

ADAC Minutes

February 11, 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, David Smith, Teresa Keller, Tim Ketelaar, Henrietta Pichon, Susan Wood, Emerson Morrow, Dacia Sedillo, Norma Grijalva, Jay Lillywhite, Katherine Terpis, Mark Cal, Jennifer Hodges, Joe Lakey, Shelly Stovall, Denise H. Esquibel, Kori Plank, Greg Fant, Andrew Nwanne, Michael Schmelzle, Harry Sheski, Kristal Espinoza, Debbie Giron

Agenda Item:	Attendee:
Call to order: 1:00 PM	Kathy Brook
1. ADAC Approval of Minutes January 28, 2019	All
Motion by J. Lakey to approve the January 28, 2019 minutes, 2 nd by T. Ketelaar, all in favor, motion passed.	
2. ASNMSU – Fractional Grading	E. Morrow
<p>E. Morrow shared information obtained by Institutional Analysis on an ASNMSU student opinion poll conducted in Fall of 2018, on the support and lack support for the NMSU fractional grading policy and for a proposed requirement that the same grading system should be used by all instructors. There were 500 students who were polled.</p> <p>*I support the NMSU fractional grading policy: 26.9% agree, 20.6% somewhat agree, 7.4% neutral/undecided, 10.6% somewhat disagree, and 34.5% disagree with the fractional grading system.</p> <p>*The same grading system should be used by all instructors; 58.8% agree, 15.7% somewhat agree, 9.2% are neutral/undecided, 6.5% somewhat disagree, and 9.7% disagree.</p> <p>The current grading policy in the NMSU undergraduate and graduate catalog has been a subject of debate, and disagreement from the time it was implemented in summer 2013. The proposal is to remove the varying point values for grades assigned the same letter. The proposal will still allow for the assignment of chromatic variants (+/- grades), which had been given to students for decades before they were assigned different point values.</p> <p>Proposition: 15-18/19 Title: A proposal to change the NMSU grading system by removing point value from plus/minus grades. Proposal: Change the NMSU grading system by eliminating the Fractional Grading Policy that was implemented in summer 2013, and amend the NMSU Undergraduate and Graduate catalogs “University Grading System” section where it currently reads: Letter Grade, A+ / 4.0 (grade points per unit of credit) A / 4.0, A- / 3.7, B+ - / 3.3, B / 3.0, B- / 2.7, C+ / 2.3, C / 2.0, C- / 2.0, D+, D, D- / 1.0, F/0.</p>	

Replacing it with the following grading scale to be utilized by all instructors, departments and colleges: Letter Grade, **A+, A, A- /4.0, B+, B, B- /3.0, C+ B, B- / 2.0, D+, D, D- /1.0, F/0.**

There were some concerns expressed by the group. One concern was regarding going back to a system that was not accurate, which was the reason NMSU went to fractional grading so that we would be accurate. Also addressed was that, as NMSU we do not actually say what is an **A+** or an **A** or **A-**; it depends on the instructor what the grades mean, and faculty also decide how demanding to be on the course work.

The group has asked for data on how many instructors are using fractional grading, and institutional data of the issue on scholarships, due to the claim that the better performing students are being hurt by the current system.

The proposal will be going before Faculty Senate. It will then go before AAG to determine whether it goes on an academic or administrative track. It will be placed on the share point site for comments. First reading will be at UAC.

ADAC will give it thought between now, and next meeting, and will decide if they want to submit individual comments, or give their position as a group.

3. Electronic thesis/dissertation submission	D. Esquibel
---	--------------------

March 1, 2019 is the goal to have the ProQuest up and running for everyone to use.

Process: student will prepare the manuscript. Committee chair will certify the thesis or dissertation is ready to be uploaded into ProQuest. Graduate School will review, and approve or deny the submission through ProQuest. Final push through ProQuest to a public document will not happen until the degree has been awarded. Once the degree has been awarded then it will be moved from review to accepted, and if the degree has not been awarded it will sit in the review folder on ProQuest. Student and advisor will be notified it has not been published.

April 10th is the deadline for formatting paperwork to be submitted for review on ProQuest. There will be no paper reviews, only electronic. Instructions for students will be on the Graduate School website. Masters and PhD, documents, and templates will be available. There will be no more binding, if student or department want a copy, it can be obtained through ProQuest. The check list will be sent out.

4. Common course numbers and learning outcomes	G. Fant
---	----------------

Regarding common course numbering, some areas have done a lot of work over the years, but there are some gaps in other areas. Many have already responded to that, but those that haven't tomorrow is the deadline (2/12/2019). G. Fant sent out an email document with a couple of links, and the first link is to a PDF on the HED website. It is a draft document, but he wants to make sure everyone including faculty members are aware it's on the website. We believe that we are going to see a greater expectation as courses go up to HED for Gen Ed re-certification or curricular changes. There is a transparency effort in making sure that students understand what they're going to learn from the particular course. Faculty need to be aware that this is the direction the state is going. Next year will start with bringing faculty teams together at the discipline level around the system to talk about the learning outcomes and aligning them.

