

# ADAC Meeting Minutes

March 23, 2015

Milton Hall, room 85 2 hr.

**Type of meeting:** Regular

**Facilitator:** Sonya Cooper

**Notes:** Mari Aguilar

**Attending:** Jeanette Haynes Writer (guest), Mary Prentice (guest), Norma Palomino, Lou Reyes, Terry Cook, Rene Guillaume, Stuart Munson-McGee, Enrico Pontelli, Jim O'Donnell, Jim Libbin, Kathy Brook, Norice Lee, Shelly Stovall, Tim Ketelaar, Ryan Carstens, Cassandra M Lachica Chavez, Beth Pollack, Norma Grijalva, Monica F.Torres, Terry Keller, Harry Sheski, Andrew Nwanne

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	S. Cooper
5 mins	<b>Approval of Minutes –March 09, 2015</b>	Group
Motion to approve by E. Pontelli, Seconded by K. Brook. Motion Approved.		
10 mins	<b>New Undergraduate Major in the Department of Educational Leadership &amp; Administration</b>	J. O'Donnell
J. O'Donnell informed this group about two new undergraduate majors under the degree program of Bachelor of Science in Education. Upon guidance from their Dean, they are moving towards developing other undergraduate programs that will allow students to seek other types of employment within public education, whether k-12 or k-16 levels. All material has been sent out and all has been approved by the Faculty, the College Council Faculty, and Administrative Council. He introduced Dr. Mary Prentice to share information on the leadership program. M. Prentice explained that that there is an undergraduate minor in educational leadership that has been growing. The minor prepares people to seek limited administrative jobs in higher education. She also explained that the majority of all entry jobs for higher education require a bachelor degree and that is why they are proposing a new degree called Bachelor's Degree in Educational Leadership.		
Motion to approve by L. Reyes, Seconded by J. Libbin, Motion Approved.		
10 mins	<b>Undergraduate Program in Early Childhood Studies</b>	J. O'Donnell
J. O'Donnell introduced Dr. Jeanette Haynes Writer. J. Haynes Writer explained that currently there is a degree that leads to licensure that allows an individual to teach pre-k-3. With this licensure there is a population that has not been served since not everyone wants to teach in public schools. They are proposing a pathway to obtain a Bachelor's Degree in Early Childhood Studies that will allow individuals to be able to teach in early childhood centers and head start centers without having to go through licensure. She also commented that there are federal mandates that require those in childhood head start sites to have a bachelor's degree. There was a discussion on the differences between the licensure path and this new degree.		
J. Libbin asked for vote to be delayed for next meeting on April 13th to be able to share this information with the Department of Family and Consumer Sciences. Item tabled for next meeting.		
10 mins	<b>Reporting Field Placements and Clinicals</b>	J. Bosland
J. Bosland presented some handouts on a reporting issue on students who do internships and clinicals in Texas. Texas requires that every student that participates in internships and clinicals be reported by semester, including student teaching. She mentioned her office did this reporting last year but was a challenge to get this information and therefore, is trying to plan for this reporting in the future. She also mentioned that currently Banner does not have that capability and they are also looking into inputting that information.		

**Action Requested:** J. Bosland requested this group to contact their department heads and project directors and ask for them to keep a list with the names and Aggie ID's of the students participating in internships or clinicals in all states. The list will be sent to OIA at the end of semester (spring, summer and fall) to be able to create a database to do reporting. She also asked if there are any other internships that this group would like to add to the list that would benefit the reporting as well.

10 mins	<b>Gainful Employment Reporting</b>	J. Bosland
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J. Bosland discussed the federal government Gainful Employment Reporting which affects certificate programs or non-degree programs that community college and universities offer. The Government wants to know about any college or university programs that could potentially lead to gainful employment. The Federal Government recently has asked to disclose on our websites and recruiting material about the success of students in potential gainful employment programs. J. Bosland commented that as of July 31, 2015, the Federal Government will require in-depth reporting. What this requires is the debt to loan ratio for each of the programs: how much in loans students are taking out, and what is the likelihood of student finding a job that will pay the loan.

