

ADAC Meeting Minutes

APPROVED

November 10, 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, Greg Fant, Bobbie Derlin (guest), Jacobo Varela, Kathy Brook, Teresa Keller, Norice Lee, Jim Libbin, Norma Grijalva, Terry Cook, Gary Rayson, Shelly Stovall, Harry Sheski, Monica Torres, Denise Esquibel, Andrew Nwanne, Ryan Carstens, Louí Reyes

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	B. Pollack
5 mins	Approval of 10/27/14 Minutes	Group
Motion to approve, K. Brook. Second, E. Pontelli. Minutes approved.		
15 mins	HLC-Burrell College of Osteopathic Medicine Communications	R. Derlin
<p>The Burrell College of Osteopathic Medicine (BCOM) and NMSU have entered into a public/private partnership to establish an osteopathic medical college on main campus property. Communications about the initiation of the college have not always made clear that BCOM is its own entity and not a part of NMSU. BCOM, accreditors, and NMSU have reached an agreement regarding specific language to be used when referring to the college and NMSU together; <i>"The Burrell College of Osteopathic Medicine at New Mexico State University is a freestanding, privately funded, separately licensed and independently operated entity, and is not part of New Mexico State University."</i> The statement must be included somewhere in webpages and printed material in a font size apparent to the reader. We must ensure everyone is conscientious of using this language in the proper way.</p>		
15 mins	HLC Distance Education Authorization	R. Derlin
<p>The Statement of Affiliation Status, available on the Higher Learning Commission (HLC) website, is less detailed than it used to be. More of the specifics of accreditation status are now available from the President or the Accreditation Liaison Officer by requesting the HLC <i>Institutional Status and Requirements</i> report. The report states that the Grants and Las Cruces campuses are "approved for distance education courses and programs" and may offer any of their existing programs without seeking additional approval from the HLC. The HLC has created a more open environment where departments are free to develop alternate forms of delivery for existing programs. The current distance education programs have been approved at the highest level and the report is the only documentation available that indicates approval. As changes to programs are implemented over time, the HLC will be informed by the NMSU Liaison Officers through annual HLC updates.</p>		
20 mins	Master of Engineering Degree	S. Cooper
<p>The Graduate Council Standards Sub-committee met October 24th to review the Master of Engineering proposal and recommended approval with some minor changes. ADAC discussed the points of clarification and the question of the feasibility of the program's financial model was raised. The source of revenue is not clear and a budget breakdown was suggested. Also, communication with the Library was encouraged to ensure resources for the program are available. The vote on the Master of Engineering proposal was postponed until the next meeting.</p>		

10 mins	Faculty Senate Proposition #2-14/15 - Dependent Tuition Reduction for Graduate Courses	G. Rayson
It is proposed to modify NMSU policy to allow dependents of faculty and staff to benefit from tuition reduction for graduate level courses. There is a study underway to assess the fiscal impact of the policy change but it is not expected to apply to enough students to be a concern. ADAC voted to approve the proposition.		
10 mins	Faculty Senate Proposition #12-13/14 - Faculty Grievance Review Board	G. Rayson
It is proposed to modify NMSU policy regarding the Faculty Grievance Review Board to ensure equity and timeliness of the faculty grievance process. The proposed changes were listed but the existing language was not included. It was agreed to postpone a vote on this proposition until the modifications could be compared to the current policy.		
10 mins	Faculty Senate Proposition #7-14/15 - Graduate Student Full-time Status for Tuition Calculation	G. Rayson
It is proposed to change the number of credit hours required for full time status of graduate students, for tuition purposes, from 12 to 9. It is not clear what impact the change will have on fees and tuition. ADAC requested a cost analysis and agreed to postpone a vote on this proposition until the fiscal implications are better understood.		
10 mins	NMSU's First Annual Assessment Conference	S. Stovall
On March 13, 2015 the University Outcomes Assessment Council (UOAC) will host NMSU's First Annual Conference on Assessment. The one day event will include 3 plenary and 20 breakout sessions for faculty, staff, and administrators, as well as sessions that engage students in learning assessment. Also, WEAVE representatives will host a 60 minute event specifically for upper administrators. The venue for the Conference will be announced in January.		
5 mins	Next ADAC Discussion Topic	B. Pollack
Total credit hour requirements for degrees.		
10 mins	Roundtable Updates	
<p>L. Reyes – 1. Graduate assistant budgets have been sent to colleges, please help make sure the information is distributed to the departments. Budgets must be allocated by April 15th. 2. The Graduate School will send trend statistics to colleges and work with program coordinators to determine why it takes so long to admit new grad students. 3. A Graduate Education Day is planned for the next legislative sessions in Santa Fe. The Graduate School needs help recruiting 6 graduate students who are doing research in New Mexico to take to Santa Fe to showcase the value of a graduate level education to New Mexico.</p> <p>N. Grijalva – Spring 2015 registration is underway.</p> <p>N. Lee – Library GO Bond passed, “thank you” to all who voted for it.</p> <p>H. Sheski – Representatives from the Grants campus will be meeting with the local school board for their first GO Bond request, they are asking for approval to take to the voters in February.</p> <p>G. Fant – 1. Please try to attend the Tanya Joosten (University of Wisconsin-Milwaukee) presentation, Ensuring Quality and Effectiveness, this Friday. Details will be emailed. 2. Regarding “one time only” course action forms (CAFs), policy gives the authority of approval to the ADAC Chair. The ADAC Chair has designated the Deputy Provost as the approver. Typically, if it is a course that could impact several colleges he will email and ask the academic deans to review. If it is a course that is very specific to one program he will generally just move the CAF along. As long as ADAC members agree, he will continue to approve this way.</p> <p>J. Varela – Just a reminder, the “one time only” CAF is intended to correct an urgent issue, not as something to circumvent the regular approval process. Please be sure it is used only when absolutely necessary.</p>		
No other items		
2:50 PM	Meeting adjourned	B. Pollack

