

# ADAC Meeting Minutes

March 28, 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, Teresa Keller, Kori Plank, Beth Pollack, Kathy Brook, Gary Rayson, Enedina Vazquez, Monica Torres, Mark Cal, Andrew Nwanne, Bill Serban, Marissa Macias (Guest), Jerry Matinez, Mathew Bose, Denise Esquibel, Pam Jeffries, Angelina Palumbo

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	S. Cooper
	<b>Approval of Minutes –March 14, 2016</b>	Group
<b>Motion:</b> Motion to approve as amended by B. Pollack, Seconded by J. Hawkes. Motion Approved.		
	<b>Vote on frequency to revise CAFs &amp; Approving substitutions for program prefixes not in approvers college</b>	S. Cooper

- Vote on frequency to revise CAFs

ADAC discussed in the previous meeting the possibility of approving CAFs once a year in the Fall, and the Spring would be dedicated to the Smart Catalog changes that would reflect the approvals made in the Fall. Colleges were asked to get feedback from their department heads and bring feedback back for discussion and vote on this matter. The College of Agriculture, College of Business, and DACC, agreed to have the flexibility of submitting twice a year. The College of Health and Social Services and College of Education agreed to have it either way. College of Arts and Sciences and College of Engineering agreed to vote on changing to approve CAFs once a year.

K. Plank responded that starting in the fall 2016 rotation will be sending announcements with deadlines and a PDF document with quick tips and frequently asked questions on CAFs. She will also be working on updating the Policy Manual as well.

**Motion:** Motion to leave the approval of CAFs twice a year by T. Keller, Seconded by E. Vazquez. 8 members voted in favor 3 abstentions, 4 opposed. Motion Approved. Colleges may incorporate a once a year calendar if they wish.

- Approving substitutions for program prefixes not in approver's college (Note:This conversation includes three agenda items)

K. Brook expressed concern for not having a central place to have procedures as well as the turnover in the parties involved for such things like transfer credit.

G. Fant encouraged this group to start moving forward and updating policy due to HLC accreditation coming up. He commented that separating Chapter 6 out of the Regents Policy into Administrative Rules and Procedures is a priority. He encouraged ADAC to look at Chapter 6 in a systematic way to have Chapter 6 in place by January 2017.

K. Brook explained a copy of a letter by the Office of the Registrar that gets sent to students when they get transfer credits. The letter explains how their credits are getting transferred. It explains to students to follow up by running an audit to see how it fits into a degree plan. K. Brook explained that the letter leaves the colleges out of the loop in deciding how the credits will apply. She emphasized that there needs to be consistency across all colleges.

S. Stovall commented that the catalog states that transcripts will be evaluated when students transfer from one NMSU to another; each college determines which courses are applicable toward a degree or a minor.

K. Brook asked how to convey what credits transfer to students so that students don't take courses that will not count towards their major. This conversation led to S. Stovall's task of aligning and updating articulation agreements.

S. Stovall asked if we need a lot of these articulation agreements and MOU or if they are just transfer guides for things that are standardized that should be kept in one place.

The group communicated the importance of students to understand the difference between accumulating credit and

accumulating appropriate credit towards a particular major.

J. Martinez commented that financial aid is becoming more limited and students need to be cautious with this transfer credits. Credit hours counting towards a student's major or not, are still being evaluated for satisfactory academic progress. J. Martinez suggested that students who are transferring be evaluated in the program they are majoring before accepting the coursework because it limits their eligibility for financial aid.

G. Fant summarized the topics being discussed: transfer credit evaluation procedures, lower division content covering upper division content but transferring as lower division, current students taking courses at other campuses, clear communication to the students and financial aid impact.

**Action Requested:** To take transfer credit for further discussion at the transfer credit standing committee since this committee is currently working on transfer matters. G. Fant volunteered to communicate to the standing committee to address the issues discussed regarding transfer credit. K. Plank will pull the catalog and change the wording on transfer credit to start making it more clear for students.

**Vote on MS Clinical Psychopharmacology**

E. Vasquez

E. Vasquez informed that they have successfully submitted CAFs to reflect new prefixes and new numbering from 800 to 600 to this proposal. She clarified that before they had requested a new degree but instead the program is requesting a new major. E. Vasquez will attach the Library Statement memo to the appendix of this proposal. G. Rayson commented that the communication from the Library's memo states that the Library cannot support this program without adequate level of funding. E. Vasquez clarified that this won't block the proposal to move forward but it will be an important point of consideration as it gets to HED and the Legislature Finance Committee.

**Motion:** Motion to approve by E. Vasquez, Seconded by T. Ketelaar, Motion Approved.

**Vote on Rules 4.05.50 and 4.30.30 Policy**

G. Fant

- Vote on Rule No. 4.05.50-Faculty Grievance Review and Resolution

G. Fant presented a handout and sent out an e-mail with a list of what is different on Rule 4.05.50. He mentions that there has been faculty involvement switching procedures. It is a list of 25 points explaining the differences of the old and new policy.

**Motion:** Motion to approve Policy 4.05 by K. Brooks, Seconded by J. Hawkes

- Vote on Rule No. 4.30.30-Process to Determine Eligibility for Rehire Status

G. Fant presented a handout for voting on this rule. The main point on this procedure is to clarify the circumstances when a person leaves employment with NMSU and eligibility for re-hire. The rule allows a due process for that situation and it is an addition to current procedures.

**Motion:** Motion to approve Rule 4.30.30 by K. Brooks, Seconded by E. Vasquez. Motion Approved.

**Possible Internships with NM HED, MOUs and Articulation Agreements, & Student Focus Groups on Writing**

S. Stovall

- Possible Internships with NM HED

S. Stovall forwarded an e-mail regarding NM HED having non-paying internships possibilities for students. These internships are specifically looking for students majoring in business and or administrative bills, social sciences, STEM fields, and to be proficient with Microsoft Office programs.

