

ADAC Meeting

6/10/2013

2 Hour

New Mexico RM, Corbett Center

Type of meeting: Regular

Please read: 4/22/13 Minutes

Facilitator: Donna Wagner
Note taker: Sonya
Chrisman

Please bring: Any changes to 4/22/13 minutes

Topics

Call to Order

05

Approval of Minutes – 04/22/2013

Group

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State Authorizations of Distance
Education Courses

Bussman

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Classroom Space Planning

Walke

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On-Line Faculty Evaluation Option

Leask, Torra,
Stovall

15

Electronic Theses and Dissertations

Lee

15

Graduate School Update

Reyes

15

Faculty Senate Update

Munson-
McGee

10

Dean's Council Update

Wagner

10

Other Business

Group

Adjournment

Minutes		ADAC Meeting 2 Hours, 6/10/2013 New Mexico Room, Corbett Center	
Type of meeting: Regular		Attending: Rebecca Kongs (Division Dean, DACC-for John Walker, Interim VPAA), Debra Teachman, Shelly Stovall, Liz Ellis (for Kathy Brook), Michael Zimmerman, Kathy Brook, Jim Libbin, Norice Lee, Mark Andersen, Jim O'Donnell, Loui Reyes, Debra Teachman, Sonya Cooper, and Donna Wagner Ex-Officios: Greg Fant (Deputy Provost)	
Facilitator: Donna Wagner			
Note taker: Sonya Chrisman			
		Topics	
05	Approval of Minutes – 04/22/2013		
Discussion: O'Donnell motion, Lee seconded.			
Conclusions: Motion carried.			
Action items:		Person responsible:	Deadline:
12	State Authorizations		Bussman
<p>The Dept. of Education, institutions will enforce their policies on the books. Working to make sure NMSU is legal in clinical rotations, internships, student teaching, distance education and any physical presence. NMSU is okay for distance education. Must read fine print for clinical rotations and etc. Challenges internally knowing where our students are located every semester. There has been some preliminary work where some states have an open-door policy such as Texas. Many states charge for institutions to do business in their states. For example, Massachusetts asks for a lot of money, so that is one state NMSU won't be doing business in anytime soon. At a national level, SARA sounds promising--State-By-State Authorization Reciprocity Agreement, to cover NMSU if the State Board of Education joins SARA. There will be money involved, but it's a fixed cost. SARA would be the gate keeper, likewise, for New Mexico. Wagner, What about students who may be in Massachusetts now? Bussman, An extension has been granted to July 1, 2014 for the state-by-state agreement. O'Donnell, If one student teacher would go to Massachusetts, then what? Bussman, We would be handed the paperwork and a bill for how much it would cost, or you tell the student that they can't student teach there. Fant, Title 4 funds can be affected by this state-by-state agreement. What happened to spur this movement is that several for-profit institutions needed to be placed under control. Texas law for physical presence by definition means an institution has any location within Texas which would include any address, physical site, telephone number, or facsimile number within or originating from within the boundaries of Texas. If there is a physical presence, NMSU must consult with TWC and in turn with THECB to obtain a Certificate of Authorization to offer courses and degree programs in Texas. Bussman, SARA would level the playing field by having states that sign-on abide by the same definition of a physical presence. Anderson, This could potentially impact national internships such as NASA and so forth. O'Donnell, What about the student exchange program? Fant, That's something different from what we're discussing today. What we're asking for now is that each college fill out an online form as to what each department is doing. Feedback is needed. There is no form now, but feedback would help create one. Lee, Does NM charge? Bussman, Not if you're a public institution. Private might be handled differently.</p>			
Conclusions:			

Action items:		Person responsible:	Deadline:
10	Classroom Space	Walke	
<p>Renovation of Hardman Hall and Jacobs Hall. Trying to get Hardman Hall back up by 2015. Working hard to make that happen. There are a couple of key issues that came up with this issue. What's going into Hardman? Making it comfortable with larger work areas and wider rows. What architects developed is to have classrooms fit different teaching needs. Teaching techniques is one of the issues that has come up with the renovation of Hardman Hall. Must still live within the budget. Scheduling is attempting to come up with creative classroom scheduling. Perhaps reduce some needs in Hardman Hall. How to get by with fewer seats while still meeting teaching needs? Utilize the space we have versus building new is the trend. Zimmerman, On the Building Committee, Registrar's and Arts & Sciences is not in favor of this plan of reducing the number of seats. Walke, During renovations, we really need to avoid portable lecture halls. We know that it's impracticable to renovate while teaching in the building. Hired a company to help Registrar's improve enrollment, enrollment to classroom ratio, eliminate white space in classrooms and go beyond prime-time teaching times. Fant, Felt that is was important for Assoc. Deans to hear about what direction this plan is going since most Assoc. Deans are involved with scheduling. Zimmerman, Scheduling for 201410 is two months away. There are four targest to help: 75% of utilization of some of the classrooms. Do a better job with room assignment and enrollment, limit off-grid times and white space. 25% of courses offered in 201310 were taught in four different time periods on Tuesdays and Thursdays. Spreading classes beyond prime-time is a touchy subject. At one time, 40% of classes were taught after 12 p.m. Not any longer. One push is to have centralized scheduling at NMSU. One suggestion by Arts & Science was to schedule Gen Ed classes first, but that idea didn't work out. Fant, Serious discussions need to start here and extend into the Faculty Senate. It is time for NMSU to create M We, Tu, Thur, Fri, Sat schedules to help with the scheduling dilemma. O'Donnell, Many students are requesting evening and weekend classes for better scheduling. Zimmerman, As we begin to run scenarios, we know that in the Chemistry buidling, for example, that Chemistry gets first request of classrooms, but any open classrooms become open to Registrar to use for scheduling other classes. Fant, We should keep this on agendas for future ADAC meetings to keep discussion going. Cooper will email what Arts & Sciences did to address the scheduling challenges.</p>			
		Person responsible:	Deadline:

