

ADAC Meeting Minutes

March 27, 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, Susan Wood (for Monica Torres), Beth Pollack, Jennifer Hodges, Angelina Palumbo, Debbie Giron, Karen Kopera-Frye, Pam Jeffries, Sonia Cooper, Tim Ketelaar

Guests: Career Services, Roseanne Bensley, and Gerard Nevarez. General Council, Liz Ellis. College of Education, David Rutledge, Aadeh Osanloo, and Debra Knapp.

Agenda Item	Attendee:
Call to order 1:00 pm	K. Brook
Approval of minutes	Group
<p>Approval of minutes – March 13, 2017 - approval of minutes postponed for the next ADAC Meeting, scheduled for April 10, 2017.</p>	
<p>Co-ops and Internships</p>	<p>G. Nevarez & R. Bensley</p>
<p>NMSU Career Services presented to the ADAC group regarding Internships, and Cooperative Education programs, and the requirements to participate in these programs. Career Services would like to work closely with the colleges in relation to internships, and cooperative education experiences. Stated was that not everything is reported to their office, and that they would like to be the central repository for the experimental learning to capture all the data, that could help to expand the experimental learning for our students.</p> <p>Roseanne Bensley stated that Career Services is engaged, and does many different things to help our students enter the world of work. Passed out were a brochure on Cooperative Education and Internship Program, a Career Planning Guide, and a pen, advertising their financial wellness program, just a few of many different things to help students.</p> <p>Fall Career Fair / Expose to be held in September, they (Career Services) currently have 7 employers ready to participate, and anticipate 130. Help appreciated from the colleges if they have employer contact, advisory boards, faculty visits, any contacts that Career Services can get them to come on campus to hire our students whether it be co-op, internships, or fulltime employment. Career Services would like to partner up with our colleges on recruitment of employers.</p> <p>Greg Fant asked the group for their thoughts concerning internships in the freshmen years. Some thoughts were that maybe freshmen were not ready for internships.</p> <p>Roseanne stated that depending on the employers, freshmen do get hire by federal agencies, they start the process in the fall semester of the freshmen's year with the idea that they want to work with them and coach them, so that they can start the summer after their freshmen year.</p> <p>Michael Schmelzle, Director of International Student & Scholar Services, stated that students at the undergraduate level are forbidden by regulation to participate in an internship until they complete a full academic year. International students would not be eligible at the undergraduate level for an internship that freshmen year.</p> <p>Roseanne stated that it all depends on case by case depending on the student, their major and the intent of the employer in hiring freshmen.</p>	

Sonya Cooper stated Engineering freshmen are offered internships, and work 10 hours a week, non-paid. She expressed that if we can get students in as early as possible, and as many time as possible, for the students to get exposer into the work place, and helps the students find their niche.

Catalog Updates	L. Ellis, S. Stovall, and K. Plank
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Liz Ellis gave an update on the draft of the **Registration and Enrollment** section of the catalog, and asked the group for some clarification on the section **“Repeating Courses for Graduate Students”**. It was agreed to change the second sentence in the section to state that once the student earns a passing grade of a **“B”** or better, and remove the B-. Currently this was all that was needed on the Registration and Enrollment section of the catalog for now. Liz stated that she would be sending out the draft document, and asked the group to review so that we can move forward with this section

Also worked on by Liz was the section **“Enrollment Academic Progress and Performance”**

Recommendations/edits to the section:

Changing the name of the section to **“Academic Progress and Performance”**.

Under the section, **“Absences from Class and Failure to Complete Assignments”** will delete the approval of the department head as part of the process for the student to be withdrawn from the course, to only needing the signatures of the instructor and associate dean on the form. Discussion on a creation of a fillable form for this process, and or the option of a workflow process for the procedure, in the future. The terminology **“dis enrolled”** will be used to replace words **“drop”**, **“withdrawn”**, in which dis enrolled fits better due to the students would be dis enrolled, if students miss class due to accident, or illness or other circumstances beyond control.

Beth Pollack asked how would this integrates with centralized advising, if the student were going to be withdrawn administratively from a class. It was suggested the group setup to meet outside of the regular ADAC meeting, and try to take care of some of these issues concerning the transition of centralized advising and the impact to colleges. Also briefly discussed was making the changes to the catalog, and the short time we have left. Kori stated that the goal to have the catalog published is June 1, 2017, and the last day for Kori to make changes to catalog is May 24, 2017.

The sentence stating **“... “Authorized Absence” as long as the student has satisfactory academic standing ...”** will be deleted and replaced with **“has a cumulative GPA of? Or is current on all course assignments and has a passing grade in the course at that time.”**

The last sentence of the first paragraph of section, **Academic Program Assessment** will be deleted (NMSU Faculty and staff communicate to students the value and implications of assessment). The second paragraph second to the last sentence will also be deleted (Efforts will be made to inform students of assessment results and the program improvements implemented as a result of assessment.)

Liz asked Dacia to review the section on **“Exam Week and Final Examinations”** and make sure we are following what is stated in the section pertaining to procedure.

