

ADAC Meeting Minutes

May 8, 2017

Milton Hall, room 85, 2 hr.

Type of meeting: Regular ADAC Meeting

Facilitator: Kathy Brook

Notes: Yvonne Mendoza

Attending: Greg Fant, Norma Grijalva, Beth Pollack, Sonya Cooper, Monica Torres, Michael Schmelzle, Dacia Sedillo, Kori Plank, Jeff Hackney, David Smith, Mark Cal, Ellen Bosman, Jerry Hawkes, Andrew Nwanne, Shelly Stovall, Rolf Sassenfeld, Enedina Vazquez,

Guests:

Agenda Item	Attendee:
Call to order	K. Brook
Approval of minutes	Group
Approval of April 10, 2017 minutes – tabled for the next ADAC Meeting.	
Engineering Concentrations	Sonya Cooper
<p>Sonya Cooper stated that she had received a response from both colleges (Business, A&S) regarding the concentration in Information Security Technology.</p> <p>Motion to approve the concentration in Information Security Technology based on the College of Business and Arts & Science response, 2nd by Beth Pollack, all in favor, motion passed.</p>	
Engineering Technology degree credit reductions	Sonya Cooper
<p>Sonya Cooper presented four engineering technology programs with credit reductions. Every engineering technology degree requires Math 190G, which counts toward the degree. The credit reduction proposals eliminate Math 190G and will start with Calculus I. Students will still have to meet the pre-requisites for Calculus I.</p> <ul style="list-style-type: none"> • Bachelor of Science, Engineering Technology - Information Engineering Technology major: minimum credit requirement is reduced to 121 with a reduction in “upper division elective”. • Bachelor of Science, Engineering Technology – Civil Engineering Technology major: minimum credit requirement is reduced to 123. Reduction of Math 190G only. • Bachelor of Science, Engineering Technology – Mechanical Engineering Technology major: minimum credit requirement is reduced to 122. Reduction of “upper division elective”. • Bachelor of Science, Engineering Technology – Electrical and Computer Engineering Technology major: minimum credit requirement is reduced to 121. Reduction of the Math 190G only. <p>Motion by Sonya Cooper to approve the packet of Engineering Technology degree credit reductions, seconded by Beth Pollack, discussion, all in favor, motion passed.</p> <p>Greg Fant asked for clarification on the Math 190. Sonya stated that Math 190 is a pre-Calculus course. A student would be required to take calculus, and if a student was not prepared to take calculus, then they were required to take Math 190. If a student places higher in Math, 191 or 192, the student would then not have to take the required Math 190 (it would be</p>	

waived).

Sonya stated that Engineering Technology degrees across the country include pre-Calculus and Algebra, and some include as low as Math 121 in the degrees.

Andrew Nwanne asked the group for clarification on the process of approval for the proposals. Sonya stated that there is some disparity with 6.82 appendix 6A approval page flow.

Sonya Cooper asked if she could slip in a proposal for credit reductions in Aerospace and Mechanical Engineering from 131 to 125 involving the removal of a Mechanical Technical elective and the 2nd chemistry course, neither of which is required by ABET. Sonya stated she would like a vote to submit catalog changes by May 15 but would have to compose a signature page. Enedina Vazquez stated that the proposals for minimum degree credit reductions need to go before the Faculty Senate and the Senate is done for the year, until the coming Fall. These changes cannot go into the catalog without going through the full process.

Philosophy concentration and minor

Beth
Pollack

Beth Pollack proposed a minor in Justice, Political Philosophy and Law. The minor consists of 18 credits; all courses are existing courses within the program. No vote is required as minors are brought for information proposes only.

Beth also brought a proposal for a concentration in Justice, Political Philosophy and Law. The majority of courses are in philosophy and 6 credits (300-400 level) In Interdisciplinary perspectives on law, politics and justice. Courses will be from Government, Criminal Justice, Philosophy, and Sociology. The rationale for creating the concentration is that we will be preparing the students better for further studies or careers in government, law, philosophy, politics, public service, education, human rights, or public policy.

Motion by Beth to approve the concentration in Justice, Political Philosophy and Law, 2nd by Enedina Vazquez.

Greg Fant asked if the document that was sent out to the group had the concentration listed. Beth Pollack stated that appendix B on the document should read concentration, and not major. She also stated that she would have the department revise the document to identify the requirements for just the concentration. Kori Plank stated there were courses that do not exist listed in the document (PHIL 341 and PHIL 381), and there is also an Honors course without a course number. The distinction between majors and concentrations is important because majors must go before the state. Greg Fant stated that the state is doing CIP's, and as a side note, the state is placing a lot of attention on higher education and the duplication of programs.

