ADAC
Minutes

January 14, 2019
Milton Hall, Room 85, 1:00 – 3:00 PM
Type of meeting: Regular ADAC Meeting
Facilitator: Kathy Brook
Notes: Yvonne Mendoza
Attending: Kathy Brook, Mark Cal, Denise Esquibel, Greg Fant, Norma Grijalva, Jennifer Hodges, Tim Ketelaar, Joe Lakey, Jay Lillywhite, Andrew Nwanne, Henrietta Pichon, Kori Plank, Mary Prentice, Rolfe Sassenfeld, Michael Schmelzle, Dacia Sedillo, Harry Sheski, David Smith, Shelly Stovall, Katherine Terpis, Susan Wood, Ruinian Jiang, Emerson Morrow, Krystal Espinoza

Agenda Item: Additional item to January 14, 2019 agenda: Change of minor in HRTM	Attendee:
Call to order: 1:03 PM	**Kathy Brook**
1. ADAC Approval of Minutes, December 10, 2018	**All**
ADAC December 10th minutes were tabled for next meeting. Minutes were sent out this morning (Jan. 14th); please review and send amendments/corrections to Kathy Brook.	
2. ASNMSU	**E. Morrow**
Update provided on the amended ASNMSU Senate Scholarship approved by the Regents in December 2018. The undergraduate requirements are now aligned better with the lottery scholarship. This alignment of the requirements of the scholarship will open up the Student Senate scholarship to 24% more students. We should see electric scooters on campus by the end of the week. There will be a 60-day pilot period. At the end of the 60 days there will be a decision about whether to continue the scooters on campus or not. Please send any and all feedback to spin@nmsu.edu . The current fractional grading system is as unpopular as ASNMSU thought it would be among students. The data suggest that the current system is harming more students then it is helping. ASNMSU is planning to work with Faculty Senate to introduce legislation to revert back to the traditional grading system. The legislation will probably be coming before ADAC. ASNMSU would like any and all concerns, feedback. Norma Grijalva asked about the poll numbers and what they stated. An overwhelming 90% of students state that whatever grading system we are using, all faculty members should be using it. Currently faculty can opt in, or out in using the current fractional grading system; that is, faculty may choose not to assign +/- grades. It should be the same system for everyone. One student favors the current system for every two favoring the traditional system. E. Morrow will be sharing the exact numbers with ADAC, including the results for graduate students' participation and numbers.	

3. GE Certification Update	D. Smith

D. Smith stated that we are in the middle of a recertification process for every General Education course, by the state. Since Fall 2018 we've been in a pilot phase process. Eight courses with certification materials have been submitted to the committee, and were reviewed at the GECCC December meeting. About 5-6 submissions were good, and will probably pass without any problems, but a couple of them have some issues. However, the committee decided to approve them all pending revisions, since we're in the pilot phase. Requests for revisions were sent out before the holiday with the revisions due this week Friday (will send reminder). The committee hopes to have the courses submitted to the state for their next meeting by January 25th. The NMCAC Cycle schedule is on the back of the handout.

Information on how are we are going to launch the main phase of the certification: D. Smith stated that he will be working on finishing the development of the certification SharePoint site, where all documents will be stored for all in this committee to see. There will be resources on the certification process, samples of documents taken from the pilot phase process, certification revised guidelines. State Committee information on what they are expecting, and how difficult the process or easy process is. Need to identify campus representatives for all the courses that are still remaining, and for some this might be easy and for some not. D. Smith will be preparing a general processing document to distribute to Department Heads for information on what's going on. As soon as teams are formulated, documents will be sent to teams in order to get started.

The next deadline for submission to GECCC is February 22nd, in order to meet the April State Committee meeting. Two other internal deadlines for submission are March and April and it looks like there's a NMCAC meeting in June. We would like to have the bulk of our courses submit documents by one of the three highlighted dates on the handout (Feb. 22nd, March 28th, and April 26th). If all goes well we will have the bulk of our courses certified and we can clean up things next academic year, where teams didn't function well or documents weren't approved.

No new General Education courses will be considered for certification now; we are only recertifying existing courses. A question was asked whether there were any areas to emphasize for the February 22nd deadline; the response was Math, because we don't have any that have gone through yet and there are some challenges with respect to the critical skills.

