

ADAC Meeting Minutes

July 25, 2016

Milton Hall, room 85 2 hr.

Type of meeting: Regular ADAC Meeting

Facilitator: Monica Torres

Notes: Yvonne Mendoza

Attending: Kori Plank, Monica Torres, Beth Pollack, David Smith, Shelly Stovall, Greg Fant, Bill Serban, Mark Cal, Adam Cavotta, Rick Adkisson (for Kathy Brook) , Jerry Hawkes, Denise Esquibel, Jeff Hackney, Michael Schmelzle, Ellen Bosman, John Relexs
Guests: Chris Brown

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	M. Torres
	Approval of Minutes –July 11, 2016	Group
Motion: Motion to approve minutes by B. Pollack, Seconded by J. Hawkes. Motion Approved		
	Agenda Item – Joint NMSU/UNM PhD in Geography	B. Pollack / Dr. C. Brown
<p>Dr. Brown presented a summary of a proposal for a New Mexico Joint Doctoral Program in Geography to be offered cooperatively by University of New Mexico and New Mexico State University. He stated that currently there is no PhD in Geography in the state of New Mexico and cited three negative impacts of not having a PhD program:</p> <ul style="list-style-type: none"> • can't meet the needs of the labs (Sandia, Los Alamos) • masters' students go elsewhere for advanced training • applied PhD research that helps meet the needs of the State of New Mexico does not get done. <p>Data collected from federal and state sources indicated that there is a short fall in people available for positions at the PhD level. UNM conducted focus group meetings with public and private sectors and asked them questions about this program. They see the PhD's from this program doing three things:</p> <ul style="list-style-type: none"> • serving as a driver for innovation and entrepreneurship • conducting research • meeting the current demand for agencies and firms <p>The program has three pieces, and the faculty from UNM and NMSU do well in masters' level research.</p> <ul style="list-style-type: none"> • complex culture landscapes • dryland resource management • environmental change <p>Students would apply to the program through UNM or NMSU, and depending on where the student applied, that would become the student's home department. We need to work with the Registrar's Office to develop a joint ID system that would allow researchers access at both institutions. The program is in line with the Vision 2020 in supporting academics, graduation, research and economic development and community engagement, and increasing STEM degrees. The cost of the program is 3 new faculty lines, fulltime coordinator, 3 new graduate assistants.</p>		
Motion: B. Pollack motion to approve the proposal, seconded by D. Esquibel. Motion approved		
	Panopto & Adobe Connect Record Retention / Academic Data Life Cycle Proposal for Panopto	N. Grijalva /
ICT would like to get rid of some old data on panopto, the video system used at NMSU. Integration with canvas has tripled the recorded data. ICT is proposing the following.		

- Recordings with a creation date older than two years and one week (which matches the data retention requirements in Canvas) will be deleted 30 days after an email notification sent to the owner (faculty) advising them of the pending deletion. Instructions detailing the steps to download contents as well as contact information for questions, will be included in the notification.
- Additionally, recordings obviously containing no useful content (tests, errors, dry-runs etc.) will be periodically deleted by the system administrators.

Motion: B. Pollack motion to approve the proposal, seconded by Jerry Hawkes. Motion approved.

Grade issue for the MPH

G. Fant

The grade issues that we discussed at the last meeting were not supposed to come to the ADAC committee, only the review of the credit hours were to come before the group for review. The rest would go before the Graduate Council.

Re-wording of Graduate Catalog concerning grades of less than a B- in graduate courses

K. Plank

A sample of the re-wording was presented by K. Plank, she stated that the committee could agree with the new language or make changes to the format, and that this first draft would go before the Graduate Council.

Dean Reyes discussed this item with D. Esquibel, and suggested that we send this item to Graduate Council for discussion before it comes back to ADAC for changes. This is an actual change in Graduate Policy.

Motion by B. Pollack to table until Graduate Council has had an opportunity to review, seconded by D. Esquibel. Motion approved.

University Catalog / Combination of Undergraduate and Graduate

K. Plank

Kori is seeking feedback. No vote is required.

With the collaboration of General Counsel and Accreditation (Shelly), we have begun to rewrite Chapter 6 of Regulations and Policies. Moving into the new catalog system, we have found that the community colleges, and main campus share the same regulations and policy section. The suggestion is to have one set of the regulations and policies in one section of the catalog (undergraduate and graduate combined). This eliminates the duplication of information across catalogs.

Eleven out of fifteen peer institutions have one catalog, that is called the university, or academic catalog that has all the regulations, and policies for the entire campus. The catalog would have sections for the graduate school, and department programs, listing the criteria needed, and degrees with each department programs. (For example, physics would have listed their bachelor's, master's and PhD's all in one section)

This could help with recruitment and retention because incoming freshmen will be able to see that they can get their bachelor's, master's and PhD at NMSU.

G. Fant stated that the layout would have to be clear, and not confusing to the student as to what's undergrad or grad.

K. Plank stated that since we are moving forward with the new catalog she would provide sample catalog from peer institution that is currently using this layout. The timeline for this change would be to get it out for Summer early Fall 2017/2018.

This recommendation will be going before the Graduate Council.

