

# ADAC Meeting Minutes

March 13, 2017

Milton Hall, room 85, 2 hr.

**Type of meeting:** Regular ADAC Meeting

**Facilitator:** Kathy Brook

**Notes:** Yvonne Mendoza

**Attending:** Jerry Hawkes, Denise Esquibel, Kori Plank, Dacia Sedillo, Jeff Hackney, Mark Cal, Ellen Bosman, David Smith, Shelly Stovall, Rolfe Sassenfeld, Enedina Vazquez, Norma Grijalva, Greg Fant, Monica Torres, Beth Pollack, Jennifer Hodges, Angelina Palumbo, Debbie Giron, Krystal Espinoza, Karen Kopera-Frye

**Guests:** Liz Ellis

Agenda Item	Attendee:
Call to order	K. Brook
Approval of minutes	Group

**Agenda item correction** – Secondary education program, should read 120 credits, and not 102.

**Approval of minutes** – February 27, 2017 amended to reflect Teri Keller for Karen Kopera-Frye.

Motion by K. Frye, to approve the February 27, 2017, minutes, seconded by R. Sassenfeld, motion passed.

Centralized Advising	Jennifer Hodges
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Jennifer Hodges, Interim Director of the newly centralized advising structure named, “Center for Academic Advising and Student Support”, gave some updates and information pertaining to the new structure.

The navigators program is being integrated with the new advising structure, and will have financial aid advisors available at certain times of the year for students. The location (Garcia Annex) is being worked on. Jennifer stated that she has received many questions about, how the advisors are going to be organized, and trained, as well as to how the center will be working with the departments to facilitate maintaining the student faculty connection. The faculty connection subcommittee (task force) suggested that each department would designate/appoint a faculty member who would then be the Faculty Advising Liaison. The liaison would be the person to maintain communication between the department and the advising center on curricular changes or updates. An email will be going out to college deans and associate deans to obtain the information from each department as to who will serve as the faculty advising liaison.

On the advising center side, the centralized model being looked at modeling is the staffing, (six teams) that will continue to build the connection with the departments/colleges, and help students to do that as well. Jennifer stated that the teams were made up by using the meta majors, and the last 8 years of major changing behavior, and what they typically see at new student orientation. These three categories all play out a little bit different on how we count our students, and what the student is up at any one time. Some students are moving in and out and across different disciplines, and we want to accommodate that, while at the same time try to increase the chances the student stays with the same advisor throughout their time at NMSU. Caseloads of 400 students per staff, navigators will become graduate assistant advisors; they will have a part-time caseload. The six teams consist of Applied & Clinical Health Sciences, Applied Social & Behavioral Sciences, Business, Life Sciences, Physical Sciences& Engineering, Teacher Education, Communication, Media Study, & Creative Arts. Within each team there are primary majors, and secondary majors, so advisors would also learn the basics of the secondary majors so that way the student would stay with the same advisor even if they changes majors.

**Example of primary and secondary:**

**Team: Applied and Clinical Health Sciences**

**Primary:**

Athletic Training

Human Nutrition and Dietetic Sciences

Kinesiology

Nursing

**Secondary:**

Individualized Studies

Biology

Psychology

Social Work

Secondary Education

Criminal Justice

Elementary Education

Public Health

Communication Disorders

Some ideas on advising interactions on some of the process were discussed, for example, academic holds, the advising task force recommended advising holds be placed by central advising based on event trigger points. Example, if the student submits a change of major request, student would then need a new academic plan, and a hold would be place. The concept is to facilitate a consistent experience for all student across the board. It was stated that some process be maintained in the colleges, and departments. Feedback requested on the hand out passed out, "policy, procedures, and authority ideas for centralized advising at NMSU". Due to numerous questions, Kathy Brook suggested that we place the centralized advising topic on the next ADAC meeting, or set up a separate meeting for more discussion. Consensus not reached; Kathy Brook will figure it out.

## Catalog Updates, especially academic regulations

S. Stovall /

Liz Ellis

Liz Ellis handed out a draft copy of the **Registration and Enrollment** section of the catalog, and informed everyone that she was not able to get through both sections, but will continue to work on the document, and attempt to streamline a lot of the information.

### **Below are some examples of some changes:**

The first paragraph on the registration section has changed to reflect the statement on the registrar's website to a certain extent, pertaining to registration.

The "class rank" section on the old version has changed to "**Registration Schedule by Classification**".

The title "**University of Credits**" has changed to "**University Credits**". Also not sure how quickly we would be able to review, and edit this section due to a rule that is going through the rule process. (Carnegie credit hour)

The section "**Course Load for Undergraduate Students**" recommended edits in different areas, for instance using "**fulltime course**" instead of "normal course". Also the sentence stating "... written permission must be obtained from the Dean of the students' college ..." changed to state "**Registration for a course overload requires written permission for the Associate Dean for Academics in the students' college.**" A creation of a form was discussed, in order for the student to request written permission for an over load. Stated was that there is a form that is used, and it can be found on the Registrars' website.

