

# ADAC Meeting Minutes

January 9, 2017

Milton Hall, room 85, 2 hr.

**Type of meeting:** Regular ADAC Meeting

**Facilitator:** Kathy Brook

**Notes:** Yvonne Mendoza

**Attending:** Kori Plank, Dacia Sedillo, John Roberts, Angelina Palumbo, Siiri Rogers, Adam Cavotta, Enedina Vazquez, Sonya Cooper, Monica Torres, Andrew Nwanne, Beth Pollack, Greg Fant, Denise Esquibel, Jerry Hawkes, Jeff Hackney, Debbie Giron, Krystal Espinoza, Mark Cal, Ellen Bosman, David Smith, Shelly Stovall, Rolfe Sassenfeld, Karen Kopera-Frye, Kathy Brook

Guests: Adam Cavotta and Siiri Rogers with Student Information Management (SIM)

	<b>Agenda Item:</b>	<b>Attendee:</b>
	Call to order	K. Brook
	<b>Approval of Minutes – November 28, 2016 / Tabled for next meeting</b>	Group
	<b>Student Concern Website</b>	A. Cavotta & S. Rogers
	<p>Presentation on the Student Concern Website by Adam Cavotta, and Siiri Rogers</p> <p>NMSU's current website for the Student Help and Complaint Process (<a href="https://www.nmsu.edu/studenthelp.html">https://www.nmsu.edu/studenthelp.html</a>) is designed for non-academic issues but includes a brief summary of the process for addressing academic issues.</p> <p>The Student Concerns website which is in development is intended to provide a way to document the handling of student concerns that may rise to the level of the department head or dean or associate dean. A statement of the concern may be initiated on the web site by a faculty member, department head, associate dean or dean and may be referred to other administrators.</p> <p>Notes may be Draft, Unofficial or Official. Drafts are initiated by the instructor and only visible to the instructor. Unofficial notes may be entered by an instructor or administrator. Official notes are visible only to the initiator and those to whom the concern has been assigned. The system retains information, provides an easy method of documentation and is user friendly. The note section of the system does not allow for any editing once the response is submitted. The user will need to create another note to reflect changes or updates. There is no character limit in the note section. The system has no attachment ability.</p> <p>Faculty members will be able to use this system at their discretion. There are many times that the issues, or concerns get resolved before resulting in a grievance or a different process. The system is set up not only for a faculty member to initiate documentation of a student concern but for deans or department heads to do so when made aware of student issue or concern.</p> <p>The creation of the website is related to HLC accreditation in that we need to be able to document student complaints/issues and their resolution..</p> <p>Shelly Stovall will collect the feedback from today, and will send an email to deans. She will also draft an email providing information to department heads, deans, and assoc. deans on the website.</p>	

	<b>Proposal to modify the undergraduate catalog- Viewing a Wider World Waiver for Military Experience</b>	<b>B. Pollack</b>
<p>The proposal would allow the university to waive one viewing a wider world requirement for those veterans who serve overseas. <b>Motion</b> by S. Cooper to approve Viewing a Wider World Waiver for Military Experience <b>2<sup>nd</sup></b> by E. Vasquez.  <b>Approved</b></p>		
	<b>Content and offerings of CS 110, BCIS 110 and AG E 250</b>	<b>S. Stovall</b>
<p>CS 110 is taught at the NMSU community colleges where the instructors of the course have credentials appropriate for course work leading to the associate degree. It was noted that the course seems more of an applied course and currently is not required for any degree programs on the Las Cruces campus.</p> <p>At the community colleges, the CS 110 is counted on the Associate of Arts, and Social Work/Criminal Justice. The course was required in some community college programs, but since it lost its G designation the course has been slowly removed from programs. In addition, CS 110 is taught for the workforce programs leading to the question of whether the community colleges need a master’s level instructor to teach CS 110.</p> <p>The HLC rule states: If the course counts towards an associate degree, then the course needs to be taught by someone with at bachelors’ degree. If the course counts towards a bachelor’s degree, it needs to be taught with a master’s degree or sufficient graduate course work in the discipline..</p> <p>If the student at the community college takes the course to receive their associate’s degree, it transfers over without any problems.</p>		
	<b>Changes in procedures relating to retroactive changes in enrollments and proposed replacement of add/drop slip</b>	<b>D. Sedillo</b>
<p>6.92 Authorization of Course Registration Changes After Standard Administrative Deadline- (late add and drops, retro withdraws, medical, etc.).</p> <p>The interpretation of the role of the Academic Appeals Board was discussed. The policy states that the board would determine the waiver after the 1 year limitation. It was stated that not all student appeals go before the board, but are rather taken care of at the college dean/associate dean level. Many issues do not involve the 1 year limitation.</p> <p>One other part of the discussion was item 3 of the policy regarding “...procedures issued by the office of the executive vice president, and provost ...” This language involves certain issues or situations communicated and consulted through or by the provost office.</p> <p>Greg Fant announced that the Regents have approved the 6.82 policy. We now have the path to fix Chapter 6 of the policy manual he stated. It was agreed that we would prioritize parts of chapter 6 starting with 6.92. Colleges will continue to do what they have been doing regarding appeal issues, withdraws, etc.</p> <p>All medical withdrawals go through the registrar’s office to be processed. The medical withdrawal could be initiated by the student, or the college can assist. Dacia stated that there is a form on the registrar’s website, which the student would need to fill out, along with providing doctor’s notes, and/or other forms. Occasionally we have some medical withdrawal cases that are over the 1 year limitation, and that is where the 6.92 policy would come into play regarding a retro withdraw.</p> <p>HED requires good documentation for any change in graded credit hours that have been already submitted and are now becoming non-graded credits hours. The documentation needs to show why it changed.</p> <p>Replacement of add/drop slips</p> <p>Two forms were distributed: change of schedule and retroactive enrollment change. Both are currently on the Registrars’ website. The registrar’s office will no longer be purchasing add/drop slips, a savings of \$1000.00 a year.</p> <p>It was stated that the “Change of Schedule Form” needs signature lines for dept. heads, instructor, and dean. Dacia was asked to consider changing the title of the form. The advisors committee recommended that we do not combine any retroactive issues with standard add/drop, instructor consent request.</p>		

