Minutes

October 28, 2019
Milton Hall, Room 85, 1:00 – 3:00 PM

Facilitator: Kathy Brook
Notes: Yvonne Mendoza
Attending: Kathy Brook, Julia Parra, Kori Plank, Susan Wood, Teri Keller, Shelly Stovall, Norma Grijalva, Mark Cal, Greg Fant, Joe Lakey, Jennifer Hodges, Tim Ketelaar, Henrietta Pichon, Andrew Nwanne, Kate Terpis, Wanda Bulger-Tamez, Chris Engledowl, Debbie Giron, David Smith, Gabe Garcia

Agenda Item:	Attendee:
Call to order: 1:00 PM	**Kathy Brook**
1. Welcome and Introductions	**All**
Guests include • Chris Engledowl, Curriculum and Instruction, TPAL • Wanda Bulger-Tamez, Instruction for Excel in Math & Science Education	
2. Approval of ADAC Minutes of September 9th, and 23rd, 2019	**All**
Motion by J. Lakey to approve the September 9th and 23rd, 2019, ADAC minutes; 2nd by S. Wood; all in favor; motion passed.	
3. ASNMSU Update	
No representatives present	
4. Common Course Numbering Update	**K. Plank / D. Sedillo**
Kori is starting Phase II of common course numbering (CCN) and working on transfer tables. Students may take new CCN at other institutions and transfer them in, so we are working to show the new numbers for those institutions, so that students are clear about the course they took. We are updating the equivalency table to match the four digit numbers. Catalog changes and Course Action Forms: everything is still looking good to go by November 1, 2019. Engineering and Computer Science courses are still on hold. They have not heard anything from the state on this and are hoping they will be notified soon. As of now, engineering and computer science courses with the exception of CS 110 will stay with the prefixes and numbers that they currently have. Gabe Garcia stated that the engineering staff met with the state HED on Friday regarding the common course numbering, but that he doesn't have all the information available. He also said that Associate Dean Tony Garcia, attended the meeting and that he would have an update for us at the next meeting. The next part of the common course numbering, which they didn't anticipate, involves new courses that were submitted in the CAF with a prefix that changed. Because they are new, if a department wants to add the course to the fall 2020 schedule,	

the department will not be able to use the old number. The courses will show up with new numbers with four digits. Kori will send out a list of those courses when she gets ready to open up the catalog.

5. Max Credit Hour overload request	J. Hodges

Jennifer stated that on October 16th the Provost and VP for Student Success sent out a memo concerning institutional scholarships and changes in requirements for students involving repeats. Jennifer wants to discuss with the group whether or not this means changes in how we function in approving maximum credit overloads. One big change is students repeating because of a failing grade will not be able to count the course as new credit towards the institutional scholarships.

There was also a statement in the memo that students who received a failing grade may take the course in addition to the 15-credits required for the scholarship. Jennifer stated that If it's a four-credit course that would take the student to 19 credits, and policy in the catalog says that to be eligible for an overload, the student can not have earned a D or F in the prior semester.

The way the overload requests have been managed is for those students that have met the requirements, CAASS has been able to approve the overloads; other requests are sent over to the associate deans. Jennifer stated that we might see an increase in requests due to the changes, so, she asked if the group wants to follow the same process as previously.

The group consensus was to keep the procedure the same with some suggestions to have a cutoff point in the max credits, and that any request above the 19 credit hours would be referred to the associate dean.

Jennifer stated that they would also work with the individual colleges if needed.

6. Students coded as EXPL and UNCL	J. Hodges

The next two items are related to some efforts coming out of the provost's office to better predict course needs. This is also an attempt to clean up some student records and she is asking for some input on some of the items.

The exploration code (EXPL) was created shortly after the meta majors were created to differentiate students who were exploring from students who are unclassified (UNCL) -- for example, dual credit students are coded UNCL and non-degree seeking students who are heading into graduate school have a UNCL code. The UNCL code has a concentration that then indicates which meta major best matches the student's major.

Currently we have 63 students enrolled who are coded EXPL and most have concentrations.

The challenge is the UNCL code where 506 students on the main campus have the UNCL code. Of these, 204 are dual credit, 115 non-degree seeking, and it is those students in the middle that need to be figured out – are they really exploratory students who weren't coded correctly or are these UNCL students in a specific college.

The provost is looking at a different way to approach those UNCL that are college specific. There are conversations that are taking place about adding the concentration to the college specific UNCL. We can use the concentration as we do with EXPL, but that decision hasn't been made yet. The question is cleaning up the rest of the UNCL that are sitting in Arts and Sciences, and looking at advising notes and other things to figure out whether they need to be EXPL, or whether some students really should be non-degree.

Do we need to place a restriction on how long you can be in UNCL code, or any code? There are 59 juniors, and seniors who are in one of the exploratory codes and that's not something you can graduate in. We want to explore some kind of policy that would restrict how long you can be in a code you can't graduate in. This also brings in to question the pre-major code (example: pre-social work student) -- is there or should there be a restriction on that.

Jennifer will bring back some more information once they see what is really happening to those students. She has been researching other institutions, and there are some that require that the student be in a program at 60 credits, and some that are a little bit longer than that, and some schools have tied their scholarships where by x number of credits, if you haven't completed a specified percentage of the major, you have to switch to something else.

Jennifer stated that finding all UNCL students should be done by this week, and there are 784 juniors and seniors in some kind of pre-major status. So that's sort of a preview of more things to come.

Responding to a question from Greg Fant, Jennifer stated that she feels that there should be an upper limit as to how long you can be in EXPL, and she stated that the most common rule at other intuitions is a limit of 60-75 credits.