Thank you to Kori for working diligently with HED.

D. Smith stated that with the Gen Ed certification forms being sent out they are including the common course numbering learning outcomes for each course to try to help faculty be more aware of them. They've had a lot of questions on those.

Kori stated that when departments are trying to create new courses, it is helpful to look at the HED document, and see if any other institutions are already offering that course, because the state will ask if it can become a

common course or unique to our institution. If it can become common, then they want you to adopt the learning outcomes, and the description of the course that's already offered.

5. NMSUO meeting and schedule building

G. Fant

NMSUO has invited the DE program directors to several meetings starting tomorrow, Wednesday afternoon, and next Tuesday. This will be to start loading up the virtual campus NMSUO. There is some tweaking in some areas, one being the search module, and we invite you all to explore the site. We particularly need review of categories where we were trying to pull program descriptions from the colleges website, and some sites have not been updated. There are other pieces, so any thing that you might see that is a concern, please email online@nmsu.edu. For the record, Facilities and Services had the online@nmsu.edu email address but have happily given it up. NMSUO has hired a Student Program Coordinator, Sam Yrigoyen. The goal from the task force is to manage NMSUO course offerings mainly through cross listing. If a graduate program is 100% online it will be 100% in NMSUO. The handling of some other courses will involve shared seats and cross listing. The back and forth from the face2face campus to online will be handled through cross listing. The main reason for this, is that two weeks prior to school starting it's a free for all, but seats in NMSUO will not be opened at this point because there is a separate tuition rate.

G. Fant asked about the task force established by the provost to review the quality metric for online teaching. Joe Lakey stated he is a member of the task force and that it is being chaired by Dean Hoffman. He stated that Dean Hoffman wants to move quickly and have recommendations to the provost in a month from now, which means one more meeting, and then present recommendations at the following meeting, but he is not sure if the group will be on track for that. Some underlying issues are that QM is a way of certifying a course independently of instructor, and that there are concerns how we justify that. We might have the materials on canvas setup, but if we place an individual in charge that has zero experience it could be a disaster. We need to try to make sure that what we are putting up is something that is going to work the way it is intended to work. There are concerns about using the QM methodology for courses which have synchronous delivery. Not sure if we will get to a full discussion of having quality metrics that apply to the synchronous versus asynchronous delivery. Dean Hoffman was thinking of having a numerical metric at the end, that we would say if it's a 7.0, or better it's a go, and if not, we would have to fix something. J. Lackey will keep the group informed/updated on the progress of the QM task force due to the impact it will have on how we will do online teaching collectively.

6. Early performance grades

G. Fant

G. Fant wants everyone to keep the early performance grades in everyone's radar. This can be a tool for retention purposes. At the Las Cruces campus census date undergraduate enrollment was up by 4 (headcount). Hopefully it's a turning point of us, due to numbers being negative before. He stated that Montana State has had a growth pattern. When he asked President Cruzado what the key to the growth was, and she stated it's all about retention.

Also stated was that we've seen students from the 70's and 90's coming back to finish their degrees, but we are not able to capture those students in our traditional retention statistics. The online program will be very beneficial to those students that live elsewhere (out of state) and those that live here, but work fulltime.

J. Hodges stated that the advising center uses the early performance grade information, and that it's not a huge number, but to please encourage faculty, not to assign a grade if someone is not here. If faculty would do a Quick Connect note that the student is not here. 100+ students show up on census, but are actually not here.

7. Use of Ad Astra data

G. Fant

Greg Fant asked the group for feedback on how they were using the Ad Astra report. The idea is using the data to help inform our scheduling practices, and what makes it easy or hard, and how can we use it better. K. Brook commented that the last couple of years as we were trying to use this, at least in the Business College, we were

grappling with staffing issues of varying sorts that often overrode anything else that we might look at to inform what we were doing. We were plugging holes, rather than taking a more active approach on this.

Joe Lackey also commented that the vast majority of their courses (A&S) only have one section, and if you talk about filling ratios for those courses it is almost meaningless. Unless there are sections that are full then the question is, do we need one section, or two sections, and for those courses that have two sections, then the question is what's the economic benefit of combining the sections versus the pedagogical cost of combining, and rotation. What's the cost of possibly losing students sustain trying to keep on track with their degrees, by offering courses less often versus the ability to fill it up when you offer the course.

