

ADAC Meeting Minutes

April 10, 2017

Milton Hall, room 85, 2 hr.

Type of meeting: Regular ADAC Meeting

Facilitator: Kathy Brook

Notes: Yvonne Mendoza

Attending: Dacia Sedillo, Kori Plank, Susan Wood (for Monica Torres), Denise Esquibel, Beth Pollack, Norma Grijalva, Michael Schmelzle, Sonya Cooper, Rolfe Sassenfeld, Jeff Hackney, Karen Kopera-Frye, Shelly Stovall, Ellen Bosman, Bill Serban, Andrew Nwanne, Kathy Brook, Mark Cal, Jerry Hawkes, David Smith, Angelina Palumbo,

Guests: Liz Ellis

Agenda Item	Attendee:
Call to order	K. Brook
Approval of minutes	Group
<p>Approval of March 13, 2017 minutes –motion by Beth Pollack to approve the amended minutes to included Karen Kopera-Frye and remove Shelley Stovall from a section on the March 13, 2017 ADAC minutes, seconded by Sonya Cooper, all in favor motion passed</p>	
Catalog Updates	Liz, Shelly and Kori
<p>Liz Ellis reviewed the updated section with the comments and recommendations of the “Academic Progress and Performance” . Liz stated that we need to place a timing statement in the section “absences form class and failure to complete assignments”, to the second sentence to read “... no later than the deadline for course withdraw, students may be administrative dis-enrolled ...” She also asked for clarification on the process in submitting the absence/lack of progress report form to the student’s college, or course college, and the decision was made that the form would be submitted to the student’s <u>course college</u>. Also recommended was a sentence stating, “A disenrollment has the same effect as a voluntary withdrawal (see “Registration Changes in this catalog”). A time limit of 10 days after notification of the dis-enrollment the student would be able to appeal the dis-enrollment to the dean of the college. Liz will crosscheck the “Classroom Conduct” section with the “student code of conduct”. Liz encouraged the group to get familiar with the “student code of conduct”, due to it crossing over to the academic world, in order to stay consistent. Consensus from the group on the recommendation of merging of the two paragraphs in the section, “Academic Program Assessment” due to repeated message. Discussion of section “Exam Week and Final Examinations” and of final exams for weekend courses, and those exams for weekend courses should take place the weekend before exam week. The sentence in the section stating, “During the week before Exam Week, instructors are not allowed to hold examinations lasting more than one class period”, will be move up to the first paragraph. The last sentence will be changed to read “Students <u>who are concern</u> that their instructor(s) have not honored Exam Week requirements <u>may appeal</u> to the instructors’ department head.”</p> <p>Developmental Evaluation section, Liz suggested that when we have important pages for students that need to find all the time that having a dedicated URL for that instead of a PDF link would be helpful. This section has been discussed prior to today, and a sentence will be added to the 2nd bullet “Developmental Courses in Math” stating “the student should check with their advisor”.</p> <p>Liz all so recommended changing the title of the section “Basic Academic Skills” to a longer title “Basic Academic Skills for Upper Division Course Enrollment” , in order to capture what this section is really about. The section will start with “Undergraduate students ...” instead of “All undergraduate students ...” This is due to transfer student with 45 or more credits are allowed to enrolling upper-division courses before satisfying the Basic Academic Skills requirements. Under the section English Basic Skill demonstration Options, the third bullet will read, “... credits with a grade of C- or above, <u>accepted for</u> transferred from accredited post-secondary institutions ...” Liz emphasized that everyone should review the section line by line closely in order to make sure everything is in line.</p> <p>Credits from Non-accredited institutions will state; “As a general rule, NMSU does not accept credits from non-accredited institutions”.</p> <p>This statement may belong in a different section of the catalog. The colleges will review the area placements exams, in order to determine if the exam scores of 3, 4, or 5, are correct. Gen Ed Math, CCDM114, Math 111, & 112 need to stay as Basic Skills, Liz will work on the area of Mathematics Basic Skill Demonstration Options. Section, Independent Study and Directed Reading Courses will eliminate the special</p>	

topic, wording, also recommended was that the language in pretexts be deleted. The section has been completely edited, and language change to establish the perimeters on independent study. **Adjusted Credit Option** section will be cross referenced with the repeat of course rule. **Graduate Course Deficiencies** group will figure out the rule, and language, and will be revisited next round. **Short Courses for Graduate Students** paragraph removed from the document. **Challenging Graduate Courses** section will need a process on how a student may challenge a graduate course by examination.

