that the new criteria (i.e. the Guaranteed Admission Pathway) did not disadvantage these students. During the month between the April and May Faculty Senate meetings, there are several meeting with Provost Howard, Senate leadership, and various stakeholders to ensure that the need for the changes and the changes are well understood.</p> <p>Proposition 12-13/14: A proposition to clarify and enhance section 4.05.50 of the NMSU Policy Manual regarding the Faculty Grievance Review Board. Action postponed by Faculty Senate to the May meeting since the wrong version of the proposition was distributed to the senators just prior to the April meeting.</p>		

<p>Proposition: 13-13/14: A proposition to change sections 5.90.4, 5.90.4.4 and 5.90.4.5 of the NMSU Policy Manual clarifying criteria for promotion and tenure and descriptions of service and leadership. Considered by Faculty Senate and was not passed. The proposition died and will not receive further consideration this academic year.</p>		
<p>Proposition 14-13/14: A Memorial Approving the Formation of a Joint Doctorate of Philosophy with a specialization in Civil Engineering between NMSU and the University Autonomous of Chihuahua (UACH). Introduced to Faculty Senate and sent to committee for study and recommendation.</p>		
10	Acquiring student contact information	Libbin
<p>Libbin talked to his class of 27 students and they concluded that cell phone and email are the best ways to get of ahold of them. He asked students how many changed their phone number recently and only one had made a change. Libbin explored the issue further with the students and they agreed that a pop up should appear asking them to confirm their contact information each time they were required to change their Banner password. Students were not aware that they can link their NMSU email to their personal email. Cook, Fant, and Varela said that ICT was moving in this direction. Further discussion ensued regarding problems associated with students using their personal email addresses when communicating with faculty (inability to authenticate identity of sender). Ellis shared that when she receives an email from a student using a non-NMSU email address, she replies to the message with standard text indicating that she cannot respond to their message unless they use their NMSU email. Ellis will send this language (that she uses in a signature block) to ADAC.</p>		
05	Change of business regarding NMSU Catalog	Varela
<p>Varela – There will be a change in the upcoming catalog. In the past "one time only" classes were not listed in the catalog, only in the back list. In the next catalog, however, they will be printed in the catalog if they have CAF approval. If they do not have CAF approval, they will only go in the back list</p>		
20	<ul style="list-style-type: none"> • Graduate Catalog • Graduate final exam documentation • Graduate Admission Policies 	Reyes
<ul style="list-style-type: none"> • Graduate Catalog – Reyes said that the Colleges have been submitting changes. Next year there will be major changes in the catalog. • Graduate final exam documentation – handouts distributed. Reyes – at this moment final examinations are going on. Students are submitting too close to the deadline. Students and advisors are upset because of the slow turnaround time. The Graduate School has to confirm that there is appropriate representation on committees. The Graduate Council spent last semester reviewing final exam documentation. Reyes – the policy remains the same just the procedure has changed. There were numerous questions asked by the group and significant discussion arose on the proposed final exam document. Reyes will share the feedback provided by the ADAC with Graduate Council. • Graduate Admission Policy – Reyes distributed a handout on Graduate Admission Enrollment (draft). Reyes and Pickett performed an admissions audit. Hope to provide GShips by October. Problems with Departments in process--too slow to approve. Issues with conditional vs. provisional admission status: "Conditional" lacks GRE but shows promise; "Provisional" given an opportunity, typically admitted as undeclared. Ellis – they always talk about two different, separate admissions--grad school and dept. Question – Who makes decision on provisional/undeclared? Reyes – It's problematic. Dept. heads are strongly recommending undeclared; but they should instead be non-degreed (up to 9 credit hours). Varela can restrict non-degree from entering any courses. Ellis agrees with Varela about restricting the courses. Wagner – what about interdisciplinary masters and doctorates? Reyes – these are being addressed separately. Pollack: international students have admissions problems due to timing (end of their semester differs from ours) and ability to get their documentation together; they shouldn't have to reapply. Pollack: When are we going to have the ability to get reference letters uploaded? 		
20	NMSU/UACH Joint PhD Degree	Cooper
<p>Cooper distributed handout and provided background – joint degree was signed in 2008, students were admitted and now one of the students is ready to graduate. A joint degree is problematic because both schools must sign off on credentials, etc. Students take 15 credits at UACH (University Autonomous of Chihuahua) and 15 credits at NMSU. NMSU will issue the exam and will be the primary committee. Research may happen here or there but over 50% of the</p>		

research would happen here. These requirements are more stringent because NMSU has publishing requirements (peer reviewed publication). The intent is to honor initial agreement, but now ratify and seek formal approvals, including ADAC. O'Donnell – what is the total number of credits required for the program? Cooper – 30 credits plus dissertation and they do all dissertation and exam at NMSU. Motion to approve by Pollack. Second by Reyes. Motion carried.

10	Round Table Updates	Group
<ul style="list-style-type: none"> • Wagner had meeting with advisors and there is concern over the new "one day to add a class" policy. Pollack provided clarification on this issue: there will be one day in which students can add a class, but then students can add a class with approval/override by faculty or department signature. Discussion on the "unexplained gap" between Friday and Sunday. Ellis suggested that the students should have until Sunday to add a class, after Sunday they can add a class only with instructor's permission. Pollack read the Faculty Senate Proposition and it states that is only one day so it cannot be extended through the weekend. • Reyes – Thursday, April 24th Annual Graduate Faculty Meeting at 7:45 am Corbett Center, Doña Ana Room; they will be providing a hot breakfast. • Varela – The catalog will begin using Smart Catalog, which will be out in the next couple of weeks. To complete the catalog this year everyone will be using Smart Catalog. They will also be implementing Kognito and will be providing several more presentations on the system. If interested, please let Varela know. There are 81 graduating veterans with an average gpa of 3.4. Wagner thanked Jacobo for the great during training in their college (HSS). • Fant – Moving forward with DE coding with the exception of undergraduate Criminal Justice and Sociology. • Lee mentioned that the Grants Campus is renovating their library. • Cook – April 25th and 26th will be New Student Orientations. So far there are 311 students signed up for advising. It will take place in in the colleges not Corbett Center (because of remodeling). They will be sending out post-orientation surveys to evaluate the program. 		
<ul style="list-style-type: none"> • No other business. 		
<ul style="list-style-type: none"> • Adjournment: 2:54 p.m. Pollack motion, O'Donnell second. Meeting adjourned. 		