

Draft Minutes

ADAC Meeting
2 Hours, 6/23/14
New Mexico Room, Corbett Center

Type of meeting: Regular
Facilitator: Norice Lee
Note taker: Veronica Gomez

Attending: Terry Cook, Jacobo Varela, Kathy Brook, Pam Jeffries, Carlos Lobato, Wesley Jackson, Clint Hourigan, Mark Anderson, Larry Blank, Sonya Cooper, Jim O'Donnell, Donna Wagner, Dana Halsall, Jim Libbin, Shelly Stovall, Norice Lee, Harry Sheski, Mark Buckholz, Greg Fant, Ryan Carsens, Norma Grijalva, Monica Torres, Veronica Gomez

Time Alloted (mins)

Topics

05

Approval of Minutes – 6/9/14

Group

Discussion: O'Donnell motion, Libbin second

Conclusions: Minutes approved

Person responsible:

Deadline:

05

Vice Chair Election

Lee

Lee – Libbin moved to elect Sonya Cooper as Vice Chair, Wagner second. Motion approved

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IT Compliance at NMSU

Lobato (Guest)

Jeffries introduced presenter Carlos Lobato (ICT)

- IT Compliance at NMSU:
 - We have to worry about compliance (as it relates to data; data breaches)—
 - FERPA (Family Educational Rights and Privacy Act)
 - HIPAA (Health Insurance Portability and Accountability Act)
 - GLBA (Gramm-Leach-Bliley Act)
 - RFR (Red Flags Rule) from Federal Trade Commission
 - FISMA (Federal Information Security Management Act)
 - PCI DSS (Payment Card Industry Data Security Standard)
 - There are others, but these are the primary.
 - To address compliance issues at NMSU:
 - Designate Information Security Responsibility
 - Establish a risk-based information security program
 - Establish policies & procedures
 - Monitoring/Incident handling
 - Establish training & awareness
 - Consequences for Noncompliance (worse-case scenarios):
 - FERPA--Termination of funding
 - HIPAA--Penalties up to 6 million/year
 - GLBA--Fines/imprisonment
 - RFR--Fines from FTC
 - FISMA--return of funding
 - PCI DSS--Fines and unable to process credit card payments
 - Example of recent data breaches: Iowa State Univ = 48,729 records; North Dakota Univ = 291,465
 - Number of records a hacker could get from NMSU's central Banner system = approximately 500,000. Hackers mainly want SS#, name, DOB. Cost would be about \$55 million if breached.
 - For more information, see: <http://compliance.ict.nmsu.edu/>

(cont'd)

To handle incidents, the laws require institutions to raise awareness and provide training. IT needs support from everyone. NMSU is enhancing security practices (network, servers, implementing security systems). Data has to be protected according to its risk. Jackson – what will it cost to prevent a breach? Lobato – it would depend. Identify where your sensitive data is. Wagner – is there something faculty should be doing? Lobato – IT is creating a training and awareness program, everyone will have a role to play. Varela – will IT be developing procedures for data sent via email? Lobato – there are already policies but they will be revising them. Cooper – what can we be doing now before the training happens? Lobato – please start spreading the word and visit the IT website and other compliance and security specific websites. Carsens – is IT willing to investigate and not use the email as user id? Lobato – yes, they will be looking into this. Lobato will be emailing power point presentation to group.

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State by State Authorization

Fant

- Update on State-by-state authorization (of online programs, out-of-state internships):
 - Donna Alden still working through the 50-state list. She's about one-third of the way through the list. Alden has to review each state's code, sending out emails for clarification. The goal is to have a good inventory.
 - State updates: Florida is fine with internships. Hawaii is the only state that is presently causing concern-- office is trying to get clarification on their fees. Massachusetts is not a problem unless there's a physical presence, at which time their \$10,000 fee is applied. Arkansas is a challenge because they require a physical appearance before their State Board for approvals, etc.
 - There is some funding available to pay fees. Fant asked ADAC for input on how to approach the issue, and to consider whether NMSU should pay for clearance to offer in all 50 states or whether we should be more selective? Detailed information has been provided to the Associate Deans for further consideration.
 - State Authorization Reciprocity Agreement (SARA) as most economical alternative: There are presently 8 to 10 states participating in SARA. SARA will continue to develop as more states sign on. SARA is done at the State level and institutions pay their State. It's believed that the fee would not be burdensome.
 - Fant shared that NM does not charge other states fees for offering courses, etc. in our state; most states don't charge anything, but there are a few that charge exorbitant prices and/or have rather ridiculous rules.
 - DE coding continues.

