

Associate Deans' Academic Council Minutes

July 22, 2019

Milton Hall, Room 85, 1:00 – 3:00 PM

Facilitator: Kathy Brook

Notes: Yvonne Mendoza

Attending: Kathy Brook, Michael Schmelzle, Julia Parra, Kori Plank, Jennifer Hodges, Susan Wood, Gabe Garcia, Teri Keller, Tara Gray, Shelly Stovall, Harry Sheski, Andrew Nwanne, Norma Grijalva, Tracy Gorham Blanco, Don Conner, David Smith, Mark Cal, Kate Terpis, Denise Esquibel, Dacia Sedillo, Dan Olsson, Greg Fant, David Rutledge, Joe Lakey

Agenda Item:	Attendee:
Call to order: 1:00 PM	Kathy Brook
1. ADAC Approval of Minutes June 24, 2019 and July 8, 2019	All
<p>Motion by J. Lakey, to approve June 24, 2019 ADAC meeting minutes with corrections, 2nd by Don Conner, all in favor, motion passed.</p> <ul style="list-style-type: none"> July 8th ADAC meeting minutes tabled for next ADAC Meeting in order to give more review time. 	
2. ASNMSU Report	
No attendance	
3 Qualitative Student Evaluations of Teaching	Tara Gray/Dan Olsson
<p>Handout on Qualitative Student Survey was sent out.</p> <p>NMSU has moved to a qualitative student evaluation. The decision was passed unanimously by the Faculty Senate and supported/approved by President and Chancellor. The decision to change the evaluation was due to mounting evidence of bias and the lack of correlation with learning. All the evaluations are supposed to be qualitative this fall, although it is a tight timeline.</p> <p>Qualitative evaluations can be as simple as: what helped you learn in this class, or what most interfered with your learning in this class? We need to avoid common wording like: What do you like or dislike about this class?</p> <p>The Teaching Academy has adapted a version of the Student Experience Survey from the University of Oregon https://provost.orgon.edu/revising-uos-teaching-evaluations/. An AVP from the University of Oregon will be addressing their experience, including perspectives of both instructors and department heads, with their own evaluation, Friday November 1st from 9-10:15 and 1:30-2:45 at the Teaching Academy. Also, a panel of NMSU faculty and department heads will be addressing their pilot use of the qualitative instrument this summer on Friday, November 8th from 1:30- 2:45.</p> <p>J. Lakey asked that whether a department can use its own evaluation instrument instead of what has been proposed. Tara stated that yes, the department can use their own evaluation as long as it is qualitative and has the approval of the Dean. The department can get help placing the instrument online, and there is a request form online as well.</p>	

Andrew asked about the difference in the response rate between the qualitative and quantitative instruments. Tara stated that there is a big difference in response rates, and, on the handout, there are three suggestions for improving online response rates for student evaluations:

- Emphasize in class or via a video announcement how important the evaluations are to the instructor so that the instructor can enhance the class for future students;
- For face to face classes, give time for students to fill out their evaluations on their phones or computers at the beginning of a class period;
- If you are not philosophically opposed to it, some departments are getting very high response rates by assigning a very small number of points for completing the evaluation: either points for each student that completes the survey or for the whole class once a threshold is met.

Daniel Olsson, Administrator of the EvaluationKit System demo the Nvivo system

Qualitative evaluations can and should be completed in EvaluationKit in Canvas. Students will be able to see the survey online with branching logic so students see a second prompt only for the items they selected, rather than seeing generic prompts. When completed in EvaluationKit, further analysis of data is possible through Nvivo.

The Nvivo system, works with an interactive word cloud, where clicking on the words in the interactive word cloud enables one to see the students' responses. We can also delete extraneous words like instructor or really. With the Nvivo system further analysis of data is possible. One other tool within Nvivo is called sentiment analysis. What it does is break down for any items to show the % of the words that were negative and the % of words that were positive. The Nvivo system cost would be \$14,000 for five licensees over three years.

We will need to determine if there is enough interest, and make sure this is something faculty will use, before we put the money into it the product. It was decided that everyone will go back and meet with Department Heads, and talk about this product.

The EvaluationKit has been renewed for 3 years.

4.. Graduate minor in FWCE (2nd read)

D. Conner

This is the second read for the Fish, Wildlife and Conservation Ecology – Graduate Minor

Handout was passed out with the catalog language.

Catalog language: Fish, Wildlife, and Conservation Ecology-Graduate Minor

A minor in Fish, Wildlife, and Conservation Ecology requires 9 credits of graduate coursework that carries the FWCE prefix. Official minor documentation must be completed with the Department of Fish, Wildlife and Conservation Ecology.

Graduate-level courses include the following:

Required course - FWCE 509 Population Ecology 3cr

Required elective from the following:

FWCE 459 Aquatic Ecology 4cr

FWCE 547 Wildlife Law, Policy and Administration 3cr

Elective (3 credits from any of the remaining graduate courses in Wildlife Science)

Motion by D. Conner, all in favor of the Graduate Minor, motion passed.

