

ADAC Minutes

February 25, 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, Henrietta Pichon, Susan Wood, 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, Krystal Espinoza, Gabe Garcia

Agenda Item:	Attendee:
Call to order: 1:00 PM	Kathy Brook
1. ADAC Approval of Minutes February 11, 2019	All
Motion by T. Keller to approve the February 11, 2019 minutes, 2 nd by, S. Wood all in favor, motion passed.	
2. Chinese National College Entrance Exam (gaokao) as a substitute for TOEFL	R. McSherry
<p>Recruitment in China. There are 6 Undergraduate Chinese students enrolled in NMSU, there are more Chinese students in a high school in Albuquerque than we have here at NMSU. There are on the order of thousands at other universities. What we are trying to figure out is what are we doing right, and what are we doing wrong. 9 ½ million Chinese students take the college entrance exam every year, and 2-3 million will get to the universities of their choice inside their country and the others will attempt to figure out what they want to do. In order to go international, the students would need to take another exam (TOEFL), and then would have to wait another year, as well as preparing for an English exam or ACT testing. It's a long process, and students get discouraged, and do something else. There's a large group of students that we could get to, certainly more than the six that we have now.</p> <ul style="list-style-type: none"> Proposal: for a pilot 4-year period beginning with fall 2019 admissions, approve the establishment of a harmonized "crosswalk" of English language proficiency scores for international undergraduate admission based on equivalency with Test of English as a Foreign Language (TOEFL). Admissions numbers and student success will be evaluated after four years to determine the impact on this change. <p>There are a few universities that are trying this; one public university that is rolling this out is UNT. We would be one of the first major universities in this area trying this. We have an advisory group in China that would help us get this started and get information out. R. McSherry stated he wanted to run the request through the group to get feedback on whether this is something worth trying. The goal is not to lower the English language requirements. We are trying to have another way of demonstrating proficiency. The University of San Francisco has implemented the program for 3-4 years and has been very successful in terms of getting those top tier qualified students.</p>	

3. Change of Schedule Form

D. Sedillo/J. Hodges

Undergraduate Change of Schedule form changes. J. Hodges and staff worked on some changes to the form. **General Information** block, waitlist restriction note added, stating the waitlist cannot be overridden when active. Many times, students think that because the faculty member has given permission to be admitted to course, that they will be admitted to the course when the waitlist is active. Faculty will also need to know and understand that they can't override the waitlist. Signature Limitations note added, stating all signatures must be dated, and instructor signatures are valid for 2 business days, not counting day of signature obtained. Students that don't want to be placed on the waitlist and want to be added to the course, tend to bring back the form a week later, but at that point we need a new signature, because the course could be really full at this point. Student information section it was recommended that the address, phone number, and email be removed, which is all information that can be looked up, and felt this wasn't crucial to this process. This gave more space for adding the type of registration overrides column, using the options faculty members see in myNMSU. This is another piece that sometimes causes confusion and have to send students back to faculty when we go to add them into the course and there's a "pre-req" pop up. The advisor signature was removed. There was a statement "when dictated by policy", and there is no policy that was found needing an advisor's signature. A line has been added referring the student to Financial Aid for certain things and links to consult with an advisor. Added a Max Credit Hour Overload Approval.

It was stated that when a change of schedule/registration override is done through myNMSU by instructors it is very helpful, and not needing signature routing, or clarification of registration overrides.

- Recommendations: cross out the types of overrides that "don't apply" and add a time conflict box, Comment by D. Esquibel that the new form does not satisfy the Graduate School needing the advisor signature section so the Graduate School will utilize the previous form.

The form will be revised and will be used through the mini semester II and Dacia will report back on how it worked out.

4. I Grade Information Form

D. Sedillo

Three different versions of the form have been circulated. Historically the form has not been used at all or not used correctly. The form on the student records website is inadequate. Most people don't explain what's going to happen if the student doesn't complete on time and they don't document if the form was sent to the student. Many students complain they didn't know about the I grade. We need to improve the form that exists, preferably the form Alamogordo has shared with the group.

