

Associate Deans' Academic Council Minutes

November 11, 2019

Milton Hall, Room 85, 1:00 – 3:00 PM

Facilitator: Kathy Brook

Notes: Kathy Brook

Present: Kathy Brook, Mark Cal, Greg Fant, Gabe Garcia, Tony Garcia, Debbie Giron, Jennifer Hodges Pam Jeffries, Terri Keller, Tim Ketelaar, Joe Lakey, Andrew Nwanne, Julia Parra, Kori Plank, Dacia Sedillo, Harry Sheski, David Smith, Shelly Stovall, Kate Terpis, Susan Wood

Visitors: Amanda Barrier (Arts and Sciences), Hwiman Chung (Journalism and Media Studies), Shelley Lusetti (Chemistry)

Agenda Item:	Attendee:
Call to order: 1:00 PM	Kathy Brook
1. Welcome and Introductions	All
2. Additions to the Agenda	All
Suggested future agenda item: final exam conflicts.	
3. Approval of Minutes of October 14, 2019	
Minutes were approved as circulated.	
4. ASNMSU Update	
No representative present.	
5. Minors in Social Media Management and Strategic Communications (1st read)	Hwiman Chung
<p>These two minors are proposed by the Department of Journalism and Media Studies (whose name has changed from Journalism and Mass Communications). These are proposed in recognition of trends in the field and will not require that new courses be offered.</p> <p>In the discussion there was a question concerning prerequisites for students. Some prerequisites are removed for students completing the minor and this will be addressed in a future catalog.</p> <p>There is no explicit statement that the minors are not open to majors in the department but the intent is that these are for non-majors. This information needs to be added to the description.</p>	
6. Chemistry MS and PhD Curriculum Changes (1st read)	Shelley Lusetti
<p>In the past the Chemistry department has offered the five classical disciplines in first year graduate classes but there were small enrollments and varying levels of readiness of the graduate students led to individualized curricula and lack of uniformity in the preparation of students at the point of graduation.</p> <p>With the proposed changes students will finish the first- year curriculum with a common background and students will be better acquainted with other graduate students than previously. In addition, this arrangement will make possible unified safety training for graduate assistants who are working with undergraduates.</p> <p>The department will be developing some one credit modules to facilitate these changes and help address course load issues.</p>	

Later, as part of the department's strategic plan, a professional master's program will be developed.

Discussion: Safety courses will be open to students outside of chemistry but the department thinks that it needs specialized training in safety that is not easy to combine with the efforts of other programs. It was also noted that the module/team teaching approach has been used previously in Chemistry and was unanimously adopted by the faculty. Existing classes will be revamped into modules after they see how this works with the first year classes.

Kori Plank noted that there are some courses in the curriculum that are currently inactive – CEHM 506, 507, and 508. She will follow up with the department on this.

7. Minor in Archaeology (1st read)

J. Lakey

The purpose of the minor is to offer a program for non-majors while also serving the need for archaeology courses for interested majors.

8. Common Course Numbering Update

K. Plank/Dacia Sedillo

Kori has succeeded in getting all of the common course numbering into the catalog in preparation for 2020-2021 catalog. She is waiting to hear from the state on several items and is updating the cross-walk to include all of the changes.

Computer science and engineering faculty members have started meeting again on their issues. Tony Garcia thinks there is agreement on the introduction to engineering course. He indicates that there seems to be movement on having variations on courses across the university and that resolution may take a few more months. Kori is not convinced this will happen quickly enough for inclusion in the next catalog.

9. Department Annual Reporting Processes

J. Lakey

Joe noted the need for department reporting in the form of annual academic departmental assessment, academic department program review, strategic planning, etc. It would be helpful if we could get things aligned so that department heads don't struggle to identify the deadlines. For example, could this reporting be better aligned with the annual faculty review process.

In the discussion it was noted that a common data set could be very useful – perhaps created at a different level from departments with the departments disaggregating to their level and providing context and narratives. Shelly Stovall indicated that some data are being provided by the Office of Institutional Analysis as part of ADPR but what is currently provided does not seem as helpful as it needs to be. It was also suggested that department strategic plans should have something about learning outcomes.

ADAC could suggest some dates/deadlines that might be workable for departments and we could encourage departments to think of the action plan for ADPR being aligned with the strategic plan.

10. Input to Goal Team 4 (Robust University System)

K. Brook

Kathy is serving on Goal Team 4 and asked for input on changes that might be made to improve the functioning of the university system, especially for departments and colleges.

Suggestion: find out how our peer institutions do post-tenure review of faculty members. It was noted that time is spent on comprehensive reviews of faculty members who are doing very well. The current system focuses on the near term, what was done over the last year. We could have a simpler mechanism for annual salary review with something more comprehensive at, say, five-year intervals.

It was noted that there is no real mechanism for supporting excellence in evaluations. It might be better to devote resources to those doing well.

There is also a lack of formal training for the evaluators. How can department heads be supported in the evaluation process? Greg noted that the monthly lunches with department heads may be able to address some of these issues. Past participation in this sort of thing has been uneven.

More formative reviews are needed. What does the faculty member need to do to improve? What does the faculty member need from the department head to accomplish that?

Suggestion: Workflow issues also need to be addressed.

Suggestion concerning training: We should realize that there needs to be some redundancy/duplication of training. There is often only one person who is capable of addressing a situation or who has access to the software system. Examples, include graduate applications, catalog, exceptions. The single point of access creates bottleneck problems.

11. Roundtable

H. Sheski – Grants is hosting fiber optics termination training.

J. Hodges – Expressed thanks for schedule updates but noted that there seem to be a lot of changes.

J. Parra – ~~Faculty Senate has approved a land acknowledgement statement, relating to Indigenous Peoples' Day.~~

Faculty Senate is reviewing the proposed NMSU Land Acknowledgement Statement relating to Indigenous Peoples' Day

K. Plank – The catalog is open. Departments need to submit their edits by January 29.

D. Sedillo – The Fall 2020 proof will be out soon and will incorporate feedback from Astra Analytics. Dacia has made suggestions which are intended to be helpful concerning undergraduate courses only.

G. Fant – reminder concerning the open forums for faculty, staff, and students as part of the diversity review.

Meeting adjourned.