

ADAC Meeting Minutes

August 8, 2016

Milton Hall, room 85 2 hr.

Type of meeting: Regular ADAC Meeting

Facilitator: Kathy Brook

Notes: Yvonne Mendoza

Attending: Kori Plank, Monica F. Torres, Beth Pollack, David Smith, Shelly Stovall, Greg Fant, Bill Serban, Jerry Hawkes, Denise Esquibel, Jeff Hackney, Michael Schmrzlzlr, Ellen Bosman, Rolfe Sassenfeld, Sonya Cooper, Enedina Vazquez, Dacia Sedillo, Mark Cal, Andrew Nwanne

Guests:

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	K. Brook
	Approval of Minutes –July 25, 2016	Group
Motion: Motion to approve minutes by E. Vazquez, Seconded by R. Sassenfeld. Motion Approved		
	Agenda Item – Supplemental Majors	K. Plank

Supplemental majors:

Based on reading the actual definition for supplemental majors.

- Clarification as to why we classify as an actually major when it's coded as a concentration, and is it link to a specific degree.
- Are we needing it as a supplemental major, or does it need to have a different name?
- A student could be looking in the catalog and see they can get a major in this, but it's not something of a specific degree.

It was stated that the supplemental major is designed to enhance a student's primary major, and Banner treats (codes) it as a concentration of study, but meets the same requirements as a major, but not being from the same department.

Arts & Sciences has 6, and B. Pollack stated that it could be that they would need to reworded it. Something stating "A supplemental major is not a stand-alone major". Guessing it's called a major because its 24 credits.

K. Plank stated that is basically the same requirement as a major, accept that they can take it outside of their home department and is not affiliated with that degree.

- 6.82 / Non-Transcribed term

Was it determined if we were going with one term or open ended? Did we settle on one?

We will need to go back and review the information from the previous discussion on the non-trascribed term.

	CAF Deadlines for Fall 2016	K. Plank
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CAF Cycle:

- 2 announcements go out Fall, and Spring
- UCC Review – Late November
In order for CAF's to be completely approved, and processed in Banner, prior to the schedule rolling over.
- The plan was to open up the system on August 15th, however due to having the CAF system swept up, and cleaned out it will be open today, **August 8, 2016**.
- September 19, 2016 – Department submission of CAF's
- October 17, 2016 – College level approval
- November 14, 2016 – UCC review of CAF's

Course Schedule Proofs: 1st proof to be received 2nd week of September, and 2nd proof mid-October.

K. Plank will be creating a helpful hints sheet in submitted CAF's and scheduling courses.

	Academic Deans Council Report	K. Brook
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- 5.86 – Performance Evaluation
- 5.90 – Promotion & Tenure
- 5.91 – Tenure review

A subcommittee of deans met to discuss the items above and have also identified some areas of concern.

5.86 Example: how to deal with a situation when the dean and department head might not reach consensus on the performance evaluation. Deans approving allocation of effort statements, and weather that was desirable.

5.90 – questions were raised on the language on leadership, and what seem to be insufficient attention to college track faculty and the material. Posting review there was a discussion in writing the whole thing.

The outcome of this discussion, was decided to send the documents to faculty senate with comments, and recommendation for a joint committee between the deans' council and faculty senate in order to try to come up with something that would satisfy both groups. The idea was the Deans' Wagner, Titus and Pontelli would be the appropriate individuals to serve in the joint committee.

Standing reports:

news on enrollments

S. Stovall- had updates on student concern website, syllabi website, HLC.

The group approved the proposal in the PhD in Geography joint with UNM and also the Public Health proposal related to the bachelor's degree.

Provost noted the last chance to do the administrator training this Friday, and requested that everyone participate, and especially new department heads, and for those who didn't not attend any of the three trainings there will be another opportunity to do so.

	ADAC Bylaws	K. Brook
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The latest bylaws were sent out to everyone. However not sure where we left off on the discussion on the bylaws.

B. Pollack stated we had a final revision and voted and came to a stop.

K. Brook stated that if we could review, the document and try to get a vote on the document at our next meeting. Also stated was that she would try to preparing a list of voting members and non-voting members.

The original intent was that we document originally in the policy manual, and now in the manual rules, who we are, and what our responsibilities are.

S. Cooper, stated that before we finalize this document, it would be nice to have an update similar set of bylaws from the Academic Deans Council so that we can make sure that we are doing things that we are supposed to be doing. Reason being is that it seems like we (ADAC and ADC) duplicate a lot of things. Also review all types of approvals need from ADC and ADAC.

More importantly C through H, on the procedures.

Review and work off the 3-year draft document.

On the agenda for next meeting.

	Roundtable	
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J. Hawkes – all is quiet

M. Schmelzle – Arrival of International Students approximately 250 students to be checked in.

B. Serban – Career Technical faculty Richard Gutierrez has been teaching welding for over 20 years. National publicity by the associated press on a story titled “Grants Adds Route 66 Neon Drive Through”. Michael Lewis a student, and local artist and city council member, Michael got the city council to appropriate 5000.00 toward the construction of a drive through art, located on route 66 located in front of city hall. Nice thing was that it involved the students. Partnership between Grants and NMSU Grants.

B. Pollack – Arts & Sciences Department Head Retreat to be held on Wednesday.

D. Esquibel – Received a chart with X’s about the routing of credentials. There some concerns about the new programs and graduate majors. New Mexico Graduate Council of Deans, NMHED, Border Finance, and Higher Learning commission were not list as requirements for graduate major. Document was forward by E. Vazquez pertaining to Policy 6.82. The policy has been voted on (Faculty Senate) but has not been voted or approved by the Regents. Getting ready to start certifying as soon as grading is completed, 156 applicants.

K. Brook – Mid-term grades, do we have dates? G. Fant stated that there was a mistake in the policy manual, and are waiting for correction, and will send out dates.

G. Fant – the Community College VP’s meet once a month, and meet at noon before the ADAC meeting. If there is ever an item that need to go before the committee, it meets before ADAC. (every two weeks)

K. Plank – University Catalogs (combination) on the next meeting agenda, any and all feedback welcome and feedback from graduate school. Feedback on template needed by August 29th.

D. Sedillo – Financial Aid Director has been hired Dr. Vandeen McKenzie comes from Alamogordo and will start on September 1, 2016.

E. Bosman – 6 new faculty members, 2 new department heads, at the library, 1 at Reference & Research Services, and the other department head at Archives, and Special Collections.

R. Sassenfeld – AAG, met last week two item that were brought forward were: Intellectual Property proposal by Arrowhead assigned to the academic track. Faculty also on the academic track. Working together with Chris Brown on the Faculty Senate agenda for the first meeting. Proposition for the Honors College changes, regarding the Crimson Scholar requirements voted on before the ADAC group. The P&T changes 5.86 and 5.91 getting those pasted. Memorial from the NCAA violence against other students. Geography PhD, and Survey Engineering will be going before the Faculty Senate, the only academic program being removed due to budget cuts.

E. Vazquez – Reorganization of the College of Education. 3-schools as oppose to 5 departments: School of Stem, Teacher Education/Preparation in Leadership, Psychological Studies Behavior Health. Also being considered is a name change to the college.

T. K – Tuesday, Freshmen Picnic- Scholars picnic. Briefing on fund raising to increase the fund raising a 53% increase

2:35 pm	Meeting Adjourned
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