

<i>Minutes</i>		ADAC Meeting 2 Hours, 6/9/14 Milton Hall 85
Type of meeting: Regular Facilitator: Pollack Note taker: Veronica Gomez		Attending: Loui Reyes, Terry Cook, Pam Jeffries, Jim Libbin, Donna Wagner, Liz Ellis, Jacobo Varela, Beth Pollack, Greg Fant, Sonya Cooper, Jim O'Donnell, John Walker, Leti Gallegos, Shelly Stovall, Larry Blank, Heather Barry, Marisa Macias, Siri Rogers, Brad Mazdra, Susan Wilson, Chris Spurny, Ryan Carstens, Harry Sheski, Mark Buckholz, Veronica Gomez
Time Alloted (mins)	Topics	
05	Approval of Minutes – 5/12/14	Group
Discussion: Reyes motion, Libbin second		
Conclusions: Minutes approved		
	Person responsible:	Deadline:
15	Concerns about the two day add policy--	Gallegos (HSS), Macias (Engagement), Mazdra (DACC)
<p>Gallegos–Attending ADAC as Representative for the Academic Advising Council. Regarding the new, two day add policy: Advisors agree with change, but do not agree with the limited timeframe for students to independently add a class. Advisors are concerned because not all classes meet on Friday. Students will not have an opportunity to attend a class before the add deadline [in case they need to drop/add a different one]. Advisors are under the assumption that Associate Deans were the decision makers for this new policy. Pollack clarified that ADAC only voted on whether or not the issue was supported; and this policy went through Faculty Senate. Gallegos: Did Associate Deans have time to talk to advisors? Advisors were not in the loop when this was decided. Macias–how are we letting current and incoming students know about this change, is it by academic colleges? Fant–Student Affairs will be handling the communication to students. Students need to be informed that they can still add classes but they need to talk to faculty and get permission to add their class [if beyond the two-day deadline]. If approved by the faculty member, a drop/add slip is then completed. Pollack mentioned that she forwarded an email to all her faculty and let them know that that it is their decision as to whether or not to admit the student if the two-day timeframe has been exceeded. If outside the two-day timeframe, faculty can add students directly through Banner or students can take a faculty-signed add slip to the department where they were advised for an administrative add. Gallegos and Macias are concerned about faculty availability. Cooper – It will be hard but we will deal with on a case by case basis. Pollack will send out a reminder to the Arts and Sciences students in late June reminding those not yet enrolled to proceed in doing so. At that time, Pollack will also inform the students about the policy change. Macias–Late admissions usually occur on the last day to add classes, which is now also the deadline for students to independently make any changes (without instructor’s signature). Macias continued that students usually go to the first class session and review the syllabus to determine if they mesh with faculty. Fant –Advisors need to discourage that. Macias–Students usually make changes the first couple of days. Macias continued, students usually they get the course syllabus and see if they can handle the load; and if not, they change their schedule. Ellis–The faculty are under no obligation to add students into the classes, noting that this first semester will be the hardest [relating to the change]. College of Business tries to upload all syllabi on line so students can go and read them beforehand. Gallegos is more concerned about finding faculty to approve a course add. Pollack suggested that if students need to locate an instructor, they should send an email to the faculty member and also copy the Associate Dean. Pollack we need to work together and keep reinforcing the new policy. Macias–How is every department going to handle this? Mazdra – Advisors are open to solving problems and communication regarding this process is essential. Registration changes for continuing students will be problematic because they are already have routines in place. Pollack – it will be a problem with international students when they come 10 days late. Macias–Advisors receive a variety of questions from students and they needed to know where to send them. This meeting has helped answer some of these questions.</p>		
15	Tobacco Free Campus	Susan Wilson

Wilson – Distributed handout and discussed the graphs. The Policy on Tobacco Free Campus is included on the handout. What Wilson needs from ADAC is feedback and support but mostly feedback. Wilson– Right now we don't enforce the policy that is in place. Pollack–At this moment there is no policy for e-cigarettes. Can students smoke e-cigarettes in class? Fant–You can enforce the policy relating to class disruption if needed. Pollack–How do you want to us to respond? Wilson–You can respond by email at wilsonsl@nmsu.edu, especially if there are any suggested word changes. Fant asked if the policy addressed smoking on farm grounds. Wilson said that out of 32 Ag Colleges only 5 allow smoking in their extension centers. Kentucky State University allows smoking because they participate in tobacco research. Wilson continued: there are 925 campuses that allow smoking and 1,343 that are smoke-free. The numbers are changing daily. Wagner– At her previous campus, the State Police got on board with the University and ultimately ticketed people smoking in their cars. Wilson–In New Mexico, a car is an extension of one's home so a person can have tobacco in their car. Wilson stated that she would appreciate letter supporting the concept. Pollack – if you have comments send it to Wilson. Varela–Do you want student feedback? Wilson–The issue will go to ASNMSU, but yes students can comment too.

