

<i>Minutes</i>		ADAC Meeting 2 Hours, 3/10/14 Milton 85
Type of meeting: Regular Facilitator: Norice Lee Note taker: Veronica Gomez		Attending: Terry Cook, Liz Ellis, Donna Wagner, Monica Torres, Gladys DeNecochea, Jim Libbin, Sonya Cooper, Michael Zimmerman, Beth Pollack, Lisa Bond-Maupin, Greg Fant, Shelly Stovall, Mark Buckholdz, Harry Sheski, Stuart Munson-McGee, Norice Lee, Veronica Gomez
Time Alloted (mins)	Topics	
05	Approval of Minutes – 2/24/14	Group
Discussion: Libbin motion, Torres second		
Conclusions: Minutes approved		
	Person responsible:	Deadline:
05	Approval of Meeting Minutes – 2/24/14	Group
05	Housekeeping	Lee
Motion by Cooper to cancel ADAC meeting over Spring Break. Pollack second. There will be no meeting on March 24, 2014		
05	ADC Updates	Lee
Lee attended the ADC meeting on February 26 th and she distributed a handout with notes from the meeting. Will email notes to Grants and Carlsbad. Lee reminded the group that the notes are not the official record and are for information sharing purposes only. Lee will keep bringing summary notes to share with group. Group thanked Lee for sharing notes.		
Action items:	Person responsible:	Deadline:
05	Faculty Senate	Munson-McGee
<p>At its March meeting, the Faculty Senate passed: Proposition 09-13/14 A Proposal to Change Department Name from the “Department of Chemical Engineering” (CH E) to the “Department of Chemical & Materials Engineering” (CHM E). The vote was not unanimous. Also at the same meeting, three new pieces of legislation were introduced and assigned to committee: Proposition 10-13/14: A Memorial In Support of Creating a Mechanism for Long-Term Sustainability of the Library’s Base Materials Budget. 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 12-13/14: A proposition to change section 4.05.50 of the policy manual regarding the Faculty Grievance Review Board.</p> <p>In response to the President vetoing the two pieces of legislation concerning the role of leadership in promotion and tenure, Provost Howard has agreed to have a conversation with the Faculty Senate to see if a compromise can be reached.</p> <p>Finally, one of the candidates for Faculty Senate Chair for 2014-2015 had to withdraw their name. Nominations were reopened and the two candidates are Paul Andersen (Engineering) and Stuart Munson-McGee (ACES).</p>		
20	<ul style="list-style-type: none"> Distance Education (DE) coding Follow up to EAB presentation 	Fant
DE Coding – There has been much discussion over the years about best way to do DE coding. Fant asked for further discussion on the topic. The College of Business is already using Banner for their DE coding. They use the code MD for Main Campus DE and MG for Graduate students. Bond-Maupin believes that Banner would work for online		

graduate programs but not for undergraduate and she provided some examples of issues relating to the latter. Fant – at the advising point advisors would have the conversation with student and students could declare if they are doing their coursework 100% online. For state-by-state purposes, Fant is less concerned about students that float back and forth between traditional and online courses. Fant wants to capture students that are out-of-state or 100% online students. In Arts & Sciences graduate coordinators could be responsible for DE coding. Health & Social Services needs an Albuquerque Center code. Zimmerman will help with this. Fant – there 12 digits in a Banner code to play with. There was further discussion regarding some of the issues that might arise with the coding. Fant – do we need to set up different fees for DE students? Lee mentioned that accurate coding will be important for instructional/student support services for online students as well. Bond-Maupin – the way the definition is captured is not entirely correct, because there are DE students in programs that are entirely online and there are DE students that are completing a degree online. ADAC members were encouraged to look at the DE website and if there are any needed changes to please contact Susie Bussman.

Education Advisory Board (EAB) presentation (follow up) – many ADAC members were at the recent EAB presentation entitled: “Hardwiring Student Success” and Fant asked for group’s feedback. Fant said that the Provost would like to have a student success showcase/fair in the fall. There was a response that a fair would be time-consuming and may not be well attended. Libbin mentioned that he was pleased at how many of the student success activities shared in the EAB presentation are already being done in ACES. He also said that he enjoyed hearing what others are doing. One thing Libbin is concerned about, however, is the barrier that a University Accounts Receivables (UAR) hold poses for students. Libbin likes the idea of a student emergency fund. Ellis asked what happens if a student owes and Fant responded -- if it’s a student’s first time and the student has the ability to set up a payment plan, then they will typically go that route to try and help them out. It becomes more difficult if there are questionable issues. Pollack asked if students get an email notifying them about the hold, Zimmerman said that students get a monthly statement. Lee said that she is personally aware that the information in the monthly statements is not always accurate or up-to-date and students typically have to call or go in person to confirm their actual account balance. Bond-Maupin mentioned that when statements are constantly incorrect that are likely to get ignored. Pollack – it might be good for UAR to indicate in the statement what will happen if students don’t keep their accounts current.

Fant – in the Board of Regents meeting today the Regents asked if we have any sense of how well we are using Quick Connect. Are there students not being caught by Quick Connect? Fant asked if any of the programs do an exit interview that would help us understand why students are not returning. In the College of Education there is some data. Bond – Maupin mentioned that they are engaged in calling every student that has not registered for the coming semester. Ellis said the problem with this tactic is that the students’ contact information is not accurate.

05	ASNMSU Update	Maestas
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Elections are going on now and the results will be posted by Friday. Wesley Jackson is the only candidate running for ASNMSU President. The Big Event (cleaning up around the community) is this weekend, starting at 9:00 am. The Graduate Arts Symposium is going on now on the 3rd floor of Corbett Center.

Action items:	Person responsible:	Deadline:
10	Round Table Updates	Group

Cook – Macias generated a report for the Aggie Capstone Graduation Challenge (ACGC) Program and there are 950 students with 94 credits or more who did not attend in the spring or fall of 2013. ACGC will continue doing outreach. They have some funding available to assist students who wish to return and graduated. The program was modeled after the UNM program. Ellis said that she is thrilled that NMSU has this program.

Lee – As part of the national celebration of Sunshine Week, the Library is co-sponsoring “Sunshine and Shadows: Public Records and the New Mexico Mental Health Provider Audit,” a panel discussion on open government and the state of mental health care in New Mexico. The program will be held on Thursday, March 20, 2014, at 5 p.m. on the third floor of Zuhl Library.

Action items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> • No other business. • Adjournment: Pollack Motion, Cooper second. Meeting adjourned at 2:16pm. 		