Liz stated that there is more work to be done on this section, and will continue to make recommendations and edits. She stated that she wanted to group to take a close look at **“Developmental Evaluation”** and **“Basic Academic Skills”** section for discussion and feedback at the April 10, 2017 meeting.

Proposal for School of Teacher Preparation, Administration, and Leadership	D. Rutledge, A. Osanloo, and D. Knapp
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Motion by Rolfe Sassefeld to approval proposal, **seconded by Enedina Vazquez**, followed by discussion.

Shelly Stovall asked about the accreditation regarding the department of communication disorder. Enedina stated that the communication disorder department is under a different accreditation and not SPED. Shelly recommended that to be prepare we should have it all in writing on the structure changes and financial support as well as the resources and those kinds of things to communicate to the accreditors. The program in Communication Disorders is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA). Aadeh Osanloo stated that their hoping that once this proposal structure get approved, they can set up workshop sessions and come together (3 departments) stake holders and work out the resources and finances.

Kathy Brook ask the group if the activity of Team 6 Academic Structure, in any way going to in pinch on your decision to do it this particular way? Aadeh stated that she was on Team 6 and it is just the opposite, their looking at the College of Education as an example on how to move forward, because they like the processes that were done. She stated that at the next Team 6 meeting, the proposal is to be presented, and how they were able to get faculty buy in, and stakeholder buy in as well.

All in favor of the motion, motion passed.

Centralized Advising	J. Hodges
<p>Regarding the “Policy, Procedures, and Authority Ideas for Centralized Advising at NMSU” form, Jennifer Hodges explained that in discussions with the task force there were some sorting out of some processes, those that are handled by the colleges, and those that would be handled by centralized advising. Processes reviewed, and modified, by the task force, however feedback is needed from the group on those areas that consensus was not met.</p> <p>Examples: Registration Process- Retroactive/Late Adds, Drops, Withdrawals Student Record Upkeep- Audit exceptions- College and Major requirements Graduation Processes remaining with Colleges</p> <p>Suggested was that the group identifies the areas of clear agreement, and areas of defense, and try to tackle the rest, the next round.</p> <p>Dean Brook suggested that we number the document in order to refer to the items more easily and she will send out a doddle poll to schedule a meeting time, and place for Associate Deans, or anyone interested to meet, and go through the document in more detailed. Kori stated that since we are numbering the sections, and if there are portions where the catalog language is in discussion, she could specifically bring up what has been edited, or is being worked on by Legal Counsel.</p> <p>Jennifer will number the document (Policy, Procedures, and Authority Ideas for Centralized Advising at NMSU), and send it right back out to the group.</p>	
Rule 6.26 Credit Hour Calculation	S. Stovall
<p>Shelly Stovall presented the updated Rule 6.26 Credit Hour Calculation. She stated that there has been some language change pertaining to seat time, and some added language that translates the process we are already doing. The update is not changing anything on the academic role. The proposed revision to Rule 6.26 Credit Hour Calculation was presented to University Administration Council (UAC) for a first reading, and will go back for a second reading. The updated document has been brought to the group for feedback, edits or any recommendations on parts 1 through 3, and should be emailed to Shelly.</p> <p>If you would like to give feedback/recommendations to the other Parts (4-6) of the document, you can also email those to Shelly as well.</p>	
Reconfiguration of Departments at NMSU-Carlsbad	A. Nwanne
<p>The review of the revised proposal of reconfiguration of departments a NMSU Carlsbad will be presented at the next ADAC Meeting (April 10th)</p>	
Secondary Education Program, 120 credits	E. Vazquez
<p>The College of Education proposes the following changes to the current degree offering to meet the 120 credit new rule. Curriculum & Instruction, Degree, BS in Secondary Education, Program Areas: English Language Arts, Mathematics, Science, and Social Studies. To reduce licensure general education requirements and electives as per Senate Bill 329. Selected courses that count toward general education requirements and core content and establishing the teaching field for licensure.</p> <p>Jeff Hackney pointed out that on the table on page 4, the Preliminary Course work list the 4th bullet should be EDUC 281, and not EDUC 204. Also stated was the fact that science education would have to stay at the 121 minimum credit hours for degree.</p> <p>Enedina will change the title of the signature page to read, “College of Education Proposal Reduction of</p>	

