

# ADAC Meeting Minutes

February 13, 2017

Milton Hall, room 85, 2 hr.

**Type of meeting:** Regular ADAC Meeting

**Facilitator:** Kathy Brook

**Notes:** Yvonne Mendoza

**Attending:** Beth Pollack, Jeff Hackney, Lon Chaffin, Ellen Bosman, Norma Grijalva, Kori Plank, Dacia Sedillo, Angelina Palumbo, Liz Ellis, Enedina Vazquez, Sonya Cooper Monica Torres, Greg Fant, Denise Esquibel, David Smith, Shelly Stovall, Jerry Hawkes, Kathy Brook, Susie Bussmann, Karen Frye, Bill Serban

**Guests:** Liz Ellis, General Counsel Office; Susie Bussmann, IIQ; Lon Chaffin, Music

Agenda Item:	Attendee:
Call to order	K. Brook
<b>Approval of minutes</b> - January 23, 2017	Group
Tabled for next meeting.	
<b>New Degree: BA in Music / Proposal adding a Bachelor of Arts degree in Music</b>	B. Pollack/L. Chaffin

Currently there are two degrees offered, Bachelor of Music in Performance and Bachelor of Music Education. These are professional degrees with very limited flexibility for pursuing a minor or another major.

Students, who do not want to be performers, or public school music teachers, currently have no option to major in music at NMSU. This proposal will allow students to have more options. The B. A. is designed for the students who may wish to complete minors or an additional major in other fields. The B. A. in Music would make us more competitive with peer institutions by offering more flexibility with a degree that is 120 credits.

Motion by Beth Pollack, seconded by Sonya Cooper, motion passed unanimously.

Greg Fant commented that the proposal would need the approval/passing of the Academic Dean Council. Any documentation, or additional data that can be provided, such as, enrollment trends would be beneficial, just in case the Deans have any questions.

Catalog Updates, academic regulations	S. Stovall/L. Ellis
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Liz Ellis stated that the revised document *"The Degrees, Majors, Minors and other Academic Programs of Study"*, was sent out to the group on Thursday of last week. She is asking for the group to please review the document, and provide further input. The rules have not been changed; however some aspects of rules have never been stated in the document. For example, under Baccalaureate Degree (Bachelor's Degree), number 8. *"Major – all requirements for at least one undergraduate major field of study, other than a supplemental major, as specified in the college and departmental sections of the catalog."* The rule has always existed, but not been stated in the catalog.

Kori stated that the note, "Special provisions consistent with the NMSU Service members ...", can be moved to the military and veterans programs area of the catalog.

Liz stated she was open to any suggestions on the labeling of all academic associates degrees under the section of the

Associate's Degree. She asked the help of Monica Torres, and referred to the universal requirements. Monica has worked on a drafted document on the universal requirements, and will be sending it to Liz.

There was a question about the last sentence in parenthesis, in the section of "**Additional Degree Designations**". The sentence states (*Some programs offer an Emphasis which is not included on the student's transcript*). Is the word emphasis going to be the only word we use for that stuff that is not on a transcript? After short discussion, there was consensus to delete the sentence in parenthesis, and change the preceding statement to read, "*Degrees and additional designations awarded, limited to, majors, minors, and concentrations, will be noted on the student's transcript.*"

After discussion it was agreed to delete the sentence stating, "Courses taken outside of the major fields may be used to fulfill the conditions of any of the majors." It is understood that each major stands on its own merit and satisfies a checklist. If a student has met all the requirements for major A, and then takes their transcript, and they've met all the requirements for major B, then the student has completed both majors and is able to use as much overlap as a student wants to use.

The section "**Associate's Degree**", second paragraph, was edited to eliminate reference to community colleges establishing requirements since some requirements are set on the Las Cruces campus.

Under the section **Baccalaureate Degree (Bachelor's Degree)** number 3, has the note stating, "any instructor may remand a student to the English developmental laboratory ... ". Has it ever been put into practice, and do we know whether any instructor ever remands a student to the developmental laboratory? After short discussion, it was agreed to delete number 3 completely.