G. Fant stated that we need to look at ways that we can move it forward, and also are we dealing with a unit that hasn't had a conversation about their curriculum. J. Lakey asked what can we realistically do to get students to sign up for their courses earlier because a lot of these decisions are made at the last minute.

J. Hodges stated that they are seeing tiny bits of behavior changes with that (signing up earlier), at least the piece of how quickly waitlists are filling up, how quickly people got advising holds cleared this fall. They had a larger portion of students who came in earlier. Greg asked that the group focus on improving the underutilized portion and try to work on the ratios pertaining to the Ad Astra document he sent out.

8. Round Table

H. Sheski- thanks to Dacia and Margo Young, they spent some time on training on record management, and student services. We took a walking tour of the campus, and chatted, and meet with people. It was a really good way for us to become more knowledgeable of each other's units. Nonacademic announcement- for those of you that have energy and want a challenge, there's still time to register for the 36th MT. Taylor Winter Quadrathlon. A fun day of biking, running, a 1,200 ft. skiing up hill, and snowshoeing. Everyone is invited!

A.Nwanne- last week we had accreditation, the report was very good, but we will not know the final decision until August.

T. Keller – We have a new Dean (Sonya Cooper) in HSS, as everyone knows.

D. Smith – We are half way through getting all the teams formulated and materials in the team's hands for general education certification. We have a deadline today for the rest of the department heads to get the main campus representatives identified.

S. Stovall – I've placed an MOU articulation agreement page on the accreditation website in order to help those who are not familiar with the process. This is just some basic information; it's not comprehensive but just guidelines. I welcome you to share the information. I'm sending an email with a link to the website, and would like any feedback on the site (accreditation) missing anything that we don't see on our side.

J. Lakey – I brought forward a couple of curriculum items last meeting, but did not follow through for this meeting. The environmental chemistry undergrad minor will be placed in hibernation/inactivity for 6yrs. Secondly, Master's program in music proposed three concentration areas, performing, teacher education, and conducting. Joe has asked the department to write an explanation of where those 500 level credits are specifically, and he will bring back it to the group. Also coming soon is a graduate certificate proposal, Borderland and Ethnic Studies out of Criminal Justice.

J. Hodges – Advising center getting ready for the early performance grades, and is also reaching out to students on academic probation. FYI, Career Services is now reporting to Jennifer, and she will be reaching out to Deans as a starting point in terms of getting a sense of issues relating to career development, exploration, coop-credits, and internship credits.

M. Cal – DACC president search is progressing. Will be meeting tomorrow and will be choosing candidates for video interviews, will then bring three to campus in April. The Chancellor would like to decide by early May.

N. Grijalva – U.S. Department of Education will be on campus April 11th to do a FERPA general training and technical training on secure FERPA data, and to talk with NMSU Leadership and Audit Regent Committee about data governance. Faculty and staff are encouraged to attend the general training. Norma is working with Keller,

Fant, Gen. Counsel, and Robbie Grant on the issue of plagiarism. Turn It In has been bolted to canvas, but has not been opened to everyone. The pilot phase units that have been using it are Nursing and Carlsbad. If you are interested in participating in the pilot phase send an email to Robbie Grant.

D. Esquibel – Graduate Orientation is scheduled for March 20th at the Corbett Center Ballrooms. This is a pilot run for Spring with about 120 students. The Master of Information Technology has been sent to Graduate Council, and has been sent back to Standards Committee, and we're not sure why.

K. Plank – The deadline for College approval of the catalog is March 11th.

D. Sedillo – Early Performance grades are due February 26th 5:00 pm. Provost has asked to see the report of those that do not submit early performance grades. Process opened Feb. 22nd at 5:00 pm and will close Feb. 26th at 5:00 pm.

S. Wood – The NMHEAR conference is next week Thursday, February 21st. Registration can be done on site, we encourage faculty to register. The key note speaker and guest presenter is Dr. Deborah Santiago, expert on HIS Intuitions. Her main focus has been on students, student accessibility, equity, and student success It will prove to be useful to our state. There's also a pre-conference key note lunch and town hall meeting on Thursday, afternoon.

T. Ketelaar – update, working with Robbie Grant having a canvas page setup to create the learning modules for academic integrity. In two weeks they will have a mockup of the page. The page would have a link, where the student with a sanction for plagiarism would be able to complete some reading and quiz about plagiarism. A rough draft will be provided. T. Keller, stated that if it's been identified as plagiarism, it needs to be reported.

G. Fant – Shout Out to Debbie for cleaning up all the NMSUO online codes. All codes have been cleaned up. Thank you, Debbie!

K. Brook – Mary Prentice has sent a written report, and will be sent out to everyone. Reminder that UCC need to meet for about 5 to 10 minutes, now.

Meeting adjourn: 3:00

•