

# Associate Deans' Academic Council Minutes

**August 12, 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, Harry Sheski, Norma Grijalva, Don Conner, David Smith, Mark Cal, Kate Terpis, Greg Fant, Joe Lakey, Debbie Giron, Marissa Fowler, Tim Ketelaar, Henrietta Pichon, Susie Bussmann, Tony Garcia, Krystal Espinoza, Susie Bussmann

Agenda Item:	Attendee:
<b>Call to order: 1:00 PM</b>	<b>Kathy Brook</b>
<b>1. ADAC Approval of Minutes July 8, 2019 and July 22, 2019</b>	<b>All</b>
<ul style="list-style-type: none"> <li>• Motion by J. Lakey, to approve July 8, 2019 ADAC meeting minutes, 2<sup>nd</sup> by T. Ketelaar, all in favor, motion passed.</li> <li>• Motion by Teri Keller to approve July 22, 2019 ADAC meeting minutes, 2<sup>nd</sup> by Don Conner, all in favor, motion passed.</li> </ul>	
<b>2. Introductions - New Associate Dean of Engineering College</b>	
Welcome to Antonio “Tony” Garcia, new associate dean in the College of Engineering	
<b>ASNMSU Update</b>	
No attendee	
<b>3 NMSU Online and Communication</b>	<b>G. Fant / S. Bussmann</b>
<p>Greg Fant provided an update on NMSUOnline and stated that the communication has not been as good as they would have liked it to be. Historically, information has been communicated with the ADAC group and then funneled down to departments. Greg asked the group for feedback concerning future communications. Options include:</p> <ul style="list-style-type: none"> <li>• memo to associate deans and communication then flows to departments in the colleges;</li> <li>• communication to department heads and then flows to faculty;</li> <li>• communication goes directly to faculty.</li> </ul> <p>All options would include associate deans.</p> <p>The communication memos would be sent out as an “official memo” to help signify the importance and that the memo also has a web presence.</p> <p>In shifting seats between NMSUOnline and main campus online, the wait-list seats are hard to see, so there’s an effort now to make that reporting clearer. A spreadsheet will be sent out for all to view the wait list seats. Now is the time to start shifting seats, for those that haven’t been shifted due to having a lot of wait listing.</p>	

Another issue is cross listing and they are asking the units to manage the seat distribution across the cross listed sections (MA and O). Some faculty have been confused about the cross listing, students have been confused about the seats, and a few students have ended up on the wrong campus. The departments are being asked to look at the wait lists on main campus sections and then look at the "O" side, and if there are seats that make sense to move, then we would move the seats over.

Sam Yrigoyen, the student program coordinator for distance ed, has been working with units regarding conflicts with coding of their campus programs.

K. Brook stated that it was her understanding that the campus coding changes had to go through Student Records, but that currently we have someone in the College of Business coding graduate students. She asked for clarification on the procedure for undergraduates. Susie Bussmann stated that the students are contacted and are informed that they will need to send an email to [records@nmsu.edu](mailto:records@nmsu.edu) to request the recoding of their campus, whether it be main campus or "O" campus.

There was a question about different procedures for coding undergraduate and graduate students. S. Bussmann stated that yes, the Graduate School has limited staff to do this and they've been overloaded with these types of requests. So, the authority to switch the campuses for the students at the Graduate level, has been given to Deb, MBA advisor, and Sam can now make the changes as well. S. Bussmann has met with D. Esquibel, and the work will now be distributed.

Marissa Fowler stated that Dacia had sent out a notice that undergraduates will no longer email Student Records and should send the email to Sam; however, the email had limited distribution.

Henrietta Pichon asked about the 5% of tuition revenue for NMSUOnline that comes back to the college/program; is that in lieu of the distance ed money or is that on top of the other funds? Greg responded that there are two pots of money. The DE course delivery fee funding goes back to the college (only on M sections). NMSUO does not have a course delivery fee; it's one tuition. For O sections, 10% of the tuition comes back to the college -- 5% to the dean's office and 5% to the department. For M sections, colleges will continue to receive a portion of the delivery fee.

