

Associate Deans Academic Council Minutes April 8, 2019

Milton Hall, Room 85, 1:00 – 3:00 PM

Facilitator: Kathy Brook

Notes: Yvonne Mendoza

Attending: Kathy Brook, David Smith, Henrietta Pichon, Joe Lakey, Rusty Fox, Gabe Garcia, Jennifer Hodges, Teresa Keller, Norma Grijalva, Denise Esquibel, Kori Plank, Dacia Sedillo, Tim Ketelaar, Harry Sheski, Cecilia Hernandez, Lynn Bagwell, Tracey Miller Tomlinson, Susie Bussman

| Agenda Item: | Attendee: |
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| Call to order: 1:00 PM | Kathy Brook |
| 1. ADAC Approval of Minutes March 25, 2019 | All |
| <p>March 25, 2019 ADAC minutes were amended on the round table section with D. Sedillo stating “The Fall 2019 <u>schedule</u> was published ...” (added the word schedule)</p> <ul style="list-style-type: none"> Motion to approve the March 25, 2019 minutes, as amended, motion by D. Esquibel, second by, J. Lakey, all in favor, motion passed. | |
| 2. Proposed graduate minors in English | T. Miller-Tomlinson |
| <p>The English Department is proposing four new graduate minors -- one general English minor and three specific area minors in literature, creative writing, and rhetoric and professional communication (RPC). All are nine credits. Students have been asking for them as recognition for work they are already doing. Students getting a degree with an English title would not be eligible to pursue an English general minor. The department thinks that students outside the department who want to take a broader range of courses in English across our sub- fields would be best served by the general minor. Students who want to pursue expertise within one of the sub-fields, will be best served by a specific minor in the areas of Rhetoric and Professional Communication, Literature, and Creative Writing.</p> <ul style="list-style-type: none"> Example: RPC is a very broad field that covers courses like digital media studies, document design, professional or technical communication, writing center studies, writing pedagogy. So an engineer might want to pursue a minor in RPC, as a way of demonstrating expertise in writing for specialists and a non-specialist audience. Students that are TPAL majors who are interested in demonstrating expertise in composition pedagogy, writing program administrator, and writing center pedagogy. Students in any major really that are entering a work place with emphasis on skills and technology and professional communications would be very well served by the minor in RPC as a credential on their transcript. Creative Writing minor: for example, a student in Spanish who is interested in translation work might want to pursue a minor in creative writing or a student in communication who is interested in freelance writing wants to take course in creative nonfiction and demonstrate that as an area of expertise. | |

- Literature: for example, a student in Spanish entering a Comparative Literature PhD program might want to pursue the minor. Also, a secondary teacher in TPAL, and C&I might want to demonstrate secondary expertise in the content area of literature.

The specific minors would also be open to students within the department who do not already have the name of the sub-field of the minor in the degree title. Students now take one to two courses outside their specific sub-field. Possible exceptions for this are our MFA students in Creative Writing, who are required to take 3 literature classes, but can sub out two creative writing courses for those. But they have asked for a minor in literature to pursue, in part because many are planning to go on to the PhD program that requires a lot of literature study. Creative writers who want to go into careers in editing might want to pursue a minor in RPC or in literature depending on the field they are in. There are ways in which students in all the sub-fields within the department MA, MFA, PhD programs would have the opportunity to take the minor in one of the sub-fields.

Adding these minors would not only support graduate education at NMSU more broadly for students outside the department, but it would also enable the department to think more creatively about the curriculum and program design. So, for example if we were to want to collapse the MA which currently has 4 areas of emphasis, this would really help the department to do that; this would allow students to demonstrate areas of specialization with flexibility.

K. Plank stated that ENGL 480, Screenwriting II, has been deactivated and needs to be reactivated before any information is sent out.

D. Esquibel stated for the record, that the Graduate School supports the minors if and when the students get transcript as it needs to be.

No action needed on proposals until next meeting.

3. Update on NMSUOnline

S. Bussman

S. Bussman provided a hand-out concerning the two phases of implementation of NMSUOnline.

Phase 1 involves programs being moved for summer and fall. This includes some undergraduate and graduate programs with 865 students. There were 20 students that didn't make the sweep and stayed back on the NMSU—LC side, so there were 845 students swept. Students can request to change their campus by emailing records@nmsu.edu. There are students who are in an online program, and are still taking face to face classes; these students will be dealt with on a case by case basis. If a student is on an online program, and is taking face to face classes, they are considered an NMSU Las Cruces student. Students should be told that it is one campus or the other (UO campus or NMSU Las Cruces).

This is a transition phase, and we are trying to work through things, as we don't always have answers and we're trying to keep it simple and in the best interest of the student. Starting Fall 2019 new online students will be coded as NMSUOnline.

Phase 2 will happen in the fall 2019 for students registering in the spring. Registration starts November 10th, and hopefully we can start on this after Labor Day in September so the transition of the programs will go a lot smoother. We will have a lot more time to work with students on an individual basis. Come next spring the courses that are listed on the course schedules for NMSU Las Cruces, and NMSUOnline will be a lot cleaner.

