

# ADAC Meeting Minutes

March 14, 2016

Milton Hall, room 85 2 hr.

**Type of meeting:** Regular

**Facilitator:** Sonya Cooper

**Notes:** Mari Aguilar

**Attending:** Jeff Hackney, Tim Ketelaar, Jerry Hawkes, Greg Fant, Shelly Stovall, David Smith, Dacia Sedillo, Kori Plank, Norma Grijalva, Beth Pollack, Gary Rayson, Enedina Vazquez, Mark Cal, Andrew Nwanne, Bill Serban, Marissa Macias (Guest), Krystal Espinoza (Guest), Brian Atwood, Debbie Giron (Guest), Norice Lee, Monica Torres, Dan Howard (Guest), Rick Adkisson

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	S. Cooper
	<b>Approval of Minutes –February 22, 2016</b>	Group
Motion to approve as amended by G. Rayson, Seconded by B. Pollack. Motion Approved.		
	<b>Meta Majors</b>	Provost Dan Howard
<ul style="list-style-type: none"> <li>Provost Howard presented a draft handout of the 8 Meta Majors. He emphasized that the Meta Majors do not replace a major. He explained that the Meta Majors will provide better guidance to undecided students and will provide better roadmaps to identify a major. He is hoping to implement this pilot program for academic advisors at the New Student Orientation this spring. Provost Howard also mentioned they are setting up a Meta Major Link in the Provost Website that people can have access to. Once you click on 'Meta Majors at NMSU', it will take you to the Program of Study.</li> <li>On another topic Provost Howard discussed that they are trying to move into a way of dealing with students who are not prepared to go into Math 120. They are planning to develop Math emporium courses at NMSU Main Campus that will prepare students to go into Math 120. The Math Department is currently working on that. There will be more information on this.</li> </ul>		
<b>Action Requested:</b> For this group to spread the word about the Meta Majors to all advisors, and specifically, to faculty advisors that haven't been involved with setting up these Meta Majors. He asked Associate Dean's to take to their college and evaluate to make sure that everything is in the right place. Provost Howard will be drafting a message for colleges to send out.		
	<b>Transfer Credit Evaluation</b>	Brian Atwood, Debbie Giron, & D. Sedillo
<ul style="list-style-type: none"> <li>Debbie Giron from the Registrar's Office presented a PowerPoint presentation on TES (Transfer Evaluation System). This is a system that NMSU has partial access to. The Registrar's Office is trying to improve the external phase to encourage students to transfer to NMSU by making the transfer process have greater transparency, greater enrollment, and increased efficiency. The cost for this is approximately 15K-20K. The price includes about 5 or 6 licenses for other campuses to use. The Registrars is hoping to implement this program this summer once they have an approved budget. <b>Action Requested:</b> NMSU to purchase the full license availability for TES.</li> <li>Dr. Fant commented that some colleges are making decisions without the owner of a prefix consent. He emphasized that in order to be consistent; colleges should make sure to involve whoever is in charge of the prefix in decisions that are being made. <b>Action Requested:</b> Item to be put on the next ADAC Agenda to discuss approval of substitutions for program prefixes not in approver's college.</li> </ul>		

	<b>Early Performance Grade Process</b>	D. Sedillo
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- D. Sedillo commented on regarding Faculty Senate Proposition on early performance grading. There was a directive of when it should close but not a directive on when it should open. Currently it opens on the 6<sup>th</sup> Friday of the semester at 5PM. G. Rayson commented that the Faculty Senate discussed the 6th Friday date in order for grades to be submitted late enough to have meaningful information to report and early enough in order to do advising and intervention. G. Rayson will take this up as a point of information to Faculty Senate.
- D. Sedillo also discussed entering mini semester grades. She asked this group to give her feedback on opening part of terms on mini semesters for grading. There was a discussion on the positive outcome of opening grades for mini semester versus waiting until the end of the full semester. D. Sedillo will be researching the system to see what options there are for different parts of terms.

**Motion:** Motion to open up grading to Faculty at 12:01AM on Friday and a submission deadline of 5PM on the following Tuesday. M. Torres Seconded. Motion Approved

	<b>Follow-Up on Class Size Policy</b>	S. Cooper
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S. Cooper provided a follow-up on department heads wanting to add a published policy for a minimum class size in order to set criteria of work load and work effort. She took this item to ADC and asked if the Deans had any preference of there being a university class size policy. Deans were not aware of any policy existing in place. ADC decided that the Class Size Policy should be handled at the college level. M. Torres commented that DACC follows a framework for cancelling classes with low enrollment. They have recommended caps with some guidelines and will grant some standard exceptions to that framework that has helped them have consistency.