The policy states that the Associate Dean is responsible for this process and that the Associate Dean must send a copy of the document to the student's official permanent address (which would seem to be US mail). Related to this is making sure that the form gets to the associate dean, if that who's responsible. On the College of Business form there is a place to indicate who it is that notified the student, if there is not a student signature, and departments are asked to include the address it was mailed to.

J. Lakey stated that he liked the College of Business form because it reiterates what is in the catalog, which not everyone reads. He stated that he had to request to continue an incomplete for the second time just a few weeks ago, but there is nothing in policy that says you can continue an incomplete beyond one year.

D. Sedillo stated that we could try combine both forms (Alamogordo and Business) and bring it back to the group next meeting.

5. Graduate Concentrations in Music	J. Lakey
<p>The graduate concentrations in music were brought to the group about a month ago. Currently there are three areas of emphasis (conducting, music education, performance) that need to be changed to “areas of concentration”. The department does not want to change the requirements, only to have the concentrations on the transcript. The requirement of a minimum of 12 credits for a concentration is met because the minimum of the three is 31 credits, and 9 of those credits need be at the 500 level. The mark up of the catalog page was also provided.</p> <p>K. Plank stated that two of the courses in the conducting area are inactive. The department might want to state something like “choose from the following”, because the courses 520, and 524 will not go into the catalog</p> <p>Motion by J. Lakey to approve and 2nd by S. Wood, all in favor motion passed.</p>	
6. Inactivation- Kinesiology and Dance/Clinical Exercise Science Concentration	H. Pichon
<p>The Kinesiology & Dance department requested to remove the clinical piece and only have the exercise science concentration. The decision was made due to low enrollment. The current 27 students will not be affected, and continue the program, and additional substitutions are being provided for courses no longer offered.</p> <p>K. Plank stated that the concentration is in the 18-19 catalog, so it will stay effective until 2024.</p> <p>Motion to approve the inactivation of Clinical Exercise Science Concentration, motion passed by vote of group.</p>	
6. Transfer Credits	K. Brook
<p>K. Brook stated that she has some concern about transfer credits, in particular those transfer credits that come into the institution once the student is enrolled at NMSU. In the older catalogs there was provision that an NMSU student wanting to take a course at another institution and transfer it in would need prior approval. The College of Business made use of the requirement, when we had students who were trying to skirt requirements in the college, and shopping around for substitute courses. Our accreditation processes also cause us to pay particular attention to the upper division business credits applying toward the degree.</p> <p>The question to Dacia was whether we see those transfer credits if the student is already an NMSU student rather than a newly admitted student. D. Sedillo stated that what she found out from SIM, because it is an automated process, that colleges receive the same transcript evaluations for continuing students as they receive for newly admitted ones.</p> <p>D. Sedillo stated that at that point it would be the college’s decision to exclude such courses from fulfilling requirements in the audit. It was also stated the College of Engineering has been working at this problem of student taking course at other intuitions and has created a fillable permission form that must be filled out by the student to take other courses at another institution. If permission is not granted then the course is removed.</p>	
8. Round Table	
<p>H. Sheski- we are starting work on a Title V grant application. We’ve been notified that we are eligible to apply and we have a current grant that will expire September 30th. We will be working with a grant writer that we’ve contracted with to construct a Title V grant and hope it will get supported. We are also working closely with the school district to host on campus an Early College High School. The MOA is working its way to the Regents and we are looking forward to this great collaboration between high schools and colleges making us one system.</p> <p>T. Keller – Nursing has an all program accreditation going on this week.</p> <p>D. Smith – we submitted 8 general education certification documents to the state for its last meeting and 7 were approved. We have 120 that are in various stages of preparation s. We think we know what we need to do to get them through this test phase.</p> <p>J. Lakey – I mentioned last time we were going to bring a graduate certificate program, Borderlands and Ethnic Studies out of Criminal Justice. It went to the college curriculum committee and they recommended more faculty resources, and so now we are being asked to provide two new faculty lines to run the program, which has 5 courses on a two-year rotating basis. It might come up at the next meeting and it might not.</p>	