Reconfiguration of Departments at NMSU-Carlsbad	A. Nwanne
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Andrew Nwanne presented the proposal to reconfigure two academic departments: Department of English, Humanities, and Arts, and the Department of Business, Computer Technology, and Manufacturing. The current department of digital media, computer science, and business will be eliminated; faculty members will join the new respective departments. The current Department of English and Humanities, renamed Department of English, Humanities and Arts. Also the renaming of Department of Manufacturing Sector, to Department of Business, Computer Technology, and Manufacturing. The reconfiguration will be a better alignment of departments, recruitment, expected increase in enrollment, better focus on retention and graduation. The merger will not cause adverse impact on the campus budget or faculty positions. All faculty members involved will continue their current ranks, tracks, teaching loads, and salary levels. The proposal is supported by the local Faculty Council, and has been discussed in faculty meetings without objections.

- **Motion** by Andrew Nwanne to approve the reconfiguration of two departments at NMSU-Carlsbad, seconded by Rolfe Sassenfeld, motion passed.

Karen Kopera Frye asked if all faculty members were present at the February 15, 2017 meeting. Andrew stated that the majority of faculty had attended. Beth Pollack asked if a vote was taken at the faculty meeting, the answer from Andrew was yes, faculty took a vote, those that attended the meeting.

Update on the Quality Initiative	S. Stovall
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Shelly Stovall gave an update on the Quality Initiative, and stated that at the next ADAC meeting, they would have a more formal presentation on the Quality Initiative, focused on writing. There has been a lot of collection of data, assessments' have been done, and things that some colleges are doing, and were not aware of, but will be asking the colleges on input.

A 3-phase approach proposal will be presented, built on the momentum we have started, and to continue the momentum. Phase 1. How to continue some of the things we started as part of the Quality Initiative, and keep those moving forward. Includes outcomes on Writing to Learn Mini Grants. Some of those courses have turn out to writing intensive courses in the discipline. Looking at a 1-year mini grant program, and implement the Writing to Learn strategies into the WAC program. Conversations have taken place with individuals with the Writing Program, on the implementations of strategies. Continue to offer workshops, and share information, and ideas of different ways, and different levels of intensity writing that could happen within the discipline.

Phase 2 approach is a more long term. There has been conversations regarding some General Education revisions, which we should incorporate some writing in an intentional way, then what we have been. This has been part of the conversations, and will continue to be. Long range, conversations around the curricular structure of writing on campus, and ways of doing writing as part of institutional curriculum. These are some of the plans moving forward. More detail information next ADAC meeting.

Articulation Agreements	S. Stovall
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This is a conversation we have had over a year ago, however it has been brought back to the table. At last week's HLC meeting, one of the things they talked about was looking at specific articulation agreements. Mainly those that transfer credits to our programs, which are beyond the course-by-course transfer metrics, and have been worked out with another institution. Articulation agreement information for students should be up, and accessible. Shelly stated that she really ran into more MOU's than articulation agreements, but asked that everyone check with the departments, and email them to her. She will be sending an email out to everyone as reminder.

Dacia, is looking for any agreements with El Paso Community College, she stated that Bernadette and herself were having conversations with the El Paso area, El Paso Independent School District, Socorro, and Ysleta, and Region 19 program coordinator. It was asked that if we had any articulation agreements with El Paso to please send them to Dacia.

