

ADAC Meeting Minutes
September 10, 2012
Corbett Center, NM Room

Call to Order: 1:00 PM

Approval of August 27, 2012 Minutes

- Jim O'Donnell motioned to approve. Loui Reyes seconded. Minutes approved with two corrections.

Mike Zimmerman – Honors GPA Process

- Provided material describing the Honors process
- Data reflects the past 20 years (1992-2012)
- To be eligible for High Honors, must have a perfect GPA of 4.0
- To be eligible for honors (four-year degree) the student must have earned at least 60 semester credits in computable grades at NMSU.
- The number of students, by college, receiving degree with Honors in any one academic year shall not exceed 15%; the number receiving High Honors shall not exceed 1.5%; and the number receiving Highest Honors shall not exceed one person, except in the case of a tie.
- Rarely do we have two students with the same number of credit hours and a 4.0
- After grades post a student may pull a "B" and that would drop the GPA. The Highest Honors would then go to the second student who was tied with the first student.
- To be eligible for the designation of Meritorious Graduate (two-year degree), the student must have earned at least 45 credits of computable grades at NMSU. This is awarded to the top 15% of the student receiving Associate degrees within each college in any one year.
- Polled five area institutions and they use the GPA to determine designations.
- NMSU uses a ratio, not necessarily a good process.
- Students understand GPA not ratios or data that are used to determine the designations.
- Letters are sent out from the Registrar's Office to student's who have received the designations. They wear the Crimson regalia at graduation.
- Ratios are by college, not university wide.
- Questions from Greg Fant. Are we comfortable with using the same process or should we find a newer process? Any changes would be at least a year away.
- Mike asked for some guidance from the council on what kind of "cut off range" they would like to see.
- The council requested that data analysis be run university-wide using a GPA range from 3.7 to 3.9 so they could see how the designations are determined.

Loui Reyes – Graduate School Retention and Degree Completion Strategy; Review of Graduate Handbook Guidelines.

- Discussed (3) elements to use to help students complete their degrees:
 1. Pathway towards degree completion
 2. Mentoring formally
 3. Mentoring informally
- How to start that process? All colleges and departments must have current Graduate Handbook Guidelines. CHSS already has handbooks completed.

- Admission into graduate education can be a stressful experience. An accurate Graduate Handbook can help minimize stress and disputes in the short-term and help ensure successful degree completion in the long-term.
- Contacted a colleague from Missouri to get figures on the debt that their graduate students incur while completing their education towards a master's or doctorate degree. It is in the hundreds of thousands.
- A (draft) was provided which included eleven essential elements to follow such as Program of Study; Degree Requirements; Selection of Thesis/Dissertation Advisor, Formation of the Graduate Committee; Thesis/Dissertation Defense and final oral examination; Departmental Policies on Academic Performance; Departmental Policies on: Integrity and Safety in Research and Creative Activities; Student Conduct and Conflict Resolution; Work Related Policies; University Resources.
- Talked about International students wanting to complete a Master's while working on a Doctorate. Not a problem however it is reported to Higher Education.
- More discussion followed.....
- Suggested that each department have a graduate coordinator for their graduate degree programs and he will send a copy of the job description for the application process.
- Asked that the handbook he provided not be shared at this time. He would like to schedule one-on-one meetings with the associate dean's from each college first, for their input.

Greg Fant – Response to College of Arts and Sciences Concerns regarding proposed changes to Policy 5.15.40

- Are there any questions to his answers?
- Adjunct = .5 FTE (6 cr. Hrs.) and are hired semester to semester, Lecturer = .5 FTE and as high as 1.0 FTE, with term limits. No advertising required and there are no restrictions if the departments want to advertise.
- Lecturer is the same thing as a "Visiting Professor", but that must have Provost approval.
- FTE for community colleges = .625 (9 cr. Hrs.)
- Not good to have consistent hires below .5 FTE
- Lisa Bond-Maupin said that funding is still an issue. Clarification needed on use of dollars. Scale is so great to support general education courses.
- More discussion followed.....
- Tim Ketelaar was voted as the new chairman for Faculty Senate.
- Debra Teachman read an email she received from Ron McNeel, NMSU-A Senator. He indicated that there was discussion about this topic among the other senators before their meeting.
- Greg Fant asked Jane to include Policy 5.15.40 on the agenda for the next ADAC meeting.

Other –

- Kathy Brooks asked about advising new international students who arrive late. Are behind in their classes. Is this right?
- Beth Pollack said that the registrar's office has long drop/add dates.
- Mike Zimmerman indicated that the drop/add dates are only for seven days during any academic calendar, again, using the ratio model because of the mini semesters.
- Jim Libbin has a "one time only" CAF for Spring 2013. Already approved and was given to Mike Zimmerman.
- Lisa Bond-Maupin talked about the enrollment management requests. Received \$850,000 for Spring 2013. English alone has \$400,000 in requests and \$100,000 for Math. Has \$535,000 in requests to date. Requests exceed the amount available. Need priorities indicated on the

spread sheet indicating absolute need or by ranking: 1, 2 3. Second proof is due in early October and she will email a reminder. She wants to be fair in the process and may have some money left over from fall semester that could be used as well.

- Sonya Cooper thanked Mike Zimmerman and the Registrar's Office for their help with summer degree certifications, registration, and exceptions for the College of Engineering while their records specialist was out ill.
- Donna Wagner reminded everyone about the Administrator's Retreat scheduled for September 25, 2012.
- International Programs has two new research professors and their home department is ACES. They are 100% at their post although affiliated with the home department. Have the same rights and privileges for reviews and promotions.
- Loui Reyes made the motion to adjourn. Norice Lee seconded. All "ayes". Meeting adjourned at 2:45 pm.
- Next meeting scheduled for September 24, 2012.