

ADAC Meeting Minutes

January 25, 2016

Milton Hall, room 85 2 hr.

Type of meeting: Regular

Facilitator: Sonya L. Cooper

Notes: Mari Aguilar

Attending: Debbie Giron, Kori Plank, Dacia Sedillo, Terry Cook, Jerry Martinez, Jeff Hackney, Kathy Brook, Norice Lee, Monica F. Torres, Tim Ketelaar, Enedina Vazquez, Kristian Chervenock, Michelle Jackson, Enrico Pontelli, Shelly Stovall, David Smith, Jerry Hawkes, Gary Rayson, Terry Keller, Mark Cal, Andrew Nwanne, William Serban

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	S. Cooper
	Approval of December 14, 2015 Meeting Minutes	Group
Motion to approve, K. Brook. Second, E. Pontelli. Minutes approved.		
15 mins	TEAL Classroom	M. Jackson
M. Jackson, Associate Director of the Teaching Academy, helps coordinate the scheduling of the TEAL Classroom in Hardman-Jacobs Undergraduate Learning Center. They are expecting multiple requests for the use of the TEAL Classroom in the near future. They are asking if ADAC would serve as a possible subcommittee to manage the room when there are multiple requests to the use of this space. ADAC group agreed to not be in charge of managing this room unless there are future issues.		
10 mins	Changes in Satisfactory Academic Progress (SAP) for federal Title IV student aid	D. Sedillo-J. Martinez
D. Sedillo introduced Jerry Martinez as the new Financial Aid Director. J. Martinez explained three policy changes that the Office of Financial Aid would like to implement. First, implementing a process to have a "Warning" status for students who do not complete 70% of courses with a 2.0 GPA in their first semester at NMSU; second, implementing a limit of 2 appeals that a student can file for Financial Aid; third, move the appeal deadline to census date. J. Martinez will write the language on the rationale behind these policy changes and will present for vote at the next ADAC meeting.		
20 mins	Catalog edits and possibility for new catalog software system	D. Sedillo-K. Plank
K. Plank explained that there are some discrepancies with codes in Banner and what's listed in the catalog. They are working on making codes in Banner and codes in the catalog identical. She will be sending this file to the Colleges and is asking for departments to check their sections and return their changes to her by February 29.		
Smart Catalog Deadlines:		
February 19—Department changes due for college approval		
March 18—College level approval due to K. Plank		
CAF Deadlines:		
January 29—CAF site will open		
March 11—Department submission due for college approval		
April 4—College level approval due to K. Plank		
April 27—UCC meeting with ADAC		
K. Plank also informed that they are looking into a new catalog management system. They are hoping to implement this new system in the next catalog cycle. ADAC group will be notified once it is ready to be implemented.		
K. Plank also explained an issue with CAF changes out of the regular cycle. She proposed that if there are CAF changes out of cycle, the same memo will be generated as before, but all parties affected will be required to sign the memo. Kori will communicate CAF information to the affected colleges or community colleges.		

