

Minutes

ADAC			
2.11.2013		1:00 p.m.	Corbett Center New Mexico Room
Facilitator	Donna Wagner, Chair		
Type of meeting	Regular		
Note taker	Mari Langford		
Attendees	Donna Alden, Kathy Brook, Sonya Cooper, Greg Fant, Norice, Lee, Margaret Lovelace, Jim O'Donnell, Beth Pollack, Loui Reyes, Soum Sanogo, Shelly Stovall, Breeana Sylvas, Donna Wagner, Mike Zimmerman		
Approval of Minutes			
5 minutes	Donna Wagner		
Conclusions	Minutes were not available.		
Action Items		Person Responsible	Deadline
Place approval of 1-28-13 minutes on next meeting's agenda.		Mari Langford	2/20/2013
Graduate School Response to GEER			
10 minutes	Linda Lacey, Dean, Graduate School		
Discussion	A handout with the graduate school response to the external review report (GEER) was presented. Resources for faculty and students were a primary focus. The website http://plan.nmsu.edu/grad-review/resource-room/ has useful data to assess academic programs. Issues such as faculty advising, academic program review, enrollment and degree completion data, monitoring of quality of faculty graduate appointments, collaborative efforts on admissions, roles and responsibilities, student handbook revision, time limits on doctoral degree completion were covered by report.		
Conclusions	The graduate school's response to GEER includes collaborative and communication strategies to address issues.		
Action Items		Person Responsible	Deadline
Feedback on the graduate school response to GEER was requested by Linda Lacey.		ADAC members	2/21/2013
Course Exception Online Tool			
30 minutes	Jeff Beasley, Department Head, Engineering Technology		
Discussion	A course exception approval tool was developed by College of Engineering to simplify the process, increase efficiency, and improve access to historical data for accreditation or other reports. The web-based application is designed to work with the Star audit system. After pasting the degree audit, substitutions and comments are entered and then submitted to the approval queue. Features include searches, action status, and denied exceptions. Record clerks check periodically for approved courses, so they may be entered into DARS. Academic advisors from other units have expressed interest in using the system. Jeff Beasley was cautioned to obtain institutional support, so the software can be maintained. Security is mirrored in Star audit system.		
Conclusions	ADAC members were interested in using this tool.		
Action Items		Person Responsible	Deadline
Contact Curtis Ewing, ICT, at 6-5945 or cewing@nmsu.edu for access.			
Spring Summit			
5 minutes	Greg Fant		
Discussion	Spring Summit will be held on March 8; registration and agenda are online (http://provost.nmsu.edu/2013-spring-system-summit/). Afternoons are scheduled with roundtables on discuss specified topics. The format will be the same as last year's event with breakout sessions and presentations.		
Conclusions	Spring Summit registration is underway. Check website for agenda. Promote attendance among your units.		
Action Items		Person Responsible	Deadline
Promote attendance at the Spring Summit.		ADAC Members	3/8/2013
Send roundtable suggestions to Greg Fant.		ADAC Members	Prior to event
Fractional Grading			
15 minutes	Greg Fant		
Discussion	Fractional grading applies to final grade of course and affects student GPA beginning Summer 2013. Faculty do not have to use + or -, but if used, the faculty must explicitly state grading policy in syllabus. Be ready for influx of grade appeals. Fractional grading could impact the required 2.5 GPA for the Lottery Scholarships. Concern was expressed about uniform grading by faculty teaching multiple sections. The point that faculty must set out expectations for students regarding final grades on syllabi was reiterated. The catalog will reflect the same language that was legislated by the faculty senate.		
Conclusions	Fractional grading affects GPA beginning Summer 2013. Faculty is not required to use + or -, but they must explicitly communicate grading policy to students in syllabus.		
Action Items		Person Responsible	Deadline
Reinforce importance of syllabi including clear expectations for students and an explicit grading policy by faculty		ADAC members	

Minutes

Update on Distance Education		
10 minutes	Discussion	
Discussion	There was a meeting last week with Dr. Jordan and deans to speak about several different issues. Deans defined courses that will qualify for DE funding: greater than or equal to 80% online content, iTV delivery, or off-site facilities away from main campus. Scheduling of DE courses will be direct from college to registrar. DE will be renamed, and fall under the auspicious of Instructional Innovation and Quality (IIQ). DE fee increased to \$35 per credit. Allocation methodology to colleges will be developed by provost and finance; however, funding for the Albuquerque Center is a priority. Greg Fant thanked VWW course recertification volunteers. Prepared letter as part of GE OA VWW assessment will tie in to common core reporting.	
Conclusions	DE continues to evolve and processes are under development. The registrar will assume scheduling of DE courses.	
Action Items		Person Responsible
None		Deadline
ADAC Response to GEER		
10 minutes	Donna Wagner	
Discussion	Timeframe for response to GEER is small. Comment on degree completion was suggested as well as reviewing each reference in report to ADAC. Faculty senate has a working group formulating response.	
Conclusions	Individual and ADAC group response to GEER is encouraged and needs to be done quickly.	
Action Items		Person Responsible
Draft a group response to GEER for review at next meeting		Deadline
		Donna Wagner
		2/25/2013
Faculty Senate Update		
10 minutes	Soum Sanogo	
Discussion	There were two recent emergency legislations: a memorial for Dr. Lucy Sandoval and a response to ERB solvency proposals. The faculty senate supported increasing employee contribution to over 11%, but rejected a measure to decrease existing benefits. Regularization and definition of temporary faculty continued under discussion. Other issues included creating a committee to speak on behalf of faculty and a bill introduced to elect BOR members.	
Conclusions	ERB solvency issues and proposal are being closely followed during the current legislative session. Development of regularization policy of temporary (adjunct) faculty continues.	
Action Items		Person Responsible
None		Deadline
Dean's Council Report		
10 minutes	Donna Wagner	
Announcements	If anyone receives surveys from outside entities, please forward to Judy Bosland to help maintain integrity of data that is being gathered and published. Provost wants deans to manage calendar, for instance, classes meet on MW, TR, and FS. Community college faculty prefer MW, TR, and allows FS schedule. It may be helpful for grad students. It would benefit Education to have more evening and weekend courses which would encourage students to take classes on the main campus rather than the branch. Payment for security on Sundays was an issue that discouraged more weekend courses. Tim Ketelaar reported that a math professor who won a prestigious national award is paid below market salary. Campus classroom committee was revamped; details are forthcoming. Greg Fant presented a report from the Education Advisory Board found a correlation between longer withdraw periods and rates of completion of the semester.	
Conclusions	Scheduling, outside entity survey request, faculty pay below market, and length of registration period were reported.	
Action Items		Person Responsible
None		Deadline
Other Business		
15 minutes		
Announcements	Library Legislative Day in Santa Fe was last week. Norice Lee was honored for her appointment to the state library board. Visit ASNMSU's new website (asnmsu.nmsu.edu). The student tailgate lot is under construction and will be completed before fall. Scholarship endowment banquet will be held April 5. Student Advocacy Board is reviewing legislation regarding changes to the Lottery Scholarship program. They do not support broadening funding to include veterans and students who take a break from high school at this time, because it is not fiscally responsible to extend benefits during solvency issues. Meeting with Dr. Tim Gallimore, Vice President for Accreditation Relations at the Higher Learning Commission (HLC) and liaison for NMSU and ADAC is scheduled for Thursday at 2:30-3:30 in NM Room.	
Action Items		Person Responsible
Send comments and feedback regarding Lottery Scholarship to Breeana Sylvas bsylvasl@nmsu.edu		Deadline