

ADAC Minutes

January 28, 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, Greg Fant, Jennifer Hodges, Tim Ketelaar, Joe Lakey, Andrew Nwanne, Henrietta Pichon, Kori Plank, Michael Schmelzle, Dacia Sedillo, Harry Sheski, David Smith, Shelly Stovall, Katherine Terpis, Susan Wood, Debbie Giron, Carlos S. Lobato,

Agenda Item:	Attendee:
Call to order: 1:06 PM	Kathy Brook
1. ADAC Approval of Minutes, December 10, 2018 and January 14, 2019	All
<p>ADAC December 10th minutes were approved as amended.</p> <p>Amendment on 2nd degree seeking students: J. Hodges pointed out that the most important point was that ADAC voted that the University Student Records Office will post the credits from previous transcripts for a 2nd degree seeking student using the same table that they do for transfer students.</p> <p>Roundtable correction to reference the Master of Data Analytics degree.</p> <p>Motion by S. Wood and 2nd by J. Lakey, all in favor, motion passed</p> <p>ADAC January 14, 2019 minutes, motion to approve by J. Lakey, 2nd by T. Ketelaar, all in favor, motion passed.</p>	
2. ASNMSU	E. Morrow
<p>Emerson Morrow is at the Regents meeting in Santa Fe.</p>	
3. ADAC Charge/Operating Procedures	K. Brook
<p>The charge and operating procedures for the Associate Deans Academic Council were distributed. This is for informational and sharing purposes to the group since there are a lot of new members of ADAC. The document was revised in 2016. The document outlines the specific charges of ADAC, and membership. It includes the procedure for the selection of chair and vice chair and defines who is a voting member, chair responsibilities, and the process to change the rules.</p> <p>Maybe everyone can read over the bylaws, and look at them for a future meeting when we can decide whether we want to endorse them or if we want to do something different. Comment was made in reference to areas where policy and practices are not in-line with each other.</p> <p>At this time, we will do some information gathering. T. Ketelaar would like some descriptive research on what is currently out there and where is it located.</p>	

4. Proposed Inactivation of minor in Environmental Chemistry	J. Lakey
<p>According to the Department Head, William Quintana, in his eight years as department head there has not been a single student requesting this minor. J. Lakey mentioned to Enrico about the inactivation of the minor, and he (Enrico) asked if it be possible to put it to sleep. The answer was yes, the minor can be put to sleep but will remain in past active catalogs.</p> <p>J. Lakey is not proposing the group vote on this today, because it is the first reading, and the other item of concern is that there's only one signature on the form. He will ask about the one signature, and will get clarification.</p>	
5. Graduate Concentrations in Music	J. Lakey
<p>J. Lakey stated he wants to follow through on these Music Concentrations that will not make it into the 2019-2020 catalog. In the current catalog there are three areas of focus in the Master's in Music. It seems to be useful for the transcript to distinguish when a person has been trained to perform music, educate others in music, or conduct music. The proposal is to simply change "areas of focus" to "areas of concentration" for them to be on the transcript. Also needed is to define the catalog language and how it meets the criteria.</p> <p>J. Lakey will provide a revised version at next meeting.</p>	
6. General Education, bachelor's degrees	K. Plank
<p>General update: all the general education changes in the bachelor's degrees are currently submitted. Kori is reviewing and approving them. It's taking a little bit longer than normal to review and she will have to move footnotes around. The majority are looking pretty good. The rest of the catalog pages are due January 30th and Kori will be sending out a list of what is remaining for colleges. She is working closely with departments on the credit hours totals, requirements, and the variable electives.</p>	
7. I grade information form	K. Brook
<p>K. Brook shared a copy of the I Grade Information Form that has been in use by the College of Business, suggesting that the form on the Student Records website might be modified to elicit more information from the faculty member. Greater detail about what work needs to be completed can be helpful if a faculty member leaves or if there is a dispute between the faculty member and the student. It is also useful to have the form indicate who has mailed the form to the student if the student has not been available to sign the form. Another issue is whether the student must register for the class to complete it.</p> <p>Mark Cal shared by email the "I" Grade Form (1 page) used by the NMSU - Alamogordo campus.</p> <p>The "I" Grade Information Form (samples) will be placed on the next meeting agenda.</p>	
8. Round Table	
<p>J. Hodges – A heads up, if anyone knows of courses that will be placed as mini semester II, please let me know. We are wrapping up our outreach on "Scholarship Checks" for students who are not in sufficient credits to be eligible for their scholarships, and we are out of classes to even suggest to them.</p> <p>C. Lobato – An IT and Data Security Compliance Committee is being established as a system-wide group. We can no longer work on addressing issues just on the main campus and then exclude the other campuses. The data privacy regulations apply to the NMSU system. If something happens on one of the campuses or extension offices, NMSU is out of compliance. The main data privacy regulation that applies to this group would be FERPA. There are a lot of privacy expectations that, like it or not, if you're having a conversation, or something is being documented, if the document contains sensitive information about an incomplete grade or private information, just keep it in mind. I want to make this committee aware and I will be chairing the committee and will be asking the provost to</p>	

