

# ADAC Meeting Minutes

October 10, 2016, 2016

Milton Hall, room 85 2 hr.

**Type of meeting:** Regular ADAC Meeting

**Facilitator:** Kathy Brook

**Notes:** Yvonne Mendoza

**Attending:** Dacia Sedillo, Kori Plank, Norma Grijalva, Ellen Bosman, Susan Wood, Jeff Hackney, Michael Schmelzle, Mariana Ortega, Denise Esquibel, Beth Pollack, Sonya Cooper, Kathy Brook, Rolfe Sassenfeld, Mark Cal, Jerry Hawkes, B. Serban, Andrew Nwanne

Guests: Marianna Ortega

	<b>Agenda Item:</b>	<b>Attendee:</b>
	Call to order	<b>K. Brook</b>
	<b>Approval of Minutes – September 26, 2016</b>	<b>Group</b>
<b>Motion:</b> Motion to approve minutes by Jeff Hackney and seconded by Jerry Hawkes. Motion approved		
	<b>Introduction of Guest: Aggie Welcome and Orientation Plans, Orientation Specialist, Mariana Ortega</b>	<b>D. Sedillo</b>
<p>Mariana Ortega manages the Aggie Welcome and Orientation for freshmen and transfer students. Information regarding the AWO program mission and the 2017 dates, were passed out. The orientation program has been designed for a 2-day event with an overnight, whether the student lives on campus or not. This will help prepare students for their academic pursuits, and initiate their integration into the NMSU intellectual, cultural and social environments.</p> <p><b>Concerns:</b> B. Pollack stated that the change of the deadline for using annual leave in excess of the maximum accrual of 240 hours to June 30 could cause problems with staff (advisors) not being available for the AWO 2017 June dates.</p>		
	<b>Proposed Name Change of Women’s Studies to Gender Studies</b>	<b>B. Pollack</b>
<p>The Women Studies Program would like to change the name “Women Studies Program” to Gender Studies Program. It was stated the part of the reason for the name change is that this is the 21<sup>st</sup> century and it is not all about women. They are offering a broader range of courses, and they feel it would help them promote this program. They are also looking at changing the prefix (WS), but for now it’s a change in the name of the program only. There’s a possibility of a change of name in the degree, and it’s also a possibility that this change would have to go before the state.</p> <p>No action needed at this time.</p>		
	<b>Proposed Change in Requirements for BA in Philosophy</b>	<b>B. Pollack</b>
<p>They are re-configuring what students can take and they are deleting the second language requirement. It was also stated that graduate programs no longer require student to have a second language, this is one of the big difference in the major. This is for informational purpose only no action needed.</p>		
	<b>Last Date of Attendance</b>	<b>S. Wood</b>

The issue related to online courses: When entering final grades, do we list the last day the student logged into the canvas course or do we list the last day the student turned in an assignment for the class? Dacia Sedillo stated that it would have to be the last day of academic activity. Do we need a definition of academic activity? It is more than login and clicking on links. There was consensus that the language should stay the same “last day of academic activity”. Then the faculty members can use their judgment. If faculty members do not submit dates then the Registrar’s Office will decide.

	<b>Feedback on Catalog Language</b>	<b>K. Plank</b>
Kori continues to collect feedback. In response to a question from the Graduate School, she indicated that all regulations, graduate and undergraduate, will be in a single section of the catalog.		

	<b>Late Degree Applications</b>	<b>K. Brook</b>
	<b>K. Brook</b>	

A late, late fee was approved by this group (ADAC) at one time, but it was never implemented. Should we try again to make clear that students are expected to comply with the published deadlines. Should we make sure students are more cognizant of the deadline and how could we do this. There was a consensus amongst the group to consider increasing the late fees and a proposal will be brought and discussed at the next ADAC meeting when we have a representative from the Office of the Provost.

	<b>Report from ADC Meeting on September 27, 2016</b>	<b>K. Brook</b>
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The proposal for Kinesiology was approved by ADC.

Judy Bosland and Ben Baker (OAI) provided a report on retention and indicated that data would be available to the colleges. The first semester GPA seems to be the best single predictor of retention and low income was a bigger determinate of retention than race/ethnicity. The power point presentation is to be made available to the Deans, and the data will be available through Share Point. The sharing of data with advisors was discussed, and was stated that the advisors would benefit from the data, and should be made available to them.

K. Brook would like to see the aggregated retention data be made available, and it could be helpful to us in order to understand where we can best devote our efforts in student retention. Dacia stated that it might be already available through Share Point.

D’Anne Stuart provided an update on transforming finance service delivery and moving to a shared service center.

Shelley Stovall spoke on the HLC visit, and reported that the student concerns website will be going live soon, with an online tutorial.

	<b>Early Performance Grades</b>	<b>N. Grijalva</b>
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Norma had some concerns and stated that we need to develop a procedure and a communication plan regarding early performance grades. The decision that was made to re-open the grading screen (because of the number of missing grades) after the original closing date was not communicated clearly to the support side of the system so that they would know what’s going on.

There was a question about whether it would be possible to open the window for grading a little more. By policy the window has been established as sixth Friday through the next Tuesday @ 5:00 pm for entering performance grades.

The percentage of early grades missing system- wide was 7000 grades missing. There is some tweaking that is needed within the system. We also need to do some additional training.

Norma will form a small committee to create/develop a process.

## Round Table

**J. Hawkes-** ACES is currently re-evaluating all certificate programs.

**R. Sassenfeld-** the UNM & NMSU joint PhD in Geography passed Faculty Senate.

**B. Pollack-** Aggie Experience was great, there were 15 students with their families from Juarez that attended. There's usually one bus load of students and this round we had three bus loads of students (140 students).

**K. Plank-** Reminder that CAF approvals are due by Monday, October 17, 2016. Kori sent out a list to Academic Deans of the current concentrations that are not coded in Banner, undergraduate and graduate.

**D. Sedillo** – Financial Aid received approval to change the scholarship menu that is used for the institutional money (about 6 million dollars including Regent Success, Honors Excel, and High Achiever). These are for New Mexico residents, out of state freshmen, and transfers as well, so the same pot of money is being utilized differently, and the students will still be eligible for the lottery regardless of these awards. These will be awarded for the academic year. Provost is very excited about the idea.

**M. Ortega** – Thank you for having us here to talk about orientation today.

**D. Esquibel-** Sent out a Fall 2016 graduate assistant course detail report. We are preparing a report for the Provost on teaching loads, where our money is going for teaching assistants, and what courses are being taught. In trying to extract the information from Banner, and finding that many of the teaching assistants are hired but not associated with a course in banner, we had to turn to Judy for some help. She was able to get some information, as to who was hired as a teaching assistant, index account, where this money came from, and departmental account on what is being used.

The problem is because that TA's are not associated with a course in banner, and we were not able to get any course details. We would like to get this information into banner, so that if the students are teaching a course or a course is split between faculty member and a GA, the student can get credit for teaching those courses. We need to have this information so that we can submit a report of allocation of funds.

**J. Hackney-** Academic Advising Council is working on changing some catalog wording to the academic suspension policy, and hope to bring back to the next ADAC meeting. Once the proposal is ready, it will be sent out.

**E. Bosman-** Library has sponsored two programs recently that were open to the campus and the public. We've opened a patent and trademark center, and we are officially designated by the Federal Government as a patent and trademark center. We did an orientation for people that were interested in that, and we had a nice turn out. We recently celebrated Banned Book Week and we had a reading in Taos and mystery date with a Banned Book.

**Adjourn: 3:00 pm**