

ADAC Meeting Minutes  
July 23, 2012  
Zuhl Library Conference Room, 225  
12:15 – 1:50 pm

Call to Order: 12:10 by Dr. Wagner, CHAIR

Present: Jim Libbin, Loui Reyes, Beth Pollack, Shelly Stovall, Kathy Brook, Jim O'Donnell, Donna Wagner, Norice Lee, Debra Teachman, Margaret Lovelace, Greg Fant, Breeana Sylvas

Absent: Sonya Cooper, Timothy Ketelaar, Michael Zimmerman, Mark Andersen

Guests: Trudy Luken, Director, Student Accessibility Services; Linda Lacey, Dean, Graduate School

1. Approval of July 9, 2012 minutes with changes. Norice Lee - **Item #6, Other, change" archives" to "special collections" and 4<sup>th</sup> floor will "be locked", not "locked down"**. Beth Pollack - **Item 4, b. Change "academic misconduct" to "academic integrity"**. Motion to approve as amended by Debra Teachman, seconded by Margaret Lovelace. Approved as amended.
2. Introduction of Trudy Luken, Director, Student Accessibility Services will speak first followed by Dean Linda Lacey, Graduate School and her side kick, Loui Reyes.
  - Trudy Luken was glad to be here. She came from DACC after 17 ½ years to this position. She said that Interim Dean, Susan Waldo, has done a fantastic job and will go back to her former position. Dr. Michael Jasik will assume the position of Dean of Students on August 15, 2012.
  - A handout was provided on Disability Awareness.....What do you do if..... It listed different scenarios and what to do. Also on the handout is where Student Accessibility Services is located (CC, Room 244) and hours of operation (8:00-5:00, M-F)
  - Members of the Student Accessibility Cluster are Susan Brown, who is in charge of alternative text information, data base management, SAS, e-mail accounts, labs. We also have a good working relationship with Jerry Nevarez, Director, OIE. The syllabus ADA statement is on the OIE website.
  - We employ 4 work studies
  - Do presentations across campus
  - Dr. Waldo submitted the annual report and only 415 students self disclosed needing help. This number is very low in comparison to DACC.
  - Completed 1000 hours of test proctoring between 8:00 am to 5:00 pm. Think that weekend hours should also be available.
  - More staffing is needed, but the operational funds have been cut.
  - Dean Lacey asked the question, "if a student does poorly in a course, can they come back as ADA?" Students are doing this in order to get a grade changed.
  - Trudy said" that students have the right to disclose whenever, but can't use to change a grade. Disclosure is not retroactive". If a student declares that they are having problems, refer them immediately to our office.

- Loui Reyes asked” what accommodations were available for on-line students”? Trudy said to email, call, or write a letter to the student to complete and submit the form which is available on the OIE website.

3. Dean Lacey -

a. 5 Year Strategic Plan for New Graduate Degree and Certificate Programs

- A draft of the plan as well as a matrix of new approved degrees from 2005 to 2012 was provided.
- The plan includes all community colleges and undergraduate programs as well.
- The New Mexico State Board of Finance gives the final approval on all new degree proposals and the New Mexico Higher Education Department supplies the CIP codes for both degree and certificate programs. They can reject proposals if they are not part of the 5 year plan.
- Action items are due by August 1, 2012 (refer to handout)
- Before a degree can be approved, the “Planning Authorization Form” needs to be completed and submitted to the provost. Once approved, then a “Letter of Intent” needs to be completed by HED.
- Dean Lacey has samples of Letter of Intent for review. Contact her at 646-5745 or [lacey@research.nmsu.edu](mailto:lacey@research.nmsu.edu).

b. Detailed Classification of Graduate Assistants

- A handout was provided which included the policy regarding graduate assistants. In order to address the needs of provisional and international students, graduate students on probation, Dean Lacey wanted to introduce a new detailed classification of graduate assistants. Classifications as follows:

**Graduate Teaching Assistants**

1. Course assistant
2. Teaching assistant
3. Teaching associate

**Graduate Research Assistants**

1. Research assistant
2. Laboratory assistant

**Graduate Administrative Assistants**

1. Student support assistants
2. Administrative support assistants

- Also included in the handout were the categories of graduate students, levels of support (I, II, III) which may allow departments, research centers, etc. to pay students more than the suggested minimum salary. It is strictly up to the departments on what category they wish to hire their graduate students.

4. Norice Lee – ADAC Charge – Final Draft

- Meet with Lisa Warren, Attorney on Policy, to review the ADAC Charge
- Changes are highlighted in yellow on the draft provided
- After much discussion, the following changes were made to the ADAC Charge:

A. and B. definitions left the same. # 1B changed to *“Assist in the development, review, and approval of....”*

#2B changed to *“Review and final approval of.....”*

#3 – no changes

#4 – changed to *“Review and recommend.....”*

Under specific charges of the ADAC Council....

#4 – deleted

C. Membership – no changes

D. Selection of Chair and Other Officers – no changes

E. Conducting meetings – no changes

F. Changes: Change: *The CHAIR or other designated member of ADAC will submit an approved annual report per Policy 1.05.90 no later than June 30 of each year.* Shelly Stovall will send out the policy. Any other changes were already made and highlighted in yellow on the draft provided at the meeting.

5. Other

- Margaret Lovelace had (3) “One Time Only” CAFs for approval.
- Jim O’Donnell had (1) “One Time Only” CAF for approval
- Norice Lee – Licensing Rapid for inter library loans (?????)
- Poll will be sent out on changing the meeting times from 12:15-2:30 pm to 1:00-3:00 pm. Once votes are in Jane will contact Catering to make the changes.

Adjourned at 1:50 pm

Next ADAC Meeting  
Time: TBA  
Corbett Center, NM Room  
Chair: Jim Libbin for Donna Wagner