

# ADAC Meeting Minutes

May 22, 2017

Milton Hall, room 85, 2 hr.

**Type of meeting:** Regular ADAC Meeting

**Facilitator:** Kathy Brook

**Notes:** Yvonne Mendoza

**Attending:** Beth Pollack, Debbie Giron, Jeff Hackney, Dacia Sedillo, Monica Torres, Tim Ketelaar, Rolfe Sassenfeld, Sonya Cooper, Greg Fant, Jerry Hawkes, Lori Montoya, Karen Kopera-Frye, Mark Cal, Shelly Stovall, Andrew Nwanne, Enedina Vazquez,

**Guests:**

Agenda Item	Attendee:
Call to order	K. Brook
Approval of minutes of April 10 and 24, 2017	Group
Motion to approve April 10 <sup>th</sup> & 24 <sup>th</sup> , 2017 ADAC minutes by Rolfe Sassenfeld, seconded by Karen Kopera-Frye, all in favor, motion passed.	
DACC Proposal to Change Business Office Technology AAS	Monica Torres

Monica Torres stated that DACC will be pushing many proposals through including credit reduction from 66 to 60, curriculum changes, program name changes, etc. and would like to review the approval flow process to determine whether ADAC is part of the approval process.

Greg Fant stated that this would be a good time to review the rule 6.82 approval table. He stated that applied degrees, workforce degrees, and workforce certificates are being handled by the System Academic Committee (SAC) which is meeting prior to ADAC. What the SAC has reserved for ADAC is the transfer associate degrees. The confusion is name changes to programs, which have been going through Faculty Senate. Greg is open to what this group really wants to see or does not care to see.

According to the table, if we have a new applied associate's degree, it would come before this group, and if we had any curriculum changes on the applied associate's degrees, that would not come to ADAC nor would community college certificates. Greg stated that it gets confusing when you change the name, is it a new degree or not. Therefore, the question would be whether the change that is being presented has the appearance of a new degree, in which case it would follow the new program approval process.

Monica Torres stated that in this particular case, it does not have the appearance of a new degree, because it is the same degree with a name change to better meet the industry naming conventions at this time. Sonya stated it is similar to the Geomatics/Surveying name change. The degree's content was not new, but updated. There were two courses added that were already on the books, but no new surveying courses were added, so it was more of an update. Kathy Brook asked Rolfe for the Faculty Senate perspective. He stated that based on the asterisk, the name change has to go through Faculty Senate, and the idea is to make sure there is no stepping on toes.

Greg Fant stated that when working on this policy, the workforce certificates were made as flexible as possible, to allow the community colleges to respond to community work force needs

Monica Torres asked about the reduction of credit hours. Greg Fant answered that was a Provost deal and he would need to clarify with him, because the Provost was asking for all credit reductions to go through Faculty Senate.

An argument in favor of bringing name changes for approval is to make sure that information is widely available and that there has been sharing of information about whether these are new programs or solely a change of name..

Greg mentioned to the group that a past practice of his is to do an annual report on everything that community college group has been doing for the past year. He asked if the group would like to change the approach of providing the annual report verse an update from the meeting right before ADAC.

There was a consensus in the group that Greg Fant will give a report/update from SAC group that meets prior to ADAC.

### **Minor in Professional Selling**

Kathy  
Brook

The Professional Selling minor has been approved by the College of Business.

This minor is available at a number of other institutions, and the Marketing department feels that this would serve students across the campus who find themselves in career paths where marketing skills would be beneficial.

Beth Pollack asked about the limitation on BIS and BAS majors taking minors in business other than the minor in business administration. Kathy gave the group some background on the minor not being open to those majors. Based on the business accreditation five years ago, we were asked by AACSB to take action to ensure that students in these majors did not take more than 25% of their credits in the College of Business and that these majors were not in the position of looking like they have a degree in business that is covered by AACSB accreditation. The limitation on minors was part of that discussion but it could be revisited.

Andrew Nwanne asked how the minor in professional selling is different from the minor in marketing. Kathy stated that the minor in marketing has more electives. Andrew asked if the professional selling minor is more valuable than the marketing minor. Kathy stated that the professional selling minor is more targeted on those who are involved in selling, much beyond retail sales.

