

# Associate Deans' Academic Council Minutes

**September 23, 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, Jennifer Hodges, Tim Ketelaar, Henrietta Pichon, Tony Garcia, Michael Schmelzle, Denise Esquibel, Andrew Nwanne, Tony Marin, Seth Miner

Agenda Item:	Attendee:
<b>Call to order: 1:00 PM</b>	<b>Kathy Brook</b>
<b>1. Welcome and Introductions</b>	<b>All</b>
<p>Welcome to</p> <p style="padding-left: 40px;">Seth Miner, Dir, Undergraduate Admissions &amp; Orientation</p> <p style="padding-left: 40px;">Tony Marin, Asst VP Student Affairs and Student Engagement</p>	
<b>2. Approval of Minutes of August 12<sup>th</sup> and 26<sup>th</sup>, 2019</b>	<b>All</b>
<p><b>Motion</b> by Joe Lakey to approve both August 12 and 26, 2019 ADAC Minutes, 2<sup>nd</sup> by Susan Wood, all in favor, motion passed.</p>	
<b>3. New AAS Degrees (DACC)</b>	<b>S. Wood</b>
<p>Two new applied associate degrees and one change, from DACC. This is information only, no vote required.</p> <p>Surveying Technology has been approved by the community college vice presidents. This is a new degree responding to workforce need -- with employment looking good in New Mexico, projected growth of 7% between 2016 and 2026 and about 90 annual openings. The salary nationwide is about \$43,400, in New Mexico starting at \$42,000, and in the Las Cruces area it's a little higher. The name of the new program is <b>Surveying Technology – Associate of Applied Science</b> and it is a program that leads into the Geomatics Bachelor of Science from NMSU main campus. This will be going up to HED as soon as all signatures are obtained.</p> <p>A new program in <b>Information Technology – Associate of Applied Science</b> has been tabled by the community college vice presidents, but Susan stated that she would share the information and if there are major changes, she will place it on the agenda for the next meeting. One of the reasons it has been tabled is that Alamogordo has a degree with the same name; however, this program looks really different. It will be taken back to Professor Juarez to work on a more specific name that will differentiate it. This applied associate degree will have three certificates that go along with it. It is also intended to meet the needs of the workforce and it articulates with the Bachelor of Information Computer Technology on the NMSU main campus. The certificates that go along with this are Oracle Programming, Information Technology, and Programming. The 60 credit program will be offered online.</p>	

J. Hodges recommended that a note be placed next to OECS 185 as the preferred option, as it leads into the Information Computer Technology degree, and add the OECS 195.

Proposal to change existing degree, Associate of Applied Science in Creative Media Technology, to **Associate of Applied Science in Digital Film**. This reflects the film industry taking off here in Las Cruces and throughout our state. The change in the degree would focus on film, cinematic arts, and digital audio. New courses have been added to the proposed plan that would help student learn this craft.

**4. Master of Engineering: new concentration in Advanced Mfg**

**T. Garcia**

First read of proposal for new concentration in Advanced Manufacturing.

The concentration in Advanced Manufacturing is being proposed due to the need for innovation in current manufacturing techniques, processes, and technologies in the U. S. There is need for education and skills in advanced manufacturing technologies, particularly within the state of New Mexico. All of the courses for the proposed curriculum are already being offered at NMSU. Four courses are required and each course is 3 credits. It will take one year to complete the program. Students can select four courses from a group of five. The concentration educates students and creates a skilled workforce for the growing needs of new technologies and advanced products in the 21<sup>st</sup> century.

There was discussion over the concentration being connected or not being connected to degrees and majors. Kori recommended that engineering list the requirements for each degree (industrial, chemical, and civil engineering) with the concentration showing the students what is already required if they choose not to do the concentration and what is required with the concentration. She also stated that the catalog should list all the course work to be completed to receive the concentration and how the credit hours are all connected. The proposal is currently showing the concentration being connected to a Masters of Engineering degree in Industrial Engineering, Chemical & Materials Engineering, and Civil Engineering. If the concentration is being considered as not connected, it then allows students from any other college, the opportunity to do the concentration.

There will be a vote at the next meeting.

**5. Common Course Numbering Update**

**K. Plank**

Update on common course numbering.

Kori stated that they are at the point of pushing all the changes into Banner and will begin working on updates in the catalog. She also stated that she would probably not get to all 5 catalogs by November 1<sup>st</sup>, but will be working on DACC, and NMSU main campus first. The Grants, Carlsbad, and Alamogordo campuses will be worked on before the winter break comes around.