<p>The Master's Accelerated Program Referral Form will not need an add/drop slip.</p> <p>We should think about creating a sub-group of ADAC to help us move forward on some of these issues.</p>		
	<b>HLC</b>	<b>D. Smith</b>
<p>Information request related to HLC Criterion 3</p> <p>A hand out was distributed describing the request for information and the rationale for the request. It is not the request. Colleges will be receiving the request for information on 2 items; advisory boards and councils, and degree program information.</p> <p>List of items requested pertaining to boards and councils.</p> <ul style="list-style-type: none"> <li>A. Name of board/council and programs it impacts</li> <li>B. Membership or representation of the board/council</li> <li>C. Frequency of meetings</li> <li>D. Brief description of how it functions</li> <li>E. Specific examples of how it impacts the programs</li> </ul> <p>Degree Programs</p> <p>HLC accreditation requirements read, <i>"Every degree program offered by the institution engages students in collecting, analyzing, and communicating information; in mastering modes of inquiry or creative work; and in developing skills adaptable to changing environments."</i> The institution must provide evidence that every NMSU program engages students in these ways.</p> <p>Departments will be asked to provide information, on how the programs engage students, as well as evidence (for example: course syllabi, project assignments, completed student work demonstrating attainment/development of skills) showing how the degree programs have met requirements.</p> <p>It was also stated that colleges/departments may have some assessment outcomes that could be used to help answer the HLC request.</p>		
	<b>Proposal to consider CAF processing once per year.</b>	<b>B. Pollack</b>
<p>Tabled for next ADAC Meeting</p>		
	<b>International Studies minor</b>	<b>B. Pollack</b>
<p>Tabled for next ADAC Meeting</p>		
	<b>Catalog Language on Academic Sanctions</b>	<b>S. Stovall/B. Pollack</b>
<p>Tabled for next ADAC Meeting</p>		
	<b>Round Table</b>	

**Rolfe Sassenfeld** – Faculty Senate will be looking at Intellectual Property proposition.

**Shelly Stovall** – reminder to remind faculty of the syllabi website.

**Jeff Hackney** – Centralized Advising has a target of Fall 2017. A comment was made that this group (ADAC) has not been informed well regarding centralized advising move.

**Jerry Hawkes** – ACES is starting off the Spring with a signing day event with Aggie Fest in Santa Fe, the LCA Convention in Albuquerque, and FFA welcoming students to the college. Alumni event in the eastern side of the state involving county extension offices.

**Kori Plank** – 5-year deletion sheet was sent out to colleges, and is due back on January 30<sup>th</sup>. The list had a larger number of courses because it included courses that have not been taught in 5yrs, but may have had CAF changes recently. We have found out that although departments are making CAF changes, it does not mean that the course is still offered. So we are trying to clean that up as much as possible. We have 5000 active courses in the catalog, and 3000 being taught. Please let departments know to provide justification that is more than “we would like to offer this at some point”. We need of a more definitive response such as “we are offering it next fall”.

We are also making sure that what is in the degree audit is consistent with what is listed in the catalog. We will be reaching out for some clarification if needed from colleges.

**Dacia Sedillo** – When we told the New Mexico Registrars that we had 5000 course to the books, they were all in shock including UNM.

**Sonia Cooper** – I’ve got waitlist issues, late request questions, spring deadline questions, enrollment management questions and the ability to take other course somewhere else and receive credit and fail prerequisite questions, but I’ll wait until next time.

**Adjourn: 3:06 pm**