

Associate Deans' Academic Council Minutes

April 27, 2020

1:00 – 3:00 PM, Meeting Held via Zoom

Facilitator: Joe Lakey

Notes: Amanda Barrier

Present: Ellen Bosman, Mark Cal, Don Conner, Denise Esquibel, Tony Garcia, Debbie Giron, Norma Grijalva, Jennifer Hodges, Daniel James, Terry Keller, Tim Ketelaar, Andrew Nwanne, Julia Parra, Kori Plank, Dacia Sedillo, David Smith, Shelly Stovall, Henrietta Williams Pichon

Visitors: Magdalena Pando

Agenda Item:	Attendee:
Call to order: 1:00 PM	Joe Lakey
1. Welcome and Introductions	All
J. Lakey called the meeting to order at 1:00PM.	
2. Additions to the Agenda	All
There were no additions to the agenda.	
3. Approval of Minutes for March 23, 2020	J. Lakey
The minutes from March 23 rd were and April 13 th were approved.	
4. EDUC Graduate Programs (2nd Read)	M. Pando
<p>The College of Education updated the program proposals after first read to add appropriate CIP codes and change the verbiage to read <i>certificates</i> rather than <i>endorsements</i>. The programs, <i>Bilingual Education</i> Graduate Certificate and <i>Teaching English to Speakers of Other Languages</i> Graduate Certificate, would be effective Fall 2021. T. Ketelaar moved to approve the certificate programs. Proposal was approved by ADAC and will go to the Graduate Council.</p> <p>It was also proposed to change the name of the <i>Teaching English as a Second Language</i> concentration to <i>Teaching English to Speakers of Other Languages</i>. It was noted that the proposed change is consistent with national practices. T. Ketelaar moved to approve. The motion was approved.</p>	
5. HSM Concentration Change (2nd Read)	D. James
<p>The College of Business would like to add a Health Services Management concentration to their Master of Business Administration program. There are no new courses being added.</p> <p>D. Esquibel motioned to approve. The motion was approved.</p>	
6. Transfer Pathways/Prerequisites	J. Lakey and G. Fant
New Mexico is moving towards block transfer of General Education. How to communicate pathways that insure transferred GenEd courses will also meet four-year degree requirements for intended majors was discussed briefly. Greg Fant will provide further information at a future meeting.	
7. Hands-on Courses	D. Connor
It has been proposed that the university create a committee of faculty members, three per college, to develop ideas and proposals on how to carry out hands-on courses, labs, practicums, and internships under anticipated social distancing in the Fall 2021 semester. It is asked that each Associate Dean nominate faculty members.	
8. Common Course Numbering Process Info	K. Plank

State-level approvals for new common-numbered courses are taking longer than anticipated. Records is still working to get courses in the approval queue and to process approvals. There will be a website for faculty and students with information regarding the new process for common course numbering.

9. Future Program Curriculum

K. Plank

Student Records is working on implementation of the new curriculum management system (CMS). Electronic approvals in this system will replace the paper forms that are currently being circulated for approvals of new curricula. Kori sought opinions about placing a temporary halt on new proposals until the new CMS is live.

10. Spring Honor List and S/U

J. Lakey

How do other colleges intend to address College Honor lists accounting for the S/U grading option? D. Sedillo has submitted a proposal to the President regarding how to calculate academic warning for this semester, and will submit a corresponding question regarding Honor rolls. Once she hears back, she will bring it to ADAC.

J. Lakey requests everyone seek feedback from their college, and report back at the next meeting.

11. Nomination of ADAC Officers for 20-21

All

There were no additional nominations. The nomination window was closed. J. Lakey will serve as Chair for 20-21 and T. Ketelaar will serve as Vice Chair.

12. Roundtable

All

Tony – The College of Engineering is wrapping up the administrative start-up of the Professional Masters of Informational Technology; they are just waiting on the CIP code and HLC approval.

Henrietta – The College of Education is wrapping up interviews for their new Dean this week.

Tim – The Honors college is preparing for the URCAS Symposium on May 7th. Students are submitting video proposals and selected students will be featured on a webpage.

Kori – Spring 2021 Proofs were sent out last Monday – they are due September 25th. New CRNs will be required for modifications to courses (Fall) that already have students enrolled.

Jennifer – Admissions hosted their first transfer orientation on Friday, April 24th. Overall, it went well. There are a lot more details for the freshman orientation, but they are working through finalizing those details.

Dacia – Student Records is making a change to the Change of Grade and Removal of I Grade Form. They will be removing the requirement of the college stamp. Digitally signed forms sent to Records from an NMSU email address will suffice.

Ellen –The library last week conducted interviews for the Head of Reference and Research. Information about how the library budgets for access to journals will be coming later this week.

Norma – IT is looking at technology to enable hybrid courses for the Fall 2020 semester. They are looking at creating small studios for professors to record lectures in. IT is close to finalizing a deal with Adobe Sign.

Julia- There has been positive commentary about NMSU’s response to online learning. There are some topics heading to Faculty Senate for voting regarding COVID-related extensions of tenure clocks and instituting a system-wide grading policy.

Denise – The Graduate School is in the process of certifying degrees. The Graduate School will be hosting a virtual orientation in the Fall.

Meeting adjourned at 3:02.