10	On-Line Faculty Evaluation	Leask, Torra, Stovall	
<p>Stovall, Started having conversations about the evaluation kit. Needed to get onto the ADAC agenda. We think it's all good news. It's an option for on-line faculty evaluation since the one in Canvas did not receive great reviews. There are some pilots this summer. You don't have to be an on-line course to use the tool. If your interested, speak with Leask. Leask, Contacting colleges to work at the college level. Moving pilot projects online to see how things work out. Stovall, One of the things we're trying to do is to answer questions at the institutional level this summer. It's up to each college if you want to use it at the college or the department level. Wagner, Why make this optional? Why not require it. Ellis, Faculty sentaments run very high. In the College of Business, it is required now, but when it was optional, the process was faculty-driven. Faculty generated the actual questionnaire, which eventually led to requiring the use of the tool. Fant, The evaluation is at the college level and not the university level, so it's up to each college what they want to do. Libben, A department already using online evaluation doesn't receive nearly as much feedback as with the use of paper evaluations. Stovall, Best solution to increase response rate is to tell the class if 85% do the online evaluation, everyone will receive extra credit. Tora, Do an evaluation at the beginning of the semester to see if students feel their evaluations are being taken seriously. Libben, Could the presenters please submit a a summary of the project? Tora, Yes. Wagner, One thing that was discussed was that the evaluation could be edited by each department.</p>			
Action items: Submit a project summary		Person(s) responsible: Leask, Torra, Stovall	Deadline:

	Electronic Theses and Dissertations	Lee, Reyes
<p>Lee, Developing a pilot project that will start this fall and go through 2014. We've been discussing ETDs since 2006. A task force was created with various people across campus. Want to move away from printed, bound copies that students must submit and the Library maintains. Also, it will be cheaper for students since the process now is considered antiquated. It will also provide a searchable electronic copy and this could be accessed locally. Talk about it in the future to open up everywhere. If a student chooses for open access title, they pay more. Many universities have already been doing this for years. NMSU is so far behind the curve on this one. Submission process will change involving colleges and departments. Provide names of any faculty that are interested in participating in the pilot project. Wagner, Would that participating just be getting a student onboard, or meeting one-on-one with the students? Reyes, Working out the particulars. Lee, We don't know what will work and what won't until we try it. Need to work out the steps with faculty and students. Need to make sure the document is submission ready. Must be in PDF format. Wagner, Will this be free? Lee, yes, students won't have to pay unless they wanted to register copywrite and/or have their document available through ProQuest for open access (\$95). O'Donnell, Who would be able to read these documents? Lee, Only for oncampus use. Want to be fully functional by fall 2014. O'Donnell, What is open access? Some institutions have documents open access and maintain on their own servers after the student agrees. Pro Quest would handle NMSU's open access for now.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
	Graduate School Update	Reyes
<p>Probation and Suspension-Number of students under probation dropped to 106. We will be preparing a list of students under probation with strategies. Graduate enrollment reached 2741, but now in June we are at 2144. We bombarded recruiters and advisors to recruit students at the 11th hour. We have 328 applications in the department that have not been processed. That's half of the shortfall. There is a new admissions process that could be causing problems. Graduate Catalog--Need help in knowing what policies upset colleges. We're starting early this year for the next catalog. We will be meeting with administrative assistants by July. Must streamline documents. Why are we doing this? Graduate students and faculty are getting lost in what the processes are from one college to the next. Must develop an agreement at the ADAC level. Graduate School is being moved to Educational Services, where the Graduate School was five years ago. We will close June 26-July 8 for the move to Suite 301. Farewell Dean and meet and greet the Dean will be June 24 8:30 - 10. June 25 2-4 if you can't make the 24th reception.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
	Faculty Senate Update	Munson-McGee
<p>Faculty Senate Leadership Committee agenda was President Carruthers request to change the way the Provost is searched versus publicizing. That was granted. Special Faculty Meeting to discuss the issue, but no quorum. Only acted as an advisory to the President. No official role.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
	Dean's Council Update	Wagner
<p>At the April 30 meeting, went around the room and everyone agreed that they didn't need to review the graduate certificates. ADAC and the Faculty Senate will be taking care of that issue. May 29 was an interesting meeting because the new President attended and said that he had made a five-year commitment. One of the things he will be doing is relying more on the Deans. President Carruthers said he is on the fast-track to making changes put into place. Abolishing the President's Council to create President Academic Council. He also wants to decentralize the Foundation. Fant, What it means is that the Deans will have the report to the Foundation. Wagner, He wants to have better 20-year and 4-year college interface.</p>		

Other Business	
Munson-Mcgee, A student was interested in taking a class this summer. How can a student search for classes being offered? Zimmerman, You can search by professor. O'Donnell, There are a list of classes, but the list doesn't show what's available.	
Conclusions: Adjournment 3:07 p.m. Reyes Motion, Libben Seconded. Motion carried.	