	Assignment Design Symposium	D. Smith
<p>D. Smith announced the <i>Assignment Design Symposium</i> co-sponsored by the Office of Assessment and the Teaching Academy. Date for the symposium is Friday, March 4. The symposium was created to give faculty practical experience of refining their existing assignments in a way that students can develop and demonstrate proficiency in program and institutional outcomes. D. Smith will be sending the flyer in a variety of ways and has asked this group to please disseminate this flyer. The capacity for the symposium is 70, and fewer than 70 for the working sessions since they are separated into 2 groups.</p>		
	Senior petitioner process	K. Brook
<p>K. Brook asked for clarification on the process for undergraduate students taking graduate courses for either graduate or undergraduate credit. Group agreed that the process is unclear. K. Brook will be in contact with the Graduate School and will bring back to the next ADAC meeting for further clarification.</p>		
	Credit limits for summer enrollment	K. Brook
<p>K. Brook proposed having a cap to 12 credit hours for the summer. There was a general discussion on the cap. ADAC group agreed to cap summer credits in Banner to 6 credit each session for a total of 12 credit hours.</p>		
	Clarification on 120 credit reduction proposals	G. Fant
<p>G. Fant explained there is some confusion with the documentation that needs to be submitted for the 120 degree proposal. There are 2 documents needed: 1. Signature page with department and college approval 2. Copies of the new catalog language. Information should be submitted by next week before it can move forward to Faculty Senate. G. Fant recommended that the group look at their degree programs and look for ways to move to 120. Regents are strongly recommending to move all NMSU degrees to 120.</p>		
	Update on State-wide alignment, articulation, General Education reform, and WICHE grant	G. Fant
<ul style="list-style-type: none"> • G. Fant commented that there is the alignment initiative that the secretary of state has initiated. The state has requested all 100, 200, and 300 level English and Math syllabi. • Provosts of the state have come together to form a task force on General Education Reform. This is an effort to re-do all the state common core. Provost Howard is the chair of the steering committee. Faculty representing are Stu Munson-McGuee and Herman Garcia, and student representative Dustin Chavez. • NMSU is part of the First in the World Grant that WICHE put forward on Interstate Passport Initiatives. WICHE Coordinator will be coming to campus this semester to discuss how to manage transfer across state lines. 		
	Academic Integrity	G. Fant
<p>G. Fant informed this group that he will be sending an e-mail of a draft of what was done on academic integrity. T. Ketelaar was part of this committee in 2009. He explained that this committee wanted to put forward the proposal to have academic integrity policy more similar across the different colleges and provide a mechanism to appeal. Other component to this proposal is to have a staff or a faculty to be director of this office. T. Ketelaar requested, once the committee gets together, to have a member of engineering be appointed to the committee.</p>		
	Preferred Name option for students	G. Fant
<p>G. Fant announced that the Preferred Name Option is now turned on for all students through MyNMSU. N. Grijalva has volunteered a project manager that will be working through the steps and procedures for the names that students select. N. Grijalva commented that there needs to be policies in place to let the student know how that preferred name will be used.</p>		
	Six Week Grade Statement for myNMSU and Canvas, Proposed Syllabus Language regarding six week grades, STAR Audit modification, Transfer Student Advising Hold	J. Hackney
<p>J. Hackney, Academic Advising Council representative to ADAC presented 4 proposals. 1. Six Week Grade Statement to appear in MyNMSU Site and Canvas. 2. ADAC group to make it mandatory for faculty to put the Six Week Grade Statement on their syllabus. 3. Removal of the pie and graph charts from the degree audit. 4. Putting on a transfer hold in place for both in system transfer and out of system transfer. First 3 proposals got approved without a formal vote. ADAC group voted on approval to put a transfer hold in place, proposal approved.</p>		

	Round Table Updates	Group
	<ul style="list-style-type: none"> • Group—Discussion on having all statements that need to be in the syllabi in a central place. • S. Cooper—Asked this group to vote on selecting a Vice Chair for ADAC. K. Brook was elected as Vice Chair. • K. Brook—Inquired on the status of Policy 6.82. Policy will be voted on at Faculty Senate Meeting on February 4, 2016. • K. Chervenock—110 international undergraduate students that have been admitted and registered for classes. 31 Graduate. 16 new exchange students. • Foreign Transcript Evaluator Position has been closed. Currently interviewing 6 candidates. • Worked closely with 3 colleges to reverse admission for 50 international students due to variance between TOEFL Scores and IELTS scores. Students in this situation have been given the option of returning home or take Center for English Language Programs (CELP) this semester. • T. Cook—Jacobo Varela accepted a position at Colorado State. Friday will be his last day and there will be a 2 hour reception at the Garcia Annex-Faculty Senate Chambers on Thursday, February 28 from 11:00—1:00pm for everyone to come and say farewell. • S. Stovall—Reminder that our HLC Liason will be visiting this Thursday, January 28 and will be doing an open forum at 10:30 & 1:30pm in Milton Hall Room 150 <ul style="list-style-type: none"> -Working on cleaning MOU's and Articulation agreements G. Fant has been working with Adam and has been collecting them to post them on the Provost's web page. Shelly will be sending an e-mail with the link to the spreadsheet with the programs. She is asking this group to go through the spreadsheet and let them know what is not active and needs to be deleted. -Task force for student concerns is meeting at 3:30 today. Will be discussing issues on the academic side and what needs to be brought to ADAC. • N. Grijalva—Student Address Update since grades were posted, 68% of students have updated some portion of their contact information. 	
2:57pm	Meeting adjourned	