

ADAC Meeting Minutes

APPROVED

July 14, 2014

Milton Hall, room 85 1 hr.

Type of meeting: Regular

Facilitator: Beth Pollack

Notes: Dana Halsall

Attending: Enrico Pontelli, Kathy Brook, Donna Wagner, Kristian Chervanock, Shelly Stovall, Grace LaTorre (guest), Adam Cavotta (guest), Jacobo Varela, Jim O'Donnell, Ken Van Winkle (guest), Esther Devall (for Jim Libbin), Anthony Marin (for Terry Cook), John Walker (for Monica Torres), Sonya Cooper, Beth Pollack, Ryan Carstens, Harry Sheski, Mark Buckholz, Norice Lee

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	B. Pollack
5 mins	Introduction – 2014/15 New Process for ADAC Agenda & Minutes	B. Pollack
B. Pollack, new 2014/15 ADAC Chair, introduced administrative assistant D. Halsall and outlined a plan for agendas and minutes for the meetings: minutes out by Friday after meeting; call for agenda items and handouts the following Monday; agenda items and handouts due by noon Thursday; Agenda out by 5:00 Thursday.		
5 mins	Approval of 6/23/14 Minutes	Group
Motion, J. O'Donnell. Second, K. Brook. Minutes approved.		
40 mins	WEAVE Overview & Demonstration	A. Cavotta
WEAVE provides a structured format for assessment information. Any user can search any entity within NMSU and get reports in Word or Excel documents. Deans and/or Department Heads can request access for staff and faculty who can have read/write access or read only access. A. Cavotta demonstrated navigating through the software and briefly explained each section. A suggested timeline for use of WEAVE was provided. It was stressed that the only critical date is "cycle close". The program has been seeded with some information and more input is sought. S. Stovall will send a follow up email with an Entity Tree (list of programs for assessment) requesting feedback and additional programs to be added, and will also send dates for face-to-face WEAVE training.		
10 mins	Round Table Updates	Group
<p>J. Varela – Military Veteran's Program now reports to T. Cook, Student Engagement. J. Varela will no longer work in 2 units, previous position in Catalog and Curriculum (Grade 7) is open. University Curriculum Committee meeting date set, November 10, 2014. CAFs will open approximately 5 weeks prior.</p> <p>E. Devall – ACES has a new student store, Crimson Creations, selling gelato, dry mixes, and flowers. Soft opening first two weeks in August. Grand opening August 18th. Gerald Thomas Hall, first floor, M-F 11-4.</p> <p>M. Buckholz – Carlsbad campus has its own accreditation. Uses TASK Street assessment tool.</p> <p>R. Carstens – Alamogordo campus to have Noel Levitz consultant regarding enrollment management, retention and marketing on July 24th and 25th. Also looking at Clarus Class Tracks to identify holes or overlaps in scheduling.</p> <p>H. Sheski – Grants bought a 3D printer, thank you to Dr. Cooper [for the referral], will speak to Ken about a second. Seeing growth in enrollment thanks to Dual Credit Academy. Academy is going well, a lot of work but also a lot of fun. If you are interested in more information contact him.</p>		

<p>N. Lee – Distributed agenda and minutes from last ADC meeting, email her if you have questions. Registrar search underway, she will be ADAC representative on Search Committee. Library will start on Zuhl Special Studies program: 6 group study rooms; 8 PHD candidate rooms; and 1 presentation practice room. New Assessment & Data Management Librarian, Samantha Rich, N. Lee asked for colleagues with data related experience to network with her.</p>		
<p>No Action items presented</p>		
<p>No other business. Motion to adjourn, J. O'Donnell. Second, E. Pontelli.</p>		
2:00 PM	<p>Meeting adjourned</p>	B. Pollack



