

ADAC Meeting Minutes  
October 22, 2012  
Corbett, NM Room

Call to Order: 1:02 PM

Members Present: Loui Reyes, Beth Pollack, Shelly Stovall, Kathy Brook, Jim O'Donnell, Donna Wagner, Sonya Cooper, Norice Lee, Michael Zimmerman, Greg Fant, John Walker (for Margaret Lovelace), Soum Sanogo, Joe Lakey, Jane Boykin

Members Absent: Jim Libbin, ~~Timothy Ketelaar~~ (not considered absent because the Vice-Chair attends ADAC), Debra Teachman, Margaret Lovelace, Breeana Sylvas, Mark Anderson, Lisa Bond-Maupin

1. Welcome and Introductions: Dr. Soum Sanogo, Vice Chair for Faculty Senate, Associate Professor, Entomology, Plant Pathology and Weed Science and Dr. Joe Lakey, Department Head for Mathematics. Since Dr. Sanogo teaches at the same time of the ADAC meetings, he has appointed Dr. Joe Lakey as his proxy for all further meetings during the fall semester. Dr. Sanogo said that ADAC is the body of the university and that Faculty Senate activities depend on what business is conducted at the ADAC meetings. He said that ADAC should facilitate the policy and procedures for the faculty.
2. Review and Approval of Minutes for September 24, 2012. Move to approve – Kathy Brook. Seconded by Loui Reyes. Approved unanimously.
3. Norice Lee – Announcement: Open Access Week Activities for the Library. The NMSU Library will sponsor four programs from Oct. 22 to 28 to mark Open Access Week in celebration of new models of scholarly communication and faculty publication offers and opportunity for the academic and research community to learn more about what Open Access means and its potential benefits. All presentations are free and open to the public. Events will be held in the Library Conference Room, Zuhl, Room 225. The theme this year “Set the Default to Open Access”, aspires to advance the global conversation and showcase a variety of open access initiatives.

*Dr. Wagner adjusted the sequence of items on the agenda in order to let Dr. Fant discuss his items before hers regarding Digital Measures.*

4. Greg Fant – Policy 5.15.40 and Deputy Provost Updates. Greg provided a REDLINED version of Proposed Revised Policy Changes to 5.15.40. He asked that everyone look at section G. All campuses will move to .67 FTE for temporary employees which will allow hiring for math and English courses. The .5 FTE would be for regular employees.

*Dr. Wagner asked the council if there was a motion to approve the changes. Motion made by Loui Reyes. Seconded by Sonya Cooper.*

Dr. Fant said that there were risks involved with this proposal. As an example, if the proportion of the faculty were greater male vs. female, or vice versa and/or ethnicity, that could become a potential risk. Title changes were not included in this rewrite. The FTE changes need to be

approved first. It would take effect in spring 2013 and goes to the Regents in December. All community colleges are in support of the proposed changes.

Discussion continued.....intent of the revised proposal is to do more updating.

Donna Wagner called the question: All in favor of the short term modification? All "ayes".

5. Donna Wagner – Issue with Digital Measures. Surprised to learn at the meeting that Barb Roy is no longer with us anymore. They are seeking a replacement. Felt like it was a decision made without consulting with the academic units. No notice was given. If you feel the same, she will write an email to Natalie Kellner that we need to be kept informed of changes, or if you don't feel the same, she won't. No further action required.

Greg Fant (continuation of deputy provost updates) – Approval process for community college applied degrees or certificates. A checklist was provided listing the process involved in order to get approval for certificates. Need some articulation processes and he is working with Mike Zimmerman and others regarding the wording for undergraduate certificates and accrediting. Dean Lacey is already working on a process for the graduate certificates. Not clear on the HED funding formula. The criteria for obtaining a particular certificate and credit hour requirements are outlined in the catalog.

Discussion continued.....

The next item to discuss by Dr. Fant is **Course Etiquette** (sample language as a suggestion for inclusion in syllabi regarding behavior) that was given to him by Steve Lopez, NMSU Chief of Police. Question to this council: should this be a resource for faculty? Dr. Wagner felt that faculty already have a statement in their syllabus about conduct and the classroom is theirs to manage.

Dr. Fant asked if the department held orientations for part time faculty so they would have a clear understanding of emergency procedures, assuring that they are using the updated ADA Statement that is available from OIE on the website. He will visit with Tara Grey regarding workshops available about these issues. He said that the university just completed a report with OIE and all went well. The report was positive.

General Education Issues: Viewing the Wider World policy and procedures. A committee will review and start the recertification process. This should be done every six years, but with changes in administration over the years, it has not been addressed. What is a reasonable amount of time for departments to get their information together? Will it need a semester or more?

Dr. Fant said he would distribute the information once the committee gets everything together.

6. Other –

Shelly Stovall – **will be sending out requests for Gen Ed assessment liaisons/representatives from each department, to help facilitate awareness of and communication about assessment of general education.**

Norice Lee - the library has implemented "RAPID" for interdepartmental loans. There is a three day turnaround, just use the "Request It Button". Also implementation of "GET IT NOW" document delivery through the copy right center. Same process, use the "Request It Button". Users need to be registered with the Iliad system.

She briefly mentioned Bond B. If passed, the library would receive \$386K, DACC would receive \$83K, NMSU-A \$26K, NMSU-C \$14K and NMSU-G 10K.

John Walker – wanted to let everyone know that the Community College Roundup had 250 in attendance.

Loui Reyes – Graduate Education External Review Process ongoing. Group of deans selected to find ways to strengthen graduate education at NMSU. Those who attend the meetings are asked to please speak openly.

Sonya Cooper – **successful evaluation for re-accreditation of the engineering programs.**

Jim O'Donnell – CAFS – How do they get approved at the next level? Do we bring paper copies for signature?

Donna Wagner explained that the UCC will meet immediately following the ADAC meeting in order to review and approve all CAFs. Since the approval process is all done electronically now, we no longer use paper copies. Please review all CAFs listed under your college waiting for UCC approval.

Greg Fant asked Mike Zimmerman if Jacobo could be here with a projector so the CAFs could be reviewed, rather than having to bring copies. Each college should already have their CAFs approved and ready for UCC approval at this point in the process.

7. Motion to adjourn made by Beth Pollack. Seconded by John Walker. Meeting adjourned at 2:15 pm.

Next ADAC Meeting  
November 12, 2012  
1-3 PM  
Corbett Center, NM Room