

Associate Deans' Academic Council Minutes

July 8, 2019

Milton Hall, Room 85, 1:00 – 3:00 PM

Facilitator: Kathy Brook

Notes: Yvonne Mendoza

Attending: Kathy Brook, Jim Murphy, Michael Schmelzle, Susan Brown, Julia Parra, Kori Plank, Debbie Giron, Marissa Fowler, Susan Wood, Gabe Garcia, Teri Keller, Tim Ketelaar, Shelly Stovall, Harry Sheski, Andrew Nwanne, Norma Grijalva, Becky Corran, Tracy Blanco

| Agenda Item: | Attendee: |
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| Call to order: 1:00 PM | Kathy Brook |
| 1. ADAC Approval of Minutes June 10, 2019 | All |
| <p>June 10, 2019 ADAC meeting minutes, motion to approve the June 10th minutes by S. Wood, 2nd by T. Ketelaar, all in favor, motion passed.</p> <ul style="list-style-type: none"> • No June 24th ADAC meeting minutes provided. | |
| 2. ASNMSU Report | |
| No attendance | |
| 3. Graduate minor in FWCE (2nd read) | D. Conner |
| Agenda item tabled for next ADAC meeting. | |
| 4. Minor in Secondary Education (1st read) | S.Brown/T. Blanco |
| <p>Tracy Blanco with the College of Education passed out a supplemental page, with justification for the proposal for the new minor.</p> <p>The minor was developed as part of the New Mexico Public Education Department recruitment and retention grant which has just closed out. As part of this New Mexico PED initiative to address the teacher shortage, the secondary education program at NMSU was awarded funding to develop an innovative minor in Secondary Education that leads to state licensure.</p> <p>UTEP offers a minor in secondary education but it does not qualify in the state of New Mexico for licensure and there aren't any minors in secondary education in the state of New Mexico. The College of Education will be able to offer students an additional choice for licensure where they are able to remain in their home college, for instance in the College of Arts and Sciences if a student wants to remain a chemistry major, biology major, or math major. With the minor those students may still qualify for licensure and join the teaching force upon completion of their undergraduate degree. Currently, the only option for students like that is to wait until their master's degree, and then they can come do a masters plus licensure, or complete their teaching licenses through alternative paths</p> | |

which are post- baccalaureate degree options. This is a 27- credit minor (all upper division courses), with 12 of the 27 credits being student teaching.

This minor has been developed in participation with New Mexico PED and the Professional Practices and Standards Council, and has been approved by the PPSC as of last week. We have final approval to have this program award the student a license as soon as they complete their undergraduate degree. The Legislature has provided over \$700,000 for scholarships that can be applied to this program.

K. Plank suggested that all the courses be listed at the bottom of the appendix, so that students know which ones to take, and we can also place this information in the catalog.

Vote to be taken at next meeting.

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| 5. Common Course Numbering | K. Plank |
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Plans to use the "C" suffix in common course numbering are being abandoned so that the "C" will not be used for general education courses.

In the update of the Course Action Form (CAF) system, the old course numbers can still be seen in the CAF history. For example, it will be clear that the new ENGL 2210 is comparable to the old ENGL 203 and 218. A training video on the new system will be available soon and there will also be some face to face training sessions.

In response to questions about who from NMSU served on the HED discipline committees for general education, we have obtained lists of the committee members. Information will be distributed soon.

HNDS is moving to a new prefix.

The community college vice presidents will be receiving email concerning non-articulated business courses using the BOT and BMGT prefixes.

Greg Fant will be sending a memo concerning procedures for changing common course numbers, removing courses from the common course number list, and/or changing the course descriptions or learning objectives.

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| 6. Final Exam Schedule | K. Plank |
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The final exam schedule for fall 2019 is up on the web and it is recommended that departments and colleges spot check the schedule to identify problems. To reduce conflicts, we could look at starting the exam day earlier and ending later.

Kori is interested in receiving both positive and negative feedback on how the new time blocks are working. She is also interested in knowing what types of conflicts arise and how those are being resolved.

At a recent ADAC meeting it was recommended that courses meeting only once per week be asked to be the ones to make changes to accommodate students with exam conflicts.

Because of the issues relating to common course numbering, it is preferred that there not be big changes in the time blocks for a while.

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| 7. ADAC Operating Procedures | T. Ketelaar |
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Tim provided a working draft of new language concerning ADAC procedures and will move forward with a plan for a first read on the topic at the July 22nd meeting.

Roundtable

M. Schmelzle – provided anecdotal evidence concerning visa denials being experienced by our international students. China is suggesting to its students that US visas are a challenge and the State Department has indicated that it does not use unsolicited documentation presented in support of these students.

K. Plank – The CAF site is due to open on Friday and curriculum forms are being reviewed. University Students Records has posted a position for a degree audit specialist to work with Kameron.

M. Fowler – degree maps are being finalized. In addition, there are still a lot of students scheduled for upcoming Aggie Welcome and Orientation sessions. This suggests that additional seats may be needed in some classes. In addition to duties related to CAASS, Marissa continues to work with students under the Aggie Capstone Graduation Challenge. Students eligible to participate have at least 94 credits, have stepped out for at least one fall or spring semester, and are close to graduation. This program, unlike others, can provide help with past institutional debt.

K. Brook – One of the duties not articulated in the ADAC procedure document is to make sure that the Provost's office has copies of the minutes for the group. At this point the minutes are on the Provost's website for January through April. If you're not aware that the actions of this body or the deliberations are documented somewhere, you might want to peruse the archive. Another duty is that there is an end of the year report that is submitted.

Motion to adjourn 2:10