S. Bussmann stated that with the semester coming on fast, there's a concern about cross listed courses being really cross listed, and that they will be working to make sure there are no gaps, so that faculty can see everyone on Canvas.

Text book issues are being worked through.

In September in order to help with the communication there will be three open sessions. They will be contacting department heads and program coordinators related to NMSUOnline.

#### **4.. Course Cancellation Email Draft**

**M. Fowler**

This is a continuation of the discussion in June about having a standardized way of cancelling a course and an email communication template. Jennifer Hodges was asked to provide a proposed email template. Two documents were provided -- the course section cancellation process and the proposed email template.

Marissa Fowler stated that the email template was short and sweet, and that a test was done, and the student can see the notice with just one swipe on their phone.

The email explains that University Student Records Office has canceled the course and that the student has been dropped from the course. The email also tells the student that if this course is a requirement for any of their courses in the current semester, they may need to make additional schedule adjustments. If needed, they should contact the Center for Academic Advising and Student Support (CAASS).

If the canceled course is an upper division course that traditionally helps our students complete their degree, it is probably a good idea for the department to send something out in addition to offer assistance in identifying the student's options.

M. Fowler reminded everyone that when you are sending the information to the university student records office, that office will then send an email to the general advising email to let the advisors for that major know that the course has been canceled.

It was suggested by the group, that a note stating "action required" or "need to contact advisor now" needed to be placed in the email to the student.

Kori Plank reminded everyone to make sure that departments submit a schedule modification request form in order to officially cancel the course. The email to student records about canceling the course is not in lieu of the modification request.

M. Fowler stated that she was going to take back the feedback to Jennifer Hodges.

<b>5. Common Course Numbering</b>	<b>K. Plank</b>
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There are minimal updates. SIM is currently working on the coding and testing the sweep, so hopefully everything goes well when the button is pushed. We haven't had any big changes. Some departments reached out with concerns that their courses that are common across institutions were given unique numbers because the syllabus was not submitted. Student Records is working to resolve these issues so that we are in compliance with the state matrix. The departments/colleges will be receiving communication from Kori on clean up issues.

Susan Wood commented that she was working with a Dean today and that there are issues related to the merger of some courses under common course numbering. A question is how the related changes to degree plans will be handled. Kori stated that if it's already in the catalog she will be making the changes so that the departments don't have to worry about it.

<b>6. Curriculum Timeline Update</b>	<b>K. Plank</b>
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Documents were sent out pertaining to new curriculum timelines. The front page is general information for people who are utilizing the forms, and to whom they send requests to get on the agendas, how the process works, specifically Faculty Senate has a committee process before the Senate votes. Information is also included concerning the Board of Regents and processes for graduate programs. For Faculty Senate propositions, they need to email the chair, vice chair, and recording secretary.

The next part is the user-friendly Fall timelines for new curriculum 2020-2021. The timelines pertain to new concentrations/minors and curriculum changes, new curriculum (community colleges), new curriculum graduate. The first three sets of dates on the timelines with the exception of the community colleges with four dates, are approximate dates for departments and college approvals. It is then followed with dates for committees (ADAC, Faculty Senate, ADC, Provost/President, Board of Regents, and Univ. Student Records) for first reads, and approvals. The timeline continues with external approval dates for NM HED, CCAVP, CIP Code, and HLC. By April 7<sup>th</sup> if all approvals have been received, it's then added to catalog. Spring is in a draft form. Kori will be getting the information to the departments so that they can start understanding, and pushing for the deadlines, sooner rather than later.

The timelines are ready to share with departments once the minor typo is corrected, and the HED approval date is confirmed.

For the future to facilitate getting things into the catalog quicker, we might want to look at when we do CAF's. Kori stated she doesn't really like the idea of doing them only in spring because we are doing catalog. Faculty planning would have to be in the spring with submissions in the summer; this is just an idea of trying to move the CAF cycle to summer so everything is approved and processed when faculty come back in fall. Then it is just getting the programs through at that point. Potentially we could meet the HED deadlines for the October, and November meetings, have everything in place, and have it in the catalog beginning January and February.

