

Associate Deans' Academic Council Minutes

April 22, 2019

Milton Hall, Room 85, 1:00 – 3:00 PM

Facilitator: Kathy Brook

Notes: Yvonne Mendoza

Attending: Kathy Brook, Teri Keller, Joe Lakey, Mark Cal, Katherine Terpis, Debbie Giron, Greg Fant, Dacia Sedillo, Gabe Garcia, Susan Wood, Jay Lillywhite, Henrietta Pichon, Pam Jeffries, Mary Prentice, Tim Ketelaar, Harry Sheski, Andrew Nwanne, Jennifer Hodges, Ehtesham Shareef – ASNMSU.

Agenda Item:	Attendee:
Call to order: 1:00 PM	Kathy Brook
1. ADAC Approval of Minutes April 8, 2019	All
Motion to approve the April 8, 2019 minutes by J. Lakey, second by G. Garcia, all in favor, motion passed.	
2. ASNMSU Report	E. Sharaf
<p>Ehtesham Shareef, interim vice president for NMSU provided an update on the proposal for a change in the grading system. The proposal is currently awaiting a vote by Faculty Senate. Students feel that the straight grading system (without +/-) is more beneficial to students.</p> <p>A proposal for a fall break, similar to spring break is also being considered but ASNMSU is waiting on student input. The previous ASNMSU leadership was in favor of the proposal but the new leadership will have to determine whether to proceed.</p> <p>To promote research presentations and competitions, ASNMSU is proposing a 70% reimbursement for student travel. This would include community service travel.</p> <p>ASNMSU is also promoting Safety Service, Speak Up, student fee shuttle, 6 pm to 12 am and Crimson Cab in collaboration with Las Cruces Transportation, the service from anywhere in the city to anywhere in the city after 9:00 p.m. Because of lack of participation ASNMSU is looking at cutting down the Crimson Coach, a service that takes students to El Paso on Thursdays to the Little Bit of Texas.</p>	
3. Review of Section Caps for NMSUO Courses	J. Hodges
<p>Jennifer Hodges stated that she would like to discuss developing some guidelines to offer to department heads around how to create a balance between NMSUO seats and MA campus seats that are online. She suggests we could set up a calendar of when departments are recommended/expected to review the seats, so that as students are signing up for waitlists and advisors are trying to create backup plans in case they don't get into courses, advisors can let them know that seats will be reviewed by the department as of a specified date.</p> <p>Example: FCS has one online section that has 30 people on the waitlist on the main campus and there are 20 seats</p>	

that are set aside for NMSUO students, only one of which has been taken for NMSUO, and all 40 seats on main campus are taken. So, at what point can we ask for departments to review seats?

The other piece in play that makes this a little hard is that we don't know how many new applicants we will be receiving, and how do we make that balance on which seats to hold onto.

G. Fant asked if there was a waitlist report. The response was yes. Then he would ask at the college level that we look at this weekly.

K. Brook stated that the College of Business has had sections that were restricted to our online program but when there was no waitlist, the College would admit other students to the class based on their having special circumstances that might prevent their taking the class face to face. Close to the start of the semester any remaining seats would be opened up to everyone else.

J. Hodges stated that what was happening is sections with wait listing are sometimes being overridden by departments.

G. Fant stated that the whole idea of NMSUO was to serve those students whose intent was 100% online, and not to be here physically. Greg's understanding of Jennifer's question is how can we move seats back and forth. G. Fant stated that if we had a report and saw the waitlist, we can make seat shifts on a weekly basis.

Jennifer stated that there were two ideas; weekly adjustments and two weeks before the semester starts, and if there's a happy medium?

Fant stated his intentions were that Susie, Sam and he would monitor this and try to talk to units, but he is not sure if this is the most efficient way to go, without creating another layer of administration.

In the year's work of the taskforce, one piece that was never discussed was the student who is doing a face to face degree and an online secondary major. We need feedback on how to move forward on these students.