O'Donnell – do we see any patterns? Fant – the majority of students tend to stay within geographical regions. The NMSU list they're working from shows 17 students coded in Hawaii, but they may not actually all be there. Cooper – what is the issue with Hawaii? Fant – Hawaii charges a \$10,000 fee to offer courses in their state. Libbin – what happens when a New Mexican in the military is taking classes from Hawaii? Fant – we are not worried about military personnel, other rules/waivers apply.

Fant also shared that he talked to the Deans about the Campus SAVE Act and Title IX. In the next year everyone at NMSU will be required to attend training. ADAC leadership is needed to support the effort. Lee – do we wait for training or do we contact OIE? Fant – you can contact Gerry Nevarez. The training session lasts approximately one hour if done in person, or 30 minutes online. Libbin – who will this apply to, does it apply to off campus faculty? Fant – anyone who gets a paycheck from NMSU will need the training. It will be offered annually, but an individual only needs to go through the training once--unless refreshers are required on down the line.

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• Update on Quality Initiative - Teams attending NMHEAA

Stovall

Update on Weave Pilot Training

- Quality Initiative: Five teams attended the summer retreat. Three college teams working on direct assessment of student writing in coming year. Fourth team from NMSU-Grants because they're accredited with NMSU-Las Cruces. Fifth team looking at data gathering, etc. Stovall is pleased with the outcome of the retreat. Next, they will be getting information out to the rest of the campus. Also, there will be three to nine course redesign mini-grants offered [over three iterations of a course], for those interested in incorporating writing to improve content learning. Hotline announcement(s) will go out about these grants intended for undergraduate courses at the Las Cruces campus.

- WEAVE Pilot Training: Total of three hands-on training sessions for pilot group. Can contact Stovall to put College's strategic plans into WEAVE if that would be helpful. Email Stovall if anyone wants any of the larger, external programs (e.g., NCATE) loaded into system. Still question on cycle close date, as there can only be one for the institution. O'Donnell – will additional training be offered so that more people can see how it works? Stovall – once they are done with the pilot they will begin to schedule. Fant – are we able to broaden licenses to other NMSU campuses? Stovall will follow-up with Pam Jeffries. Carstens – Rollout timeframe? Stovall – hoping that by September, WEAVE will be open and available for use.

O'Donnell – What is the purpose of the Assessment Liaisons? Stovall – the primary role of the Departmental Assessment Liaisons is to communicate information with their respective departments.

	Faculty Senate	Blank
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Blank – has a meeting with the Provost at 2:00 p.m. today. Blank will not be at the ADAC meeting on July 14th. Next Faculty Senate meeting will be the first Thursday in September.

10	ASNMSU Update	Jackson
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Jackson – ASNMSU is working on Aggie Welcome Week and Homecoming. ASNMSU is working with HSS on the campus Tobacco Free Policy. They will have a meeting with administration to discuss the capacity of the Arts Complex.

Jackson announced that the Aggie ParaTransit pilot program will provide transportation to students with disabilities to and from home and/or from class to class. The program has been outsourced to the City of Las Cruces. Students will have to fill out an application and submit it to the City for services. Students that are incapacitated for at least six weeks may use the program. It is also available for students with visual impairments. At this point, ASNMSU is piloting the program for students, but hopefully they can expand it in the future to include employees.

Action items:	Person responsible:	Deadline:
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10	Round Table Updates	Group
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- Hourigan of International Studies – There are different groups of students on campus, please welcome them.
- Jeffries – Is there a plan for the SAVE Act training for continuing students? Fant – it is planned for the 2nd or 3rd year of the process.
- Varela – launched the catalog online. Please take a look at it let him know if there are any problems. The hard copy will be printing this week. Catalog will be ready for distribution by mid-July. Will be hiring a Catalog Editor soon.
- Cook – Hosted 386 students in New Student Registrations (NSRs). Next NSR already coming up. Please share any feedback with Cook. They are hoping to have Corbett Center available for NSRs next year. Wagner – advisors think the NSRs are absolutely great. HSS is already out of spaces for Biology and Anatomy. Fant – Provost is talking to Biology and Kinesiology departments, as they might be able to offer some of the needed courses in Kinesiology. Fant asked how this group feels about having NSR in Albuquerque. Cooper said parents don't mind making the trip to Las Cruces. Cook believes they were discontinued in the past due to non-support of travel, but she will mention it to Dr. Montoya. Fant – ITV might be an option for NSR.
- Torres – New DACC President has been in place for two weeks.
- Sheski – Thanked Drs. Stovall and Derlin for giving them the opportunity to send faculty to the NMHEAA training in Ruidoso.
- Buckholz – Carlsbad campus has updated the catalog and it is available online. They will also have printed copies. Enrollment is strong.

No other business. Adjournment: Wagner Motion, Torres second. Meeting adjourned at 2:40 pm.