

ADAC Meeting Minutes

February 09, 2015

Milton Hall, room 85 2 hr.

Type of meeting: Regular

Facilitator: Sonya Cooper

Notes: Mari Aguilar

Attending: Norice Lee, Jim Libbin, Monica Torres, Kathy Brook, Ryan Carstens, Greg Fant, Tim Ketelaar, Larry Blank, Beth Pollack, Cassandra Lachica-Chavez, Pam Jeffries, Norma Grijalva, Enrico Pontelli, Stu Munson-McGee, Lou Reyes, Terry Cook, Norma Palomino, Shelly Stovall, Harry Sheski, Andrew Nwanne

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	S. Cooper
5 mins	Approval of Minutes –January 26, 2015	Group
Motion to approve by L. Blank, Seconded by J. Libbin, Motion approved.		
20 mins	Retroactive Withdraw Policy	G. Fant
<p>G. Fant discussed the handout <i>Revision to Policy 6.92 Course Withdrawal</i>. This is an effort to clean up some catalog language and get some procedural things strengthened. C. Lachica-Chavez contributed to these revisions and commented that some of these withdrawals and drops could be made using an online version through their MyNMSU account. She is also looking into medical withdrawals, and is trying to get feedback from students.</p> <p>B. Pollack asked a question on retroactive withdrawals and how many months/years after the withdrawal date are they effective? G. Fant responded, one year. There was a general discussion on “Incompletes” as well as “Withdrawals” to determine how much time is allowed to complete. M. Torres asked regarding some situations that are out of the student’s control such as transfer credits not evaluated or input into the system. How will these be handled? G. Fant responded, case by case basis. N. Grijalva expressed concerns on the section of the catalog <i>A student who withdraws from all classes for the semester immediately loses access to all services and privileges available to enrolled students</i>. There was a general discussion on changing the wording to clarify what services and privileges students still have from the time they withdraw. A decision was made to change the language to <i>A student who withdraws from all classes for the semester will retain access to their NMSU Account but will lose access to other services and privileges available to enrolled students</i>. B. Gomez asked for clarification on Section E.5. of the Policy regarding cancellation of enrollment. The group agreed that if a student never attended class, cancellation of enrollment would be appropriate. If a student attended one class, they have used some kind of service and a cancellation for enrollment would not be appropriate. The group briefly discussed a policy for making attendance policy mandatory.</p>		
Motion to approve by G. Fant, Seconded by L. Blank. Motion Approved. Item will go next to ADC and possibly Faculty Senate.		
10 mins	Alignment Update	G. Fant
<p>The Provost asked G.Fant to give an update to ADC and ADAC on Course Alignment. G. Fant Presented a PowerPoint and explained that last year there were 27 courses where faculty across the system, who taught the same courses, got together to talk about learning outcomes. Currently there are 13 courses under discussion and a total of 44 courses are in progress. They would like to get at least 27 additional courses, in which learning outcomes will be finalized by the end of the year. The President has been talking about Common Numbering and how course alignment should be an important part of that. G. Fant commented that the President expressed how there is State Law where this was done and it was never followed through. He commented that Chapter 21.1B Post-Secondary Education Articulation Statute is where this can be found.</p> <p>G. Fant gave an overview of the General Ed Course Transfer Curriculum Website. He commented that the President was referring to the New Mexico Common Core Number which is a 4 digit number that applies to courses that transfer into a</p>		

bachelorette degree. He explained that if it is a workforce course, then it should be a 3 digit course prefix. G. Fant explained that he brings all of this up because there was a House Bill (HB 282) introduced last week at the Legislature that consists of a word edit to this Statute. G. Fant also explained that in this Statute, it reads "...Common Core Number will be completed by August of 2017". He explained that whether the Bill passes or not, the President would like for ADAC to be the leader in this. The new Secretary of Higher Ed has indicated an interest in pushing this. He is hoping the State is going to take the lead on this and if they do, this group needs to be ready to be involved in that conversation. G. Fant explained that this is only information today and wants this group to think about what kind of impact this will have on naming courses. He clarified that this is only for undergraduate courses and courses that move from one campus to another. He commented that the last important piece and part of this alignment is to clear pathways for the Community College student to the Bachelorette.

10 mins	Mid-term Grade Update and Grading Scale in Canvas	G. Fant
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G. Fant addressed a challenge with midterm grades---pulling them from Canvas into Banner. Faculty are able to pull and review them, but in order for it to work, the faculty has to use a grading scheme on Canvas. G. Fant asked this group if there should be a default grading scheme? And if so, this group needs to decide which default scheme it should be or if it should be left alone? G. Fant is trying to get some feedback from this group and get back with the faculty and get their feedback as well.

5 mins	Collection of Responses and Discussion to Proposed Changes in Policy 6.82 Majors, etc.	L. Blank
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Follow up on changes to Policy 6.82, various definitions of Majors, Minors, specializations, concentrations, degrees, etc. L. Blank explained that they have received some input but they are reaching out again for additional feedback. S. Munson-McGee asked this group if they could take some time and review what was circulated and send their input to him. He emphasized that comments be very explicit. He will compile them into a single document and will bring them back late this week or early next week for discussion.

15 mins	Proposed Faculty Senate Legislation to Reduce the Minimum Number of Credit Hours to 120 From the Current 128	L. Blank
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Possible change from 128 to 120 as a minimum graduation requirement. A draft of this Proposition was circulated. Appendix 1 includes the proposed changed language. He explained that this is not an attempt to force the credit graduation requirement and explained that some programs need more than 120 for various reasons, for example accreditation. S. Munson McGee asked for review and feedback of this document. He asked for it to be considered a first reading, and to include as a discussion in two weeks. They are trying to move it through before Faculty Senate runs out of time at the end of the semester. S. Munson McGee emphasized that VWV is not part of this discussion and can be brought up at a future date as a separate conversation. He also explained that this does not ask to change any rules and regulations of the university other than the number of credits.

20 mins	Proposal to Restructure Academic Units at DACC	M. Torres
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M. Torres reintroduced and provided a handout of the Proposal to Restructure Academic Units at DACC to this group. She explained that there are currently 4 divisions and the new structure will add a new division and restructure/rename the other four divisions. M. Torres expressed that she would like to move this forward this academic year. E. Pontelli expressed a concern on Computer and Information Technologies not being part of Science, Engineering, and Mathematics Department. Others agreed with E. Pontelli's concern as well.

Motion to approve DACC Proposal by R. Carstens, seconded by L. Reyes. Motion Approved.

5 mins	Roundtable Updates	Group
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Nmsu grants bond passed
H. Sheski-NMSU Grants GO Bond passed. It is a first GO Bond ever consider for NMSU Grants.
S. Stovall –Conference on Assessment March 13. There will be a student writing competition, a letter to the editor of *The New York Times*. She will be sending an e-mail and is encouraging for this group to send it to their faculty and students. \$500 Cash award for the 1st place and 2-\$100 gift card for 2nd and 3rd place winners.
N. Grijalva- US Department of Ed will be on campus on February 25th FERPA 101 training for all faculty and staff. She will be sending out an e-mail with the information.

No other items

2:29pm	Meeting adjourned	S. Cooper
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