

# ADAC Meeting Minutes

February 22, 2016

Milton Hall, room 85 2 hr.

**Type of meeting:** Regular

**Facilitator:** Sonya Cooper

**Notes:** Mari Aguilar

**Attending:** Denise Esquibel, Terry Cook, Jocelyn White (Guest), Jeff Hackney, Susan Beck, Kathy Brook, Time Ketelaar, Jerry Hawkes, Greg Fant, Shelly Stovall, David Smith, Dacia Sedillo, Jerry Martinez, Teresa Keller, Kori Plank, John Roberts for Norma Grijalva, Elizabeth Leatherman, Beth Pollack, Gary Rayson, Enedina Vazquez, Mark Cal, Andrew Nwanne

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	S. Cooper
	<b>Approval of Minutes –February 8, 2016</b>	Group
Correction by S. Stovall: Shelly Stovall will not be meeting with Department Heads, she will be asking the Deans to forward information to the Department Heads.		
Motion to approve as amended by K. Brook, Seconded by J. Hawkes. Motion Approved.		
	<b>Update on NMSU TRIO STEMH Program</b>	Jocelyn White, T. Cook
T. Cook announced that last year the Office of Student Affairs and Enrollment Management and the College of Engineering submitted a grant proposal to the US Department of Education for a TRIO student support services STEMH Grant. They received the grant in September 2015. T. Cook introduced Jocelyn White as the Director of the STEMH Student Support Services Program. J. White proceeded to inform the group about the grant objectives and presented a handout. She explained that this grant was funded for 1.1 million dollars with a 5 year grant cycle. Their goal is to support 120 enrolled students involved in STEM and health sciences fields. Some services provided are mentoring, tutoring, financial literacy, scholarship information, graduate school preparation, and others. The program is currently in need of students. She explained that the application is online for students to apply and there is also a link for people to refer students to.		
Action Requested: Asked this group for referral of students that qualify for this program.		
	<b>Tracking Student Academic Concerns</b>	S. Stovall, S. Rogers
S. Stovall announced that S. Rogers and Eric Rodriguez have been working on the Tracking Student Concern Website. They demonstrated how the website works. S. Stovall mentioned that they have placed some language on the website for review. S. Stovall will be sending a link for this website to this group to review and give feedback. S. Rogers gave a demonstration of the website. They will be setting up security access and each Dean/Department Head will be able to see information that has been entered in their college/department. S. Stovall mentioned that we have to be able to track these students concerns at an institutional level for federal compliance. S. Rogers opened the existing “Student Help and Complaint Website” located at the bottom of the NMSU Home. There was discussion on the language on this website and D. Esquibel suggested that graduate students language be included.		
Action Requested: S. Stovall will be sending the development link via e-mail to this group and asked for suggestions. D. Esquibel will take a look at the language on the “Student Help and Complaint Process” and will bring back to this group if needed.		

	<b>New Minors: Biomedical Engineering, Pre Law in Intellectual Property, Smartgrid</b>	S. Cooper
<p>S. Cooper presented two minors in Chemical Engineering: Pre-Law Intellectual Property and Biomedical Engineering, and one minor in Electrical Engineering: Smart Grid.</p>		
<p>There was a discussion about the CHME minors containing a lot of courses with prefixes other than CHME, and specifically in the College of Arts and Sciences (e.g. GOVT and BIOL).</p>		
<p>S. Cooper stated that these minors were developed at the request of CHME majors who wish to learn these specialty areas for preparation for med/law school or their career interest within the CHME discipline. S. Cooper also stated that the department head has followed procedures and due diligence for obtaining college approval and giving notice to other affected departments. B. Pollack will discuss these with the relevant departments in Arts and Sciences. S. Cooper stated that due to the fact that these minors were a little different in that the majority of the classes required involve departmental prefixes other than the college offering the minor, the group may want to look at future minor approval procedures and make sure they are appropriate for these types of minors.</p>		
<p>Vote tabled for further discussion at the department level.</p>		
	<b>CAF/Catalog Revision Timing</b>	B. Pollack/S. Cooper
<p>Currently spring 2016 revisions to the CAFs will not show in the catalog until the following fall 2017-2018 catalog. S. Cooper and B. Pollack proposed to only accept CAFs in the Fall so that when catalog revisions are made in the spring, at least one academic year the catalog will be up to date. Two options for improvement would be only do CAFs in the fall and do the Smart Catalog in the Spring or if there are CAFs in the Fall and Spring push out the deadline in the Smart Catalog to a later date. K. Plank mentioned that the option to push the Smart Catalog deadline to a later date is not possible. K. Plank sees no negative consequences with a one-time Fall CAF submission.</p>		
<p>Action Requested: ADAC will discuss with their Department Heads and will bring back for a vote.</p>		
	<b>Minimum Class Size Policy</b>	B. Pollack/S. Cooper
<p>S. Cooper explained that currently there is no written policy on the minimum class size. Currently Banner generates a minimum cap for a class size and then reports are given to the colleges for justification on small courses. College of Engr. Departments are requesting there be a policy to justify negotiating work effort and workloads. B. Pollack commented that Arts and Sciences has a minimum class size of 10 undergraduate and 5 graduate.</p>		
<p>D. Esquibel commented that the Graduate Council has expressed concern requiring anything more than 5 students for a graduate summer class, due to delaying degree completion of some students. Concern was expressed also with Grants Community College since Grants must offer small classes so students can graduate.</p>		
<p>S. Cooper will take item to ADC and bring back their feedback.</p>		
	<b>MS Clinical Psychopharmacology</b>	E. Vazquez
<p>E. Vazquez shared the good news that New Mexico was the first state to provide psychologists with prescriptive authority in the entire nation therefore; NMSU, once approved, will be the first program in the nation to have prescriptive authority. The psychopharmacology program has been functioning as an interdisciplinary program. The difference with this Master's Degree is that all applicants must already possess a Doctorate in Psychology and the License in Psychology. It is the only program that is required to have practicum training embedded in the course of study. D. Esquibel pointed out that they might have to include the 800 level courses to the policy since those 800 numbers are funded at the higher level. E. Vazquez responded that currently the program has been funded through enrollment dollars. The College of Education has set up some distance learning money for the program and it is self-sustaining. They are hoping to have a 1<sup>st</sup> year and 2<sup>nd</sup> year class to run two concurrent iterations in the Fall 2017; this will generate more student credit production for the university and more tuition money.</p>		
<p>E. Vazquez called for a vote for approval of this proposal. Group decided to table the item until next meeting for a vote.</p>		

	<b>Round Table</b>
<p><b>G. Fant</b>-Question about the spring commencements and approvals of the 120 degrees. Student will not be able to graduate in the spring because they have to use the current catalog. However, with the new rules coming in effect at the end of summer, students might qualify to graduate. The Registrar's Office has accommodated these students to attend spring commencement but their name will not appear in the program. The Registrar will also waive the late fee because it is a new rule change. D. Sedillo will send an e-mail regarding the subject.</p> <p><b>G. Reyson</b>-Faculty Senate has added to their approach to pushing things through of 128 to 120 issues in the catalogs, we now have a consent agenda. Items that need to be expedited and should have minimal required discussion can be presented to the leadership committee, last Thursday of every month.</p> <p><b>D. Sedillo</b>—The Registrar's Office will be updating forms to be more user friendly. They are updating the website with this new fill in forms with instructions on how to use. They will be sending the last of old Add/Drop Slip Forms so colleges will finish them.</p>	
3:00p.m.	Meeting Adjourned