

ADAC Meeting Minutes

November 14, 2016, 2016

Milton Hall, room 85, 2 hr.

Type of meeting: Regular ADAC Meeting

Facilitator: Kathy Brook

Notes: Yvonne Mendoza

Attending: Greg Fant, Norma Grijalva, Kathy Brook, Jeff Hackney, Mark Cal, Jerry Hawkes, David Smith, Shelly Stovall, Beth Pollack, Tim Ketelaar, Ellen Bosman, Sonya Cooper, Monica Torres, Dacia Sedillo, Kori Plank, Michael Schmelzle, William Serban
Guests:

	Agenda Item:	Attendee:
	Call to order	K. Brook
	Approval of Minutes – October 24, 2016 / Tabled	Group
	<p>Proposal to reduce the required credits for CMI to 120</p> <p>Proposal to reduce the minimum degree requirements for the Bachelor of Creative Media in both Digital Filmmaking and Animation & Visual Effects from 128 to 120 credit hours. The reduction in credits will come from electives. Motion by B. Pollack, seconded by T. Ketelaar, all in favor motion passed.</p>	B. Pollack
	<p>Proposal to reduce the required credits for Plant & Environmental Science majors to 120</p> <p>Proposal to reduce the minimum degree requirements for Plant & Environmental Science majors to 120 credit hours. The reduction in credits will be through electives. Motion by J. Hawkes, seconded by B. Pollack, all in favor motion passed.</p>	J. Hawkes
	<p>Annual Teaching Performance Review for part-time and temporary faculty and teaching assistants</p> <p>Reminder that the Annual Teaching Performance Review forms (ATPR) can be found on the website of the Office of the Executive Vice President & Provost Office @ http://provost.nmsu.edu/forms/ . The ATPR's need to be done along with the college's annual review of all faculty. ATPR's need to be done for all part-time, temporary faculty, graduate teaching assistants, anyone who is identified as the instructor for any given course, and who has taught at least one course during the current academic year. Reviews must be completed before an instructor is hired to teach in a subsequent academic year. Colleges should set internal deadlines consistent with their annual review of all faculty.</p>	S. Stovall
	<p>HLC Accreditation Information Request/Argument Review</p> <p>Writing teams will be focusing on specific pieces of information, and will be requesting information from colleges, so please be responsive to requests. One of the requests to colleges is for them to provide any advisory boards within colleges. Drafts of the actual document will be sent out for review, and feedback will be collected from colleges.</p>	S. Stovall
	Faculty Credentials	S. Stovall

HR and IS have been working together on a Cognos report that would identify and list faculty credentials. The report will allow for colleges/departments to review the departments' faculty credentials. The report will list all degrees and transcripts attached to the faculty member hired to teach a course. Colleges would be able to run the report after the start of the semester.

Currently there are some official transcripts that are not showing up and it could be that not all transcripts have been filed at HR, but that departments/colleges have them filed.

HR/People Admin is now noting that transcripts are being requested at the offer letter stage in the hiring process.

There is a statement in policy that references the census date as a cutoff date to provide transcripts, in order to continue employment.

This report will help assure we are in compliance with HLC requirements.

	Transfer Policy (Deferred to a Future Meeting)	Tentative
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	Academic Suspension Policy	J. Hackney / S. Cooper
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Proposal for review from Academic Advisory Council regarding the academic suspension policy. It was stated that the main change in the policy would be the statement:

"... if the student has already registered for courses for the following semester(s) (Fall, Spring or Summer) they will be automatically dis-enrolled from their courses. ... "

By dis-enrolling the student, they then would have to go through the appeal process in order to take summer course, and that would mean they would have to sit down with an advisor, and see what would work for the student.

AAC is also requesting through ADAC data on how many students with cumulative GPA below 2.0 we have enrolled for the summer and how many of those students do well during the summer. AAC would like to have for the past six years the number of students on Pi, PII, and suspension, their spring and summer GPA combined and overall GPA.

It was also stated that we would have to build a process through the registrar's office to have those students dis-enrolled.

Academic Probation Language

It is unclear what the following statement means: *"A student on Academic Probation II remains eligible for all extracurricular activities as governed by the rules of the specific activity."* There was consensus to strike the language out of the catalog.

It was also agreed to strike the language that states *"A certification of eligibility to attend NMSU summer sessions after a spring semester Academic Suspension is available to suspended students who choose to attend summer sessions at other post-secondary institutions."*

In all areas "campus academic officer" will be replaced with "vice-president of academic affairs".

Due to now having international admissions, graduate admissions and undergraduate admissions, the admissions office is no longer a single place, so the reference in the document should be all lower case.

In order to have consistency we need to change the verbiage, "normal academic standing" to "good academic standing" throughout the document.

The course of action for this document will be that Kathy Brook will put together, and we will do a quick review, and a set deadline for approval.

	Checklist for online courses	S. Stovall/B. Pollack
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B. Pollack requested that the online course check list for those faculty members teaching online courses needs to be placed on the syllabus website.

S. Stovall stated that she would take the comments and suggestions back, however she asked the group what direction do we want to go with this resource tool. She also stated currently there are links that would be helpful in order to find the online course check list.

Faculty Advisory Committee on Technology, and Student Technology Advisory Committee will be meeting jointly and it would be a good idea to suggest the online course check list and standard language for online course.

Academic Program Assessment Process

D. Smith

A preliminary report was given to the Provost on this year's Academic Program Assessment reports that were due last month. David has been invited to attend the Deans' meeting and is to report back with some recommendation as to how to better coordinate with colleges to provide support for academic assessment reports. The challenge we face is that colleges' involvement in assessment varies widely. David needs some feedback on how to better coordinate with colleges and what resources are needed:

- How to do assessment
- Who needs training/provide training
- Real expectations of colleges (departments/programs)
- What should be the colleges' responsibilities on assessments.
- Set deadlines

Feedback provided included use of peer reviews within colleges, reminders concerning internal deadlines, frustration regarding the software.

Centralized Advising

K. Frye

Deferred to the next meeting, November 28, 2016

Round Table

Group

K. Plank – will be reviewing the submitted changes to the academic regulation section of the catalog. She will finalize the changes and send it out for a final review, and place it on the next ADAC agenda for a vote. S. Stovall stated that it will have to go before general counsel before taking a vote. B. Pollack asked what catalog software program we are switching to and when will we receive training? Kori responded that the software is being implemented as we speak, we are sending them our catalogs and our data. We will be having a pilot meeting in person and will also do an in-person training in January, February, or March. (ballpark)

D. Sedillo – Summer proofs will be sent out this week, we will be using the new template that was shared two weeks ago. Dacia received a lot of positive feedback. New students for Fall 2017 will receive their financial aid packets before we leave on break (December). Continuing students will not receive their Federal Aid packets until spring grades are submitted.

E. Bosman – The library has digitized the graduate school catalogs, since 1950's, and will be making those available electronically. We are going on an online system that will run the library.

T. Ketellar – asked when the next ADAC meet will be and would like to present an overview of where we are on Academic Integrity. He'd also like to finalize the flow charts and get some feedback.

Adjourn: 3:00 pm