ADAC Meeting Minutes

October 24, 2016, 2016
Milton Hall, room 85   2 hr.
Type of meeting: Regular ADAC Meeting
Facilitator: Kathy Brook
Notes: Yvonne Mendoza

Attending: Greg Fant, Jerry Hawkes, Jeff Hackney, Kori Plank, Enedina Vazquez, Monica Torres, Kathy Brook, Beth Pollack, David Smith, Shelly Stovall, Rolfe Sassenfeld, Michael Schmelzle, Mark Cal, Karen Frye, B. Serban, Andrew Nwanne, Tim Ketelaar
Guests: Thomas Jenkins

	Agenda Item:	Attendee:
	Call to order	**K. Brook**
	Approval of Minutes – October 10, 2016	**Group**
**Motion:** Motion to approve minutes by Beth Pollack, and seconded by Enedina Vazquez. Motion approved	
	Redesign of Surveying Program	**Tom Jenkins, Department Head, Engineering Technology and Survey Engineering**

Due to the budget situation, colleges were asked to make recommendations for reductions. One of the changes that Engineering recommended was elimination of the surveying program and three faculty lines. The proposal was discussed with the public by the Provost.

Since then there has been a lot of interest from the industry, professional organizations, and alumni, discussing the merits of the program, and indicating that they would like some way to keep the program to serve the profession, industry, and the state. Dr. Cooper and Dr. Jenkins have met with industry to come up with a compromise proposal that will satisfy the administration's requirements for some financial considerations, as well as satisfying the constituency, and industry who want to maintain the 4-year degree program in the state of New Mexico.

Dean Reddi came in very supportive of finding an alternative approach to elimination of the program.

The proposal involves a 2+2 program, working with several community colleges -- the first two being CNM in Albuquerque and Dona Ana Community College with potential expansion to other community colleges such as El Paso Community College. The student would do the first two years of the program at a community college, and then two at NMSU's main campus.

There is a plan to rebrand and remarket the program and increase student enrollment. Courses would be available both online and on campus. If a student chooses to attend NMSU fulltime 4 years, this option will still be available, but it is expected that a lot of the students would be transfers from community colleges. Articulation is already in place with CNM and DACC. The content proposal is based on the Advisory Committee recommendation to bring the program more in line with industry's needs, but still keep the content that would allow the students to get licensure in the profession. There will also be a change in the minor.

The licensure board indicates they want a 4-year degree, but is willing to accept a 4-year degree outside of Engineering with a minor in technical content. Significant changes in the content are planned and potentially changes in accreditation. Right now the program is accredited by ABET as an engineering degree program. With the content changes there is an opportunity

to change the accreditation affiliation. The proposal may incorporate existing courses outside of engineering, where content is similar or acceptable to the profession. An example is Geography.

Beth Pollack asked if Engineering has consulted with the other departments like Geography. Thomas Jenkins stated that there have only been informal discussions at this point. Also asked was how the reconfiguration of the program is going to meet the Engineering budget reduction. There are currently 3 faculty involved, 2 tenured and 1 is on a tenure track but not tenured. There are discussions with the industry partners that are very committed to making this work, between the Dean, Provost, and industry on some financial assistance.

Kathy Brook stated that she had a conversation with Dr. Cooper about what approval process might be appropriate for this. Any name change for the program or department would come to ADAC, but ADAC is not really involved in the curriculum content. It was stated that in the past if you have an existing program you weren't obliged to bring it for approval if you changed the content. Greg Fant stated that program revisions, and curriculum and name changes are supposed to come to ADAC, so that if there are any revisions in a program, everybody is informed.

	Proposed Name Change of Women's Studies to Gender Studies	B. Pollack

The Women Studies Program would like to change the name to "Gender Studies Program" from "Women Studies Program". The department feels that the change would be more inclusive, and more open.

Motion to approve the name change to "Gender Studies Program" by Monica Torres, and 2nd by Karen Frye; all in favor so motion passed.

Kori Plank asked if there has been a change in the prefix. B. Pollack stated that the department was not at that point yet. Kori stated that if the department would like to know what prefixes we have in the system and those that would be available to use, she would be willing to provide that information to the department.

	Proposal to reduce the required credits for CMI to 120	B. Pollack

Proposal to reduce the degree requirements for the Bachelor of Creative Media in either Digital Filmmaking, or Animation & Visual Effects from 128 to 120 credit hours. Proposal has been approved through the Arts and Sciences Curriculum Committee.

This reduces the number of elective credits and applies to digital and animation, one of which would not require CMI 100.

ADAC will take a vote at the next meeting once the proposal is available to review.

	Proposal to reduce the required credits for Plant & Environmental Science majors to 120	J. Hawkes

Plant & Environmental Science proposal to reduce the minimum credit hours to 120 in the following majors: Environmental Science, Genetics, Horticulture, Soil Science, Water Science Management, and Turfgrass Science and Management. This was passed unanimously by the ACES Curriculum Committee, and had been in process last spring, but was not brought forward until now. No written proposal has been provided. ADAC will take a vote at the next meeting once the proposal is available to review.

	Late Degree Applications	K. Brook

The idea of a late, late degree application fee was discussed by ADAC some years ago, and was never heard of again (implemented/activated).

