

# Associate Deans' Academic Council Minutes

**August 26, 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, Greg Fant, Joe Lakey, Debbie Giron, Jennifer Hodges, Tim Ketelaar, Henrietta Pichon, Tony Garcia, Michael Schmelzle, Denise Esquibel, Dacia Sedillo

Agenda Item:	Attendee:
<b>Call to order: 1:00 PM</b>	<b>Kathy Brook</b>
<b>1. Welcome and Introductions</b>	<b>All</b>
<b>2. ASNMSU Update</b>	
It was discovered today that Emerson Morrow's personal email was on the ADAC list serve. Email has now been sent to Evan Conner, ASNMSU president, informing him that ASNMSU is entitled to have representation on ADAC.	
<b>3. Name Change for EDLT Certificate</b>	<b>H. Pichon</b>
<p>This is a name change for the EDLT certificate; and all signatures have been obtained. Dr. Parra is the Program Coordinator, as well as a faculty member in the program. The change is being made to align/streamline the Master of Arts Degree in Education with a concentration in Education and Design in Learning Technology with the graduate certificate. The degree and certificate have different names/titles/acronyms. The graduate certificate currently is called Online Teaching and Learning Graduate Certificate. The difference in name causes confusion for students, staff, and faculty. Both the master's degree and certificate are housed in the same program area and streamlining would be the best pathway forward.</p> <p>The proposal does not change the course work or rotation, it is simply a name change.</p> <ul style="list-style-type: none"> <li>• Motion by H. Pichon to approve the name change for the Educational Design and Learning Technology Certificate, second by T. Ketelaar.</li> </ul> <p>Denise Esquibel stated that she is getting ready to load majors into SLATE and wants to get the right one in, because it's not easy to change titles.</p> <p style="padding-left: 40px;">All in favor, motion passed.</p>	
<b>4. Viewing a Wider World Requirements</b>	<b>T. Garcia</b>
<p>Faculty members from different departments in the Engineering college are concerned about meeting the Viewing the Wider World requirement. The question is whether there is any possibility that this could be changed at some point or is this going to continue?</p> <p>J. Lakey stated that Faculty Senate had voted down the proposal to waive one of the requirements. He was not</p>	

sure if Engineering had specifically asked for an exception as opposed to removing one of the requirements for the whole university.

J. Hodges gave some feedback to take back to department heads. In a few departments, a specific VWW course is required. This actually makes it harder for their students to complete since they chose a course that is typically offered only once a year. Specifying a specific viewing a wider world requirement also contradicts the general philosophy that the VWW courses are not supposed to be major requirements.

G. Fant stated that he's noticed that those programs that have a more professional focus with less flexibility tend to be more frustrated with the requirement, and those that don't have the constraint, embrace it, and actually argue passionately for it, in terms of the broad liberal education that the university can provide. Over the years there' have been efforts to find the middle ground. Study Abroad experience addresses that. He also stated that it hasn't been that long ago in this institution that there was a hard push to grow student credit hours and a proliferation of VWW courses in response to that. Over the years review committees have varied in their determinations of which courses meet the spirit of the requirement.

D. Smith stated that he's been asked by many people in the last few years whether general education reform affects the VWW requirement. This issue has not been addressed. However, it is atimely point to bring up and ask if VWW fits in with our GE curriculum now?

T. Ketelaar suggested that Engineering talk to Dean Chaiken in the Honors College. She is very interested in getting Engineering more involved. Dean Chaiken has made it so students can receive honors credit for internships that are related to their career path, as well as for capstone projects. Tim stated that in talking to Dean Chaiken you'll discover a lot of opportunities.

K. Brook stated she had run into a situation where a student had done a faculty led international program and was told by the instructor that the two courses could be used as a substitute for VWW, under the Study Aboard exception. She asked whether this is the case regardless of the duration of the courses.

J. Hodges said that there is miscommunication with faculty, who don't understand that there is a time requirement. The catalog wording is confusing.

K. Plank stated that many VWW courses end up on the 5-year inactivation list, though some are reactivated later. We might want to look at what courses could benefit the students when deciding which ones to deactivate.

