

# Associate Deans' Academic Council Minutes

**March 23, 2020**

**1:00 – 3:00 PM, Meeting Held via Zoom**

**Facilitator:** Joe Lakey

**Notes:** Amanda Barrier

**Present:** Charles Abasa-Nyarko, Ellen Bosman, Mark Cal, Don Conner, Denise Esquibel, Krystal Espinoza, Greg Fant, Tony Garcia, Debbie Giron, Norma Grijalva, Jennifer Hodges, Daniel James, Terry Keller, Tim Ketelaar, Gabrielle Martinez, Seth Miner, Andrew Nwanne, Julia Parra, Kori Plank, Dacia Sedillo, Harry Sheski, David Smith, Shelly Stovall, Henrietta Williams Pichon

**Visitors:** Susan Beck

Agenda Item:	Attendee:
<b>Call to order: 1:00 PM</b>	<b>Joe Lakey</b>
<b>1. Welcome and Introductions</b>	<b>All</b>
J. Lakey called the meeting to order at 1:00PM. This meeting was not to introduce formal business, but to discuss NMSU responses to COVID-19, including how future ADAC meetings would be conducted.	
<b>2. Additions to the Agenda</b>	<b>All</b>
Don would like some guidance on reaching students in remote areas. Julia would like guidance on how to handle professional development funds, especially for online course migration.	
<b>3. Conducting Business Moving Forward</b>	<b>J. Lakey</b>
The group will use Zoom to conduct future business meetings and Microsoft Teams for circulating information.	
<b>4. Quality Student Experience</b>	
T. Garcia is looking for suggestions about how to keep students engaged and honor the graduating seniors in light of the current situation. Student Records has sent ideas to upper administration for commencement alternatives; they are waiting to hear back. There should be a decision before the end of the week regarding commencement. This will remain on the agenda so there is consistency across colleges.	
<b>5. CAASS Updates</b>	<b>J. Hodges</b>
CAASS has sent emails out to students that detail their options for academic advising. CAASS is predominately using Microsoft Teams to conduct advising meetings because it is the most similar to an in-person meeting. Quick Connect is still active to help reach students that faculty are not able to reach via other communication tools.  Please be mindful of sharing student academic information on channels that do not require a sign on.  There are about 16 departments that use mentoring (DM) holds. If the direction of ADAC is not to place holds this semester, Associate Deans will need to work with Jennifer regarding specific departments who wish to use DM.	
<b>6. Assessment</b>	<b>D. Smith</b>
ProcturU isn't an option because of its price, but you are able to use a browser lockdown. Please refence this site for online assessment: <a href="https://ocip.nmsu.edu/keep-teaching/">https://ocip.nmsu.edu/keep-teaching/</a> . The guiding principle should be focused on the student and what is going to help them get their degree.	
<b>7. Graduate School Forms</b>	<b>D. Esquibel</b>

The Dean's Representative will be recording the results of the exam and sending the packet back to the Graduate School. There have been updates to deadlines, please reference the website for the most current information.

<b>8. Reaching Students in Rural Areas</b>	<b>D. Conner</b>
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ICT is looking into whether or not WiFi hotspots can be directed to our parking lots. Several wireless providers are offering options for free or more affordable packages. D. Conner is looking into potential use of NMSU extension sites as hotspots. There is more information here: <https://studenttech.nmsu.edu/resources-for-students/>.

<b>9. Professional Development Funds</b>	<b>J. Parra</b>
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Faculty members are asking for items such as cameras and laptops – things that support distance learning. Finance is working on expanding PCard use and being able to ship to a remote location. Please be cautious as we will feel the economic impact felt during the next fiscal year.

There will be directions going to the deans about stipends for phones and wireless internet.

<b>10. Admissions Update</b>	<b>S. Miner</b>
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Admissions has transitioned to virtual admissions. There is now a website that houses admissions presentations, meetings with an admissions advisor, and virtual tours. Site can be accessed at <https://admissions.nmsu.edu/virtual/>.

Admissions is looking for dynamic faculty to be showcased in recruiting videos.

<b>11. Summer Courses</b>	<b>J. Lakey</b>
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There are about 20,000 seats for courses this summer, systemwide about 2/3-3/4 of these are in online courses.

<b>13. Roundtable</b>	
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**Dacia** - Vandeen McKenzie will discuss financial aid concerns with leadership on Tuesday; Dacia is looking into feasibility. Becky Corran is leading a Faculty Senate effort for transitioning to S/U grading.

**Julia** – Suggestions for Cyber Security

**Denise** – The deadline for scholarships has been extended to April 6<sup>th</sup>. Denise needs assistance ensuring that faculty are available to advise graduate students during the summer. There are a lot of student records that are sitting in the review bin, these profiles need to be reviewed.

**Daniel** – It looks like the Governor is going to issue a stay-at-home order this afternoon. How will this impact students who need to get their textbooks and supplies from their dorm?

**Kori** – Fall 2020 schedule is available for review.

**Tony** – Suggestions about securing bathrooms?

**Ellen** – The library has now been closed.

**Meeting adjourned at 2:43.**