Some colleges get 6 to 10, in some cases 20, late degree applications a semester, and we need to work on getting the students' attention, and making sure students are more cognizant of the deadline. The Bookstore Graduation Fair seems to trigger some student to realize they haven't applied. How do we make clear to the students that they are expected to comply with the published deadlines?

A trigger event before the deadline might help, something such as the bookstore fair event. It was also mentioned that the dates and deadlines are based on the publication of the commencement program, and that maybe we could consider moving back the publication date.

It was stated that these late degree applicants experience no penalty other than the student's name would not be printed on the commencement program. Proposing a higher fee and giving a bigger discount for early applications was suggested. A fee sliding scale was also suggested, with it stating the financial consequences depending on dates.

Advisors, when meeting with students, go over the original deadline, and the late deadline as well.

The impact of late applications is the need for students to have their late applications approved in the colleges which then communicate with Student Affairs and Enrollment Management.

Greg Fant and Kori Plank will do some research on this issue, and come up with options.

Feedback on the regulations section of the catalog	**K. Plank**

Kori continues to seek feedback on the regulation section. If there are no more changes, she can do the edits and bring back the revised version, and we can figure out where it goes from here.

Provide all the feedback or comments by Friday, October 28, 2016.

Curriculum Changes (Degree Audit/Catalogs)	**K. Plank**

Kori will continue to receive feedback on curriculum changes. Now her department is having an issue when a degree change gets approved, either dropping credits, or changing things around, and the catalog is only updated once per year. Degree audit changes may be submitted so that then they don't match the catalog and we are then providing students with two different sets of requirements. She wants to hold onto the changes until they are made in the catalog. But there may need to be a separate process for critical changes.

Beth Pollack motioned to remove the statement from both catalogs stating, the catalog is subject to modification at any time by proper administrative procedures.

Greg Fant suggested we get *"proper administrative procedures"* clarified.

Beth Pollack withdrew her motion but indicated that she would also like to revisit the idea of approving CAF's only once annually.

In moving forward Kori asked if ADAC would like to limit updates of degree audits to once per year. The Registrar's Office currently gets those changes any month of the year.

An exception process would be available to departments due to any accreditation required changes.

Discussion for coding of strictly online international students	**Michael/Denise**

Distance Education – The issue involves international students who are taking only online courses, which means they are not in the United States, don't have an immigration status, and are not sponsored by International Student and Scholar Services (ISSS). The idea was floated to code this group in Banner, so that we could put an end to ISSS being notified and issuing an I-20 in error only to find out the student doesn't need one. We can take them off of the Cognos report so that registration, orientation, and insurance holds, are not automatically placed.

Greg Fant stated that there's a solution in place, in that every degree program that has an online option has a major code for the online program.

It was suggested that the problem may arise because admissions/registration does not know that the student is in "online student" status only.

Greg Fant suggested we pull the ones that the department has dealt with recently and see what degree programs they were in, and see if those codes are actually there for those degree programs. It might help us with a solution.

Rule 5.14, Faculty Credentials	**G. Fant**

First reading on this rule occurred at Administrative Council two weeks ago, second reading in November. The body is being asked to sign off on any recommendations or comments.

Beth Pollack asked if we could make explicit what the process would be for approving the credentials for faculty.

It was stated that providing credentials would be in the hiring process, and would be the Deans' responsibility.

An HRIS report has all faculty at any level and would provide us their most recent degree at every level, and what course they are teaching, and cross check the degree, and their major in that degree, and the course content they are teaching. Then we would be able to see if the degree and course content are consistent, and if not then we would be asking why the person is teaching this course.

Verifying of credentials will be done during the hiring process. A spreadsheet will be sent out to verify faculty and graduate teaching assistants, and who is teaching what course.

Transcripts have not been collected by departments in the past for adjunct faculty. HR is not set up to collect documents from faculty on temporary status.

Graduate teaching assistants do not have to meet the 18-hour credit rule because they are being supervised by faculty members.

Document should be ready by the end of the month.

	Rule 11.05 Intellectual Property Management and Commercialization	G. Fant

Recommendations or any comments on the new rule can be sent to Greg Fant, Kathy Brook or General Counsel.
Kathy Brook will send out the right document for review.

Round Table
S. Stovall – There is a Quality Initiative workshop session on Friday, October 28, 2016. Shelly would like a lot of participation!

D. Smith – Reminder that academic assessment reports were due last week, and not all have been received. WEAVE is still open so get them in.

K. Frye – Question, accelerated master's program how do we honor 4.0 or handle this? It's been left up to the colleges to honor the students. Check with Graduate School on how they honor the students.

G. Fant – With respect to the state common core numbering group, the English piece should be done this week, and they are working on bringing together other faculty groups over the next two months. When the faculty come together, they will decide which courses should have the common number, then the group of registrars across the state that will do the numbering. The University Curriculum Committee will review. Dacia is the Interim Registrar and would represent NMSU. We are looking at 18/19 catalog changes.

T. Ketelaar – was invited to Alamogordo to give an update on the academic integrity policy revisions and discussion went well. The task force last meet on September 21st.. There will be one more reading the week on November 14th to do the final tweaking. The proposal calls for a rule an Academic Conduct Officer that coordinates and stores documents.

B. Serban – The Grants Campus signed a Memo of Understanding with the Zuni Pueblo. Starting this Spring Grants will be offering online courses and maybe expand to face to face, in the near future. There will be an outreach center with computers and advising.

Adjourn: 3:00 pm