D. Smith mentioned to the group that we haven't done a recertification of VWWs in a long time; it should be done every 6 years and that process can probably start again in a year.

<b>5. Application/Admission Process for Online Programs, esp Master's Programs</b>	<b>T. Garcia</b>
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T. Garcia stated that he had attended the Graduate Student Orientation and that there was a concern about the application/admission process for online programs. The concern was that they have 3 programs that can be delivered online for the Master's of Engineering. The application process needs to be much different from applying for programs at the rest of the university, and it looks so different from everyone else trying to do the online application. In this environment, it helps to figure out what are the best ways to do this; Facebook was talked about, and how it's a way that students learn about undergraduate online, but the concern is that it doesn't capture the crowd that the Engineering College has been already is investing in.

D. Esquibel, gave an update on SLATE, due to the possibility that this could help out with the issue raised.

They have taken the degrees and created categories: Master's, Certificates, Doctoral, and Ed. Specialist. They then broke it down to campuses, "on campus" or "online", and then created another set of categories for online. Hopefully when the student applies for an online program, he/she will see what they are applying for, if it's a Masters, they then will only see the Masters list of programs, and if it's a Doctoral program, they will only see the Doctoral programs and not all 221 programs. It will be very specific to what the student is looking for.

T. Garcia suggested that in the best of all worlds, if we google NMSU Engineering Masters it would immediately pop up, and the prospective student clicks it and it says let me pre-qualify you for our program, where did you get your degree, what was your GPA, is it an engineering degree, and so forth.

N. Grijalva stated that when we do a web search, this is a challenge we have. Various parts of the university are developing their own websites, so if there's an online website, maybe it will be popped into there, or maybe into the Engineering website. So, this is a longer-term issue when we start thinking of our web strategy for NMSU.

G. Fant asked that if the deadline was going to be held for all graduate degrees? Denise stated that it was still up in the air but that Deans Cifuentes and Vásquez would like a hard-set deadline. G. Fant suggested that in the professional master's degrees, we may need to think about these, specifically the online ones.

D. Esquibel stated that when they were building SLATE they took the list from the catalog and went through the catalog to make sure we had all the requirements for the degrees. So, when searching for engineering, you would think engineering is engineering, however you'll see the major engineering or chemical engineering, and see the masters of chemical engineering but you won't be able to see the PhDs, due to their major being engineering, and not chemical engineering. So, there's a lot of over-lap going on. We need to look at this in the future. Kori stated that that there is a slight change for catalog 2021 that will help some of the issue. Anything that has a coded concentration in banner has that concentration on its own page now, so that way when it pops up, specifically with chemical engineering PhD, it will have the engineering title, and chemical engineering title in brackets, and the PhD. So, if they do search engineering it will pop up with the doctorate as of right now.

## **6. Qualitative Evaluations of Teaching Follow-up**

**All**

Tara Gray and Dan Olsson presented on July 22, 2019 on qualitative evaluations of teaching. The group was asked to go back to the departments and talk about the software in order to sort through the results.

K. Brook asked the group if there was any feedback at this point?

J. Parra stated that it was brought up at the faculty meeting on Friday and there was an interest, definitely faculty would be interested in using the software in their research.

J. Lakey stated that at their faculty retreat they talked about the online teaching evaluations, and the question that some of the department heads had concerning how to make sense of all the information we get back and the challenge of reading every comment. Joe mentioned the software and the feedback was that there is some interest.

K. Brook stated she talked to department heads in business and there's some interest.

S. Wood, stated that she placed it on the faculty council agenda for tomorrow's meeting and will bring back feedback.

G. Fant stated that this was a pretty significant investment and we really don't have a feel for how it lines up with other priorities.

Any feedback should be emailed to Greg Fant.