The sentence stating, " Freshmen and students with a grade of C- or less, or a cumulative grade-point average of less than 2.5, in either of the last two semesters, are not eligible for overloads", will now state, "... **grade of D or F, or less, ...** " .

It was recommended that the last sentence read as follows, " Enrollment in non-NMSU courses requires **prior approval** for the Associate Dean for Academics ..."

The last sentence in the section "**Course Load for Graduate Students**, will be deleted, and "normal course" will change to "**full-time course**".

In the "**Course Numbering**" section of the document, the word "typically" replaced with "**primary**". The last sentence states "In some cases graduate credit may be obtained for courses numbered 450-499". Recommendation to read, "**Some graduate programs may accept course numbered 450-499 for graduate credit**".

**Prerequisites and Corequisites**, is still needing some clean up, however the statement of "... the student will be automatically disenrolled ..." suggestions on changing the statement to "**... the student shall be disenrolled ...**".

The section "Adding or Withdrawing (Dropping) from Course" will change to "**Changes in Registration**". In the first paragraph, **financial aid** inserted after scholarships. In the area of withdrawing from courses, the word "drop" replaced with "**withdrawing**". The sentence stating "When permitted, students are responsible for initiating official withdrawal ..." will be revised and will read "Students are responsible for initiating official withdrawal ..."

Liz did not work on "**Changes in Registration**" section, but she is recommending that we remove the first paragraph, due to students able to make registration changes without signatures. **Change of Schedule Form** added to the paragraph relating to forms. The area stating the rule for applying a "W" grade (1, 2, 3,) omitted from the section, and some things that we will keep from this section will move to the area before the wait listing section.

The section "**Repeating Course for Graduate Students**" the "B-" stated in the first sentence will change to "**B**".

<b>New Mexico Common Course Renumbering Project</b>	<b>D. Sedillo</b>
<p>The common course re-numbering is still underway, in hopes of implementation by Fall 2018. It has been decided that the numbering will have 4 letters and 4 digits for every course that is commonly articulated across the state. Faculty are still meeting on everything except English and Math, statewide. Faculty hope to get all information to HED by summer before faculty leave, and HED would then review during the summer, in hopes that by August the numbering is decided. We then have one year from then to get them into the system. We will need to work on the transcripts as well.</p>	
<b>Reconfiguration of Departments at NMSU-Carlsbad</b>	A.Nwanne
<p>The proposal for reconfiguration of department at NMSU Carlsbad will be place on the next ADAC meeting agenda.</p>	
<b>DACC Proposal to Change Associate of Arts</b>	M. Torres
<p>The proposal has been brought to ADAC for informational/announcement purposes.</p> <p>The proposed changes to the Associate of Arts is a reduction in credit hours from 66 to 60. This will reflect the campus-wide efforts to reduce associate degree programs to 60 credits. Elimination of 6 credits of electives will drop the credit hours to 60. Also considered is removal of options, in order to bring the student to a position to consult an advisor.</p>	
<b>DACC Proposal to Change Public Health –AAS</b>	M. Torres
<p>The proposal to change the reduction in credit hours from 66 to 60 and the name change from Associate of Applied Science in Public Health, to Associate of Public Health. The “Associate of Applied Science” is typically associated with career technical education or workforce programs. Public Health is a transfer program, with a 2+2 articulation agreement with the Bachelor of Public Health at NMSU, and this change signals the transfer mission of the program.</p> <p>The request in reduction on credit hours will reflect a campus-wide effort to reduce associate degree programs to 60 credit. Three credits in “Technical Requirements” and three credits in “Related Requirements are being eliminated.</p> <p><b>Motion</b> to change the name of the degree to Associate of Public Health, and reduce the minimum credits by 60 by Monica Torres, seconded by Beth Pollack, all in favor motion passed.</p>	
<b>Secondary Education Program, 120 credits</b>	E. Vazquez
<p>The proposal to reduce credits to 120 to the Secondary Education Program. Enedina Vazquez will send the proposal for review before the next ADAC meeting. It was also stated that the PED would have to approve any curriculum changes, and waiting on the reductions pertaining to SB 329 General Education requirements. The PED site visit went well for the College of Education.</p> <p>Dean Brook will send out the document Enedina sent today, and remind everyone before the next meeting and if anyone has, any questions can reach out to Enedina before meeting and not delay the process.</p> <p>The Secondary Education Program Proposal will be on the next ADAC agenda, March 27, 2017.</p>	
<b>Minor in Banking and Financial Planning</b>	K. Brook
<p>This is an informational item from the College of Business. Description of proposal was sent out to the group.</p> <p>This is a change from Minor in Banking, to a Minor in Banking and Financial Planning. It adds a required course, and reduces the number of electives (18 credits). Any questions can be directed to Kathy Brook.</p>	

