

Academic Dean's Council Minutes
April 28, 2015

1. BS in Educational Leadership and Administration

- Goal is to provide bachelor's degree for people going into student services: Advisors, Housing, Financial Aid, etc. This degree will prepare students to understand student development theory and will provide practical experience.
- Program will be online and face-to-face and will be the only one in the region.
- Classes are typically 25 in the minor. Faculty support this.
- Master's degree in ELA is very popular. This area is high need.
- Alternative programs are helping offset enrollment declines in teacher prep.
- Contact Mary Prentice with questions: 6-2962 [mpreptic@nmsu.edu](mailto:mprentic@nmsu.edu)

2. School of Nursing Certificates

- **Psych certificate:** Post Master's Certificate. Open only to practicing nurse practitioners. Interest from local practitioners. Would like to start this in the fall.
- Students admitted will be guaranteed seats. Can we offer post-Master certificate?
- Contact Terry Keller with questions: tkeller@nmsu.edu

3. Faculty Senate Report

- Will consider School of Nursing Certificates as emergency legislation
- Increasing community college representation from 4 to 10. This will increase number of senators: they are not being reallocated.

4. ADAC Report

- **Basic Skills language** for the catalog: Students within 24 credits (2 semesters)
 - First-time students must meet requirements within the first 24 credit hours.
 - First-time students must meet requirements before taking upper-division courses.
 - Impetus is trying to get student to reach upper division sooner.
- Fish and Wildlife Conservation Ecology name change
- **Revision to policy 6.82:** Clean up Majors, Minors, concentrations, etc. — Departments using another term won't be transcribed.

5. Policy votes

- **7-14/15:** Full-time credits for graduate students of 9 credits
 - Moved and seconded to approve.
 - Discussion: Full-time student is 9 credits. Faculty Senate did not specify tuition or fee implications. As we increase master's programs, this greatly affects tuition.
 - Need to ensure we have no unintended consequences.
 - **Tabled for review by administration and finance.**
- **17-14/15:** Faculty Grievance Review Board

- Makes policy consistent with practices.
 - Changes are deep in the policy and reflect grievances that made their way through much of the process.
 - **Passed unanimously**
- **23-14/15: Mid-term grades**
 - Allows S/U grades at 6 week reporting or A-B-C-D-F grades.
 - Moved to approve and seconded.
 - Discussion. Concerns have centered around:
 - Reports would be used against faculty members.
 - Other concerns: Additional work for faculty, will this really be used? Faculty were told that this was important to proactive advising efforts.
 - Some faculty were concerned that a 6-week grade would not be an adequate assessment of progress. Student getting an A or B might slack, or it might be too small of a percent of work to be meaningful.
 - Faculty Senate insisted that grades be pushed from Canvas to Banner.
 - Grades must be viewed as only a piece of how student is performing.
 - This will be system-wide.
 - Student success and retention events for just faculty. Only they can help us understand attendance patterns (easily accomplished through clickers). Attendance is more critical than grades.
 - Quick Connect role was discussed. There will not necessarily be a big change in QC referrals. SAEM will be working with faculty for feedback on QC. Also working on a Banner form that will more holistically report on students (TRIO, QC referrals, etc.).
 - Quick Connect responders are from all over campus.
 - **Passed unanimously.**

6. HLC Updates

Online versus correspondence courses

Correspondence courses have little interaction between faculty and student. We need to ensure that courses are not correspondence]for HLC and for federal financial aid compliance.

- Quality Matters rubric can assist in ensuring that courses are pedagogically sound.
- This is not historically a problem but we need to be aware of this.
- QM assessment: Review can be accomplished in a week, modifications take longer.
- Review and certification are different and need to be understood.
- How does Quality Matters fit in with Academic Program Review? Could be part.
- We need to reassure HLC that our distance courses are not correspondence courses.
- HLC has guidelines

Faculty credentialing

This is being driven by high school teachers teaching courses for which students are getting college credit.

- HLC position: All faculty must have a masters degree in field they are teaching OR 18 credits at the graduate level and a masters in another field.
- Approval has to be through institution — we are responsible for ensuring teacher has appropriate credentials. This is a quality control issue.

Student complaints

- HLC looks at student complaints. There needs to be a record: colleges, student affairs.
- Need better understanding of what complaints need to be tracked (food and parking complaints do not need to be tracked...).
- Grants needs to be included in complaint log.
- HLC will examine how library keeps their records and performs follow up.
- Tracking complaints across jurisdictions is needed

7. Comments

- Western Academic Leadership Forum. Retention take-aways from Georgia State:
 1. Early math is critical. Adaptive math courses are really important, with drop-back option of lower level math.
 2. C's in intro courses are a warning sign. Intervene. Especially if the student is majoring in that field.
 3. Interventions: frequent contact is critical. Effective interventions — there is no definitive answer. Components — send nice notes first, then be abrupt and urgent. Advisors need to close the loop — follow up. Advisors need to work with faculty. Mobile devices are important Seamless appointments.
 4. English early.
 5. Importance of prescriptive (structured) advising and not get overwhelmed by options. Need to tie academics with student interest.
- FMLA communication and HR assistance: This needs to go to directors and department heads. Need to move toward medical leave for 9-month faculty.
- Small class report: we have a lot of small courses. Some are double listed, so classes are not really small sections. Which truly are small courses and which are not?

Updates

- Health and Social Services candidates on campus next week, finish by May 11.
- Friday is the End of Life Conference.
- We have 23 Nepalese students, some have uncertainty about their families. One faculty member's parents are also affected.

- Hooding Ceremony: 43 of 85 doctoral students will be there so far. 1,583 undergraduates have reserved seats for Commencement.
- URCAS: over 100 undergraduates presented papers and posted.
- Legislature passed common course numbering: President volunteered to chair committee to Secretary Damron. Will partner with a community college president. This is being discussed at ADAC. 2017 is the time table.

No meeting in May.

Attendees

D. Howard, L. Reyes, C. Slaton, E. Titus, D. Wagner, C. Menking, M. Morehead, K. Rumford, J. Hoffman, V. Chaitanya, K. Boberg, T. Keller, S. Stovall, J. Bosland, L. Catlett, B. Montoya, M. Chaiken, R. Jacquez

Guests

M. Prentice, Adelina (intern), R. Guillame