<b>7. Common Course Numbering Update</b>	<b>K. Plank</b>
<p>As of right now we are testing the data to get ready to push it into PBAN. We have received the initial numbering for non-articulated nursing courses and are working out some kinks with some of the data.</p> <p>We haven't heard anything on the Engineering front, pertaining to Engineering Computer Science.</p>	
<b>8. Planning Mini-mester II Courses</b>	<b>K. Brook</b>
<p>K. Brook stated that the Business College has not generally offered mini-semester courses with maybe 2-3 exceptions. When they have offered them, they've been placed on the course schedule from the beginning, and they fill up in the registration process before the semester begins. It seems to defeat the purpose of offering something that would serve the students who have dropped a course. What is the recommendation on handling these courses?</p> <p>J. Hodges stated that Government has added those courses after the last day to add a full-term, which has been effective. The other example is where there's a specific population of students targeted.</p> <p>M. Schmelzle stated that as far as international students are concerned, a mini-semester sometimes could be a great help to them, but more often than not, it can also cause a major problem for them. These courses allow students who arrive late due to visa delays to continue in that semester instead of having to defer. Lots of times international students don't want to defer, even though it's strongly recommended. However, if a student wants to come in late and register for all courses in mini-semester II, students are directed to the department to be properly advised on whether that would be a good idea. Because all the restrictions apply, they need to be registered for a full course load. If all courses are online courses, remember there are restrictions on the number of online courses that count towards a full course load registration. If the international student shows up, and the particular course gets canceled, then we may have problems with the student meeting the requirement in which case we would need to terminate the student's record and have them leave. These are considerations for international students.</p>	
<b>9. ADAC Operating Procedures</b>	<b>J. Lakey / T. Ketelaar</b>
<p>Handout of Section D. Selection of the Chair and Vice Chair.</p> <p>Section D was discussed at the last meeting and changes that were suggested have been made. Tim stated that if we approve this section today, he will present a full package of A, B, C, D, E, F, G for a first read at the next ADAC meeting. Section D, in part 3., the "Office of Executive Vice President and Provost" has been crossed out, and in items 4, 5, and 6, specifying that April is when we take nominations and elections. Because we don't actually have a policy in place right now voting on this is really voting on the tentative language. We would be voting on a later date, looking at a first read of the entire policy the next time.</p> <ul style="list-style-type: none"> <li>• Motion to approve Section D as amended, second by T. Ketelaar, all in favor, motion passed.</li> </ul>	
<b>Roundtable</b>	
<p><b>G. Fant</b> – The CCVP group meets before the ADAC group and has approved a Paralegal Study Applied Associates Degree at Carlsbad. It is the second one in the system. Alamogordo has something similar, but there is enough of a local need that the group approved Carlsbad's offering. If anyone wants to look at the document Greg can send it out.</p> <p>Rod McSherry has left NMSU to take another position. While the provost decides how to move forward, IBP is temporally reporting to Greg Fant.</p> <p><b>J. Lakey</b> – about a week ago, Don got an email from the registrar asking to move three courses to accommodate about 100 students registered for ART 100. Joe appreciates very much the collaboration in finding a room.</p>	

In terms of curriculum, Math will have a few new concentrations.

**S. Stovall** – follow up on the HLC teams, the provost has looked at the structure of who might be represented on the teams so we will be touching base with different groups including ADAC and possibly also recommendations of faculty in specific areas.

**D. Smith** – main campus announcement went out last week about assessment reporting. We have specific orientation sessions scheduled for next week. Also, for associate deans, if you'd like an over view of what we do at assessment that is also available.

**D. Conner** – learning the fall semester is not the summer semester, it's a little faster.

**A Nwanne** - This Friday will be having faculty in service and will have the opportunity to discuss the qualitative student evaluations and have a committee to look into this.

**M. Schmelzle** – two bits of information, when an international student completes a degree, the student is eligible for a period of employment authorization, called OPT. All students with a degree get one year and if they're in a STEM field an additional two years. There is a pending lawsuit that is challenging the language of OPT extension and if it's successful this may affect the ability to use standard OPT. This would be catastrophic because that means that students would not be able to get the work experience after completing the degree in the United States. A second issue is that the government is now going after immigrants who take advantage of public benefits such as Medicaid. They are now adding language to application forms (green card or H1B) that ask these questions and if immigrants have taken advantage of public benefits, it is grounds for denial.