	Kathy Brook ask for clarification regarding the approval process. Shelley stated that there was a form on the Provost website, requiring approval signatures from Department Head, Accreditation, Shelly Stovall, legal counsel Liz Ellis, and financial A. Throneberry involving a financial commitment.	
	Revisions to Academic Integrity Policy	Tim Ketelaar
	Tim Ketelaar did not make it to meeting. Placed on the next meeting agenda.	
	Centralized advising policies and procedures	K. Brook
	<p>For those of you that did not make it to the Thursday, noon meeting on the “Policy, Procedures, and Authority Ideas for Centralized Advising at NMSU”. Discussion on varies aspects of the centralized advising, and the indication for the colleges. This was placed on the agenda today to find out what we think the next steps are in terms of this group, if any. There may be some things on the college side, which would be important to address collectively, and probably some are unique to some colleges that would be harder to address.</p> <p>Some issues and general items addressed on the Policy Procedures, and Authority Ideas for Centralized Advising at NMSU: Discussion on the “Retroactive/Late Adds, Drops, Withdrawals” section, and whether it should be a task for centralized advising, or should stay with the colleges. The group stated that “Option B: Requests are reviewed and approved/denied by College Dean’s Offices (i.e., Associate Deans)”, was preferred. The section “Increasing the Maximum Credit Limit” was discussed, and suggestion of setting a limit to increase the students credit limit when requested. More discussion is needed on this section. Campus Restriction Overrides, needing more discussion, concerns about the monitoring of swirling.</p> <p>It was stated that maybe we should take a phasing approach on some of the items listed on the document. Sonya Cooper suggested the group attend, or communicate to the Advising Task Committee on the concerns. Dean Brook suggested that those who have concerns on any particular items, send the concerns to her and she will create a list, this way we can get a handle on how big the issues are.</p>	
	Nominations for Vice Chair of ADAC, 2017-18	K. Brook
	<p>Open for nomination for vice chair of the ADAC 2017-2018. Dean Brook stated that Monica Torres would be the Chair of ADAC.</p> <p>Karen Kopera-Frye nominated.</p> <p>Enedina Vazquez nominated.</p> <p>Nominations continue to the next ADAC meeting. Vote to take place the first meeting in May</p>	
Round Table		
<p>Shelley Stovall – College standing committees posted on the website, need to be updated on some webpages. Some are out dated and have broken links. In order to prepare for Accreditation we need the information to be up dated, and corrected by summer (July).</p> <p>Ellen Bosman – 3 Associate Dean, candidates for the Library, starting on Wednesday.</p> <p>Karen Kopera-Frye – Two directors of School of Nursing candidates coming in this week, and next week.</p> <p>Susan Wood – interviewing for the Science & Engineering Mathematics division dean this week, 3 candidates.</p> <p>Jerry Hawkes – several candidate interviews, FFA event on campus, and Signing Day Event went very well about 35 plus students.</p> <p>Denise Esquibel – Master’s Accelerated Program brochure published! Nominations for Fellowships and Scholarships are being reviewed, hoping to get the letters out to department heads with copying the associate deans, due to deadline. Hope to have those letters out by next week.</p>		

Beth Pollack – college is also doing several job searches in departments, one being Criminal Justice department. Wednesday at 5:00 pm at HSS auditorium will be the last Global Connections, Jeff will be talking about taking students for an intensive language classes to Costa Rica.

Sonya Cooper - We took last Fridays message from the President literally, and there is no more College of Engineering.

Rolfe Sassenfeld – AAG met earlier last week and Tim Ketelaar’s Academic Integrity Policy will be going before the UAC tomorrow, and then Faculty Senate starting in the fall. Faculty Senate is still reviewing the P&T policy, has asked for extra time on that, and reviewing the Distance Education and Experimental Learning.

Michael Schmelzle – IBP is organizing the Dia Descubre event April 17th, equivalent to Aggie Experience, 40 student and family from Mexico attending to learn about NMSU and hope they all apply on the spot.

Dacia Sedillo – Admin reports concern on numbers, and could be a capacity issue.

Kori Plank – Tomorrow will be the last day to register for catalog training, there is only a couple of department that need at least one person for the catalog. April 14th college approval deadline for CAF system. Will review the deadlines for the catalog at the training session and changes to the catalog can be made during training session.

Adjourn: 3:00 pm