appoint a representative to the committee, so we can have a university wide conversation and tackle the big gaps first.

K. Plank - Reminder that there is a UCC meeting after next ADAC meeting to approve the 10 CAFs that are out of rotation. These are from Arts and Sciences, Business, and Engineering. Please review them in the next couple of weeks. The colleges will have them approved on February 8th and they can be reviewed after that date by associate deans, VP's,

D. Sedillo – Last day to add, CAASS is open until 6:30 pm.

G. Fant- the canvas folks will be sending a reminder about the basic course check and will be contacting associate deans after the first round. The provost has asked for help on the early performance grades. Please remind faculty at the college level to make sure they get those in, and please monitor, so that students get the feedback they need. There will be some email traffic regarding NMSUO and inviting online program directors to meetings and marketing conversations about what programs will be able to market with University Communications.

T. Ketelaar – Honors College update: the Conroy Scholar recruitment event will be on February 17th and 18th. Miriam Chaiken will be reaching out to faculty, academic deans and deans in the colleges where these students are applying; almost every college is represented among the 27 students who will be on campus this year. Monday the 18th involves a breakfast which will be at the Center for the Arts. Typically faculty and deans interact with students during this time before they go to meet with faculty members. NMSU had ten student applicants for the Fulbright Fellowship. Six of the ten are semi-finalists, which means they passed the US side of the competition, and now will move forward to their host country. The students are largely from Arts & Sciences and ACES.

K. Brook – ADC meeting update.

- The Masters of Information Technology- Dean Pontelli would like a deeper conversation on the program and how it relates to computer science. There was conversation about the need for more work on the financial aspect of the proposal and more detail on the curriculum. Someone expressed the need to look more at the true indirect cost of teaching online.
- Summer teaching revenue model. The funding of summer teaching has evolved over time. We once got a line allocation; that is, we got some teaching slots independent of the cost. We then moved to a lump sum to the colleges and then some colleges used those funds to give back for budget cuts. Now it's said that we don't have a budget for summer teaching. For several years, we have had a revenue-sharing model. This past summer there was a change in the model to funding salaries on classes that had at least 15 undergraduates or 10 graduate students and where the person teaching the class was not already being funded. 50% of these salaries were funded last summer. The discussion at the meeting was about that model and discussion along the lines of perhaps increasing the share of salaries funded to 75%. The goal is to increase enrollment. The Provost asked that the group consider barrier classes that could be taught during the summer to help students catch up. One suggestion was to have an average salary model, that is take the average salary across the campus and use some percentage of that amount to pay people to teach summer classes (rather than our current model which is 11.11% of the 9-month salary for a 3-credit course). The Provost's conclusion was this needs further discussion. The graduate dean indicated he going to provide some funding for 2-3 graduate courses that would be new to online.
- President Floros commented on the legislative session and the budget, and said he wanted merit to be kept in front to people in the evaluation process.
- Student applications and admissions at the undergraduate level are up and we doing well in Bernalillo and Sandoval Counties; graduate applications are up.

- Inclusion of Master's degree candidates in the hooding ceremony at the end of the semester. Email will be going out to graduate students sometime soon letting them know about the change in the ceremony.
- Natalie Kellner talked about the availability of more detailed information about recruitment and retention and was wanting for colleges to designate somebody to receive the data, some of which she described as sensitive.
- Dean Cifuentes stated that there was going to be a presentation on Export Control on March 12th through March 14th and he would like associate deans for research and college leadership to attend.
There is a key statement in the strategic plan which involves NMSU becoming an R1 university by 2025. There was some sense that maybe this rattled some people. He is looking at the methodology for changing our research status and the understanding is that the number of doctoral students is a big factor, and not just research funding.

Move to adjourn: 2:23

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