5. Minor in Secondary Education (2st read)

H. Pichón/D. Rutledge

Tracy Gorham Blanco stated that she didn't have any additional information on the minor, but that she had made changes that Kori had suggested, identifying the four methods courses and adding the sequence of courses on the roadmap.

J. Hodges stated that there's language which states, "in area of teaching related to English Language Arts, Social Studies, Mathematics or Science." Is there going to be a more specific list so that we can have a better idea, due to

there being majors that could fit into those categories, but may or may not be the types of things you can license for. Tracy stated that a spread sheet has been developed by graduate students pertaining to all majors of every college and providing additional information. Also, students seeking this minor have to come meet with Tracy, as the program coordinator, so that they can go through that and cross reference with PED to make sure the department honors the course work that the student might have related to English Language Arts, Social Studies, Mathematic or Science.

Also J. Hodges mentioned the timing of the full semester of student teaching and the availability of some types of financial aid. Additionally, the College of Education has been awarded a lot of scholarship money and Dr. Brown is working on making sure that can be awarded to students like this.

Dr. Rutledge announced they are working on the Noyce Scholarship Program, a quality education for minority network. It's an NSF grant, and thinking of doing a capacity building grant. The idea of the grant is to recruit individuals with STEM fields to go into teaching, however they have to major in STEM field and teaching becomes an option for them. The capacity building piece of the grant will be building the partnership across campuses and working with different departments. The college can receive \$75,000 for our campus to meet, and talk, and have meetings with everyone through the process. Also working with our community colleges, we are able to receive \$50,000. The Planning grant is due at the end of August; if we receive it, it will be in January and we can do a 5-year continuation.

Motion by Dr. Rutledge, 2nd by J. Lakey, all in favor, motion passed.

6. Program Review	S. Stovall
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S. Stovall provided a handout: Proposed Revised Timeline and Rotation for Ongoing Academic Departmental Program Review (ADPR).

The current rotation for Academic Departmental Program Review (ADPR) anticipated that departments would be reviewed on a 5-year cycle. Due to challenges in ushering departments through the process, many departments have not completed the review as anticipated, and in some cases the review was extended for a longer timeframe or reviews were delayed. This resulted in a backlog of departments scheduled to undergo review. The handout describes changes made over the last year that have been effective. The proposed changes come with 2 options.

Proposed changes:

To address the bottleneck of departments that are scheduled for upcoming reviews and to better manage available resources it is proposed that we 1) move to a 6-year cycle and 2) adopt a revised schedule for departmental/program rotation that includes all departments/programs required to undergo review

There are two options for a revised rotation schedule, based on a 6-year review cycle.

Proposed ADPR Rotation – **Option 1** takes into account (1) the number of departments undergoing review annually (\$10,000/department) and (2) the completion of a 1st cycle of review (by all departments/programs) prior to any department/program undergoing a 2nd cycle review. (table attached to handout)

Proposed ADPR Rotation – **Option 2** takes into account (1) the number of departments undergoing review annually (\$10,000/department) (2) the completion of a 1st cycle of review (by all departments/programs) prior to any department/program undergoing a 2nd cycle review and (3) the number of departments undergoing review annually by college (that do not overlap 1st and 2nd cycle). On a 6-year cycle, we will have 6-7 team reviews each year. An alternative 7-year cycle would involve 5-6 team reviews each year.

The proposal will be taken tomorrow to the deans meeting for their review.

7. Specialized Accreditation	S. Stovall
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Shelly stated that we haven't been communicating consistently at the level that we need to regarding accreditations. So, we want to formalize the process, and reach out more to the Associate Deans to maybe have a quarterly conversation on accreditations in the colleges.

They are updating the website; a copy of the website page was handed out. Everyone was asked to look over the site (document) and if there are any concerns or feedback please let Shelly know.

The red text links take you to a document submission, and this could be submitting a draft of self-study documents, request assistance, schedule a face to face meeting w/ Executive Director of Accreditation, notify (notification on accreditation), submit the final site visit schedule, and submit all official accreditation documents.

The Deans will be copied when the draft document for review is being submitted, so the deans are in the loop, we can include the Associate Deans as well.

A handout (annual-accreditation-update-form-specialized-2019-07-22) of a table was passed out with a list of programs due for accreditation including the self-study is due date and the site visit date. They will be reaching out to those programs up for review making sure we have everything we need.

8. Common Course Numbering	K. Plank
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Kori stated that from the common course numbering stand point, there was not anything new to report from the last time with changes to the CAF system. They will be presenting at the Administrator Training and will get the updated information to those who attended the first training.

9. Curriculum Deadlines and Timelines	K. Plank
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Kori handed out 3 documents pertaining to curriculum deadlines and timelines. She stated that they were trying to create a better way of advertising how the curriculum process works throughout the entire year. They've created a 2019-2020 Curriculum Deadline Calendar, listing CAF deadlines, program curriculum and catalog deadlines, SP, SU, FA schedule deadlines, final exam publication; all are color coded. The calendar will be placed on the student records website. There are a couple of changes that will be made, one being the General Education Course Committee dates will be added and placed on the website.

J. Hodges noted the changes in general education at the state level which will affect the need for various types of courses. For example, everyone needs to have one course in area 5, and one course in area 6.

