

# ADAC Meeting Minutes

April 25, 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, Teresa Keller, Kori Plank, Beth Pollack, Kathy Brook, Enedina Vazquez, Monica Torres, Mark Cal, Andrew Nwanne, Bill Serban, Dacia Sedillo, Norma Grijalva, Norice Lee, David Smith, Jerry Martinez, Michael Schmelzle, Angel Palumbo, Marissa Macias, Gary Rayson

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	S. Cooper
	<b>Approval of Minutes –March 28, 2016</b>	Group
<b>Motion:</b> Motion to approve minutes by K. Brook, seconded by E. Vazquez. Motion Approved		
	<b>Approval of Minutes –April 11, 2016</b>	Group
<b>Motion:</b> Motion to approve minutes as amended by J. Hawkes, seconded by K. Brook. Motion Approved		
	<b>Grants AS and AA Degree Reduction Proposals</b>	G. Fant, B. Serban
B. Serban presented Associate of Science and Associate of Arts reduction of degree proposals. He commented that they decided to combine COLL 101 and CS 110; the students will take one or the other. Other reduction in credits are in the electives.		
<b>Motion:</b> Motion to approve reduction of Associate of Science and Associate of Arts from 66 to 60 credits by B. Serban, Seconded by B. Pollack. Motion Approved.		
	<b>ICT Proposal to 120 credits</b>	S. Cooper
S. Cooper presented the Bachelors of Information and Communication Technology Proposal to reduce credits from 128 to 120 credits. Two electives will be eliminated.		
Motion: Motion by S. Cooper to approve Bachelors of Information and Communication Technology reduction of credits to 120, Seconded by J. Hackes. Motion Approved.		
	<b>Evaluation of part-time &amp; temporary faculty and graduate teaching assistants, Documenting faculty credentials, Transfer, articulation and federal compliance, &amp; HLC Updates</b>	S. Stovall
<ul style="list-style-type: none"> <li>Evaluation of part-time &amp; temporary faculty and graduate teaching assistants</li> </ul> <p>S. Stovall presented the handout of Annual Evaluation of Part-Time and Temporary Faculty, and Graduate Teaching Assistants. She commented that HLC accreditation requires that everyone teaching any course has to undergo annual review. She gathered information from colleges and put together this first draft of the document</p> <p>S. Stovall also presented a handout the Carl Wieman Teaching Practices Inventory. She explained that this is an online access that anybody can go and take the inventory. This is an opportunity for instructors to reflect on their own teaching practices and introduce ideas about proven practices to promote and improve learning. She explained that this is a resource that is available and it is not time or labor intensive. She proposed this to be part of the annual evaluation process.</p> <ul style="list-style-type: none"> <li>Documenting faculty credentials</li> </ul> <p>S. Stovall also presented and went over a handout on Faculty Credentials. NMSU must show that faculty are appropriately</p>		

credentialed. Assistant Liaison officers (ALOs) have identified the need for a system policy regarding compliance with HLC policy, and outlining a systematic process under which exceptions may be considered/approved.

**Action Requested:** That this group ask departments to fill out the Faculty Credentials' Spreadsheet. Also, for colleges to send this document to the departments and for the departments to state what is appropriate.

- Transfer, articulation and federal compliance

This group talked about students transferring to NMSU from a Community College if it should be allowed to declare the catalog year that they started college before they transferred here. This is becoming more of an interest driven by the federal agenda more than HLC. The student can work where ever they are and take courses they need so they can seamlessly transfer into the 4 year institution.

- HLC Updates

Will discuss item at a future e-mail.

### Transfer Credit Committee Update

D. Sedillo

D. Sedillo commented that the transfer committee is pulling a report of lower division courses coming in as upper division to get them switched to lower division at NMSU. The report will be going to the departments for review and will probably need colleges to assist as well. D. Sedillo asked who they go to for cross listed classes and who the owner of these courses are. Do the departments have to agree on the transfer credit?

D. Sedillo responded that rather than having the Registrar's Office decide those things, they are creating the tables upfront that department's agree on what courses transfer. What applies to a degree will be decided at the department and college level.

G. Fant commented that there are several issues that this group is trying to get resolved. This group needs to consider the student's stand point and make a more seamless transfer process when they are coming to NMSU.

First, there are student transfer models that are working well and we need to replicate them. Second, there is an issue with approval of students taking credits in summer from other institutions. Third, there is a need to define the role of Registrar's Office and Colleges for this process.

**Action Requested:** G. Fant suggested that the Transfer Committee come back with a specific recommendations in those three areas. Transfer Committee meets every other Thursday. Next meeting will be April 28<sup>th</sup> at 4:00pm in Educational Services Rm 2.

### Round Table

**S. Cooper**--Introduced Michael Schmelzle, new Director of the International Students and Scholar Services. Michael explained that the unit is handling visa issues for the incoming international students and their office is now also taking over international undergraduate admissions.

**S. Cooper**--Also introduced Angel Palumbo from the Office of Education Abroad.

**K. Plank**--Reminder to pass notification to the departments regarding submitting new minors, new degrees, and/or any type of changes. Wanting to make sure that final approvals do make it to Judy Bossland in Institutional Analysis, Jerry Martinez in Financial Aide and Debbie Giron in the Registrar's Office in their office.

**G. Rayson**--Faculty Senate is assigning an advisory group under rule 1.1.0 suggesting changes in the rules regarding most of Chapter 5: Promotion and Tenure, Annual Performance, Reporting, and Workload.

**T. Ketelaar**-- Undergraduate creative arts and research symposium starts this Friday at Corbett Center. Please encourage faculty to attend.

Domenici Institute is accepting student panelist nominations through April 28. There is a procedure to do this online.

**E. Vazquez**-- University of Iowa professor, multicultural scholar to present at NMSU Symposium on April 28th.

**A. Nwanne**--Carlsbad Community College is having a professional workshop this Friday.

2.26

Meeting Adjourned