

Minutes

ADAC			
2.25.2013		1:00 p.m.	
Corbett Center New Mexico Room			
Facilitator	Donna Wagner, Chair		
Type of meeting	Regular		
Note-taker	Mari Langford		
Attendees	Donna Alden, Mark Andersen, Kathy Brook, Sonya Cooper, Norice Lee, Jim Libbin, Margaret Lovelace, Jim O'Donnell, Greg Fant, Beth Pollack, Shelly Stovall, Breeana Sylvas, Debra Teachman, Mike Zimmerman, Donna Wagner		
Approval of Minutes			
5 minutes	Donna Wagner		
Discussion	None		
Conclusions	Motion by Kathy Brook to approve 1-28-2013 minutes without correction. Seconded by Pollack. Motion by Kathy Brook to approve 2-11-2013 minutes without correction. Seconded by Margaret Lovelace.		
Digital Measures Update			
20 minutes	Donna Wagner		
Discussion	<p>Moana Jarvis is the Digital Measures (DM) System Analyst. Donna Wagner asked for comment on use of DM. Colleges currently using are ACES, A&S, Education, Engineering, and HSS. Library does not require faculty to input data into DM. A&S experienced difficulty reviewing reports that could be made readable by utilizing appendices features in programs like MS Word. In its second year of use by ACES, DM input resulted in fewer faculty complaints, since personnel is more familiar with the program. COB has used a stand-alone version of DM for several years, primarily to collect data for accreditation. They will migrate to the university version that is linked to Banner. Limitations regarding precise degree data were discussed as possible restrictions by the university and not defects of the program. Another shortfall is that Fall course data is not uploaded to DM for A&S until the end of the semester. Colleges are attempting to create one format in DM to meet the needs for faculty annual performance reviews, promotion and tenure applications, accreditation reports, and keyword search data. Kathy Brook suggested DM committee meet to discuss DM issues post-implementation and creating individualized reports for colleges once COB has transitioned to the Banner-linked version.</p>		
Conclusions	College liaisons, Moana Jarvis, and DM committee members should meet to discuss post-implementation issues and report development.		
Action Items	Person Responsible	Deadline	
Request meeting of DM committee	ADAC Chair	After COB transition	
Graduate Research and Arts Symposium			
0 minutes	Romina Pacheco		
Discussion	Ms. Pacheco did not attend meeting.		
Conclusions	None		
Action Items	Person Responsible	Deadline	
None			
Faculty Senate Update			
5 minutes	Donna Wagner		
Discussion	<p>Soum Sanogo sent report by e-mail, since he was unable to attend meeting: A resolution was passed by NMSU Faculty Senate on 2/13/13 in support of the NM Legislature House Joint Resolution 8 and House Joint Resolution 9 proposing constitutional amendments to guide the selection and composition of the Boards of Regents, including faculty representation on these boards, at educational institutions in the State of New Mexico. Items to be voted on at the next full senate meeting of 3/7/13 include a proposition to modify the language of policy 4.05.50 pertaining to the definition of "faculty" who are eligible for filing a Grievance and a proposal to amend the Faculty Senate Constitution to add a standing committee on Government Affairs. According to Tim Ketelaar, the P&T faculty senate oversight committee has made good progress on proposed changes, but is on hold right now regarding the section on 'leadership.' The committee may need to go through a couple of meetings to finalize the policy including outlining criteria for demonstrating leadership. Ultimately, the revised P & T policy will go back through ADAC and Faculty Senate.</p>		
Conclusions	A resolution supporting changes in selecting the Board of Regents was passed by the senate. There are two upcoming proposals for the senate. The revised P&T university policy is being reviewed by the senate's subcommittee; revisions will be sent to ADAC and Faculty Senate.		
Action Items	Person Responsible	Deadline	
None			

Minutes

Late Course Registration Policy		
10 minutes	Greg Fant	
Discussion	Greg Fant asked if ADAC is going to recommend changes to the late course registration policy. Educational Advisory Board report seemed counter intuitive to shortening registration change period. Consensus was reached that while it may result in more paperwork, signature of instructor must be obtained once the semester begins in order to add a course. Changes in registration are restricted to the add period and not drop or withdraw deadlines. Instructors will have an opportunity to communicate expectations of missed work if a signature is required. Receiving instructor permission in online courses might be problematic. Mike Zimmerman's office will need a decision by ADAC in the fall in order to implement the policy change for 2014-2015.	
Conclusions	Once classes begin, students must obtain instructor signatures to add courses. Registrar must have registration policy changes by November 2013 for implementation in 2014-2015.	
Action Items	Person Responsible	Deadline
Item will be placed on agenda for consideration in the fall.	Chair	Fall 2013
ADAC Response to External Review of Graduate School		
10 minutes	Donna Wagner	
Discussion	Comments on attached draft response: edit repetitive language on page one, paragraph following bullet points and add recommendation that the Dean's Council review and redesign the graduate assistantship process. ADAC recommendations include strategies to increase communication and information distribution to graduate students, applicants, and faculty and staff; dissemination of Graduate Council minutes and structurally linking council to ADAC and Dean's Council; relocation of the Graduate School to a permanent office adjacent to the Graduate Student Services and providing adequate administrative support to units; implementation of doctorate degree completion time limits; and the Dean's Council redesign the graduate assistantship process.	
Conclusions	Recommendation drafted by Donna Wagner needs two minor changes.	
Action Items	Person Responsible	Deadline
Members review final draft of recommendations via e-mail.	Donna Wagner	2/28/2013
Other Business and Announcements		
5 minutes		
Announcements	Margaret Lovelace disclosed that she retires Friday after 21.5 years of service. She thanked everyone for their well wishes and for their attendance at last Thursday's DACC Transition Fair. Beth Pollack reminded the council that the Spring Summit is March 8. Donna Alden recommended ADAC review the Huron report on distance education. Debra Teachman said NMSU-A survived the Higher Learning Commission of the North Central Association evaluation visit for regional accreditation and expects the report outcome by May 1. Steve Andersen announced that Wesley Hazen, Dec '12 CJ graduate, was awarded the prestigious Gates Cambridge Scholarship Noric Lee updated ADAC that Tim Ketelaar is working on the council's charge.	
Action Items	Person Responsible	Deadline
Send link to Huron report to members.	Donna Wagner	2/28/2013
Place review of Huron report on distance education on next meeting's agenda.	Donna Wagner	3/11/2013