

# ADAC Meeting Minutes

## APPROVED

October 13, 2014

Milton Hall, room 85 2 hr.

**Type of meeting:** Regular

**Facilitator:** Beth Pollack

**Notes:** Dana Halsall

**Attending:** Beth Pollack, Sonya Cooper, Dana Halsall, Jim O'Donnell, Ed Pines (guest), Jacobo Varela, Kori Keyes (guest), Demi McAnally (guest), Kathy Brook, Enrico Pontelli, Teresa Keller, Norice Lee, Jim Libbin, Pam Jeffries, Terry Cook, Shelly Stovall, Kristian Chervenock, Harry Sheski, Louí Reyes, Monica Torres, Denise Esquibel, Andrew Nwanne, Ryan Carstens

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	B. Pollack
5 mins	<b>Approval of 9/22/14 Minutes</b>	Group
Motion to approve, L. Reyes. Second, E. Pontelli. Minutes approved.		
15 mins	<b>Master of Engineering Proposal Review</b>	E. Pines
The Master of Engineering (M. Eng.) would be earned with 30 credit hours of course work. It is proposed to support professional development in our state and would offer a non-research alternative to the Master of Science Engineering degree. It is based on existing programs and would not require new resources. It would be attractive to nontraditional and distance education students and would meet the need of professional engineers seeking an advanced degree. After some discussion ADAC agreed to review the proposal in more detail and await the response of the Standards Committee and the Graduate Council before voting on the proposal.		
20 mins	<b>Faculty Senate Representative ADAC Voting Privileges</b>	N. Lee
Motion to allow Faculty Senate Representative to have ADAC voting privileges, K. Brook. Second, J. O'Donnell. Members voted and agreed the Faculty Senate Representative will be deemed a voting member of ADAC.		
30 mins	<b>Transfer Credit Evaluation Guidelines</b>	S. Cooper & K. Brook
It is agreed that there should be a consistent process, across colleges, for domestic and international transfer credit evaluation. In essence, a "transfer rubric" for determining one-to-one course equivalences. A rough draft of guidelines for evaluation was presented. After discussion and suggestions, edits to the draft will be made and the group will address the topic again at the next meeting.		
15 mins	<b>Online Course Observation</b>	A. Nwanne
The question of how to observe and evaluate 100% online instructors was raised. There is no set policy for observing and monitoring online faculty and some suggestions were made. DACC and the Alamogordo campus have regular practices that they will share with the Carlsbad campus. Requirements for online faculty's "office hours" was also addressed. It was confirmed that, while it is policy for all instructors to hold office hours, there are no specific requirements and no specific procedure for online office hours.		
15 mins	<b>Prerequisite Enforcement</b>	J. Varela

The Registrar’s Office will begin working to enforce all course prerequisite requirements. They will work through one college at a time, department by department. They will send each department the criteria and a list of their courses with prerequisites. Departments will have the opportunity to approve, remove, or make modifications to the prerequisites before they are enforced. If departments do not respond by the deadline the prerequisites will be enforced “as is”.

5 mins	<b>Next ADAC Discussion Topic</b>	
<p><b>D. Esquibel</b> – Need to resolve the issue of where to place short courses that take place between the Spring and Summer terms. Should the students be registered in the Spring or Summer? If they are registered in Spring, grades must be entered by May 30<sup>th</sup>.</p>		
10 mins	<b>Roundtable Updates</b>	
<p><b>P. Jeffries</b> – October is Cyber Security Awareness month. ICT will be conducting several presentations for staff and faculty and there will be information tables for students to offer information on computer and data security.</p> <p><b>K. Chervenock</b> – “Thank you” to everyone who attended the New Mexico Global Education Consortium Summit. Senators Papen and McSorley were in attendance and pledged their ongoing support of internationalization at NMSU and for its peers in higher education from across the state.</p> <p><b>S. Stovall</b> – Looking forward to reading annual assessment reports.</p> <p><b>N. Lee</b> – Commended S. Stovall for her efforts working on assessment and distributed an update from University Outcomes Assessment Committee. Highlighted the benefits of G. O. Bond B. Bond B will allocate a projected \$438,000 for NMSU’s main campus library. Other campuses are projected to benefit as well. Doña Ana - \$97, 395 Alamogordo - \$27,943 Carlsbad - \$16, 650 Grants - \$9, 831</p> <p><b>D. Esquibel</b> – Summer schedules went out to colleges. Having difficulty scheduling some spring courses that are not within the normal times blocks. Scheduling will send out a list of courses that do not have classrooms at this time.</p> <p><b>J. Libben</b> – Sought clarification on “one time only” courses. The subject may need review and further discussion with the Deputy Provost.</p> <p><b>J. Varela</b> – Deadline for CAF submissions has passed. Hope to discuss the Ft. Bliss class offerings at the next meeting.</p>		
<p><b>No other items</b></p>		
3:00 PM	<b>Meeting adjourned</b>	B. Pollack