Kori has also been working on a proposed curriculum timeline, and is putting together a step by step process of when you need to get approvals when you are creating a new program. She is also proposing that ADAC have the second meeting in September, which would be the 23rd be the first read, and advertise to departments if they have new programs to submit for that date and have the first October meeting be the vote, and approval. October is also the month we will be approving CAF's, so if the department does not have all the courses approved we can stall the approval of the program. This will help departments know how long it takes curriculum to get through all the internal approvals, to HED and into the Catalog.

Kori will be working with the Graduate School on the Graduate Programs approval timeline.

10. ADAC Operating Procedures	J. Lakey/T. Ketelaar
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Joe Lakey and Tim Ketelaar have been working on the ADAC operating procedures and have drafted some new language (handout sent by email). Joe stated that currently there are 3 parts of focus on the procedures: what ADAC does collectively seems to not be spelled out; selection of chair and vice chair and their responsibilities; improved participation, particularly with ASNMSU.

This will be the first reading of the proposal. Current language was read and followed by the proposed language.

- Section D. Selection of the Chair and Vice Chair and their terms of service.*
1. *The chair and vice chair of the associate dean's academic council must be an associate dean or a community college vice president for academic affairs.*
 2. *The term for the office for chair and vice chair is July 1st through June 30th*
 3. *The chair cannot serve two consecutive terms except upon a formal vote of the ADAC membership (see D. 4 below) and the approval of the Executive Vice President and Provost*

4. *If a current chair's term is ending or if an interim chair is serving, ADAC shall elect a chair for the coming term according to the following procedures:*
 - a. *In April the chair, or interim chair will inform the committee of their willingness to serve an additional year beyond the current term. If the current/interim chair is willing to serve an additional year the chair is eligible to be nominated as a candidate for chair for the following year.*
 - b. *In April the Chair/interim chair will ask the committee to nominate a least one current ADAC member to serve as a candidate for the position of chair for the following year. In April the chair/interim chair will also ask the committee to nominate a least one current ADAC member to serve as a candidate for the position of Vice Chair for the following year.*
 - c. *In May the committee will elect the chair and vice chair for the following year.*
5. *In the event that the chair is unable to fulfill their term, the vice chair will serve as interim chair for the remainder of the previous chair's term.*
6. *In the event that the vice chair is unable to fulfill their term, the chair, or interim chair, will announce a special election to elect an interim vice chair who will serve for the duration of the remaining term, and can be nominated to serve a consecutive term.*
7. *In the event that both the chair, and vice chair are unable to fulfill their duties, the Office of the Executive Vice President and Provost will, upon consultation with ADAC appoint an interim chair, and vice chair.*

ADAC group will consider this a first read, with some minor tweaks. Joe stated that there will be a second part for the procedures that will be up for the first read the next meeting.

Roundtable

D. Rutledge – asked who makes the calendar of the schedule of start dates and end dates for the university. G. Fant responded that it is the Office of the Provost. D. Rutledge suggested that if we started a week later and ended a week later in December, and started a week earlier in January, we could end in April and have a May semester. Students could stay on campus and study through May and pick up a course. He also stated that looking at the calendar that there are some big gaps (winter break) where we could have students here on campus.

G. Fant – Provost Carol Parker has started today. She will probably stop by sometime to say hi to the ADAC group. The Provost office has temporarily moved to Guthrie Hall, 1st floor suite 109, for a couple of months.

K. Plank – The CAF system is open, deadline is September 16th. On July 15th sent out an email with the updated manual with how to do the changes with the common course numbering. Will be doing a video training and working on a face to face trainings. Thinking of having the face to face training in this room (Milton RM 85) asking department heads to bring a laptop device for the training. Multiple dates, and times are being considered.

D. Esquibel – Graduate Student Orientation, August 20th and International Student Orientation on August 14th. Space for orientation open for 300, and we are at 232. There will also be an online orientation for online students. We up 91 student enrollments as of last Friday. Changes in the Graduate School include two student coordinators and the hiring of a data analyst.

J. Hodges – Doing advising, admissions, and housing, and doing a small event in El Paso, Wednesday late afternoon, to try to get some of our El Paso applicants signed up for orientation. El Paso numbers are lower than at this point last year. Getting really good feedback on the Explore Your College sessions with students enjoying that part of orientation. Aggie Jump Start is almost completed (5-week bridge program), so far what we hear from the faculty, advisors, and housing staff is that things are going well (18 students).

J. Lakey – Enrico Pontelli sent out an RFP several months ago for departments interested in collaborative PhD. Program, and, has narrowed it down to one in the several of the social science departments and not sure if we'll

have it all together by late September. This is part of our road to R1, and the idea is to get it up and running by next year.

D. Smith – Happy with the progress in getting state approval of our existing general education courses, so we are going to open up the General Education Committee for new G and VWW courses this fall. We will be sending out an email tomorrow with a web page link and deadlines. For new G courses information will be needed by September 20th. VWW courses do not need state approval so those will have a November deadline. We'll do CAF system through a one time, out of cycle submission process.

Motion to adjourn 3:00