4. Out of cycle CAF request, CS 479	J. Lakey

The computer science department has a group of students who are doing something that is not exactly an internship at Google which started this past fall. The students are taking classes and the classes are being co-taught by CS department and Google employees and there are other universities are involved as well. Because some of the content does not fit in the curriculum, they have decided to use one of the Special Topics course numbers to handle some of what students are learning, and the course number is CS 479. The current CAF states that the course can be taken for repeated credit with different subtitles. Under the current rule the course can only be taken for 6 credits concurrently and 9 credits cumulatively. To address the situation of Google students it is proposed to increase the maximum semester credits to 9 and 12 credits cumulatively. The out of cycle CAF was brought to ADAC for informational purposes. T. Ketelaar suggested that Computer Science speak to Dean Miriam Chaiken about the experiential learning initiatives and internships that can count for a certain number of hours.

5. Structural Engineering Minor	R. Sassenfeld

The proposed Minor in Structural Engineering was presented at the last ADAC meeting by Sonya Cooper.
Motion by R. Sassnfeld to approve the Minor in Structural Engineering; **2nd by M. Prentice,** all in favor, motion passed.

6. Vote on Master of Information Technology	R. Sassenfeld

The Master of Information Technology was presented at the last ADAC meeting in December. The program is a 30-credit hour professional master's degree and is fully online. The program is offered by the Department of Engineering Technology and Surveying Engineering. It is designed for students who may be working in a related field but it is available to other students interested in pursuing an advanced technology degree. Topics include system architecture, computer networking, development and application of software tools, cyber security and virtual systems in context of enterprise IT decision -making, and exposure to real-world information technology problems through hands-on course learning modules. The program uses elective courses in IE, BCIS, and CS and support letters from departments have been obtained.

Motion by R. Sassenfeld to approve the Master of Information Technology; **2nd by M. Prentice**, discussion, Norma Grijalva asked when this was going into effect? Rolfe stated hopefully Fall 2019. K. Plank stated it was too late, and there were too many approval signatures needed. Dean Brook asked about the process of approvals and what do the approvals mean when the group approves the programs? Are we approving needed resources, or reallocating resources, or the academic aspects of the program? G. Fant stated that the group was approving everything that is on the document.

All in favor, motion passed.

7. Proposal for AAS in Computer Science	M. Cal

The proposed Associate of Applied Science in Computer Science is coming from NMSU -Alamogordo. This is a workforce degree, with the expectation that students can be employed after this 2-year degree. Students will also be able to continue on to a 4-year computer science degree, but keep in mind this only has 15 credits of Gen Ed in it, and may be missing some other courses that are required for the bachelors' degree. There should be a good market in New Mexico, and the surrounding areas for this. No new faculty will need to be hired, and there will be no new courses. **Motion by Mark Cal** to approve the AAS in Computer Science, **2nd by R. Sassenfeld**, all in favor motion passed.

8. Change of Minor in HRTM	J. Lillywhite

Changes to the Minor in HRTM: require students to take 9 credits of either 300-400 level classes instead of 9 credits of 300 level classes. Changes came about because of CAF's that were submitted last year moving some 300 level courses to 200 level courses. K. Plank stated that the course with the changes was HRTM 331 which became HRTM 235. Approval by ADAC is needed for catalog purposes. **Motion by J. Lillywhite** to approve the change of Minor in HRTM, **2nd by R. Sassenfeld**, discussion. G. Fant stated that because of the changes to the HRTM minor that HRTM now has the capacity to increase student enrollment in all the courses.

All in favor, motion passed.

Curriculum Changes: majors, minors, concentrations, certificates	K. Brook

The Las Cruces Campus Approval Sequence for Curricular Credentials table from the Administration Rules and Procedures was sent out. The chart outlines the approval sequences for curricula changes. The question was whether the group (ADAC) approves minors. It was confirmed that the group approves undergraduate minors, graduate minors, concentrations, graduate certificates. The group does not approve any degrees or majors. Do we know why? G. Fant stated the he recalls the thinking and discussion is that the major courses are going to mostly concentrated with in the college, and so because theoretically it would have little impact on other colleges that curricular changes with a major could be handled within the college. When we get into minors and concentration quite often, that does involve other colleges, the idea was to make sure that the minor could not get changed without brining it to the group. That is what was recalled, on the concept. If the group feels strongly about changing this concept (amend the table/chart), and not have to wait until another go around, there is an opportunity to do so at the January 22nd Faculty Senate meeting. Dean Brook will amend the chart for Tuesdays Faculty Senate meeting.

- Distinction between notifications, and approvals
- Changing X on the undergraduate minor to notification
- Change "if needed" to notify on the HED rows

Round Table

H. Pichon – A question was raised about the distinction between degree certification and degree verification. D. Sedillo, stated that there is no difference. Degree certifications are done at the college level. The certifiers are verifying within the college, the degree certification. If the employer is asking then it would be the Student Records Office which verifies the degree.