This will be on the agenda a month from today.

Feedback on Syllabi Website & Student Concerns Website Faculty Credentials

S. Stovall

Student Concerns Website – only 2 individuals provided feedback. Both suggested some training on this website.

Maybe providing some instructions, and information on the page in terms of how do I get back to the page, and developing how we would share the information. Also setting up some training, as to when do I use this? Do I have to use this on every student? We are looking into using this website in the Fall.

Syllabi Website- very limited feedback. There was some confusion as to “what’s the purpose of the website”? The purpose was to have the required language in one place.

The front page was redone with 1 out of 3 links/clicks you can select to do.

- Required course content
- Course specific content (lower division, V or G courses) plus the required content
- Fill in template (standard fields)

Suggestions were made to have links to the catalog course descriptions. However due to certain limitations in maintaining the site, links to catalog are off the table.

The question for the group is do we want to use this as a resource, and plug in the fields? or just to download the required language?

B. Pollack stated is a great tool, however faculty members have already prepared syllabi (Fall) but it would benefit new faculty members.

M. Torres stated we should try the 3 option in order to gather additional information.

The tool will be pushed out, but will be promoted in October.

Consensus among the group to touch base again.

Policy on Faculty Credentials – the accreditation liaison officers for the campuses have been working on policy for NMSU regarding faculty credentials with alignment with HLC.

B. Pollack stated that there is a language issue stating Division Heads versus Department Heads.

S. Stovall will address the language issue, and figure out how to make that inclusive rather than exclusive. **The** Provost would like for this to go through the academic side and faculty senate. Policy needs to be in place.

Accreditation Writing Team Needs	D. Smith
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The writing team for HLC Criterion 3 is requesting information related to Criterion 3.D.1.

- Please list 5 student support service programs offered through your College.
- Provide a 3-5 sentence paragraph that provides a description of each student support service program listed.
- Provide a link to the website for each student support services program listed
- Provide links to or copies of any reports or outcome related document for each student support program listed.

Criterion 3. B.3.

For every degree program in your college please provide:

- The course or courses that most significantly engage students in each of the three activities.
- A brief description of how each of the listed courses does this. Provide evidence of these activities being particularly effective.

Demonstrate the integration of course, program and institutional learning goals.

- How are course-level learning goals communicated to students?
- How are course-level learning goals connected to larger, program level goals? Are students aware of program level goals?
- Our institution’s learning goals are articulated as the Baccalaureate Experience (BE) but in practice the BE has little impact on course and program level activities. How can we change this?

Please send information to David Smith davsmith@nmsu.edu .

Round Table

D. Esquibel- Calling campaign has been completed. There are 1058 graduate student that have not registered for Fall, 450 students who have not been able to register due to advisors not being here, and not able to register for zero enrollment course. Thesis and Dissertation students. Needing help try to get these students moving forward. Award list has been sent to the departments.

J. Hawkes – calling campaign underway. A hold has been placed on those students that have a D, or an F and they must see an advisor. The biggest gap 300-400 level students, placing the hold will force them to advising.

R. Adkisson- all is good

C. Brown – Faculty Senate working on developing the agenda for the first meeting, September 1, 2016.

S. Stovall- She will be sending out a request from the accreditation office for folks to update information concerning specialized accreditation, will be going to the associate deans to distribute.

We have a webpage, we are trying to clean up and rethinking what information we need.

How many faculty courses are using the online course evaluations? Response: Some are utilizing the evaluation and some will have to check into it.

G. Fant – The Provost has established an enrollment management council. This group will be working in a comprehensive manner, mainly on the Las Cruces campus. We have great programs and we have capacity. We want to work on the enrollment number. The target is somewhere between 400-700 additional new students. Anything we can do sooner than later to help the students (awards, registration).

Reminder: Academic Administrators training to be held August 12, 2016. Especially let new department heads know.

B. Pollack – College Council of Art and Sciences held a department head seminar and it was very helpful.

J. Hackney- Aggie Welcome Orientation taking place throughout campus.

D. Smith - Calling campaign- students not returning.

M. Torres – Aggie Pathway, DACC at the end of July with be at capacity, with 5 learning communities. 1 Gadsden, 1 NMSU campus, 2 Central DACC, 1DACC East Mesa. Create a Cohort of students with Aggie Pathway Seminar to provide support as they get through the program. There's a working group with NMSU campus, and DACC.

K. Plank – She will keep everyone updated on the new catalog system implementation process.

A month ago she brought a idea template for undergraduate degree requirements, basically stating university requirements, and listing the roadmap, and listing the full requirements, and everyone was going to give some feedback from faculty members, and department heads. If we need more extend that deadline, due to faculty not here, she will send out template today. (just a reminder)

B. Serban – We have identified students that are close to finishing, and have been gone for a while, and we have been phoning and emailing them to see if they are willing to come back, and we'll see how that works with our Fall enrollment.

Dual enrollment, summer academies on the topics of gaming, genetics, digital storytelling, and global history. We have reached out to students from the Navajo area, Laguna Pueblo, and Grants High. These academies have been very successful, and keep us busy this summer.

2:35 pm

Meeting Adjourned

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