## 7. ADAC Operating Procedures

J. Lakey / T. Ketelaar

T. Ketelaar stated that this discussion is going through several phases. Previously the group had looked at the proposed language and didn't have any problems with the description of membership and how the committee operates, but will need to vote on that.

At the last meeting, we had a first reading on the chair and vice chair of ADAC and how they are elected. We can have a second reading, and today we will have first reading of the language on the roles of the chair and vice chair. Review of Section D new and old language.

- Motion by J. Lakey to strike out the language *"and the approval of the Executive Vice President and Provost"* in Section D. 3., 2<sup>nd</sup> by T. Keller, discussion, no discussion, all in favor, motion passed.

The other change was to make the language more flexible with respect to deadlines. Previously the procedures specified a particular meeting in April and May and the proposed change will just indicate the month in which decisions need to be made. This change appears in Section D, 4., a., b., and c., "April" and "May", as discussed at the previous meeting.

- Motion to approve the proposed language for Section D as amended, T. Keller moved, 2<sup>nd</sup> by 2 H. Pichon. Joe Lakey stated that Greg Fant had brought up the last time a question about the title of Executive Vice President, and if it was necessary. Fant replied that we could leave it in for now. The current title for the provost is Senior Vice President for Academic Affairs.

It has also been suggested that those eligible for the chair and vice chair should be a regular serving VP or academic associate dean.

All in favor of the motion to approve the proposed language for Section D as amended, motion passed.

Second page, with Section F: Chair responsibilities, this is the first read.

There was discussion on the ADAC meetings and minutes, the responsibility of the chair to archive minutes, and submit reports as stated in the current language and proposed language. Currently the ADAC minutes are on the website of the Office of the Provost, under Academic Structure, Committees, and it was suggested that a link be sent out informing of location of ADAC reports.

## Roundtable

**S. Stovall** – A notification went out to Deans on programs that will have a departmental program review in fall 2020 and fall 2021 and these seem to be moving along well. We have some folks already registered for orientation in September, so please let Shelly know if there are any questions on these processes. In the next couple of days, she will be sending the first notice on the annual progress reports for the departments. These will be sent out to the Deans who will be asked to notify department heads. The email notices will include the academic associate deans as well.

The list of dates for specialized accreditation are being cleaned up. They have already received some feedback on making sure some dates are tweaked. If you identify corrections that should be made, please let Shelly know.

**N. Grijalva** – Reminded everyone that there are three major projects taking place -- SLATE, which is how people get admitted, RCIM enrollment management, and EAB Navigate focused on retaining existing students (advising and faculty will be using the tool).

**K. Plank** – CAF reminder: September 16 is the deadline for entering CAFs. Email has been sent out concerning CAF training at four face to face sessions (August 30<sup>th</sup> 9:30 -10:30, and 3:00 - 4:00 and September 13<sup>th</sup> at the same times, both held in Hardman and Jacobs 206). The updated curriculum forms are now on the student records site and provost site.

For Scheduling, we are behind on some of the dates, but we will try to send out Spring 2<sup>nd</sup> proof by Wednesday, and Summer first round by Friday. Room issues mainly involve Monday, Wednesday and Tuesday, Thursday courses from 10:30- 11:45.

**M. Fowler** – reminder of the remaining Aggie Welcome and Orientation and CAASS is closing a search today for 3 to 4 advisors.

**H. Pichon** - The College of Education has over \$700,000, received from the New Mexico Legislature to fund teachers or students who want to become teachers. So, the college has a lot of rolling out to do to try to get the students enrolled in these programs. There is going to be a press conference/news release with Dr. Brown on August 19<sup>th</sup> to talk about these scholarships. They are making a big push to get the word out, and one is “Grow your Own”, and it’s for those individuals who are educational assistants; and the other is “Teacher Preparation Affordability” and those students get close to \$6000., a year.

**Motion to adjourn 3:00**