M. Schmelzle – We've been seeing a disturbing increase in the number of denials in routine applications from citizenship and immigration services for international students. In particular those cases which in the past would be approved are being denied without any kind of explanation. For example, if a student falls out of status because he/she failed to extend their I-20 in a timely manner it was possible in the past to apply for reinstatement, and that was always a guarantee, unless there was another issue involved. Now, we're seeing it come back that reinstatement is not warranted. If a student decides to stay on and try to fight, they run the risk of accruing unlawful presence which could result in a 3-10 year bar from getting a visa into the US. We are also seeing changes of status being denied because of the suspension that they are actually doing this to extend their stay in the United States, so they don't have real intent to leave the US on completion of the programs.

So, this is the world we are living in right now. We are putting this out there, and if anyone knows of a faculty member working with students that are having these issues and need information, we are available to meet to see if we can find solutions.

J. Hodges – getting ready for the Early Performance Grades Outreach efforts. Grades are due Tuesday at 5:00 pm and then they will figure out what is feasible as far as outreach efforts. Hopefully we can get some students in a little bit earlier to add a mini II, or drop from a class. An email will be sent out to Deans and Associate Deans on mini II resources. As far as general education courses on main campus, we have one section of English that was added last week, a couple of area IV classes (most of the seats are in person), and for Viewing a Wider World we have ELA 350. Global level electives, we have a couple hundred seat in the UNIV courses, some are restricted to majors.

K. Brook – Reminder that we previously discussed fractional grading. We were going to discuss whether the group wanted to come to some recommendation as a group or submit individual comments. K. Brook stated that in the absence of a push to have a consensus, we will try to stay informed as to when it goes to share point, and we can submit our individual comments.

D. Esquibel – has been working on getting electronic submissions of theses/dissertations up. The goal is March 1st to have everything ready to go.

K. Plank – Reminder that College approval of the catalog is March 11th. All of the Bachelor's degrees have been evaluated with respect to the new gen ed. There are 188 total programs which includes all the degrees and concentrations. Of those, 154 are at 120 credits. As I send out the list, concentrations and majors that are not at 120 credits have to have the provost's and regents' approval to be above the 120.

N. Grijalva – Dr. Keller, Dr. Fant, and Robbie Grant and myself met with Lisa Warren on the use of Turn It In. Lisa is drafting something related to how NMSU is going to use the Turn It In software.

D. Sedillo – Early Performance grades are due at 5:00 pm tomorrow for 100-200 level courses. Reports will be generated. The provost wants to see them and will be sharing with the deans. Reports can be pulled from Cognos. Dacia is taking a team to the Course Leaf Conference, hopefully to learn how to implement the curriculum management software and the section scheduler.

G. Fant – NM Senator Wirth has dropped a bill on changes to the ERB policies to address the concerns that everyone has been having with the ERB, and that's moving forward.

House Bill 2 which is the major appropriations bill is working its way through. It looks like 2% new moneys for higher ed and 4% raise dollars; some portions in ERB contributions are still a bit fuzzy, and the minimum wage piece is a little fuzzy, but we're thinking \$10.00 is what will emerge.

On Friday a bill was introduced that dropped the high school graduation requirements, and that will allow a student to substitute any English, or Math, and or a Science with a career tech piece and we are trying to figure that out. Will be reaching out to colleges in the next 10 days to talk about the courses for NMSUO. We are at the point now where we want to talk about the cross-list courses. We have met with most of the program directors, and we will need courses in NMSUO by April.

Meeting adjourned: 3:00 p.m.