**Action Requested:** J. Bosland is asking this group to provide a list of Program Directors of Certificate Programs. She would like to meet with these directors of certificate programs and discuss this reporting further. J. Bosland will send a handout regarding these guidelines.

10 mins	<b>Basic Skills</b>	R. Carstens
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R. Carstens presented the proposed edits to the **Basic Academic Skills** section of the current catalog as currently published on the webpage. The purpose of the edits is to complete initial English and math courses in their freshmen year. Edits include a five bullet break down. There was a broad discussion about General Education requirements fulfilling Basic Skills requirements.

Motion by R. Carstens to approve basic skills general description webpage, Seconded by M. Torres. Motion Approved.

10 mins	<b>Quality Initiative Summer Retreat</b>	S. Stovall
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S. Stovall informed ADAC that the New Mexico Higher Education Association Summer Retreat sponsored five teams last year through the Quality Initiative in the Office of Assessment to develop departmental, college or interdisciplinary projects related to NMSU's Quality Initiative to improve student writing. She commented that they would like to take 4 teams to the same retreat this summer. She asked this group to identify someone interested in working on a project related to student writing and approving writing. Deadline for this is Friday, April 10 at 5pm.

10 mins	<b>Proposition 23-1415 Modifying Policy 6.70 to Require Midterm Grades 100-200-Level</b>	S. Munson-McGee
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S. Munson-McGee circulated Faculty Senate Proposition 23-1415 Modifying Policy 6.70 to Require Midterm Grades 100-200-Level which is an attempt to continue to help with retention efforts by requiring faculty to submit progress reports early in the semester. He asked this group for a reasonable deadline to submit these grades. ADAC agreed that the fifth week after the semester starts. S. Munson-McGee clarified that this excludes mini semester and summer classes.

Motion to approve by R. Carstens, Seconded by K. Brook. Motion Approved

10 mins	<b>Proposed Changes to Policy Section 6.89 and Catalog Language under "Transfer of Credits at NMSU."</b>	C. Lachica-Chavez
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C. Lachica-Chavez presented a handout on Proposed Revised Section of NMSU Policy Manual 6.89 and Catalog Language in the Section Titled: Transfer of credits at NMSU. She stated that currently there are a lot of inconsistencies across campus on transfer credits. One of the recommendations is changing the Policy Manual to designate a person at the department level to review transfer credits in question. C. Lachica-Chavez went through the handout on changes, additions, and eliminations to the Policy Manual and Catalog Language. She commented the most important change out of this policy is that, if the Registrar cannot find the equivalency to a transfer course, only then will they be sent to the departments. This will alleviate the paperwork that is currently being sent to the departments. She also commented that she is working on trying to evaluate foreign transcripts and follow the same procedure.

Motion to approve the proposed changes by K. Brook, Seconded by B. Pollack. Motion Approved.

5 mins	<b>FWCE Change in Degree Names and Major</b>	J. Libbin
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J. Libbin provided a memorandum with the request for consideration to change the name of the degrees offered by the FWCE Department. Current degree is Bachelor of Science in Agriculture with a major in Wildlife Science and the proposed name is Bachelor of Science in Fish, Wildlife and Conservation Ecology with a major in Fish, Wildlife and Conservation Ecology. Second name change is the degree in Master of Science with a major of Wildlife Science and the proposed name is Master of Science with a major of Fish, Wildlife and Conservation Ecology. J. Libbin commented that this is a joint degree with the

Department of Biology that is administered by the Wildlife and Conservation Ecology. The name change has been proposed, consulted, and has been approved through the Department of Biology.

Motion to table this item by B. Pollack, Seconded by J. O'Donnell.

15 mins	<b>Round Table</b>	
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**S. Munson-McGee**—Proposed Revised Section 6.82 of the NMSU Policy Manual was brought a while back. He has received some feedback from this group and would like to know the status of this policy within this group. Will bring back to the next meeting.

**S. Stovall**—Will be sending out the call for New Committee Members for Assessment Committees for starting next year.

3:19pm	Meeting Adjourned	
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