### **Business minors: entrepreneurship and innovation, business law**

Kathy  
Brook

This item was included on the agenda by mistake. It was covered at the last meeting.

### **Faculty Mentors and the New Advising System**

Kathy  
Brook

The subject was placed on the agenda to get feedback, comments, and ideas/plans on how departments/colleges on main campus are assigning faculty mentors as part of the Central Advising.

Sonya Cooper stated that all engineering departments have submitted faculty names as mentors and assigned mentors to freshmen. The faculty mentors will be meeting the students during the orientation sessions. The departments are looking at ways of doing something similar for sophomores, juniors, and seniors. This will include using the new learning center, which will be online Spring 2018. The learning center will have dedicated offices, with office hour schedules for students to be able to go anytime to talk to faculty. The space will be professionally staffed, faculty, GA's, Alums, and industry.

Health and Social Services will be meeting tomorrow regarding the faculty mentors.

The plan for Arts & Sciences is under development.

Jerry Hawkes stated that ACES has identified 29 faculty members to serve as mentors. He stated that they felt that the ½ hour allocated for the college to meet with students at the orientation was not enough time for introduction so they have proposed to feed the students and their families supper to interact with the family that first evening, through a hamburger cookout, something of that nature.

College of Business has not developed a plan.

### **Round Table**

**Greg Fant** reported that he has been in discussions on recent issues. With the passage of rule 6.55 and the emphasis that we are expecting to see in DE, data tracking continues to be a challenge. A few years ago we talked about establishing program codes (online codes) with in every college to identify those students 100% online. Business started this a long time ago to make sure that the DE students obtain first priority for online courses. Business is using this quite well but It is not clear that other colleges are using codes. When this was first presented, there was concern from Criminal Justice, because the students

were going back and forth and what we realized is that we just threw it out there, and did not do any training on the program codes.

We also realized that at the class level the course delivery fee applies to courses that are at least 80% online although the policy that was approved specifies that it is at least 50% online , and so the scheduling pieces are unclear.

What do we mean when we say hybrid, and some of the other terminology?

So, what we are planning to do over the summer is to go through and write definitions and bring the definitions to this group and ask for the blessing or tweaking, and try to get us all in the same place, and develop some training for units. Some colleges have this very centralized, and some are more decentralized.

Kathy asked who would be responsible, central advising or the college, to code the student as a Distance Education student. Greg replied he thinks both; he stated that they had also talked about admissions applications. However, we have to recognize that the application gives us information, but not everything automatically goes into Banner.

There have been discussions with in the College of Business about the admissions part of it and the College is concerned about offering the option on the admissions form, especially for students who are fresh out of high school. In the business program, it is set up as a degree completion program. So, we might say to the student you cannot get into the program until you finish your lower degree requirements. Beth commented that the same goes for CJ. She also stated that Masters of Art in Spanish is completely online, but graduate level.

Greg stated that Industrial Engineering seems not to care if coded online or face-to-face. Greg said we probably need to think through some more, but he would like to hear ideas and questions sooner than later.

**Kathy Brook** - stated that this is Bill Serban's last ADAC meeting, and thanked him for participating.

**Bill Serban** – responded that he appreciates this body for two things. First, a recurring theme that everyone brings up is working for the good of the students. Second, the group retains a good sense of humor and I hope you never lose that. It has been a privilege to work with you all and I wish the institution the system all the best. This will be my last Go Aggies.

Best Wishes from the group.

**Beth Pollack** – the College of Arts & Sciences officially has a Dean, Enrico Pontelli

**Rolfe Sassenfeld** – is doing the Quality Matters training with Susie Bussman. After developing and teaching his first online course in 2001, he is still learning and finds OCIP staff members are really doing a good job.

**Monica Torres** – inquired as to the end of Kathy's term as chair, the answer being the end of June.

**Karen Kopera-Frye** – Announcement: we have a new director for the School of Nursing starting August 1<sup>st</sup>. She comes to us from the University of Utah, Dr. Alexa Doig, a dynamite person, bringing a million dollar grant, and a few other things!

**Adjourn: 3:00 pm**

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