	<b>Distance Education rule 6.55</b>	G. Fant
	Greg Fant stated that any comments, recommendations, or suggestions needed by Wednesday, at noon on the Rule 6.55 Distance Education, and 6.67 Experiential Learning for the committees consideration. The committee will be meeting this Friday, March 17, 2017.	
	<b>Incomplete Grades</b>	B. Pollack
	Beth Pollack asked how other colleges were handling the I grade form, and thought maybe it (form) should stay with department, this way if the faculty member leaves, the department would know what is needed or needs to be done. Some members of the group stated that the form is handled at the Deans Office. Greg Fant stated that he had a concern about students being treated equitably through their entire schedule, not only at the course level, and at hopes there is some Dean oversight, and that all the courses are looked at.	
	<b>Academic Sanctions/Grade Changes</b>	D. Sedillo
	<b>To be placed on next meeting agenda.</b>	
	<b>Concentrations for degrees</b>	K. Plank
	Feedback needed on how we want to move forward with the concentrations we currently have listed in the catalog, but not coded in banner. Colleges have receive a list of those that are not in banner. We need to figure out what process we want to use. All concentrations linked to a major, and specializations will become a concentration in order to appear on the transcripts. Kori stated that she has created a fillable form that we would do individually, or do a one-time wholesale by college by implementing new policy, each be transcript. Kori will be providing the group with the form and colleges will take care of the existing programs right now.	
	<b>Update on faculty credentials / Update on student concerns website</b>	S. Stovall
	Email will be sent out to colleges with specific directions regarding providing/collecting transcripts "Official transcript" and moved over to HR on the Las Cruces campus. There is a deadline of March 31, 2017 to submit to the gathered transcripts. There will be a second communication email asking departments to align faculty members with courses. The student concerns website will up and running by April 1, 2017. Instructions will be sent out to college deans on the student concern system, and can be forwarded to departments.	
	<b>Notes on ADC Meeting, February 28, 2017</b>	S. Stovall
Dean Brook sent out the notes on the ADC meeting. If anyone has questions, feel free to ask.		
Round Table		
<p><b>Bill Serban</b> – last week the 1<sup>st</sup> presidential candidate interview, and this week we 2 remaining presidential interviews, so moving along with the process on selecting a new campus president. We should be done in the next few weeks.</p> <p><b>Enedina Vazquez</b> – PED visit went well. There are couple of things that we need to look at and hope that the information will be shared with us, and that will also help us with the case study that is due March 20<sup>th</sup> a week from today.</p> <p><b>Denise Esquibel</b> – ACHE meeting with the Provost for program approval is scheduled for April 11, 2017 at 1:30. Invitation for presentation, from HED Board, on April 26<sup>th</sup> at 10:00am.</p> <p><b>Kori Plank</b> – Spring CAF Cycle due on Friday. April 18-19 training on catalog system.</p> <p><b>Denise Esquibel</b> – met with Secretary Damron in Santa Fe. The Masters of Engineering, presented by Dr. Pines. The title of Master s of Engineering degree proposal is done as a collaborate state graduate program, and it is a new degree and it is a</p>		

degree change. Visited with other institutions on the HLC policy on 5-year programs. What Secretary Damron informed us is that we do not approve our masters & bachelor's programs, they are approved independently, and the university can choose to do a dual program. How we will grant the credits to the senior petitioners is a concern.

**Norma Grijalva** - Canvas issues this morning.

**Krystal Espinoza** – mini semester 1 grading is still open, but will close tomorrow, Tuesday, March 14, 2017 and reopen at the end of semester.

**Rolfe Sassenfeld** - 5 items on the Faculty Senate agenda. The 6.67 Experiential Learning, on academic track will be review this Friday and 6.55 Academic Rules for Distance Education. The credit hour calculation changes in the catalog, and how the credit hours are calculated will be going through administrative track. Three rule changes based on university travel into locations that have state department warnings will be going through administrative track.

**Shelley Stovall** – the credit hour policy rule, is just updating 6.26 to include not only seat time, but online credit hour production how we evaluate that with the seat time.

**Karen Kopera-Frye** – Our Southern area Health Education Centers had a site visit from the Alzheimer's Association and they like the program. Which is running support groups, caregivers, and with all due respect all in Spanish. They want us to go up north and set up a bunch of groups.

**Adjourn: 3:00 pm**