

ADAC Meeting Minutes  
September 24, 2012  
Corbett Center, NM Room

Call to Order: 1:00 PM

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

Members Absent: Timothy Ketelaar, Michael Zimmerman, Mark Anderson, Lisa Bond-Maupin

Guests: Terry Cook, Assistant Vice Provost, Student Engagement and Heather Barry Kurtz, Systems Analyst, Student Information Management

1. Approval of Minutes for September 10, 2012. **Amended as follows:** Under Greg Fant, bullet number two, Adjunct...rather than say "hired from" semester to semester, say "would be hired". Under bullet number three, strike ~~Lecturer is the same thing as a "visiting professor", that must have Provost approval.~~ Motion to approve as amended – Kathy Brook. Seconded by Norice Lee. All "ayes".
2. Terry Cook and Heather Barry Kurtz - Student Calling Campaign Pilot Update –
  - Just completed the second semester of the pilot. Here today to get feedback on the calling campaign.
  - Handout was provided with an overview from two previous calling campaigns and comments from the volunteers who did the calling.
  - Will send out another survey monkey to get more feedback.
  - Objective of the campaign is to contact students who have not registered according to designated registration classification date; determine cause for non-registration and refer to resources as needed.
  - Pilot focused on undergraduate students, particularly freshman.
  - Over 300 employees from Student Affairs Management assisted with the calling.
  - Identified over 1000 students who had not registered for the fall semester.
  - Sent targeted emails to those students.
  - Categories as to why students have not registered ranged from "no time" to "taking the semester off".
  - Another reason is because of financial aid and other holds on their accounts. Students do not know how to check or who to go to for help.
  - Since there are no longer paper schedules available, students are now emailed. Accounts receivable also quit printing paper bills to the parents, they email the students. That is where the "gap" occurs since most of the emails are not accurate, this method is not working.
  - Need more visible way to contact the students. Plan to use more social networking.
  - Need more volunteers and training.
  - Should reinstate the paper schedule and paper billing.
  - Will continue to refine database utilizing feedback from volunteer callers.

3. Donna Wagner - Ethics Committee

- Provost convened this group and is chaired by Louis Vazquez.
- A representative from each college is represented.
- Objective is to develop an ethics policy, cultural norms, for the graduate program.
- The committee has been working on this for eight months, very grueling.
- Looked at other documents from other universities.
- Will also include procedures as well as policy in the graduate handbook. The bulk of the committee efforts was on policy.
- Will share more information with the council as it is developed.

Greg Fant – Policy 5.15.40

- Tim Ketelaar, chair of Faculty Senate, is working on gathering more information from non-tenure track senators and faculty.
- Dr. Soumalia Sango, from the Department of Entomology, Plant Pathology and Weed Science, is the new vice chair for faculty senate.
- On October 2<sup>nd</sup>, I, HR and Tim will meet with Dean Slaton, Arts & Sciences, to address their concerns about the possible policy changes.

Other –

- Beth Pollack – shared information about an upcoming lecture on Oct. 1<sup>st</sup>, 7:00 pm, Corbett Student Union Auditorium, sponsored by A&S. Dr. Rob Williams will lecture on “Savage Anxieties. The Invention of Western Civilization”. He is a member of the Lumbee Indian Tribe and professor of law at the University of Arizona. One of the world’s leading experts on Native American Law. Encouraged everyone to attend and she will email the poster to ADAC Council.
- Shelly Stovall - Academic Assessment Reports will be going out this week. Due back by Oct. 25<sup>th</sup>. There is an electronic format available. She will be emailing all department heads. Need to identify someone in each department as the general education liaison in order to send information to share.
- Margaret Lovelace – has two “one time only” CAFS for approval. Also reminded everyone of the Community College Roundup, Oct. 5<sup>th</sup>, East Mesa Campus. Guest speaker will be Dr. Tinto from Syracuse, NY. He will speak at 1:00 pm and lead a breakout session that will follow. Registration cost is \$60, which includes all meals.
- Adjournment. Beth Pollack moved to adjourn the meeting. All “ayes”.

Adjournment: 1:53 PM

\*Reminder that the October 8, 2012 meeting has been cancelled due to the President’s Enrollment Management Retreat.

Next ADAC Meeting  
October 22, 2012  
1-3 PM  
Corbett Center, NM Room