The section, "**Distance Education Bachelor's Degree Completion Program**", will be changed to read as follows; "*A Bachelor Degree Completion Program allows students who have met the lower division requirements' (100 and 200 level) of an undergraduate degree program to complete at least one of NMSU's community colleges and the remaining upper division credits (300 and 400 level) through online distant delivery courses offered by NMSU Las Cruces.*"

Liz asked that Kori and Shelley be in contact on what section we will be working on next.

<b>State Authorization and Reciprocity Agreements (SARA) Update &amp; College Distance Education Reports</b>
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S. Bussmann
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**The proposed revision to rule 6.55 Distance Education** – Early review of revision of rule 6.55 was passed out to group; the document is on the fast track for approval to be in place by Fall 2017. It was suggested that we review the documents changes, and identify areas of concern. Below are some recommendations of changes, clarifications, new language, etc.

New language to be added; *Each campus within the NMSU system will have a distance education committee.*

Part 3: Distance Education Programs, letter D. We need to demonstrate we are assessing both distance education offered online and distance education offered face-to face away from the campus.

A Distant Education handbook is currently being developed for the Las Cruces campus.

Any additional feedback on the document needed by the end of the week, or prior to next ADAC meeting. Greg stated that the proposed rule would be introduced to the Administration Council, and then to Faculty Senate in March.

**Informational:** College DE reports were emailed to Associate Deans February 13<sup>th</sup>. The document distributed at the meeting is a snap shot (sample) of the DE report sent to colleges. It includes a list of faculty members who teach Distance Education courses, a list of DE courses, and DE programs, a history table of funding information.

**State Authorization Reciprocity Agreement (SARA)** – all 50 states are in the process of becoming SARA states, or have been recognized as SARA states. In terms of New Mexico State University distance education programs, we can conduct business in 40 states; 10 states are limited, meaning that students can enroll in some DE programs, except those that involve internship, field experience, clinical or practicum. Just about every limitation connects to a state licensure. It is the students' responsibility to check with the portal agency with their state to make sure with NMSU, and the credentials measure up with their state. It is our responsibility to alert the student to the fact there might be an issue.

Recap on the basic online course check; currently there is a 66% pass rate, where a year ago we had 15% pass rate; 20 out of 270 courses have more serious issues, and 70 courses have easily resolved issues.

Beth Pollack stated that she would like to receive an email identifying those courses in her college that have serious issues. It was stated that the process is set up for an email to go out to the faculty member, and an email to the associate deans would come in at the 6-week review. This allows time to take the course, and get it to pass the basic online course check.

**Catalog Update: Academic Standing**

**J.Hackney**

There are three major changes on the Academic Standing section from the last review of the document. Jeff Hackney stated that in order to be consistent throughout the document the wording “academic associate dean” was added in various areas of the document. In addition, to be consistent throughout the document the word “contract” was replaced throughout the document with “individualized plan” or “plan”. Then under “Effect of summer attendance” a statement was added stating, “In no instance will summer attendance cause a student’s academic standing to become worse, but can only improve a student’s academic standing”.

The group agreed that Kori would put together a formal document with all the edits, and the graduate section, and forward it to Liz for review. Once legal counsel reviews the document, it will then return to the group.

**Minors in Computational Engineering, Biomedical Engineering, and Brewery Engineering**

**S. Cooper**

Informational for the group - **Brewery Engineering** minor has been discussed within the department and the department head has contacted the department head of food science technology, but did not receive any comments on the minor. The department heads of the Biology, Biochemistry, and Chemical and Materials Engineering Departments whose courses would be affected have been contacted and have commented on the minor. There were questions from departments as to how many students are expected to take this minor.

The **Biomedical Engineering** minor has been approved; however it shows up as a draft due to changes made to the required engineering courses only No courses outside of engineering have been changed. Biology, courses did not change from required courses, only elective courses changed. Please verify with departments

For the **Computational Engineering** minor the department head has not contacted computer science concerning C S 177, so Beth Pollack was asked to follow up.

**CS 110 - Update**

**B. Pollack**

Beth Pollack stated that in discussion with others including Dr. Pontelli from the college felt that it is bad timing to let CS 110 disappear, or get rid of CS 110. Giving the flux of Gen Ed its possible CS 110 could be useful in the future. The college would like to keep the course, and we see a value in the course.

