

ADAC Meeting Minutes
August 27, 2012
Corbett Center, NM Room
1:00 – 3:00 PM

Call to Order: 1:10 pm

Members Present: Loui Reyes, Beth Pollack, Shelly Stovall, Kathy Brook, Jim O'Donnell, Donna Wagner, Sonya Cooper, Norice Lee, Debra Teachman, Margaret Lovelace, Michael Zimmerman, Greg Fant, Breeana Sylvas, Lisa Bond-Maupin

Members Absent: Jim Libbin, Timothy Ketelaar, Mark Anderson

Guests: Jacobo Varela, Office of the Registrar; Career Services Representatives: Roseanne Bensley, Tony Marin, Kevin Andrew, Lizeth Vazquez, Elizabeth Ortega, Yvonne Franco

Introduction – Jacobo Varela, Assistant Registrar - New CAF system.

- New CAF systems goes live on Sept. 4th
- System took two years to complete working with ICT
- Old system is a “view only” for now
- Training and Informational sessions are currently being scheduled
- Several new features that feed from Banner
- Auto generates One Time Only CAFs, cross listed courses, prefixes
- Permanently generates course form
- Phase II will be at a later date
- Goes through Workflow for approvals and electronic signatures
- Paper forms are still needed for a while for tracking
- ADAC members should attend the informational session, staff who complete CAFs should attend the lab sessions.
- Syllabus' are required for new courses and prefix changes. Must accompany the CAF when submitted for approval.

Introduction – Career Services Representatives: Tony Marin, Director, Career Services, Roseanne Bensley, Associate Director, Kevin Andrew, Coordinator, CEIP, Elizabeth Ortega, Coordinator, Employer Relations, Yvonne Franco, Student Career Resource Coordinator

- **Tool Kits were given out which included** Faculty Guidelines, Tools to Help Faculty Online under “Faculty Tab” and a Planning Guide.
- **Each college has an assigned liaison from Career Services. Roseanne Bensley: College of Business, Engineering, Graduate School; Kevin Andrew: College of ACES and Education; Yvonne Franco: College of Arts and Sciences, Health and Social Services, Extended Learning; Elizabeth Ortega: Coordinator for Employer Relations – handles all employer contacts that visit NMSU. (These are not listed online)**
- First Career Fair is scheduled for Sept. 18th and 19th. The next one will be for Graduate Professionals on Oct. 3rd. List of all scheduled activities is on Pg. 4 in the Career Planning Guide.

- Inform faculty that Career Services is available to speak to classes for a few minutes or for the entire class period. Don't cancel your class, invite Career Services to conduct a career program.

Approval of August 13, 2012 minutes. Debra Teachman moved to approve. Loui Reyes seconded.

Greg Fant – Proposed Policy Revision 5.15.40 – Regularization of Part Time Faculty –

- Provided copies of the current policy – doing away with the “regularization” language, redlined to indicate changes. A draft with all edits included, proposing two classifications: Lecturer and Adjunct
- The Faculty Senate moratorium on the current policy ends in December. ADAC can then “tweak” the policy to clearly define the proposed classifications.
- Motion on the table. Kathy Brook made the motion. Loui Reyes seconded.
- Lisa Bond-Maupin and Beth Pollack provided the members with an overall reason why there were significant problems with the proposed policy.
- Lots of discussion followed ranging from FTE's, benefits, proposed classifications, funding sources, fringes, ERB benefits, etc.
- Lisa Warren, Associate General Council, is rewriting Chapter 5 of the policy manual
- Consensus of the council, not ready to vote yet on the proposed policy. Need an action plan. Just want our questions answered.
- Motion to approve – all “No's” opposed. Motion to table. Lisa Bond-Maupin moved to table. Sonya Cooper seconded. All “ayes”.

Donna Wagner – Quick discussion about the comments in the minutes from Jim Libbin regarding calling students for registration reminders. She would like to report the outcome at the Academic Deans Council. Open for comments.

- Jim Libbin seemed to have strong feelings about calling the students.
- Jim O'Donnell – against it. Hard to track students. Have a mechanism like ABCD
- Beth Pollack – A&S sent out notices on their list serve beginning in June, July and August. Calling was not an effective use of time. Caused stress and/or anxiety. Had to be careful because of FERPA to leave messages or if a parent answered.
- Breeana Sylvas said calls are not effective. Emails are not either because students have the ability to change those all of the time. Best contact would be Face Book, Twitter, or NMSU Insider.
- Kathy Brooks said the GA's called, lists were outdated. Students who had already graduated or worse yet, were placed on suspension. Talking to voicemail most of the time.
- Debra Teachman said they did some calling but used Face Book and Twitter a lot.
- Consensus – not 100% behind the calling. Need another mechanism to reach the students.

Other –

- Greg Fant and Debra Teachman had a meeting with Higher Education regarding Common Core course numbering for nursing.

- November 28th and 29th, meeting on Remediation in Albuquerque @ Sippi, (for English and Mathematics)
- Higher **Education**. Do they have to review all degrees or just graduate degrees?
- Lisa Bond-Maupin, any questions on enrollment management funds requests, let her know.
- Shelly Stovall regarding Phase I & II of Academic Program assessments.
- Breeana **Sylvas** – universal pass for students to use for mass transit
- Norice – rolling out information material cancellation lists. Exhibited at Leyendecker Day, art, calendars, helps support a variety of different programs. Make great Christmas gifts.
- Sonya Cooper had four CAFs with credit hour changes. Dr. Wagner had one CAF for nursing, also credit hour change. No approval needed from ADAC and were given to Dr. Fant for signature and further processing.
- Sonya also reported on the trip to Bolivia to build an 80 meter bridge. Successful and a great trip.
- Jacobo Varela wanted to let the council know that University Curriculum is scheduled to meet on Nov. 12th, all CAFs need to be submitted by October 5th then approved by college curriculum by Oct. 22nd. New CAF system will force that all new course CAFs or prefix changes will require a syllabus and must be posted along with the CAF or it won't be approved for further processing and approvals.

Meeting adjourned: 2:55 pm