

ADAC Meeting Minutes

APPROVED

September 08, 2014

Milton Hall, room 85 2 hr.

Type of meeting: Regular

Facilitator: Sonya Cooper

Notes: Dana Halsall

Attending: Sonya Cooper, Dana Halsall, Kathy Brook, Enrico Pontelli, Grad Fant, Terry Keller, Norice Lee, Jim Libbin, Wes Jackson, Jim O'Donnell, Monica Torres, Pam Jeffries, Rayan Carstens, Norma Grijalva, Kristian Chervenock, Ashley Ryan (guest), Harry Sheski, Larry Blank, Andrew Nwanne; Shelly Stovall, Chuck Kozel (guest), Tara Gray (guest)

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	S. Cooper
5 mins	Approval of 8/11/14 Minutes	Group
Motion, K. Brook. Second, W. Jackson. Minutes approved.		
10 mins	Undergraduate Recruitment & Retention Workshops	C. Kozel
The Provost and VP of Student Affairs has challenged NMSU faculty to be meaningfully engaged in recruiting and retaining undergraduate students. The Office of the VP of Student Affairs will hold 2 workshops for recruitment in February and 2 workshops for retention in March on the main campus. One team of 6 members (deans, department heads, and faculty) from every college is asked to attend each workshop. Arts & Sciences will have 2 teams at each workshop. On community college campuses, the University Teaching Council (UTC) representatives will work with the VPAA and VP of Student Affairs to identify activities most relevant to their faculty. UTC will send requests for registration and other pertinent information via email to Associate Deans soon.		
25 mins	Faculty Senate Membership on ADAC and ADC	L. Blank
NMSU policy lacks clarity regarding Faculty Senate's role on ADAC and ADC. It is unclear if the Faculty Senate representative is a voting member of the councils. After considerable discussion, K. Brook motioned to deem the Faculty Senate representative a voting member of ADAC. N. Lee seconded the motion. A vote was not anticipated at this meeting and it was suggested that the motion be tabled to allow for more communication with ADC and more research on the subject. E. Pontelli motioned to table the topic. M. Torres seconded. The topic was tabled.		
20 mins	FLiP Policy Proposal	K. Chervenock
The second draft of " <i>Recommended Use of Faculty Led International Program (FLiP) Office</i> " was presented to the group. E. Pontelli raised a concern about a mandatory \$250.00 fee for students who may already be at their financial limit. Some faculty are quite experienced international travelers and would not require all of the assistance offered by the FLiP Office. E. Pontelli asked if there could be a scale of services so faculty could utilize all or just a portion of the program. J. Libbin echoed that concern asking if all of the services would be mandatory. G. Fant noted that the draft, while offering a rationale for using the program, did not outline an actual policy. . K. Chervenock welcomed the feedback and said FLiP will work on creating a policy proposal to submit to Faculty Senate.		
15 mins	CELP Update	A. Ryan

The Center for English Language Programs (CELP) requested help from the associate deans to ensure faculty and department heads do not bypass the TOEFL score requirements for international students. Our ultimate goal is the student's success and proficiency in English is vital to their success.

Being published in English is not enough, international students must meet the standards of English proficiency before enrolling in other courses. Refer faculty to the catalog or to the CELP office for requirements.

15 mins	Assessment Updates & Ongoing Communications	S. Stovall
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1. It appears that the flow of information from the Office of Assessment to the faculty is not always working. Please help make sure department heads are distributing information to faculty. College summaries of Assessment for Student Learning are due October 15th. **2.** WEAVE software training begins Sep. 17th and onsite training focusing on reporting features for upper administrators will be offered soon. An assessment conference is planned for the Spring, tentative dates are either March 13th or April 10th, where WEAVE will be a main component. **3.** Thank you for the many syllabi that were submitted for the Quality Initiative, they are now tracking what they have received versus what they requested. **4.** Assessment liaisons will be meeting at 1:30 Sept 12th at the Teaching Academy for a discussion on what the assessment data means and what action is needed.

15 mins	Roundtable Updates	Group
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W. Jackson – Regent Benegas' term has ended. ASNMSU will be taking recommendations for the position and ask deans to select committee members. Once the committee is formed ASNMSU will hold interviews and an open forum for each candidate.

R. Carstens – The Alamogordo campus is preparing for the Community College Roundup. They will also planning a Nursing Council meeting to discuss the public health degree.

A. Nwanne – The Carlsbad campus held a recruitment workshop August 27th and they will meet again on Sept 24th to discuss retention. Also planning to attend the Community College Roundup.

H. Sheski – Looking forward to the Community College Roundup. The next Board of Regents meeting is at the Grants campus on October 10th.

N. Lee – Domenici archives ribbon cutting ceremony will be Sept. 16th at 10:30 am.

K. Chervenock – The Doña Ana campus Study Abroad Fair went very well, had a great turnout, and the main campus fair this semester was the "best ever". Thank you for spreading the word.

L. Blank – There are at least 40 propositions going before Faculty Senate this year, they will share agendas and ask that deans look over the propositions to be sure items get proper approval.

J. Libbin – The new ACES "tough enough to wear pink" t-shirts (which J. Libbin boldly modeled for the group) are now for sale. \$20.00 for faculty, \$15.00 for students, proceeds will be donated to Cowboys for Cancer Research.

N. Grijalva – ICT will give a presentation to Faculty Senate and the Administrative Council stressing the importance of information security. The Canvas to Banner grade process has been postponed for the time being. Tech Day is Sept. 12th.

No Action items presented		
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No other business. Motion to adjourn, J. Libbin. Second, E. Pontelli.

2:45 PM	Meeting adjourned	S. Cooper
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