Greg Fant stated the there is a bill that is moving through the legislature that reduces the Gen Ed requirements to 30 for baccalaureate degrees. We will wait to see the outcome of the legislative bill.

**Update on Faculty Credentials**

**S. Stovall**

Shelly that they were getting closer in completing the search of HR files for official transcripts. The spreadsheet is almost ready to send out to departments. The first task of colleges will be to forward any official transcripts, that may be located in the colleges or departments. The spreadsheet will list faculty teaching in Spring and identify the courses they are assigned to teach, their degrees, and the rationale as to why are they teaching these courses if they do not have standard credentials. She stated they are hoping to finish going through files by the end of this week, and hope to send out the spreadsheet by the end of next week.

**Activation of Student Concern Website**

**S. Stovall**

Adam Cavotta and Siiri Rogers implemented all feedback and edits to spreadsheet. Shelly is working on sending a draft message pertaining to the activation of the student concern website; however, she wants the message to be reviewed by the group for any concerns or comments.

	<b>Senior Petitioners</b>	<b>D. Esquibel</b>
<p>The Masters Accelerated Program has been designed to be an umbrella for the senior petitioners, the dual degree and joint programs that are currently being offered in the colleges. There has been a lot of interest in these accelerated programs. Programs have been coded in Banner; this allows us to track where the students are in the courses but we have run into a problem with financial aid.</p> <p>Federal law states that if a student is taken senior petitioner courses, which only can be applied to a graduate degree, the student is not eligible for federal loans, or federal grants for those courses; this also affects the lottery scholarship.</p> <p>If a student enrolled in 12 credit hours of undergraduate course and enrolls in a 3 credit hour graduate level course as a senior petitioner, the student <u>will be</u> in compliance due to the 12 credit hour base. If a student is at 9 credit hours in their last semester and picks up 3 credit hours of graduate level courses, the student <u>will not</u> be in compliance and is no longer eligible for federal loans or grant money, due to that one course. Currently we have 42 students participating in the senior petitioner program. We have 4 students who are enrolled as a senior petitioner (only), that do not have any undergraduate courses and they have to drop those courses. The students are upset because they cannot get their financial aid grants to pay for the courses.</p> <p>Denise Esquibel stated that they are working with financial aid on how we can address this issue. It may mean that we do away with senior petitioner program and go to a dual joint program coding. Due to having a lot of interest in these accelerated programs, we will make all efforts to get this corrected.</p>		
	<b>Roundtable</b>	
<p><b>David Smith</b> – meeting with all the Deans and Associate Deans on last year’s assessment reports.</p> <p><b>Beth Pollack</b> – great symphony fundraiser on Saturday.</p> <p><b>Norma Grijalva</b> – we went live with CRM Advise last week. We sent out emails to students regarding balances. We received good feedback from students. Next, we will roll out with DACC starting early March. With the help of Judy Bosland we will be working on the defaults of the system.</p> <p><b>Kori Plank</b> – Reminder that the CAF system is currently open for the final spring submission of changes. Announcements will appear when the department logs in to system. Initial submissions are due March 17<sup>th</sup>, College level approval by April 14<sup>th</sup> and UCC approval by April 24<sup>th</sup>. Changes for the current spring on the one time only courses that are being submitted have been voided or sent back, those with current enrollment are voided.</p> <p>Beth Pollack asked if there is a way in the system to have a feedback loop to departments who thought they have submitted everything, but they still have items in queue that haven’t been formally submitted. Kori stated that when they log in they can click on “view current CAF status” and it will show everything and at what level the CAF is at in the system. Norma Grijalva used shopping cart system as an example of a reminder you have item in your cart. Kori stated that it would be possible with the help of ICT or create a notice in the system, but would require an update of the system.</p> <p><b>Enedina Vazquez</b> – announced that Rentfrow Hall is officially open; a Ribbon Cutting Event held on February 4, 2017. Invited everyone to go look at the renovation done to the hall.</p>		
<b>Adjourn: 3:06 pm</b>		

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