Kori's office has not heard anything back from the state on Engineering and Computer Science common course numbering. For now, computer science and engineering will stay the same with the two or three letter prefixes.

The only upper division courses that are moving are from the two departments that chose to move their courses up. They wanted less confusion for the students and were planning to re-number all the courses anyhow, so Kori suggested to them to re-number to the four digits. The departments are Kinesiology and Dance; all dance courses, SPM courses, PE courses, PEP courses will be moved, and the HNDS prefix in the Family and Consumer Science Department (NUTR).

The 2020 catalog crosswalk currently is showing old number to new number. In 2021, it will show the new to old and will show the active courses and the predecessor courses. We will be keeping it up for a couple of years until everyone wraps their head around the changes. The student will not see the new numbering until they are registering for Spring 2021 in Fall 2020. We will need to try to make this communication as clean as possible to

convey the new numbers to students through departments and advising. Kori stated that she was open to any type of communication suggestions.

Non-articulated Nursing courses: we're still having discussions about those courses.

College and department websites will need to be updated by the colleges/departments.

Kori stated that it would be good to have links on those pages with academic curriculum connected to the catalog, instead of placing curriculum on the websites. This way it takes you right to the catalog language.

<b>6. HLC Criterion Teams</b>	<b>S. Stovall</b>
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This information pertains only to the main campus.

Shelly stated they will be putting together "Criterion Teams" that will include a broad representation from across NMSU, particularly including people on the academic side. They are looking for faculty, department heads, and associate deans. They are ready to send out the call and will be asking for nominations of faculty and academic administrators for different positions.

There will be five criterion teams, and in total there are approximately 14-18 faculty members, department heads, and academic administrators to be represented across the five teams. Some will be faculty at large and some will be people who are serving on other committees. For the associate deans their nominations are really critical in terms of faculty, and department heads that can serve as good representatives of different areas. They will also be asking for a couple of ADAC members, particularly for criterion 3 and criterion 4.

Nominations will be submitted through the website, at [accreditation.nmsu.edu](http://accreditation.nmsu.edu). There will be a couple of links in order to submit nominations, *Faculty/Dept Head/Acad Admin Team Member Nominations*, and *Staff/Admin/Student Team Member Nominations*. There is additional information about each Criterion for Accreditation available on the webpage, as well as a description and the role of HLC criterion team members. Multiple nominations can be submitted on each form.

Teams will be structured differently from the past with not so much focus on writing and more in terms of evidence. They will setting times for "working meetings" and people will work through those meetings to identify what has changed, what the evidence is and where we go from here.

There will be an orientation/training that will be announced after the dust settles.

Shelly stated that the email she will be sending out this afternoon will have a list of all the different areas that they are looking for. They don't expect nominations in all the areas, but they do need everyone's help.

<b>7. Time Block Issues</b>	<b>D. Conner</b>
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Don Conner had brought up a concern regarding a time block issue to Kathy Brook, and it's a question of how we handle exceptions to standard time blocks, when there is reason to have exceptions. Don brought up the HRTM Labs and having them built around their meal preparation at Café West, a lunch time block and dinner time blocks. There were 3 requests for exceptions and were out of the prime time, outside of the prime time does help. The other clarification needed is the workflow process of the exception.

Greg responded that the appropriate ARP is 12.71 and the idea here is that this group is responsible for keeping everybody within the schedule. However, in Don's particular case, since it is out of prime time it does not have to come to ADAC. Prime time is defined as Monday through Friday, 8:30 am to 2:30 pm, and after 2:30 would be non-prime time.

We want to remind everybody to try not to let a unit make courses that cross more than two-time blocks, since this makes it very hard for students to complete their schedules.

Don stated that the lunch time block goes past 2:30 pm but starts before 2:30. Greg stated that a written memo on what's going on with the lunch time block could be brought before the ADAC group for approval.

Don mentioned that a memo had been sent to Dacia and Kathy Brook. Kathy asked if there was time pressure on the memo, or could it be taken care of at the next meeting. Kori stated that as long as it got through by the end of October, for the schedule it should be fine.

The time block memo will be placed on the agenda for the next ADAC meeting for October 14, 2019.

## **8. Nominations for Chair and Vice Chair (ADAC)**

**All**

T. Ketelaar stated that the policy as approved specifies that the members of ADAC will appoint an interim chair in the event that there is no chair or vice chair. This would give time to then conduct nominations in April for Chair and Vice Chair for the following year.