**J. Hodges** – Some sections have been added at the last minute; last week, four VWV courses were added and this was really helpful. There has been very steady traffic with change of schedule forms -- please remind faculty that the date of faculty signature is being looked at and that's a protection for faculty. So, if the student got the signature a week ago, it's likely that the instructor didn't know what their enrollment was going to look like today, so forms that are out of date are being sent back to the student. Unless the pre- req box is checked, Student Records is not overriding pre- req's. There has been outreach to seniors who were not registered and some with outstanding balances. We are working on the list and talking with the colleges about how they can assist with getting them across the finish line.

**N. Grijalva** –Plugging along with SLATE, with undergraduate and graduate side. EAB recruit (enrollment services) has a target goal of September 15<sup>th</sup>. Project Navigate just got kicked off on Friday and they have already started downloading 10 years of historical data.

**T. Garcia** – following up on the issue of students being disenrolled due to account balances. We responded as much as we could but there's a small group of faculty members in Engineering that will be looking at creative ways of planning for future. We have a situation where we have a lot of donors but there are restrictions.

J. Hodges mentioned that they've been doing some brain storming with accounts in terms of looking at how we are doing that process. When asking students about their plan to cover outstanding balances, some think that they can use fall financial aid to pay for the summer and there is confusion about designating where their payment is going. Summer seems to be confusing for students. Some students are also neglecting to fill out Scholar Dollars.

T. Garcia mentioned that they were going through a re-look at the lower division, core curriculum to get students in engineering to move through that in a more uniform way, efficient way. It's in a task force stage.

**D. Esquibel** – Graduate School was awarded some money, and is calling it the “Tier plan” (the tuition investment enrollment plan). Awards will be made starting today through Scholar Dollars. It's going to be a total of \$500, awarded to students who have not yet enrolled and have an interest in enrolling for fall, but they have to commit to enrolling. There are 42 students on the list that are eligible.

The other item that the graduate school has had to deal with is Hobsons. The SLATE go-live date is September 3<sup>rd</sup>. They are asking for help in reaching out to departments, and having them look to see what is in there that they want for Spring, summer, and fall 2020. If they have students in there with those terms, and they will need to down load those applications and get the referrals done. In regards to SLATE, we have a lot of departments that have asked for 5 to 6 reviews on an application coming through. Departments will need to set 3 bins/people for review.

The Graduate School is going through a reorganization.

Graduate Council is meeting September 5, 2019.

**J. Parra** - reminder that a template for preparing a proposition has been added to the Faculty Senate pages. So if you need help, please reach out to Faculty Senate. Propositions need to be submitted to Vice Chair Julia Parra, Chair Becky Corran, and Gloria Podruchny 48 hours in advance of Faculty Senate Leadership meeting.

**K. Plank** – The first two CAF training sessions are this Friday 8:30- 10:30 and 3:00 – 4:00. Currently there are very few people signed up. The deadline for CAF's is September 16, 2019. Will also send out the timeline (tentative); have not received the finalized date for HED meeting.

**D. Sedillo** – The curriculum and scheduling systems will be closed on August 15<sup>th</sup>. A review team of representatives will be on site, working through September 6 and we will move to the procurement process.

There have been scheduling issues related to space resources and the change in standard time blocks. In looking at Spring 2020, 24% of all face to face sections are scheduled on Tuesday and Thursday morning. We need to do something about this or we're going to have the same issues we are currently having. Dacia will put all the information together and send it out to the group in order to make some decisions. Everyone needs to be on the standard time blocks.

**K. Brook** – sent out a set of ADAC meeting dates for 2019-2020 and included a list of members based on what's in the old document. One of those is the Office of Student Engagement which has not been participating. Dacia stated that is Tony Marin's area. J. Hodges suggested reaching out to Renay Scott to see if she has an opinion on this.

An email went out to the deans from the provost regarding scholarships and Title IX. It talks about a group that has charged a number of major universities with discriminatory practices in the provision of sex-specific scholarships. The charge is that the awarding of these scholarships has discriminated against male students, violating Title IX requirements. The issue raised concern about the number and dollar amount of awards going to males compared with females. K. Brook said she would be interested if the foundation would look into this issue. A couple of years ago there was discussion of adjustments to be made to donor agreements but it is not clear what has happened.

**Motion to adjourn 3:00**