S. Wood – DACC has two new administrators, Associate VP for Academic Affairs, Rusty Fox and a new Division Dean for Arts, Humanities, and Social Science, Marty Wortman.

R. Sassenfeld – Sonya Cooper is now the interim dean in the College of Health and Social Services.

T. Ketelaar – Honors College recruitment day in February. Prospective Conroy Scholars will be on campus and there will be more details at next meeting. We had a record number of applicants for Fulbright Fellowships, 2 students considered finalist, for Thailand and Germany.

K. Plank – For the next catalog the general education requirements for bachelor's degrees are due on Jan. 23rd . Kori will help departments if needed, and all other catalog content is due Jan. 30th. Some departments have submitted some Gen Ed. Already, some needed to be returned, just from not looking at the template, please direct your departments to look at the templates, and if they have questions, they can reach out to Kori; she is willing to help out, so that we can get them into the catalog.

The out of cycle CAFs for MIT and CS will be at UCC February 11, 2019 after the ADAC meeting.

N. Grijalva – We deployed Aggie Schedule Builder November 1, 2018, and we have about 10,00 0 users, and it seems like the student really like this tool.

J. Hodges stated that the wait listing was not working for some of courses (Math 121) and were showing course seat available, and it has a wait list.

"Turn It In" update: it has been deployed as a pilot this semester, and is open to anyone who was already using it; Carlsbad, Nursing, have been utilizing the system. We have an Academic Conduct Officer, Teri Keller involved so we can have a set of procedures and rules to follow. Nursing already has a set of rules that they go by. If anyone is interested in the pilot group, call Robbie Grant.

D. Esquibel – Questions were raised about where we stand on the printing of dissertations' and theses' titles on transcripts as was approved sometime back. D. Sedillo stated the titles need to be entered in banner to be printed. The Masters in Engineering professional degrees have been set up, but were not set to be active until Fall 2019. The Masters in Science was not activated.

D. Esquibel has been working with electronic dissertations, and theses through Pro Quest. We have completed the documents for review, we will be sending the documents to the departments for review, this is so that the documents understand what we are doing. This will be a neat process for students to submit to Pro Quest for

print. We are going to ask the departments not to request a copy for their department. Department will be able to submit a request for a printed copy through Pro Quest and it can be charged to the department. We are hoping for the system to go live February 1, 2019, but it should be live for Spring 2019. Today we had resident dean from Council of Graduate Schools present to discuss Graduate Orientation. There were a lot of good suggestions from meetings with students, program directors, graduate school. We will be piloting a small graduate school orientation, not just graduate assistants, and will be asking for feedback. Goal is to have it up, and running by Fall 2019.

M. Prentice –The Scholastic Affairs Committee, will be meeting next Tuesday, at 4pm; the group is the only group with a legislation assigned to it.

J. Hodges - Advising has started late hours for the semester. Remind faculty that the wait list is still active, and if they send a student with a signed add slip to CAASS, if it's a full class the only thing we can do is add them to the wait list. We can't override the wait list.

If students lack course prerequisites, it is the department's responsibility to drop the student rather than CAASS's responsibility.

J. Hodges raised a question about courses where a lab is embedded in a 4 credit course rather than there being a 3 credit lecture course plus a 1 credit lab. For the flexible 9 credits that can consist of any General Education course it was agreed that a student could use the three credit lecture without taking the additional lab credit.   However, a student would need the combination of lecture and lab to satisfy the requirements for the laboratory science class.

G. Fant – convocation tomorrow morning. Final approval by regents on the tuition rate for NMSUOnline for undergraduate, graduate and military. There is no in state or out of state. In working with the Community Colleges in the meeting before this one, the community college students that live in New Mexico will go through the current community college system, online and face to face. Community College students outside of New Mexico who wish to pursue an associate degree or certificate will go through NMSUO and pay that same price. What we are getting ready to launch is the NMSUO website. We will need your help in the coming months. On the search module student can search degree program either by a subject area or job titles. Programs can be compared, and system will let students know what it will cost them. We will need everyone's help in setting up seats in NMSUO, as we build Fall schedules we will need to populate schedules within NMSUO. Undergraduate programs that have some face to face students, and not some face to face students that we have to work on and make sure we have section for students. Update with faculty senate on Thursday and faculty senate's biggest question was how is the money going to flow back to the department? Right now, what we are trying to do is manage this in a way that this revenue share.