Beth stated that she would go back to the department for clarification that this is a concentration and would get back to the group.

Andrew Nwanne asked about those courses that do not exist and how that would affect the total credit hours. Beth stated that if those two courses (PHIL341, PHIL 381) are removed that, the department would not have to replace/add to the concentration.

Motion to approve the concentration, all in favor, motion passed.

Business Minors: Entrepreneurship & Innovation, Business Law

Kathy
Brook

Entrepreneurship and Innovation (Business Cluster) - Undergraduate minor- The concept is there are three required courses in business, which every student must take for the minor. Business has created another three to complete the minor with a business focus, but other colleges or departments could create their own cluster of three courses to complete the minor.

It was suggested that the introduction section referring to the flexible design be removed at this time and that "Required Core Courses" be added to the top of the required courses. The second part of the requirements would read, "take any 3 courses from the following" cluster courses. Once the colleges or departments create the cluster then we would identify the area of cluster courses for that specific discipline. Kathy Brook stated that she would work on the document language.

Business Law – Undergraduate Minor – This minor includes four required Business Law courses and any two courses from a list which includes an HRTM course, AG Econ course, Honors course (business honors), and a Government course.

This is for information only.

Vice Chair Election

Kathy Brook

There were two nominations for vice chair; Karen Frye, and Enedina Vazquez. In the vote, Enedina Vazquez was elected to become the Vice Chair with her term starting July 1, 2017.

Accreditation reminders and updates

Shelly Stovall

Reminders and follow-ups.

- Reminder on the list of advisory boards. Shelly has not yet heard from everyone, so please follow-up.
- Accreditation statements, are due on the 15th for the catalog, please make sure statements are updated (websites, catalog, etc.), and written clearly, stating that the college is currently accredited.
- Reminder to submit articulation agreements. Have received a ton from Jerry, but Shelly has not received them from any other college, so please follow-up.
- A heads-up to everyone that in preparation for site visit in November 14th & 15th, 2017, the accreditation statements and any other information will need to be updated on the colleges' website, before the end of July. A freeze on websites will take place, in order to make sure we have all the correct information before the site visit. Norma Grijalva whether the requirement for websites goes beyond the non-academic websites, and do we need to pass the word around to everyone? Yes, everyone will need to know about the websites.
- Sent out for feedback are #3D and 3E of the assurance argument. The entire Criterion #4 has been posted on the Provost website, and each draft criterion will be sent out for feedback, edits, or changes. Changes will continue until we are ready to go.

Shelly stated that everyone (Academic Deans) should keep their schedules flexible for the site visit.

Centralized advising

K. Brook

With reference to the table provided by Jennifer Hodges on policy, procedures, and authority ideas for centralized advising at NMSU, it was suggested that the group review all the highlighted areas (on the version of the document distributed by Kathy). The group then agreed to the recommendations on the areas that were not highlighted.

For those areas that are highlighted the group will go through each one, discuss the recommendation, and come to consensus.

#1 Advising Holds – no disagreement on the recommendation; however the group would like to see the list of triggers in order to coordinate the holds placed on students.

#2 Override/First week late add request – the group agreed that paper requests could also be processed at the course department, or college, and agreed to remove the statement “as well as registrar’s office (not encouraged)”.

#4 Retroactive/Late Adds, Drops, Withdrawals - a vote was taken by the group on the choice of **Option A**: Requests are reviewed and approved/denied by Central Advising Leadership, or **Option B**: Requests are reviewed and approved/denied by College Deans Office (i.e., Associate Deans). A majority of the group voted for **Option B** for the time being.

It was stated that some of these processes would need to be reviewed, after maybe 1st year of Central Advising.

#6 Readmission after Academic Suspension – group agreed to go with the recommendation of “Approval for readmission will remain in the colleges, and approved by Assoc. Dean with student referral to Central Advising.”

#7 Increasing the Maximum Credit Limit – the task force recommended that the request for increasing the credit limit would be reviewed and processed by central advising following the GPA policy in the catalog (i.e., 2 semesters of 2.5 GPA).

Some group members felt concern regarding how much of an increase of credit limit would be allowed and suggested setting the cap at 21 credits without consulting the college.

The group was split between the recommendation from the advising task force and the idea that the colleges would need to be involved in the process. It was decided by the group to consult with Jennifer Hodges for further discussion.

#8 Campus Restriction Overrides – the recommendation from the task force is that requests would be reviewed and processed by Central Advising with consistent guidelines.

The group was split on the recommendation above; some felt that the request should be reviewed and processed at the colleges. It was decided by the group to consult with Jennifer Hodges for further discussion.

