

# Associate Deans' Academic Council Minutes

**January 13, 2020**

**Milton Hall, Room 85, 1:00 – 3:00 PM**

**Facilitator:** Joseph Lakey

**Notes:** Amanda Barrier

Present: Ellen Bosman, Mark Cal, Donald Conner, Denise Esquibel, Greg Fant, Tony Garcia, Debbie Giron, Jennifer Hodges, Daniel James, Terry Keller, Joe Lakey, Seth Miner, Lori Montoya, Andrew Nwanne, Julia Parra, Henrietta Williams Pichon, Kori Plank, Phillip Post, Dacia Sedillo, Harry Sheski, David Smith, Shelly Stovall, Susan Wood

**Visitors:** Kim O'Connell-Brock, Nancy McMillian and Shelley Lusetti, and Phillip Post

Agenda Item:	Attendee:
<b>Call to order: 1:00 PM</b>	<b>Joseph Lakey</b>
<b>1. Welcome and Introductions</b>	<b>All</b>
J. Lakey called the meeting to order at 1:00PM. Ellen is joining us as the representative for the Library. Nancy McMillian, Kim O'Connell-Brock, and Shelley Lusetti were present to present on their respective agenda items.	
<b>2. Additions to the Agenda</b>	<b>All</b>
None.	
<b>3. Approval of Minutes of October 28, 2019 and November 11, 2019</b>	
The minutes from October 28 <sup>th</sup> and November 11 <sup>th</sup> were approved.	
<b>4. ADAC Membership</b>	<b>Joseph Lakey</b>
J. Lakey is making updates to the ADAC ListServ; he will request the individuals who no longer attend be removed from the list.	
Note – Please do not remove the admin assistants from the list.	
<b>5. GEOL Concentrations Change (2nd read)</b>	<b>Nancy McMillian</b>
Earth and Environmental Systems – Its last ADPR recommended that GEOL make their program align more closely with other programs at different universities across the nation. It is a much broader degree so students will be able to take more courses outside the department. It will enable students to get the degree without the calculus requirement, it is a fairly major content change.	
Terry Keller moved to accept with the changes to the Earth and Environmental Systems proposed. Tony Garcia seconded the motion. The changes were approved.	
Earth Science Education – Goal was to train teachers for 6-12 education. The certification classes the students need, will now be rolled into the four-year program. The students will need to apply for the TEP, the GEOL students will work with Dr. McMillian throughout this process. There are currently two students in the program.	
Terry Keller moved to accept the changes for the Earth Science Education. Henrietta Williams Pichon seconded the motion. The changes were approved.	
<b>6. MS Athletic Training (1<sup>st</sup> read)</b>	

Kim O'Connell-Brock and Phillip Post presented on the athletic training program being proposed by the College of Education. The accrediting body (CAATE) will no longer accredit professional bachelor's programs so national certification will require a Master's. This proposal is to adhere to the changes by the 2022 deadline.

It is a 60-credit program. The current program will phase out if and when the MA program is approved. The MA program will accept 10 students per semester as they get the program running. It will be a traditional, face-to-face program. This will be a MAP program with Kinesiology.

The startup costs will be covered by the College and Department. The provost will provide some faculty and marketing support.

There will be a vote at the next meeting.

<b>7. NMSU Catalog Regulations Section</b>	<b>Kori Plank</b>
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Student Records is trying to be proactive on the changes to the catalog, Kori will send out the full file as it appears in the catalog. If changes are to be made, she will bring them to ADAC as they come up so that there aren't as many changes that need to be made at once during a mass clean up. She asks that everyone start looking at their courses, as well as verbiage. It will be a running agenda until March, any changes that need to be made, bring by the last March meeting so Kori has time to make the changes.

There could be a conflict since catalog years are switching from six to eight years, but Graduate coursework is only good for seven years. The graduate school will be reviewing this more in depth.

<b>8. Heavy Cross-Listing/Team Teaching</b>	<b>Joseph Lakey</b>
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A spring course, Special Topics in Quantum Computing, currently has six different instructors. Do we need to worry about having standards for how such a course is handled?

- DH needs to be aware of faculty course loads
- Which Deans will handle overrides or grade appeals?
- Grading consistency

The course will run as a seminar.

<b>9. CHEM Alignment</b>	<b>Tony Garcia</b>
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There was a question about which Chemistry sequence Engineering students should take in relation to common course numbering. The Chemistry department will follow-up with T. Garcia.

<b>10. Spring Enrollments</b>	<b>Tony Garcia</b>
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As a group, will there be guidelines created for what to do with low enrollment courses? There are a few pockets of students that should add to Spring 2020 enrollment.

J. Lakey described how he handles low enrollments with specific departments.

<b>11. PreReq Drops</b>	<b>Jennifer Hodges</b>
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J. Hodges asked that she be made aware of departments that are dropping students due to pre-req errors. She will contact the departments with the names of students that are impacted.

<b>12. Standard Time Blocks</b>	<b>Joseph Lakey</b>
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The university was piloting course standard time blocks, with the idea that it would be revisited. J. Lakey did research into its effectiveness. Three possible choices were discussed, see report.

The decision should be made by keeping students first: more flexibility, less overlap. It looks like students are all selecting courses that are the 75-minute courses.

The topic has been tabled until the next meeting.

Final Exam Scheduling – David proposed changes to the final exam schedule to eliminate some of the timing overlap. There are still a few courses that have conflicts due to MWF classes and entire course exams. The Records office needs to know of any concerns about the proposed final exam scheduling by January 14<sup>th</sup> at 5:00.

### **13. Roundtable**

Don- Will have a first read of a new program at the next meeting

Greg – Provost and EVVP has moved back to Hadley

Susan – NM Higher Education and Retention Conference is February 27-28

Denise – In the process of evaluating everyone’s employment and FERPA training - SLATE training will be scheduled once everyone is through security.

Jeff- International Student Orientation is 1/14 and Freshman transfer orientation is 1/17.

Kori – Catalog deadline is 1/29. UCC is 2/10 unless there are no CAFS coming in.

Julia – Will be looking into the six to eight-year cycle – do we need to make a change for the seven-year cycle. If there are any propositions that need to go before Faculty Senate, submit them by 1/28 at noon.

Tony – Engineering is working with a donor to enhance the space on the first floor so that it is a collaborative area for study.

Jennifer – Please take a look at the “No Grade” list and see if they are on the way.

Ellen – Putting together a panel presentation about the anniversary of the discovery of Pluto next month.

**Meeting adjourned at 2:45**