J. Hodges stated that one of the biggest frustrations that has been voiced to advising was the fact that the notification went out less than 24 hours before students were going to be registering, specifically the ICT students were very frustrated and disappointed. She recommends that as soon as registration is a little bit further, we start planning Phase 2.

S. Bussman stated that this would be a follow up, and that they've been logging all the students that have been contacting them and what they are contacting them about in regards to not having availability of courses. We can't answer all their questions with 100% accuracy at this point, because Student Records is working to get all the changes, and updates in the course schedule, but not everything is there yet. So they are logging those courses, and students because it may be that the courses that they may need will not be in NMSUOnline come Thursday

morning. The ETA for getting the course schedule updated for summer and fall is Wednesday evening. We need to meet the needs for the students so that they don't have a disruption in their degree plan.

J. Hodges, stated that there needs to be some communication that goes out to departments and faculty, due to what some have submitted, which Student Records has turned around fast, but hasn't met the needs of students. An email was drafted, and sent out to faculty a little bit late, because the questions were being asked about UO.

N. Grijalva stated that the email should also be sent out to the general community, even if they are not faculty.

T. Ketelaar suggested that NMSUOnline should coordinate with Hector Sanchez, Director of Military and Vet Programs because they have a lot of men and women who are eligible for GI Bill moneys and are able to take online courses.

K. Brook raised a concern about swirling, between the real campuses with NMSUO. D. Sedillo stated that if a course is not offered at a particular campus, or if it's filled, and other sections are open at another campus, a student can register for the course at another campus, and two weeks before the start of the semester all restrictions are dropped.

State Authorization Reciprocity Agreement (SARA) has to do with our responsibilities as a state authorization reciprocity agreement institution. NMSU is a SARA institution (since 2015). It allows us to offer our online distance education courses to students in other states. However, it is not for every program. It totally depends on the state regulations, and we have to comply with the state regulations.

This year we are required to do out-of-state learning placements, not just for distances education online programs but for all programs.

Example: if a student in nursing is doing face to face on campus, and then does clinical rotations out-of-state, the institution will need to report that. We don't have to report our placements for New Mexico but for any other locations we do. This is on the calendar year, so we are reporting between May 14 and June 4 for the calendar year, which is Jan 1 through December 31, 2018.

Short courses and field trips are not considered part of this reporting. Institutional Analysis who actually does the reporting.

Information will be collected via a form in Banner. A lot of this data is already being collected and Institutional Analysis will report data disaggregated by state and two-digit CIP code.

Colleges need to identify students and we will be following up on the names and programs. Please email names to online@nmsu.edu. Placements should be reported as unduplicated headcount by location of student.

Example:

- Three NMSU nursing students do single clinical rotations at each of two TX hospitals and one AZ hospital.
- This would be reported as three TX placements and three AZ placements.

S. Bussman will be following up.

4. College of Education Certificates

H. Pichon

- Special Education Alternative Licensure-
- Secondary Education Alternative Licensure-
- Elementary Education Alternative Licensure-

Dr. Cecilia Hernandez and Dr. Lynn Bagwell attended to answer any questions. The certificates for the licensure programs went through the Graduate Council and all have been signed off on. There was an issue with one of them, the MA Plus for Early Childhood. This was switched over to a concentration.

Motion to approve licensure certificates by T. Ketelaar, second by T. Keller, all in favor, motion passed.

