

ADAC Meeting Minutes

June 8, 2015

Milton Hall, room 85 2 hr.

Type of meeting: Regular

Facilitator: Sonya Cooper

Notes: Mari Aguilar

APPROVED

Attending: Kathy Brook, Shelly Stovall, Greg Fant, Jeff Hackney, Jim O'Donnell, Terry Keller, Terry Cook, Norice Lee, Norma Grijalva, Beth Pollack, Jim Libbin, Tim Ketelaar, Norma Palomino, Denise Equibel, Stuart Munson McGee, Kristian Chervenock; Gary Rayson

| Time: | Agenda Item: | Attendee: |
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| 1:00 PM | Call to order | S. Cooper |
| 5 mins | Approval of Minutes –April 27 & May 11, 2015 | Group |
| Motion to approve the minutes of April 27, 2015 by J. O'Donnell, seconded by B. Pollack. Motion Approved Motion to approve the minutes of May 11, 2015 by K. Brook, seconded by D. Esquibel. Motion Approved | | |
| 15 mins | Policy 6.82 Majors, Minors, Concentrations, etc. | G. Rayson |
| S. Cooper asked if everyone had reviewed or had any comments on the Policy 6.82 Majors, Minors, Concentrations, etc. draft as of May 5 th , 2015. Group never received most updated version of the document. S. Cooper asked, who will be in charge of this responsibility from here on? S. Munson McGee volunteered to take on this responsibility. S. Munson McGee asked if this group would like for him to create a document that includes comments/questions and a second cleaned document that will move forward. Group agreed that there will be two documents. | | |
| Action Requested: S. Munson Mcgee and G. Fant will be in charge of getting together with the respective people to clean comments and questions. S. Cooper will call for approval by e-mail. | | |
| 10 mins | Academic Administrators Training | G. Fant |
| G. Fant Reminded everyone about the mandatory training for academic administrators June 17, July 23, and August 13. He is asking for help from this group to let new department heads be aware of this training and register. | | |
| Action Requested: Help communicate this mandatory training to new administrators. | | |
| 15 mins | Deputy Provost updates | G. Fant |
| <ul style="list-style-type: none"> Other training: La Piñon training (Title IX) on victim advocacy, week of June 22 from 1-5pm every day that week. Dr. Fant introduced through e-mail earlier that week the WICHE Interstate Passport Initiative. He explained there has been conversations between WICHE and Secretary Damron regarding NMSU being asked to be part of a First in The World grant. Action Requested: Would like for this group to look at it for future discussion. Dr. Fant asked if all degree maps for programs are on their websites. Regents have asked to create stronger pathways from the community college to the 4 year institution. This will facilitate having the source to creating this. Hardman Jacobs Undergraduate Learning Center opening is on track and they are expecting to get the keys to the building on July 31st. The ribbon cutting will be on Sept. 10th. The smart classroom/active learning classroom will be restricted to faculty that have been trained in using that technology. The Teaching Academy will be sending information regarding training for this smart room. Dr. Fant asked this group if they had any issues with moving forward with the Common Course Numbering. He will be meeting with the Norma Grijalva and the Registrar's regarding the technology part of this. | | |

- Currently the system data on textbook ordering is out of compliance. Textbooks need to be on the system before registration begins in order to follow Federal Regulations. The Provost's Office will be more proactive in trying to get this data. **Action Requested:** Asked if this group to help by communicating this to their faculty.
- This group received an e-mail regarding the 120 credit request. He strongly encouraged this group to respond in order to have the 120 credit degrees in place.

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| 10 mins | ITA Screening Policy | B. Pollack |
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B. Pollack brought up ITA screening for discussion. She explained that International Students have to go through a special screening in order to receive their TA. If the student does poorly on this test, then they are required to take COMM 485. COMM 485 does not count towards their degree. The exam is meant to determine the student's ability to teach; it is not an English language proficiency exam. This test is administered by CELP, which is not an academic unit. There are 2 problems with this: 1. International students are treated differently than other potential teaching assistants. 2. It is being done by English language teachers and it looks like they are testing their English.

There was a suggestion by G. Rayson to send it to the Graduate Council and be dealt with at the Graduate Level. Graduate Council will have the mechanism within their structure for making the evaluation and providing language proficiency support.

Action Requested: B. Pollack will send issue to Graduate Council. She will also send it to Liz Ellis for her to evaluate if there are any legal problems with the current language.

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| 15 | Round Table Updates | |
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N. Palomino—Provided handouts on Graduate Enrollment reports of open student applications. She is asking for departments to make a decision, to admit or to deny these applications. She will be sending the spreadsheet electronically to ADAC.

S. Cooper—R. Carstens today is his last meeting, J. O'Donnell today is his last meeting, and Gary Rayson was introduced to this group as a new Faculty Senate Representative.

J. O'Donnell- Doctorate in Kinesiology got approved.

D. Esquibel—Cassandra Lachica-Chavez is on maternity leave and Denisse is taking care of operations in her absence. Only 200 grades were not turned in, that is a big improvement.

S. Stovall—All assessment reporting's ultimate deadline on WEAVE is October 15, 2015. Strongly encourage colleges to submit before the deadline, therefore it gives them time to clean the reports.

N. Lee—Library Coffee is still in the works. People are welcome to hold events at the Library Coffee. Deadline for this is June 26, 2015.

T. Keller—Dr. Wagner is now the Dean of CHSS.

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| 3:19pm | B. Pollack Motion to adjourn meeting, seconded by S. Cooper. Meeting Adjourned | |
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