*Section D: Selection of the Chair and Vice Chair and their Terms of Service,  
#9. In the event that both the Chair and Vice Chair are unable to fulfill their duties, the members of ADAC will appoint an Interim Chair*

The question to the group was who would be interested in the position? Tim Ketelaar stated he would consider being interim, but not permanent.

Appointment of an Interim Chair will be on the next agenda meeting of October 14, 2019.

## **9. Round Table**

**H. Sheski** – Had a faculty meeting and discussed the proposed ARP rule 6.86, and faculty made it clear that they weren't keen on the current wording on the proposed rule. Grants faculty members are concerned about the language and how it defines an administrative day as 8am to 5pm, Monday thru Friday. This doesn't really conform to faculty work load which can include teaching in the evening.

Greg Fant reminded everyone that with the new policy approval procedures, anybody can go into the sharepoint drive, where all the proposed changes are stored that go through Admin Council or Faculty Senate, and can submit feedback. If this group, wishes as a group, to take a position on something, this group can. That does not preclude any single person who is member of this group from having their own position, nor does it preclude any faculty member or faculty group from submitting comment. Greg asked if the proposal was currently in Faculty Senate. J. Parra stated that the proposed ARP rule 6.86 did not get assigned to Faculty Senate, and went to Admin. Council. She also stated that Chair Corran has been in communication with the group and has requested to be part of the process, and that faculty do have a voice in this, and if faculty have any concerns please submit to Chair Corran.

Greg Fant stated that if the group wanted to place it on the next meeting agenda they could.

J. Parra commented on some concerns about the current language --concern about deans could establish hours and availability during spring break. She recommended to read the document and provide any concerns to the UAC or Chair Corran.

K. Brook expressed concern with the approval process we are using now in that there isn't good communication that lets the broad community know what's before the UAC and how to go through this process. Greg stated that there is a challenge with respect to communication and that everyone should be checking into these items.

H. Pichon asked how often are we supposed to be checking? N. Grijalva responded and stated that UAC meets once a month on the 2<sup>nd</sup> Tuesday of the month, and typically on the agenda are administrative rules and procedures. They have a 6-week review cycle, so we have six weeks to give comments. Typically, there should be a two-meeting cycle. K. Brook stated that she does not see a lot of communication from faculty senators about these kinds of issues, though there may be hallway conversation between several people.

**T. Keller** – A thought on ARP 6.86. It would be useful for people to look at a case that was national conversation back in 2013. Female COO of Yahoo was banned from working from home. This bears some relationship to the new policy referencing office hours to be held in physical offices and that could prevent people from having more flexibility in terms of work- life balance.

**A. Garcia** – One of the things that is being discussed relates to the requirements for doctoral publication requirement. Currently in the star audit, the Ph.D in Engineering does not show up and the concern is that without having something at that level it's going to be hard to always certify that the publication requirement is met. Currently we just have a paper method. Kori responded that for history purposes the masters and doctoral were not automatically put in the degree audit system, but were handled by the departments. Kori suggested that if they want a degree audit to email Kameron, Degree Audit Data Mgt. and he can start work on one.

H. Pichon stated that they have a similar process and students can not schedule their defense until they have evidence they've submitted. So, it goes in when they are applying for their final dissertation defense; so as the main professor she would not allow the student to move forward if she doesn't have evidence they submitted the article.

**K. Plank** – College approval deadline for CAFs is October 4<sup>th</sup>. UCC will meet October 14<sup>th</sup> directly after ADAC.

**G. Fant** – asked how many of the group were aware of the desire to do all annual evaluations on a calendar year, and there were a few who were aware. The idea is for all annual evaluations to be on a calendar year. There is still conversation as to when the deadline would be. Second item, many of the group have participated in the online directors' feedback sessions. They have received very good feedback and they are processing the information they gathered from the sessions. Greg thanked everyone for making the time to come in. He also wanted to give everyone a heads up that the Provost is planning on moving forward with hiring an Associate Provost for Distance Education who would be totally in charge of all the distance education. This will be moving quickly, unless something unpredictable happens. The position would have some system responsibility, but not clear on that.

Thanks to Jennifer, Dacia and Kori, almost all the pathways have been received. Today is the deadline for the missing pathways, so we would appreciate your help, for those who were copied on the memos.

The Provost's Office is working with the National Association for Chief Diversity Officers on having an external team come in to do a diversity review assessment, as we move forward on having a Chief Diversity Officer. They will be reaching out to some of the group or as a group to meet on that.

And lastly, a big thank you to Tony, David and Seth who represented NMSU at the Regional APLU Teaching Cluster in Colorado. Super Presentations!