15	The Enrollment Calling Campaign	Rogers, Barry, Cook
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Cook introduced Rogers and Barry who have been working on the Calling Campaign since 2010. They have created a tool to identify the challenges students are having. There is much confusion among students regarding how to get the schedule since it is no longer printed (two years now). Every semester volunteers from all colleges call students to remind them to register. Last year there were about 2,000 students contacted. Rogers and Barry shared what the volunteers use to call students. This semester there are 25 volunteers. Once a student registers they are removed from the calling list. Varela–Is there a way to identify students as Veterans? Response: No, but they can work on getting that in place. Cook mentioned that there is a report in Cognos that reveals students' responses. Pollack asked if the list can be sorted by college and major? Response: Yes. Cook also said that they are sending out email blasts to encourage students to register, which should help bring the number of needed calls down. Email blasts also provide students with information on what they need to do to register and who they can call for questions/assistance. Cook mentioned that student employees are allowed to make the calls, but they have to complete a security form. Fant–Anybody can call once you have permission. Pollack–All the unclassified students are in Arts and Sciences Colleges. Blank–In the Email Blast can you add a comment about the two day add change. Cook will contact Carstens regarding access and potential use by NMSU-Alamogordo.

20	<ul style="list-style-type: none"> • WEAVE Pilot • Assessment Committee Retreat • Quality Initiative Teams attending the NMHEAA Summer Retreat 	Stovall
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Stovall – Distributed handout

- WEAVE Pilot Program has started and there will be a series of three training sessions. Once the pilot is complete, she will share participant feedback with ADAC. WEAVE requires an assessment cycle date that suits the university. O'Donnell–When do you anticipate that the rest of the University to have access to it? Stovall–Training will probably start in September. Carstens– How does NMSU-A get WEAVE? Stovall–It would have to be purchased. Fant has requested that NMSU explores system-wide use of Weave; perhaps an enterprise license could be purchased through ICT which would allow for use by all NMSU campuses.
- University Outcomes Assessment Committee Retreat at Holy Cross Retreat on May 14.
- Gen Ed Committee did a pilot assessment on writing and they are prepared to do an assessment orientation in the coming year.
- Baccalaureate Experience Committee piloted a survey last year to get at students' perceptions of the BE document.
- Quality Initiative Team attending the NMHEAA Summer Retreat –Five teams from NMSU will be attending the retreat scheduled to begin on Sunday, 6/22.

15	Graduate School Update	Reyes
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Reyes – Upper administration has committed to upper education. The Search Committee for the Graduate School Dean has been formed and has met once. The Graduate Council has revised its bylaws: The Vice Chair of the Council is Chair elect; new standing committee GA Allocation Committee. Conferred 88 doctorate degrees this year, last year conferred 105. Next semester the Graduate School will be working more closely with Departments. Students will be sent to Departments for more direct, specific assistance. Associate Deans will be getting a summary report of the data

that Grad School sees, for example why students didn't graduate. Management and record keeping in Grad School is moving to electronic file management. 20 graduate students have been prepared for professorships. Next semester Reyes will be meeting with graduate coordinators and every department should have one. Reyes reported that they are doing excellent in degree completion.

	Faulty Senate	
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Blank – If all faculty Senators attended a faculty senate meeting we would be in violation of fire code, that is why we are looking for a different space to have meetings.

10	ASNMSU Update	Jackson
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Did not attend

Action items:	Person responsible:	Deadline:
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10	Round Table Updates	Group
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Cooper–In the summer sessions, grades do not have to be reported until August, does anyone see any problems with this? Pollack–Anticipates a problem if students take a prerequisite Summer I and then the subsequent class in Summer II. Ellis–Banner only recognizes three terms, so there is an issue with that? Fant responded that this is a Banner rule. Jeffries–ICT will look into it and she will get back to ADAC. Pollack will call the Registrar's Office regarding questions/concerns and will get back to the group.

Blank – Faculty Senate passed the Admissions Policy. The next meeting is June 23, 2014.

Fant–Emailed data regarding State-to- State Authorization. If there is any feedback before next meeting please email it to him. Further discussion will occur at the next ADAC meeting.

Sheski–When do they anticipate a potential implementation of the Tobacco-Free Policy? Pollack–Not an answer for that yet. Sheski–During the summer they will be working on Academies for dual credits students. If anyone has 3D printers, they would like to talk to them. Cooper will be in contact with him.

Buckholz – Enrollment at Carlsbad campus is up. There will be a focus group session with Artesia and the Chamber of Commerce.

- No other business.
- Adjournment. Ellis Motion, Cooper second. Meeting adjourned at 2:55 p.m.