

# ADAC Meeting Minutes

August 10, 2015

Milton Hall, room 85 2 hr.

**Type of meeting:** Regular

**Facilitator:** Beth Pollack

**Notes:** Dana Halsall

**APPROVED**

**Attending:** Gary Rayson, Kathy Brook, David Smith, Enrico Pontelli, Mark Cal, Norice Lee, Pam Jeffries, Norma Palomino, Denise Esquibel, Enedina Vazquez, Greg Fant, Shelly Stovall, Jeff Hackney, Kristian Chervenock, Teresa Keller, Tim Ketelaar, Monica Torres, Beth Pollack, Dana Halsall, Elizabeth Leatherman, Harry Sheski

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	B. Pollack
	<b>Approval June 8, 2015 Meeting Minutes</b>	Group
Motion to approve, David Smith. Second, Kathy Brook. Minutes approved.		
10 mins	<b>Mid-Term Grade Pull</b>	G. Fant
All 100 and 200 level courses will require mid-term grades, 300 and above are encouraged to post mid-term grades. Mid-term grades will be pulled from Canvas into Banner. It is not an automated process, it will have to be done manually by Faculty. ADAC members agreed on the Fall 2015 full term opening date of September 25 <sup>th</sup> and the closing date of October 9 <sup>th</sup> for mid-term grades. T. Ketelaar requested a FAQ sheet for faculty.		
5 mins	<b>Basic Skills Revision</b>	G. Fant
Updates were made to the Basic skills language. M. Torres moved to take the revisions back to the colleges and review the language. The motioned was seconded. The revisions will be addressed at the next meeting.		
15 mins	<b>SARA "Draft" Website</b>	G. Fant
NMSU is now a SARA (State Authorization Reciprocity Agreements) institution, adhering to national standards for offering distance education courses. SARA is part of the accrediting associations across the country and our SARA website (will go live next week), <a href="http://oap.nmsu.edu/newdistance/state-authorization-overview/state-by-state-authorization/">http://oap.nmsu.edu/newdistance/state-authorization-overview/state-by-state-authorization/</a> , and will help ensure our federal compliance in other states. Currently, we are not authorized in 5 states, we are limited in 13 states, and authorized in 28 states but it is rapidly changing. As part of this organization, we must have a "student complaint" form no more than one click off our main web page. There is a field for academic and non-academic complaints. In the next three months the complaint form will go live and routed to the appropriate office. Please review this information with your Department Heads and direct questions to Susie Bussmann.		
10 mins	<b>Course Numbering Project Update</b>	G. Fant
The state is moving forward with common course numbering on main campus. The Community Colleges workforce courses will not go to 4 digits. As we go through this process, the renumbering will be a good opportunity to delete old courses and re-sequence programs if it makes sense. There is a great desire from the Presidents and the Provosts across the state to have a new look at general education. NMSU will be convening a group to look at Gen Ed on this campus later this year.		

10 mins	<b>Hardman Jacobs Undergraduate Learning Center</b>	G. Fant
<p>Construction on the Hardman Jacobs Undergraduate Learning Center is on target for temporary occupancy August 12<sup>th</sup> for the start of classes next week. The rest of the building should be completed mid-September. One email address monitored by the Provost's Office, classroom technologies, and Facilities will be created for reporting issues related to the building, classrooms, and construction. Card readers will be installed at the doors of 2 large lecture halls so students can scan their IDs to help faculty take attendance in the larger classrooms.</p>		
5 mins	<b>Policy 6.82 Revision</b>	G. Fant
<p>Policy 6.82 will be moving on to ADC. Please let G. Fant know if you have any other comments as it moves to ADC.</p>		
10 mins	<b>120 Credit Degree Changes</b>	G. Fant
<p>The 120 credit degree changes must go through by policy. The Provost talked with all the Deans on the process to make the change. It will go through the department, the college, ADAC, ADC, and Faculty Senate. The question was raised, if the catalog is changed, is that process necessary? G. Fant will take the question back to the Provost. The "official Date" of the 120 credit change, as it is now, will be the next printing of the catalog.</p>		
5 mins	<b>Open Forum for Platinum Analytics Session</b>	D. Esquibel
<p>Platinum Analytics helps create schedules to meet student demands. There will be three open forum sessions for training on Platinum Analytics starting tomorrow. These are recommendations, the implementation of the information is not mandatory, but staff will not be granted access until they have been through one of the training sessions.</p>		
5 mins	<b>Disenrollment (List)</b>	D. Esquibel
<p>As of right now 608 students are scheduled to be disenrolled on August 20<sup>th</sup> at 5:00 pm due to nonpayment. University Accounts Receivable sent the student information to your Colleges, do anything you can to notify them. Undergraduate and Graduate enrollment is down, and if we take another 608 students out of the pool we are going to be really down so we need to work the list.</p>		
5 mins	<b>Registration Changes</b>	D. Esquibel
<p>There has been a lot of confusion about where students go to register. Also, the Registrar's Office has been receiving stacks of drop/add slips. There will a quick overview of how to register students; how to not override a UAR hold; and what to do within a student record on Wednesday August 12<sup>th</sup> from 2:00 to 3:30 in Ed Services, room 7.</p>		
5 mins	<b>Graduate Assistantship Hiring</b>	D. Esquibel
<p>The Graduate School sent out allocations for TA budgets in October. As of today, only one college has responded. If you have not sent yours to Dean Reyes please send it as soon as possible. Orientation for new Graduate Teaching Assistants is August 17<sup>th</sup> and 18<sup>th</sup> in Domenici Hall. The TA must be hired in Banner before they can sign up for orientation through Training Central. This is primarily for TAs but you can encourage Research Assistants to participate in orientation also.</p>		
5 mins	<b>Luncheon for Associate Deans to Meet With Graduate School Deans Before ADAC</b>	D. Esquibel
<p>The idea of the Graduate School meeting with ADAC for a luncheon before the ADAC meetings was raised some time ago. Rather than take that extra time out of the Associate Deans' calendars, can the Graduate School meet with Academic Deans one day a month (not on an ADAC meeting day)? They would like to take you to lunch and discuss academic issues. Email D. Esquibel your opinions.</p>		
10 mins	<b>Round Table Updates</b>	Group
<p><b>H. Sheski</b> – Doing Great, ready to get going!  <b>D. Smith</b> – WEAVE hard deadline for assessment data Oct. 15<sup>th</sup>  <b>G. Rayson</b> – Faculty Senate starts meeting September 3<sup>st</sup>, a lot of propositions coming up</p>		

**J. Hackney** – 2 NSRs left, 1 Thurs. and 1 Fri. for freshmen and transfers

**K. Brook** – Domenici Conference, September 16<sup>th</sup> and 17<sup>th</sup> at the Convention Center

**E. Leatherman** – ASNMSU Planning for the students to come back

**N. Lee** – Working with Grad School to open the new PhD study carrels. Getting ready for the start of classes.

Over the Summer worked on the Tombaugh digitalization project.

**D. Esquibel** – Grades due today by 5pm

**E. Vazquez** – New Dean in the College of Ed. Excited to start the new Semester

**T, Ketelaar** – Honors College welcome picnic, Aug 18<sup>th</sup>. Sept 18<sup>th</sup> Fall gala

2:40 pm

Motion to adjourn, E. Pontelli. Second, K. Brook. Meeting adjourned.