

# Minutes

ADAC		
1.28.2013	1:00 p.m.	Corbett Center New Mexico Room
Facilitator	Donna Wagner, Chair	
Type of meeting	Regular	
Note taker	Mari Langford	
Attendees	Donna Alden, Lisa Bond-Maupin, Carol Boyse (Lee proxy), Kathy Brook, Sonya Cooper, Gladys De Necochea (O'Donnell proxy), Greg Fant, Jim Libbin, Beth Pollack, Loui Reyes, Soum Sanogo, Debra Teachman, Mike Zimmerman	
Approval of Minutes		
5 minutes	Donna Wagner	
Discussion	Corrections in §2.c. and 4 were made.	
Conclusions	Grace De Necochea moved to accept minutes with corrections. Seconded by Loui Reyes.	
New Student Registration (NSR)		
20 minutes	Terry Cook and Valerie Pickett, Guests	
Discussion	Orientation will be more substantive with an overnight option for students. Albuquerque NSR has been canceled due to low attendance. Valerie Pickett confirmed that her office makes arrangements for visiting, prospective students. Kathy Brooks requested better communication between colleges and Admissions, so students were receiving the most accurate and pertinent information without too much repetition. There will not be an overnight component available to students entering in the spring semester. Handout attached.	
Conclusions	NSR are being redesigned in response to participant feedback and to increase retention. Advisory Council members are welcome to make presentations to ADAC by contacting Donna Wagner.	
Action Items	Person Responsible	Deadline
NSR agenda will be sent to ADAC and college advisors	Valerie Pickett	Prior to NSR
Minor Certification after Bachelor's Degree		
20 minutes	Greg Fant	
Discussion	Feedback from ADAC was requested. Sonya Cooper remarked that minors can be a deciding factor in Engineering, and the official endorsement of minor invites further investigation of graduate. Mike Zimmerman remarked that to add a minor after a bachelor degree is awarded is minimal and that there is more work at the department level. Dialogue included setting precedence; this decision should be made at department and college level, not central administration; length of time since degree was conferred; retroactively adding minors should be considered for graduate degrees; concern that decisions will be based on relationship if left to the faculty; and shy not help students if the courses were taken, but the paperwork was not submitted to recognize the minor.	
Conclusions	Generally, students should be helped if possible and academic advisors should be encouraged to check completed coursework for minors.	
Action Items	Person Responsible	Deadline
None		
Update on Provost Reorganization		
10 minutes	Greg Fant	
Discussion	As part of CEL elimination, Susie Bussmann will manage administrative functions and RETA grant related activities. Natalie Kellner is assigned to Bobbie Derlin's unit that is assigned outcomes assessment, accreditation, and academic program review. Instructional Innovation & Quality will assume the Teaching Academy and continue to administer Canvas and iTV. Greg Fant expressed awareness of DE process and funding issues and will set up meetings with DE directors. He stated that there will be exploration of CEU development, so if anyone is interested to please contact him or Susie Bussmann.	
Conclusions	Reorganization of units and functions is ongoing and Greg Fant will continue to update ADAC.	
Action Items	Person Responsible	Deadline
none		
VWW Recertification Volunteers		
5 minutes	Greg Fant	
Discussion	Greg Fant requested that each college volunteer courses to test the recertification online tool before it becomes procedure. General Education courses do not need to be recertified, since they undergo a state assessment. Refer to the catalog on VWW course requirements, since it currently has more information than the website.	

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Conclusions	Feedback is needed on new VWW recertification process.		
Action Items	Person Responsible	Deadline	
VWW recertification questions will be sent to members	Greg Fant	2/11/13	
Send volunteer VWW courses to Greg Fant	ADAC members	2/28/13	
<b>Late Course Registration Policy</b>			
25 minutes	Discussion		
Discussion	Members discussed late student registration policy. Some allow students to enter courses late without penalty. Mike Zimmerman said the long add period is not an issue for his office; however, registration after the deadline is problematic. A long drop/add period can set students up for failure and is unfair to attending students. San Diego State's study indicated that retention rates increased when the no drop policy was enacted. Number of students that may be affected, patterns of drop/add correlated to student success was requested. Other questions raised included how to measure student success, defining passing, long drop period's affect on retention and graduation rates, and if there are financial aid implications. Suggestions included raising the late fee that has been \$25 since 1975 when tuition was less than \$300. Shortening late registration and drop period.		
Conclusions	Students need to be aware of faculty policy on late or missed work. The overall goal is to make it easier for students to stay in school and graduate on time.		
Action Items	Person Responsible	Deadline	
Consult with Judy Bosland on available data regarding drop/add.	Donna Wagner	2/28/13	
<b>Review of Graduate Education Report (GEER)</b>			
10 minutes	Donna Wagner		
Discussion	Donna Wagner asked if ADAC should make a joint comment on the Graduate Education External Review. Loui Reyes stated that the Graduate School has formulated a response to the report. There are several mentions of ADAC in the report, and those should be carefully reviewed.		
Conclusions	Item will be placed on the next meeting's agenda for further discussion. Degree completion should be addressed.		
Action Items	Person Responsible	Deadline	
Place on next meeting's agenda	Donna Wagner	2/11/13	
<b>Faculty Senate Update</b>			
10 minutes	Soum Sanogo		
Discussion	Soum Sanogo reported that there is no outstanding legislation. A working group is expected to be formed regarding the dissolution of CEL. A survey was sent to the senate requesting feedback on GEER. Additionally, faculty were surveyed on the next president's preferred attributes: ability to work with state legislators to secure compensation for faculty and staff; knowledge of land grant mission; and research experience.		
Conclusions	Faculty Senate continues to address issues on GEER, CEL, and the presidential search.		
Action Items	Person Responsible	Deadline	
None			
<b>Other Business and Announcements</b>			
15 minutes			
Announcements	Greg Fant will provide information on the classroom committee once it becomes available. Loui Reyes encouraged attendance at luncheon and upcoming discussions for grad students. He also delineated that GEER addressed graduate education not the graduate school. Jim Libbin asked if the university P&T policy had been reviewed and what was the current status. Mike Zimmerman announced that Vivian Remington is retiring this week.		
Conclusions	Changes to the university P&T policy stalled in the faculty senate.		
Action Items	Person Responsible	Deadline	
Check status of P&T policy changes in faculty senate	Soum Sanogo	2/28/13	