

ADAC Meeting Minutes

August 22, 2016

Milton Hall, room 85 2 hr.

Type of meeting: Regular ADAC Meeting

Facilitator: Kathy Brook

Notes: Yvonne Mendoza

Attending: Denise Esquibel, Kori Plank, Dacia Sedillo, Enedina Vazquez, Monica F. Torres, Beth Pollack, Greg Fant, Kathy Brook, Sonya Cooper, Rolfe Sassenfeld, Shelly Stovall, Jerry Hawkes, David Smith, Jeff Hackney, Michael Schmelzle, Mark Cal, Andrew Nwanne, Tim Ketelaar

Guests: Susie Bussmann IIQ

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	K. Brook
	Approval of Minutes – August 8, 2016	Group
Motion: Motion to approve minutes by S. Cooper, Seconded by R. Sassenfeld. Motion Approved		
	Agenda Item – Distance Education Issues, 2+2 partnership Alamogordo Community College & NMSU Las Cruces, Online course review for Fall 2016, OCIP professional development program announcements	S. Bussmann

S. Bussmann presented on the 2+2 online bachelor's degree program. Currently NMSU has 8 BA degree completion programs from various colleges. We don't have a fully online bachelor's degree, and we get a lot of request for this option, and we think it could help with enrollment.

NMSU Alamogordo has leveraged their experience with quality assurance to make more online courses available. Currently there are 3 associate degrees online. Brochures are being reviewed, and they are making sure that their programs align with what's available here currently, and hopefully in the future for BA degree completion at NMSU (2+2 full online bachelor's degree). Sheryl Wheeler from the Alamogordo Campus is the director of quality assurance expert.

M. Cal gave an update and stated that we are needing 3 more classes to get the criminal justice degree online, and working on education (missing Math 112).

S. Bussmann stated that we should have a website up at some point, and working on getting the courses through the quality assurance process. Courses do have to meet quality matters course designed standards. A very involved process. Explained the difference between QM review and QM recognition, and meeting QM standards. Recognition is good for at least 3 years. NMSU usually goes through an informal review, with one QM certified reviewer, to go through the course and provide constructive feedback to faculty member or author of course. Quality Recognition- 3 reviewers that are hired, (more formal process), reviewers will go into the course, one reviewer would have to be a context specialist, and one outside person. If the course meets and then it earns the Quality Master Standards seal. External review must be paid \$250 a course. Summary of expertise for ACES was provided, and can also be provided/done for other colleges (last page of handout).

Online issues for International students, they are not allowed to enroll in online programs. Immigration limits of 3 credits per semester online for undergraduate. Sponsors may also place limits on online instruction. An international student can take the online program from their home country. Hybrid courses are being discussed.

G. Fant stated that from the Regents Success Committee there is a lot of interest in how we are promoting Distant Education Programs. Hopes that this partnership with Alamogordo will help us be successful.

Combined Catalog (undergrad-graduate)

K. Plank

Graduate School – differences in rules and regulations (from undergraduate). Kori stated that a separate statement about graduate, and undergraduate but placed in the same location.

Colorado State is an example of what we would like to move into as a combined catalog.

B. Pollack stated that the feedback from some of the faculty was that, it be very clear delineation of grad, and undergrad rules, and a good search function.

There will be hands on training on new catalog software.

Moving to combined, there was general agreement on this.

Policy manual is less than clear on the approval process of this change, however this will need to be written up (K. Plank) and presented to ADC and Faculty Senate.

Academic Schedule

D. Sedillo & K. Plank

Template for proof 1 by end of the week or early next week.

Plat Analytics data – 9/12

October 3rd Proof 1 is due.

October 19th send out proof 2 with return date of October 26th

Publish on November 2nd / Registration starts November 10th

Enrollment management requests can be submitted before October 19th so that courses can be added.

It was voted that we push the above dates one week earlier. Dacia will be sending out an email with dates. She also stated some sticky issues; labs need to be tied to sections, assigned instructors as soon as possible, and grading types upfront.

The question of can dissertation and study courses be entered as soon as known? Yes

B. Pollack – double booking problems with classrooms this semester.

Catalog language on Academic Probation

S. Cooper

International students on probation – S. Cooper stated that she’s been emailing with G. Fant, D. Sedillo, General Council, and M. Schmelzle about the language concerning probation 1 & 2 for international students. She stresses that we need to make sure the wording is clearer (policy/rules) for those international students, and she also stated that maybe there shouldn’t be a probation 2 for international students.

Students are notified at the time of grading / IBP needs to be notified when students go on academic warning. The grad school does not have academic warnings.

We need to make clear the options associated with summer school.

M. Schmelzle stated that the rule/policy information is stressed at the orientation for the international student’s. We also need to let Michael know that students have been suspended or dismissed. This orientation is for the new international students.

SACM and Kuwait sponsors is very aware of these issues

Lisa Warren has started some language that is very transparent to the students, and S. Cooper has also stated to draft some language and will be circulated.

This would not be changing the policy but the language being more clearly, and improve the communication to students that they are being placed on P1 or academic warning. This language would be in the catalog.

ADAC Bylaws	K. Brook
Updated version passed out. Faculty Senate being part of the voting list on the bylaws. Section E. Voting: quorum required from ADAC, 14 voting members (50% + 1 for quorum), defined as majority, and can conduct business in attending (virtually & physically), remote technology. Simply majority 50%+1 Proposed alternative for E. Voting: voted passed Further discussion on revised ADAC Bylaws	
Catalog language for Accelerated Master's Degree – S. Stovall	
Accelerated Master's Program- HLC views "joint" as a program involving two intuitions. Our programs are dual, though we call them joint programs. Language on Master-Master Dual Degree Program (up for debate). Dual Degree Programs should be noted in the catalog by the department. Discussion on this in two weeks with feedback on language.	
QI Update-tentative – S. Stovall	
Quality Initiative – information report <ul style="list-style-type: none">• evaluation of actual student writing• syllabi analysis• student reported experiences with writing• student perception re: writing• faculty attitudes and beliefs• resources available to students with writing Frequency & Quality NMSU is similar to peers re: frequency Varies widely by college, and discipline. There Across campus in multiple places <ul style="list-style-type: none">• required writing courses• discipline courses Most likely to have writing in education / least likely in engineering. Students reports & syllabic match Types Most common writing assignments, personal reaction, other, papers. Least common, creative, take home exam. These reflect faculty descriptions (syllabi) of writing assignments.	

Freshmen report at or above peers with respect to: describing methods, explaining numerical data, addressing a specified audience.

Seniors below peers on evaluate or analyze something they read, observed, or researched.

Lowest performing item score for senior- frequency of being asked to summarize.

22% of students in ENGL 111 are ELL.

Syllabi:	Students:
82% do not suggest writing resources	Freshmen- above peers in clarity of instruction
98% do not suggest res. resources	Seniors- below peers in clarity of instruction & grading criteria

Feedback was valued by students on having a significant impact, on writing experiences.

Summary reports will be available with more details. Students associate more writing with greater importance of writing in the discipline.

Quality of writing- our students are about average

CLA – students scored better on writing mechanics, and lowest on problem solving.

NMSU General Education Assessment- Juniors and Seniors scored well on grammar and mechanics

Help faculty understand it is good for students and writing assignments do not need to be lengthy. Faculty can incorporate small things that help students.

3:00	Adjournment
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