Group agreed that Class Size Policies should be handled at the college level.

	<b>MS Clinical Psychopharmacology, Concentration in Early Childhood Education 0-4 years (Non-Licensure Track)</b>	E. Vazquez
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- MS Clinical Psychopharmacology  
Enedina Vazquez and Gladys De Necochea met with Dean Reyes and Assistant Dean Esquibel to discuss the proposal on the Major of Clinical Psychopharmacology. They want to reorganize proposal before it goes for approval outside of NMSU. They discussed changing the numbering of courses as well as changing the prefix for the courses. CAFS have been submitted to change the numbering, changing prefixes will require more time due to required Provost approval. E. Vazquez is also working with N. Lee to conduct a check on library resources. G. Rayson suggested that if numbering has to be changed, to change to a numbering that is consistent with the policies and procedures.

**Action Requested:** Vote tabled for next ADAC meeting in order to get a resolution to the numbering.

- Concentration in Early Childhood Education 0-4 years (Non-Licensure Track)  
E. Vazquez presented a Concentration in Early Childhood Education (Non-Licensure Track) Proposal. She explained that there is an identified need for prepared educators to serve young children ages 0-4 years old in settings outside of the public school. Currently the only option for students at NMSU is the BS in Early Childhood Education, licensure track. Early childhood educators wanting to work in childcare centers, Head Start, and other agencies do not need to complete the curriculum required by the Public Education Department.

**Motion:** Motion to approve proposal on Early Childhood Education 0-4 (Non-Licensure Track) by M. Torres, Seconded by T. Ketelaar. Motion Approved.

	<b>Update on MOUs and Articulation Agreements, QI Update Requests from Colleges</b>	S. Stovall
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S. Stovall gave a heads up on the QI Update Requests to get a summary on where colleges are at with the quality initiative on student writing.

S. Stovall mentioned that Siri and Eric have been working on the Student Concern Website and once those updates are done, S. Stovall will be bringing them back for review.

She presented an updated handout from the Student Affairs and Enrollment Management Office on MOUs and Articulation Agreements. The list is more extensive than what she sent before. S. Stovall asked the group what would be the best option to clean the list. S. Cooper asked if they should include International MOUs to the list. S. Stovall responded the most important of

MOUs are those affecting the students. She would prefer focusing on cleaning the MOUs dealing with articulation and transfer credits first for both international and non-international. G. Fant suggested if MOU's aren't being used, they should be deleted.

**Action Requested:** Colleges will clean up list at the college level and come to S. Stovall with these updates.

**ACES Major Changes to 120 Credit Hours**

J. Hawkes

J. Hawkes presented 5 major proposals to get approved to change to 120 credit hours. The Department of Plant and Environmental Sciences proposed to have Agronomy, Environmental Sciences, Genetics, Horticulture, and Soils voted by this group today. Changes will be made in the general electives area; there will not be a structural change in the degree.

**Motion:** Motion to approve proposals by B. Pollack, Seconded by M. Torres, Motion Approved.

**1.10 Protocols for Adoption and Amendment of Regents Policies and Administrative Rules and Procedures of NMSU, 4.30.30 Process to Determine Eligibility for Rehire Status, 4.05.50 Faculty Grievance Review and Resolution**

G. Fant

- 1.10 Protocols for Adoption and Amendment of Regents Policies and Administrative Rules and Procedures of NMSU  
G. Fant presented the 1.10 rules and procedures which talks on how to approve things as we make policy change. The Faculty Senate members, the Chair and Vice Chair of the Faculty Senate, the Chancellor, and the Provost determine whether something is an academic track or an administrative track and it follows the approvals as outlined in 1.10.

- 4.30.30 Process to Determine Eligibility for Rehire Status & 4.05.50 Faculty Grievance Review and Resolution

**Action Requested:** G. Fant requested that these policy changes be considered as 1st read for this group and be voted on the next ADAC meeting.

**Round Table**

**B. Pollack-** University Curriculum Meeting approved SPCD 111G, International English Composition class. It is now going to be ENGL 111M only for International Students. Beginning Fall 2016 it will be listed in the course schedule as ENGL 111M (for Multicultural). This course is the equivalent of ENGL 111G or SPCD 111.

**T. Ketelaar-** Salon Discovery speaker series on Thursday March 24th from 4-5:30 PM in the Yates Theatre in Domenici Hall.

3:05p.m. Meeting Adjourned