K. Brook explained that for summer enrollment the College of Business would identify students that had petitioned to walk and the classes needed to graduate. Then the business college would accommodate those students by registering them as soon as their opportunity came up to register, due to the fact that we had signed off on the petition.

4. Proposed Graduate Minors in English

J. Lakey

- Graduate minor in English
- Graduate minor in Creative Writing
- Graduate minor in Literature
- Graduate minor in Rhetoric and Professional Communication

This is the second reading of the minors. The minor in English is intended for students not majoring in English. The other three minors are open to anyone.

Part of the long-term thinking is that right now English has three concentrations in the master's program and the department is finding that they are competing for their own students in the different areas and they would rather not. They would rather that all of their students think of themselves as English students first and specialize in

something second. This would help with their own programs, but also create possible opportunity for students in the programs.

Motion by T. Keller to approve the package of four graduate minors in English, second by T. Ketelaar, all in favor, motion passed.

5. Ad Astra Platinum Analytics Spring 19 review and Spring 20 analysts planning

D. Sedillo

Canceled item

Roundtable

H. Sheski- commented on the seat assignments for NMSUO. He stated that it seems very practical to use a five-seat assignment to NMSUO as a basic standard. It's our obligation to make sure we have enough seats for all and the courses they need, when they need them as we go forward.

S. Stovall – There is a change in the processing of CIP requests for the degree programs. HED now has an online portal and requests will be going through Dacia's office (University Student Records).

J. Lakey – The Board of Finance board has approved the new PhD program in Geography between NMSU and UNM. On the topic of CIP codes, there was a discussion on what the CIP code should be and then whether we could submit the request together (NMSU & UNM). On a different issue, Joe had a request come across his desk for a pre-approval for the fifth consecutive semester of study abroad. He did some research and a lot of institutions do not have a policy on this, but a couple of them do (something to the effect that only two consecutive semesters are allowed). This student has enough credits over all for a bachelor's degree, so the response to the student was that Joe was going to approve it, and that this would be the last time, and that the student will need to finish the degree in returning back from study abroad. On TurnItIn status, an email was sent out today stating when it will be available system wide.

J. Hodges – Will send out some information about Viewing a Wider World sections, in terms of the online sections being substantially full. Please extend a thank you to the departments and university student records. As she has been noticing things that need to be fixed, depending on the situation Jennifer has been emailing but has not copied the associate deans on everything. The question asked was do the associate deans want to get copied? Honors College would like to be included and Arts and Sciences on a need to know basis.

J. Lillywhite – This is his last ADAC meeting. It's been a good experience.

H. Pichon – Reminder that the Educators job fair is April 29, 2019. It is open to all majors and is organized by Career Services.

D. Sedillo – Changes on the I Grade form will be emailed out to everyone and need feedback. She will send out the Alamogordo form and the College of Business form and the proposed changes, so that everyone can track how we got to this point. We will try to get it published by grading time. Scheduling policy that we worked on last spring has been approved and published as ARP 12.71. and we will try to put it into place by Spring registration (changes in dates and times). We've done the new standard time blocks but have to work with this group on revised exam schedule. University Student Records will be the single point of contact for HED submissions.

G. Fant – stated that Dacia was reminding him that there are some policy provisions that he will be mailing out rather than trying to talk through them, so you'll know they are on the sharepoint drive. He thanked everyone for really coming together and helping with NMSUO and realizes that it added stress in some areas.

This isn't yet official but visits by provost candidates are expected to happen before the end of the semester.

M. Prentice- Faculty Senate's last senate leadership meeting is this Thursday and no new legislation is being introduced. The last faculty senate meeting is next Thursday, and that's where all the reports/bills will be marked, and election of the faculty vice senate chair will occur. Mary will bring the new vice chair to ADAC.

T. Ketelaar – Honors College will have a spring Fulbright workshop and will be sending out an announcement later this week. We will be inviting students to come meet some of our Fulbright winners and learn about the application process. The applications are due in the fall so they have all summer to work on.

Meeting adjourned: 2:30