#15 Audit exceptions- College and Major requirements - the task force recommended that College and major requirement requests should be reviewed and approved in the colleges, then processed by Central Advising or College. Consensus was in favor of the recommendation.

#17 Transfer credit re-evaluation- College and Major requirements – the task force recommended College/Major requirement request memos should be sent from the Deans office to Registrars’ office (remain in the college). ADAC agrees with the recommendation.

#18 Acceptance of non-accredited institution credits – the task force recommended that this remain in the college. ADAC agrees.

#20 Evaluation and Application of Study Abroad –the task force recommended this remain in the college.

ADAC agreed but there was concern on the evaluation of credits and support for evaluating the process soon.

#22 Adjusted Credit Option request- the task force recommended that this be approved by Central Advising Leadership and processed by Registers’ office.

Concerns were expressed about the lack of involvement by colleges in having those conversations with students. In general there is concern about disruption of communications between colleges and students. It is important in this process to figure out how to maintain the communication that has been there.

Dacia Sedillo stated that Banner 9 would allow for notes and access to the students whole profile, and that this may help with some concerns.

Group took a vote and majority vote agreed with the recommendation above.

#25 Monitoring progress for students in programs with competitive admission: or curricular milestone progress toward degree, processes. This item has not been discussed within the Advising Task Force.

#26 STAR Audit upkeep – the task force recommended that this process should remain in the colleges. Central Advising will communicate discrepancies found to Faculty Advising Liaisons. ADAC members support the Colleges remaining in the loop of the communication with central advising and faculty advising liaisons.

#29 Early Commencement Participation Petition – recommendation that this process should remain in the colleges with communication to student advisor, faculty liaison and department head regarding status.

It was stated that some communication has not included faculty or department heads.

#30 Late graduation applications – the task force recommended that this process remain in the colleges.

Kathy Brook proposed a late late fee for those who are requesting a graduation application after the deadline. Consensus of the group supported such a fee.

Sonya Cooper prefers that the process should be part of Central Advising.

#31 Outreach to students with Degrees Not Awarded – the task force recommended that Central Advising initiate this process with communication to graduation certifier, faculty liaison, and department head.

Discussion on the other issues that are listed at the bottom of the table.

- Academic sanctions – college level involvement with in the process regarding sanctions.
- Restricted courses/programs should have College input to ensure that the criteria established for the success of such programs are met for the departments and the students.

Kathy Brook will put something together and will share with the group and Jennifer Hodges.

Round Table

Rolfe Sassenfeld – Faculty Senate passed the changes to P&T and the guidelines for Distance Education. Experiential Learning, the Student Code of Conduct and the new school in the College of Education will all be revisited in Fall.

Andrew Nwanne – NMSU Carlsbad has created 5 teams in preparation for their accreditation review in November.

Ellen Bosman –The new café in Zuhl library will be open late to serve students. The library has also completed all interviews for the Associate Dean position.

Norma Grijalva – We will be moving into Banner 9, and XE9 as we need to be off Banner 8 platform and on Banner 9 platform by December 2018. There are many changes associated with this move, and the one big change that we will see first is the Banner XE 9 authentication; it will become a ticket based authentication

Kori Plank – Reminder that college edits to the catalog are due on May 15th. If there are any pages that have not been edited or pushed through by the 15th, Kori will be pushing them through so that all pages get approved and done. The preview site of the catalog will be available on May 23. The Smart Catalog contract officially ended and 16-17 catalog has been placed in a PDF document, searchable and available. An email regarding the PDF document 16-17 catalog will be sent out to everyone this afternoon.

Dacia Sedillo – the first 6 of 9 orientations are full. Orientations are taking place in July, and early August. They will be adding an additional orientation if needed.

Greg Fant – reminded the group that as the central advising folks start moving into Garcia Annex, the resulting vacant space is subject to reallocation by through the Space Committee. Greg commented that he appreciates what this group does with the details for our students. He encourages everyone to keep working at retention efforts.

Beth Pollack – The Western Regional Graduate Program has approved the following A&S graduate programs: Biology Master of Science and PhD, Financial Mathematics, Master of Science, Bioinformatics Master of Science, Sociology Master of Arts & PhD, the Culture Resource Management Graduate Certificate, and Sociology MA online. Students in the WICHE states, 16 states including Guam, can come to NMSU on in-state tuition if the program is approved.

Candidates will be coming in to interview for the dean of A&S.

Enequina Vazquez – There is an error on the table for approvals in rule 6.82. . Provost meeting group is not in there, but it is required of all majors. Once the Regents approve, and sign off, then NM Graduate Deans Council, the HESD, HED, and HESD is missing (heads up), and this would be anything that needs to go through the whole process (majors, new majors, etc.).

Adjourn: 3:00 pm

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