7. Processing changes to students' programs (effective term, setting priority moving students from pre-majors to majors)	J. Hodges

Currently in Banner, if you take a look at a student who has multiple majors, there is a priority one major and a priority two major. Currently there is no process for the student or anyone else to say this major is first priority or this major is second priority. The general practice is the major that the student declarers second is coded as the second major and the major declared first is then coded as the first major. The only regular exception is when a student is adding a second language -- the requirements to graduate in a second language, when it's your second major, are a little bit different than when it is your first major so it really does matter for graduation purposes.

In conversations about whether we are going to need some kind of rules around financial aid how would we treat this issue. Also, are we paying attention to the priorities in trying to meet course needs. So, the question to the group is: do we need some rules around priority, would it be something that students are indicating?

J. Lakey stated that it would have to be something that makes clear that it's the student's choice.

Effective term for program changes: currently there is nothing that guides or permits students to change their major any day of the year, so they can submit multiple changes in one day. In some ways it doesn't impact much for that student. However, for those in Engineering there is a fee, program fee of $250.00, and also for those students that are undeclared. Jennifer suggests using census day as a cut off which seems reasonable for the current semester. The group was asked if there was a problem using census day as the cut off and how would this be communicated to students?

8. Agenda and Roundtable / ADAC Minutes	K. Brook

Kathy stated that she had some thoughts on some aspects of ADAC operations. One issue has to do with our agenda, with the round table absorbing much of the minutes. If you are searching the minutes for something, it is harder to find items in the roundtable section, and while we don't have a very good record in getting the agenda out very far in advance, some of these items might be better suited to the main agenda.

Greg Fant stated that he will advocate for what is being proposed and that the round table should be a quick announcement, at the most 30 seconds, if it takes more than 30 seconds then it should be on the agenda.

Tim Ketelaar stated that he didn't mind the round table going long if a person wants to start a discussion, and in terms of minutes, one solution would be that if a person wants it to go in the minutes they can request to be on the record, and if they don't want it to go on record, then they ask for it not to be placed on record.

Since the meetings have been recorded, the minutes have become more like a transcript, and it might be helpful, as we move forward to provide some guidance for the chair and the person taking minutes, on how intensive those ought to be. One of the challenges for someone being chair is dealing with minutes. She expressed that the minutes should be more than just

"this is what was approved at the meeting" but something less extensive than what we are doing now.

Shelly Stovall stated she agreed with having something a little more than strictly the decisions made, with some context, but not transcripts. In terms of accreditation if somebody wants to see minutes there's some context with explanation on the subject.

Tim Ketelaar suggested that we have announcements at the beginning of the meeting as an informational piece.

9. Graduate Concentration for Elementary Education STEM (2nd read)

The College of Education was able to clarify the information identified/suggested by Milen Bartnick at the first reading. H. Pichon stated that they spent a lot of time addressing the money issue, and were able to reach out to the Engineering College which is willing to offer the course if funding is not otherwise available. As a back-up plan, Biology would be able to use summer budget to offer courses then.

Motion to approve the graduate concentration by Tim Ketelaar, 2nd by Denise Esquibel. All in favor, motion passed.

10. Volunteers/Nominations for Chair and Vice Chair for Jan-June 2020

Discussion several meetings ago was that newly adopted rules say that this group will appoint a chair and a vice chair for January – June term since the chair is retiring and there is no vice chair.

Joe Lakey stated he was willing to serve as chair.

Denise Esquibel nominated Joe Lacky to serve as Interim Chair of ADAC, and the nomination was accepted by Joe Lakey. All in favor of Joe Lakey's nomination for Chair of ADAC, nomination passed.

Nomination or volunteer for Vice Chair, none at this time.

Group agreed to cancel November 25th ADAC meeting**.**

Motion to cancel the November 25th ADAC meeting, 2nd Teri Keller, all in favor motion passed.

11. Roundtable

H. Pichon – Masters in Athletic Training will be coming soon
G. Fant – announcement of job posting for Vice Provost for Digital Learning Initiatives. If anyone is interested or has interested colleagues, let them know it is posted.
K. Plank – happy to announce that we have signed the contract with the curriculum and scheduling management system. Working with the contractor in setting up implementation. Departments won't see the impact of this just yet and we won't be unitizing the system until next fall. She will be reaching out for some test users (faculty, associate deans). The new University Scheduling Coordinator is Kristen Torres.
D. Esquibel - Two faculty forums are scheduled for November 1st and 8th on Slate to try to alleviate some of the concerns about SLATE.
N. Grijalva – related to SLATE, as of last week there were 2300 undergraduate applications in Slate, and 296 graduate applications submitted and 692 unsubmitted. Norma stated that her job today is 'Cyber Security Awareness' month in October. She encouraged skepticism about electronic communications. NMHU was off line for 11 days, from October 10th to October 21st because of ransomware, so were Roswell Public Schools. Please be extra skeptical, and please send items to abuse@nmsu.edu if you think it's at all suspicious. They will let you know if it's not. Norma stated the we are the biggest band of defense, and to please let everyone know

J. Lakey – question, do we know if the fall schedule will be out on schedule or will it have to be moved back? Kori stated that it's on schedule to be sent out this week, the changes would be the information from Ad Astra. We are on track for Spring being up on Friday of this week.

D. Smith – General Education certifications: 20-22 have been certified and we are currently at about 90% approved.

A. Nwanne – Once a year the community is invited to come and taste the various prepared traditional foods from different regions throughout the world. The event averages about 800 attendees, so if you want to taste good Nigerian food you are invited to attend the **Taste of Culture, November 7, 2019, from 5pm to 8:30 pm, on the Carlsbad Campus.**

Megan- Grants – first snow day.

Meeting adjourned: 2:30 pm