**J. Parra** – reported on Faculty Senate having some propositions from the College of Education and has been providing updates to Faculty Senate, on the financial aid documentation.

**D. Esquibel** – the Graduate Application – SLATE has gone live, there have been a few bumps that are being worked through. 23 applications have been submitted, and 141 are in the pipeline, due to not having all documentation. Applications will not go out to departments without having all documentation, so it will be ready for a decision when it gets to departments. Thank you to Siri and Steph for helping in getting this up, and going. Reminder to reach out to department heads and let them know they will need to download the applications that are still in Hobsons, before we lose them due to Hobson coming down on the 27<sup>th</sup>. Everything needs to be out of Hobsons. Denise provided a list of those departments that have not even begun to download the applications, and provided a referral form for those being downloaded. There are 142 still in Hobsons, and we don't want to lose those students.

Spring 2020 and Summer 2020, they will be downloading the applications, but won't be sending them out to departments until reviewed. They are working on the reader bins in the system in order for departments to review the application in SLATE.

Graduate School has hired a program coordinator, so they have two program coordinators, and one senior who will be processing applications. Graduate School will be participating in a couple of conferences in the coming months in order to recruit students. The new "Request for Information Form" is up on the Grad. School website. SLATE is live, Hobsons is out, and all lives in SLATE.

**S. Miner** – reported that they were right on with Denise on the SLATE implementation. This week there is a pilot launch for the main campus undergraduate application, prior to doing NMSUO and community colleges, and those will be rolling those out this week. Philp will be communicating with the appropriate campuses and departments. As we move along there will be training, juggling between EAB and SLATE.

Review will begin on Oct 1<sup>st</sup> in reader bins, the bins were placed for the Graduate application, but at some point, they will begin to do that for undergraduate.

EAB will be launching an application generation at the end of September. They will be promoting, marketing, social media, email, and text messaging campaign, in order to encourage students to apply to NMSU, to undergraduate main campus, and undergraduate in NMSUO. No update on the EAB, retention side, Navigate. The EAB partnership is assisting with financial aid optimization to make sure we are leveraging our scholarship money appropriately for our student population.

As far as undergraduate admissions, recruitment for Fall 2020 had begun. NMSU will be out at high school fairs the next 4 to 5 weeks (East Texas, El Paso) once those are done, they then do the call backs and go back to the individual high schools as a follow up. The SLATE application has been used at some of the fairs. Norma Grijalva stated that they've done the application and people can go in and fill it out, but the feeds are not yet complete. They don't have a feed from SLATE to Banner completed yet. Wednesday is the target date. The EAB piece, the applications that are done in EAB will feed into SLATE, so we have record of them in SLATE, that piece is close to being done. They are also trying to input as much data as we can from Hobson to SLATE, that's one of the reasons we need to download all the data, if we can do that. The goal is to be in production by the end of the week for all

the different colleges. And on the Financial Aid Optimization, basically Siri Rogers is working on repackaging the data, and trying to get finished.

Seth stated that SLATE has the ability, that if a department has a program within the college that has an additional application, we have the ability to house that within SLATE, that's a phase II. There are a lot of cool things we can do with SLATE (aggie experience, campus visits, aggie welcome).

**M. Cal** – Round-Up at NMSU-A, Friday, September 27, 2019 and Saturday, September 28, 2019. Chancellor Arvizu will give the key note on Friday and on Saturday, New Mexico HED Cabinet Secretary, Dr. Kate O' Neill will be speaking and will have a Q & A session following her talk.

**J. Hodges** – please remind faculty that the waitlist works the same for the mini semester II, as it does for the full semester courses. CAASS is starting to receive signed add slips from faculty for courses that are full, so all that can be done at this point is add the student to the waitlist. She is planning to get some information out in terms of request for courses in the next day or so. Appreciation to the College of Education for adding some additional VWW course, however the requirement is that students have two courses from two different colleges. Right now, of the twelve sections of VWW for mini II, nine of them are from College of Education, and the other two are cross listed courses. Jennifer asked the group what would be helpful to them, is it giving information on the heavy waitlist at the beginning of the semester, or what data would be useful?

**J. Lakey** – The Chemistry department might be making changes to its graduate program. Most of the CAF's were approved. There were a couple that came in with student learning outcomes changes.

**S. Stovall** – forgot to mention earlier, that we I sent out the email, you are welcome to forward to department heads.

**D. Smith** – Main campus only, the department portions are due October 14<sup>th</sup>, will send out a reminder, and if associate deans can follow up with the department heads, would appreciate it.

**Meeting adjourn: 3:00**