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| 5. Master's degree in Education Plus Licensure for Early Childhood Education | H. Pichon |
| <ul style="list-style-type: none"> • Master's program with added concentration: motion to approve by D. Esquibel, second by J. Lakey, all in favor, motion passed. | |
| 6. Inactivation of minor: Environmental Chemistry | J. Lakey |
| <p>A few weeks ago we discussed the inactivation of the minor in environmental chemistry. The department stated that during the eight years of the minor there has not been a single student requesting this minor. In terms of a teach-out plan, there will be no change in course curriculum as a result of this inactivation.</p> <p>Motion to approve the inactivation by T. Keller, second by T. Ketelaar, all in favor, motion passed.</p> | |
| Roundtable | |
| <p>J. Lakey – Arts & Sciences had Starry Nights on Friday night in order to raise funds for Aggie Jump Start. The idea is to try to identify students who need the developmental courses, with some extra support.</p> <p>The Geography PhD will be going before the Board of Finance April 16th. There were some questions about wanting a dual seal on diplomas and transcripts but It can't be done.</p> | |
| <p>J. Hodges – We are having challenges with the NMSUO seats versus main campus seats. We've tried to get messages to department heads in order to find out the intent with the way this is set up. Example question for the departments: did you realize you don't have any NMSUO students and placed all your seats in NMSUO.</p> <p>There is also a misunderstanding about what their "note" on a course means. There are main campus sections that have a note about being reserved for online students and consequently no one can register for the courses. We are trying to help departments figure out what they are trying to do regarding the note. We would rather not be in a place where the only way for students to register for a course is for them to try to figure out who to ask for an override. We need courses coded so that students can register for them.</p> <p>CAASS saw over 1500 students last week and the online student appointment system is working and is sending out automatic reminders of the student's appointment. Our "no shows" are down, and it's been much smoother this semester than last, with some of the pre-requisite issues.</p> <p>K. Brook asked about the 9-credit rule for viewing a wider world is in the hands of CAASS, and how does one communicate if there is a student who would benefit from the 9-credit rule? J. Hodges stated that the advisor will submit a form, or send an email to Jennifer. The Study Aboard substitute is handled by the college.</p> | |
| <p>R. Fox – Rusty Fox is the new AVP for Academic Affairs and Academic Services for Dona Ana Community College.</p> | |
| <p>N. Grijalva – FERPA training session led by the U. S. Department of Education 8:30 am to 3 pm on Thursday, April 11th at the Las Cruces Convention Center. The session most people would like is FERPA 101. For those that like the more technical side the Data Security Best Practices-IT Professionals, Data Breach Identification and Response, and Best Practices for Vetting Cloud Services sessions are available. It will be offered via webcast. We have about 100 registered attendees and 100 registered online.</p> | |
| <p>D. Esquibel – Invitations to the Honors Ceremony for graduate students with a 4.0 GPA have been sent out. The ceremony will be held the Thursday before commencement, at the Corbett Center Auditorium. There were 77 eligible students on the list, and the names will be sent to the Academic Deans.</p> <p>New Student Orientation for Fall2019 will be held Tuesday evening before classes start. The graduate school would like to know what colleges/departments host an orientation session for their graduate students and when.</p> <p>We have received many requests from departments, students, requesting late degree application for the Spring. We are no longer accepting late degree applications.</p> | |

We are having an issue with ETD submissions. The advisors are declining to work with the students on the format. It is the responsibility of the student, and not the responsibility of the graduate school to be the editors of the documents. The graduate school will not review the documents unless it goes through ETD and has a sign off from the advisor saying they've completed the format review. Please remind your departments and advisors.

As of Friday, all fellowship and scholarship nomination letters have gone out. If a student will not be coming in, please let the graduate school know as soon as possible so that they can get the award out to someone else.

Met with the group members over "Slate", with the University of Illinois. Slate is the new admission application, which will replace the Hobsons system. They've had to download all graduate students' information that's in Hobsons. They are trying to standardize some items, and will be meeting with departments as we move forward with the Slate system.

Norma Grijalva stated that she was working with Hobsons to extend the contract, in order to have a cushion, while trying to get some answers on the contract with Slate. Norma stated that when they spoke to other schools about Slate, they stated that it was a very positive experience, and it's a superior product, once it's all set up.

K. Plank – Update for common course numbering in CAFs, we will be updating the CAF system to allow the 100 and 200 level course and SLO submissions. Catalog side, little bit of a delay on the preview site. Reviewing community college pages and hoping it will be done at the end of the week. Link will be sent out via email.

D. Sedillo- As Jennifer pointed out, we are currently doing changes to the UO schedule. The way the information came in was very haphazard. Staff is struggling with how some of what came in, and going through and reading emails, when we're used to more standardized templates and the academic schedule modification form. Departments are asked to start submitting changes by the modification form. Dacia will be sending out a template (blank) so that we can start filling it out for UO courses for spring 2020.

Final exam schedule has been completed for spring 2019. There were some struggles due to the time block changes.

J. Hodges commented on standard time blocks, stating that in Advising they've been sending out notes to departments, as they see some time conflicts across courses that have not been an issue before -- particularly across different departments. Some departments didn't think they had a choice of staying with MWF courses rather than moving everything to MW.

H. Pichon – The office of Career Services is having an Educators Job Fair. They are hiring for a number of different positions (not exclusively for teachers; they are looking for Engineers, those persons who with degree out of Arts and Science, and not sure where they will be going with their degree, they could move into Education, and go for alternate licensure. This will be April 29, 2019.

Last night JC Penney's was open specially offering 40% off on suits, and there was a really good turnout it. It was a really nice event, and students, parents, faculty were coming out with bags of goodies. We're pretty sure it was profitable for JC Penney's, and they will be do it again. Those persons that were in from the college of education, were given a crisp two-dollar bill.

T. Ketelaar – the Honors College has just wrapped up the Student Fulbright Competition. We have a record number of 10 student applications with 6 semifinalists, and 4 total winners.

- Ashley Page will be going to Bulgaria/Greece – Water Science
- Nubia Rivas will be going to Spain – English Teaching Assistantship
- Sierra Strebe will be going to Germany – Personalized medicine research
- Ger Xiong will be going to Thailand—Hmong Textiles and Art

On a more personal note, Dr. Ketelaar apologized to the ADAC group, and specifically to his colleagues in the College of Education, for the comments made at the March 11th ADAC meeting.

Meeting adjourn: 2:30