

ADAC Meeting Minutes

APPROVED

August 11, 2014

Milton Hall, room 85 2 hr.

Type of meeting: Regular

Facilitator: Beth Pollack

Notes: Dana Halsall

Attending: Beth Pollack, Dana Halsall, Kathy Brook, Rick Adkisson (guest), Enrico Pontelli, Grad Fant, Terry Keller, Norice Lee, Jim Libbin, Jim O'Donnell, Ken Van Winkle (guest), Ester Devall (guest), Monica Torres, Pam Jeffries, Denise Esquibal, Rayan Carstens, Norma Grijalva, J. Erben (guest), K. Chervenock, Harry Sheski

| Time: | Agenda Item: | Attendee: |
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| 1:00 PM | Call to order | B. Pollack |
| 5 mins | Approval of 7/28/14 Minutes | Group |
| Motion, J. Libbin. Second, K. Brook. Minutes approved. | | |
| 45 mins | Quality Initiative NMHEAA Retreat Reports | K. Van Winkle, E. Devall, R. Adkisson, J. Erben |
| <p>A representative from the teams that attended the NMHEAA summer retreat presented a summary of their work on the Quality Initiative (QI). K. Van Winkle – Arts & Sciences will focus on writing in the discipline. B. Thatcher, of the English Department, developed a rubric that can be easily adapted to different disciplines. With 24 departments, staying on schedule is a concern. The WEAVE software could be a useful tool for some departments who do not have experience with this type of assessment. E. Devall – ACES met with Engineering and Arts & Sciences for input. They developed a common rubric and will select a capstone course as a pilot in the Fall. In the Spring students will be given an example of good writing before the semester starts and an assessment committee will select 5 to 10% randomly for training and review. R. Adkisson – Business will use an Executive Summary assignment since communicating details quickly and concisely is a common factor in all types of business writing and it should keep the process manageable. The assignment will include one question on critical thinking. J. Erben – The Grants campus has 3 main areas to focus on: address skillsets in teaching and writing; develop students' academic savvy; and help students identify their interests and skills. Students must be correctly placed with the use of more writing samples and emphasis will be placed on the need for a second semester composition course. They will channel as many students as possible into English 112.</p> | | |
| 30 mins | Graduate School Update | L. Reyes |
| <p>1. The 2014-15 Graduate catalog was printed with many errors. The interim Dean did not have a say in the changes to the catalog and hopes to have more input in the future. The online catalog will be corrected and the second printing of the catalog should include the corrections. 2. The new online Graduate Assistant (GA) orientation has been active since July 15th with a lot of positive feedback. The students can access it anywhere and they can complete it in their own time. Very few GAs have been hired for the Fall term. Waiting until the end of August can result in pay delays. 3. The Graduate School is seeing a lot of problems with degree completion and Advisors are not responsive to communication on the issue. Some Department Heads are responsive but they would like to include the Academic Deans on the emails to help follow up, if necessary. Currently, advising goes unmonitored and it is clear that it needs to be monitored up to degree completion. 4. There is a lot of work in progress within the Graduate School and they are pleased with the attention from the administration. Focused discussions with Department Heads have begun regarding</p> | | |

the application process and centralized admissions returning to the Graduate School. Currently it takes an average of 55 days to admit students into a department and another 24 days to admit them to the University. An additional 10 is expected for international students. Ways to streamline the process and clarify admission standards are being considered. ADAC will be invited to further discussions on the matter. Departmental national and international recruitment plans are being reviewed as they work to bring recruitment back to the Graduate School. **5.** The Graduate School is ready to roll out the Electronic Thesis/Dissertation. The next step is to build capacity within the departments. Students should like that it is convenient, quick, and cost effective. It will be considered a pilot until Fall 2015 when it will be mandatory.

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| 20 mins | Deputy Provost Update | G. Fant |
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1. The state by state authorization is a changing landscape. D. Alden is making progress but there is the need to dig deeper. The only DE state that is causing some reservation is Arkansas, where it is required to physically appear before their board. Clinicals can trigger a presence in a state so it is important information for departments to track. We are not in a position to say that we will not accept students from a particular state yet. The Deputy Provost will continue to communicate updates on state by state progress. DACC is working toward being in compliance with Maryland. **2.** If departments generate a Memo of Understanding (MOU) have General Council review it and make sure the Provost is copied. There should be no external MOUs without the Provost’s approval. **3.** Internal audit will be reviewing retroactive withdrawals from the University. Policy work is needed, please let G. Fant know your thoughts and concerns on the subject. Retroactive withdrawals from courses can be reviewed also if it is a concern. **4.** The Provost requested that ADAC have a conversation about FLiP courses. K. Chervenock is creating a policy for FLiP courses. Feedback was provided and a revised draft is expected. **5.** In the process of setting up course alignment meetings. Thirty courses were done last year and are in various stages of approval. G. Fant will be in contact to confirm who the representative should be for certain courses. If there are particular course you would like to be considered, let him know.

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| 20 mins | Roundtable Updates | Group |
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T. Keller – Faculty is returning to HSS but things are still quiet, which is good because they are moving to other offices to make way for construction projects.
N. Lee – Working on facilities projects and issues as well. There is an ongoing need for space and surplus to property. The Registrar search is underway, one interview has taken place, another scheduled, and 2 interviews were postponed.
K. Chervenock – International student orientation is Aug. 18th and 19th and they will set up a campus resource fair for International students on Aug. 19th. The Study Abroad fair for DACC is Sept. 2nd from 10am to 2pm. The Main Campus Study Abroad fair is Sept. 3rd from 10am to 2pm. Study Abroad classroom presentations will start soon. There is a definite correlation between how many classrooms are visited and how many students study abroad. He will be meeting with department heads to create “study abroad pathways”, keying in on programs that are particularly suited for studying abroad. He is also working on an international crisis plan to respond system wide as a University to any crisis that may arise for students and staff (who are abroad).
D. Esquibal – The Registrar’s Office is working with Financial Aid to program the number of credit hours required for each degree, any help would be appreciated. This weekend Educational Services will be open for students moving in to campus housing.
N. Grijalva – Has a security council presentation coming up. Also working on an Internal I.T. based audit, data classification, and looking at policies that go with that classification and personally identity theft.
H. Sheski – Looking forward to the start of the Fall term. Two new faculty members were hired, one in Math and one in Natural Sciences. Also pleased to have Joe Aragon joining them. These changes will put them in a position to better meet the needs for their students.
K. Brook – Asked for clarification on students’ registration when a course is cancelled. We are to notify the student of the cancelled course and urge them to drop the course from their registration and register for a different course. If the student does not respond, the department can administratively drop the student. She is not comfortable taking other colleges’ students out of Business courses.

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| No Action items presented | | |
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No other business. Motion to adjourn, J. O’Donnell. Second, N. Lee.

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| 3:00 PM | Meeting adjourned | B. Pollack |
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