<p>Secondary Education Programs to 120 credits with the exception of Science Education to remain at 121 credits”.</p> <p>Motion by Enedina Vazquez to approve the secondary education program changes in degree to 120 credits, seconded by Beth Pollack, all in favor, motion passed with corrections.</p>	
<p>MBA Concentration in Public Utility Regulation</p>	K. Brook
<p>The College of Business is proposing to add a concentration in Public Utility Regulation, consisting of 4 economics courses in areas including, electrical, gas, and water. These courses are currently on the books, and are being taught for the Graduate Certificate in Public Utility Regulation. The concentration is being proposed based on feedback from individuals in the industry indicating to us that this would be a marketable program, especially through our online MBA program. Agreement within the program that several of these courses are cover learning objectives, which we currently covered in specific MBA courses. Therefore, we will substitute the concentration for these two normally required MBA course, so in total the student can complete the degree and concentration in 39 credits rather than adding on to the existing 36-credit program.</p> <p>Motion by Dean Brook to approve the new MBA Concentration in Public Utility Regulation, seconded by R. Sassenfeld, all in favor motion passed.</p>	
<p>Masters Accelerated Program</p>	D. Esquibel
<p>Recommended changes to the “Masters Accelerated Program Referral Form”</p> <p>The Graduate School met with the Financial Aid Department, and the Registrar’s Office regarding the federal policy on financial aid. It was determined by the Registrar’s office, and Financial Aid office that the senior petitioner program, and the joint dual programs do not meet compliance with federal financial aid ruling. Therefore, we will be doing away with the programs, and this will allow students to be eligible for financial aid, and not hurt the students.</p> <p>We will continue to roll out the Masters Accelerated Program, this will allow student to be advanced students, and be permitted to take courses with the approval of the graduate advisor, in order to move on into these programs, so that we can retain our graduate students. The problem is the past, was senior petitioner course were only being counted as graduate courses. Courses were moved from financial aid, to undergraduate payment, to graduate level, and were removed completely from the undergraduate transcript. Therefore, it looked like the student only completed only 9 hours of undergraduate work, but was able to receive fulltime financial aid.</p> <p>For those student that were in the senior petitioners program all of Spring 2017 , those courses will be coded undergraduate, and graduate on the students transcript, and it’s not that we are not granting the graduate level credit for the student, it’s the only way we can coded it, and keep it in compliance with financial aid.</p> <p>A new form has been introduced which will require a financial aid advisor approval to ensure that this will not affect the students financial aid in any way. It was suggested that the signature lines be placed as followed: student signature, anticipated master’s department head signature, undergraduate advisor signature, financial aid advisor approval, undergraduate academic dean signature.</p> <p>It was stated that we need to keep an eye on the students GPA; we have had many students without the GPA requirement applying to the program. Students have to have a 3.0 GPA to be allowed in the program. It would be helpful that the 3.0 GPA requirement is noted on the form</p>	
<p>Transcripts</p>	K. Frye
<p>Lost transcripts for employees with 10 plus years with NMSU. College employees have to pay again to receive transcripts. Colleges are handling the issue differently, as Dean Brook stated that, the College of Business has agreed to reimburse for the cost. It was stated that some files located in colleges noted that transcripts were sent to HR, and apparently are not located at HR anymore.</p> <p>Greg Fant stated at one point HR was required to receive all transcripts. There was then a change in administration that required that the colleges would keep the transcripts. It was switch back last summer.</p> <p>This is a good opportunity for us to clean things up and move forward.</p>	

Round Table

Bill Serban – a new campus president Dr. Mickey Best, will start June 1, 2017.

Andrew Nwanne – Assessment day April 7th

David Smith – Teaching with the Stars Event this Thursday from 5-7 at the Golf Course, this is the 2nd year for the event. It is a pattern of speed dating; we have 8 teachers, one from each colleges and DACC. Participates will go from table to table and give a snippets of a teaching method a teacher uses, it is a lot of fun and instructor will demonstrate something on the teaching method. It is more for newer teachers.

Denise Esquibel – the Fellowship Scholarship Committee will be reviewing all of the applications, and nominations for the different scholarship submitted to the graduate school, this Friday. The goal to have the final review completed on Friday and get letters out to department heads and academic deans on Monday, and Tuesday next week.

Greg Fant – LGBT Event tonight will start at 7:00.

Kori Plank – Reminder sent out on Catalog training April 18th and 19th. Sent out a sign up list of those for the Course Catalog in order to add into the system.

Dacia Sedillo – We have over 1000 new students for Fall 2018 signed up for orientation. 500 above last year.

Rolfe Sassenfeld – couple of things form Faculty Senate, the P&T updates went through subcommittee, but needing more time, maybe another month hopefully it will be voted on in the May meeting. The experiential learning, and distance education reviewed by Scholastic Affairs this Tuesday. Proposed legislation, is the post tenure review will be set on the agenda and review by committees next month. Community college reducing to 60 credits.

Tim Ketelaar – Academic Integrity Taskforce have made some changes, on the Academic track, and flowcharts.

*Requiring an informal hearing with the student.

*streamline the appeal process; all appeals will go through a formal hearing, and no more informal hearings.

*PI sanction- signal formal hearing in which is concluded at that time.

*PII Violation – formal hearing, in which can be appealed by student or faculty member, then would go to provost level.

This allows a streamlined and more efficient process. Information will be posted on the Faculty Senate website.

Sponsored by the Honors College and the Provost , Hidden Figures Movie event, April 3, 2017, and open to the public.

Enedina Vazquez – Application submitted to HLC. An onsite review by HLC is scheduled for November 12-14, 2017. An offsite review by PED is scheduled for May 2017.

Adjourn: 3:00 pm