ADAC Meeting Minutes

APPROVED

November 24, 2014

Milton Hall, room 85 2 hr.

Type of meeting: Regular

Facilitator: Beth Pollack

Notes: Dana Halsall

Attending: Beth Pollack, Dana Halsall, Greg Fant, Cassandra Lachica-Chavez, David Boge (guest), Mark Clark (guest), Kathy Brook, Teresa Keller, Enrico Pontelli, Norice Lee, Jim Libbin, Gena Bermudez (for Terry Cook), Shelly Stovall, Monica Torres, Pam Jeffries, Denise Esquibel, Andrew Nwanne

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	B. Pollack
5 mins	Approval of 11/10/14 Minutes	Group
Motion to approve, J. Libbin. Second, K. Brook. Minutes approved.		
15 mins	Sustainability Graduate Certificate	D. Boje
Any student admitted to the Graduate School may seek the Sustainability Graduate Certificate. Students seeking the certificate will take an initial Management course, followed by two Anthropology courses, and conclude with a second Management course. Students will conduct an environmental audit during a consulting project that will include at least two interventions that improve the sustainability of the organization. No additional resources are requested. Motion to accept the proposed certificate, C. Brook. Second, J. Libbin. The group voted to accept the certificate. Approval now moves on to the Graduate Council and Faculty Senate.		
15 mins	Family Orientation & Outreach	G. Bermudez
G. Bermudez introduced herself as the new Family Orientation and Outreach Program Coordinator. The program's most important task right now is the freshman calling campaign, encouraging Spring registration. As of right now, 762 freshmen have not registered. The help of graduate students and advisors within the departments would be appreciated. Direct questions to her.		
20 mins	Bachelor Degree Concentrations	D. Esquibel
We do not have a clear and consistent definition for the term "concentration" as it applies to Bachelor degrees. It was agreed to research the issue at the college level, assess the need within departments, and then come to an agreement on the terminology. The Registrar will present a proposal for clear terminology that can be used consistently.		
15 mins	Retroactive Course Withdrawal Policy	G. Fant
There is currently no policy addressing requests to drop or withdrawal from a course after the deadline to make registration changes. An initial draft outlining a retroactive withdrawal policy was presented and input regarding the appeals process was sought. Should an appeal committee be formed or can the colleges' existing academic appeal committees hear these appeals? After some discussion the group agreed an appeal would stay within the college and particularly difficult cases could be brought before ADAC for additional input from other academic deans, if needed.		
5 mins	Roundtable Updates	Group
J. Libbin – Very pleased to announce that Caleb Gustin, one of only six students chosen to run, was elected National FFA Vice President.		

S. Stovall – Trying to get assessment reviews back by next week. Gen Ed assessment in a VWW course will take place again in the Spring.

G. Fant – Happy Thanksgiving.

No other items

2:15 PM

Meeting adjourned

B. Pollack