- MOUs and Articulation Agreements (also discussed in above agenda item)

There was a discussion from last meeting for this group to go through the list of MOU's and decide which ones are still active. S. Cooper got in contact with S. Stovall and both discussed the difference between a transfer guide, MOU's, articulation agreement, and our pathways. S. Stovall drafted definition language and sent to this group for review. She emphasized that her preference would be to try to eliminate a lot of things that are not necessary. S. Stovall asked for suggestions on who should be in charge of updating the MOUs agreements. There was also group discussion on MOUs term dates, renewal dates, who will be responsible for updating MOUs and a central repository for these.

**Action Requested:** S. Stovall has asked this group to give feedback on the handout presented on Term Definitions and Applications. She will also bring a template at the next meeting for new program proposals for review.

- Student Focus Groups on Writing

They will be conducting student focus groups on writing as part of the Quality Initiative and working with the student. Basically asking the students stories that impact their progress in writing at NMSU. There are going to be 4 focus groups on Friday, April 8<sup>th</sup>. S. Stovall will be sending this group the flyer via e-mail along with a registration link.

**“W” classes online, & Smart Grid Minor between EE & CS**

B. Pollack

- “W” classes online

B. Pollack commented on the possibility of students withdrawing from classes online. There was an extended discussion of the pros and cons. Group decided to **not** let students withdraw from classes online. This will give students a greater advantage.

- Smart Grid Minor between EE & CS

B. Pollack commented that as a point of information the same minor that S. Cooper presented for Smart Grid between CS and ECE has been approved by College of Arts and Sciences.

**Transfer Credit Evaluations**

K. Brook

Item was previously discussed.

**Time for Doctorate Degree Completion**

D. Esquibel

D. Esquibel commented that Dean Reyes and she have been reviewing the graduate catalog and it has come to their attention, after reviewing some handouts from departments, that they do not have “time to doctorate” degree completion statement in the graduate catalog. Part of the reason this also came up is that they’ve had a few students approach them about enrolling in more 700 level courses when they’ve had about 100-135 already earned in the degree and the limit has been surpassed. They are trying to stop these students from taking more of these 700 courses and start pushing for degree completion. They had an opportunity to meet with some colleagues from the Western Association of Graduate Schools and most everyone has a time limit on doctorate degrees.

E. Vazquez asked if they had run a report on students that have exceeding 700 level courses. D. Esquibel responded that they are currently working on pulling that report. The report will pick up on students that have surpassed more than 30 and will be reported to Academic Deans.

G. Fant asked what might be some disciplinary actions for these students. D. Esquibel responded that some recommendations to students would be setting deadlines to complete, expecting Chapters 1, 2, & 3 to be turned in so that they can move towards a completion of a degree.

G. Fant suggested a disciplinary action could be to be put on probation with some stipulations to get off probation. Another suggestion, if Graduate Council is supportive of this to move forward, to be a University requirement not a Graduate School and Department requirement. Then the decision is made by the Department Chair and the Chair of the student’s committee and the Graduate School acts as an appeal group and not part of the decision.

**Action Requested:** D. Esquibel would like for this group to look at the handout with a statement that they would like to put in the Graduate Catalog and is asking this group for feedback. The statement will need to go through Graduate Council and as a Proposition for Faculty Senate for approval since it is a policy that needs to be implemented. She will also be bringing a full set of data on how many students have exceeded the number of 700 level courses.

- Suggestion with “PR”, “S”, & “U”

D. Esquibel commented that students taking their project courses, masters, thesis, writing courses get graded as “PR” students. Once the student passes and defends, there still needs to be another form with a final thesis, dissertation, or project grade of “S”. D. Esquibel asked this group to give suggestions of doing away with the “PR” and going directly “S” “U”. When a student completes, they get awarded their degree. Reason for bringing this is because once the student completes their degree a Form of Thesis Grade needs to be submitted in order to be able to get certified for their degree.

**Action Requested:** For Colleges to talk to department heads and bring back feedback.

	<b>Round Table</b>
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**D. Smith**—Interstate Passport presentation happening tomorrow at 9:00am and 1:30pm Initiative to develop a block transfer mechanism for lower division general education.

**G. Fant**—He will be reaching out to this group in the next week or two. The Chancellor has asked him to put together a scholarship process taskforce. They have identified people from the foundation and would like to identify people from the colleges to improve the processes for processing scholarships. Mainly Scholar Dollar.

**J. Hawkes**—They have about 1300 FFA 7-12th grade students from across the state that will be on campus April 8, from 12:30-2:30pm. He would like to invite all colleges to participate.

**B. Serban**—This week is adjunct faculty appreciation week at Grants. 25 faculty that have served Grants for over 5 years will be recognized. Program Chairs will be visiting their classrooms. They will be delivering certificates of appreciation and gift baskets to let them know how much they are appreciated.

**G. Rayson**—Faculty Senate is bringing forward proposed revisions to the rules and procedures pertaining to promotion and tenure, annual performance evaluations, post tenure review, and workload. They will probably be brought during the summer months to this group.

He also started an effort for a task force to look into temporary faculty and what the current procedures are with temporary faculty.

**M. Torres**—DACC had HLC accreditation folks visited last week as a follow-up on the 2014 visit. There were a few recommendations but didn't seem like major issues. Should hear final results this summer 2016.

**M. Macias**—She will be e-mailing an announcement regarding hiring the next round of navigators. Would like any feedback and recommendations from colleges.

2:55p.m.	Meeting Adjourned
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