

Associate Deans' Academic Council Minutes

July 13, 2020

1:00 – 3:00 PM, Meeting Held via Zoom

Facilitator: Joe Lakey

Notes: Amanda Barrier

Present: Susan Beck, Ellen Bosman, Mark Buckholz, Mark Cal, Don Conner, Denise Esquibel, Tony Garcia, Debbie Giron, Norma Grijalva, Jennifer Hodges, Daniel James, Terry Keller, Tim Ketelaar, Sherry Kollmann, Matthew Madrid, Seth Miner, Andrew Nwanne, Julia Parra, Kori Plank, Dacia Sedillo, David Smith, Shelly Stovall, Marlene Chavez-Toivanen, Henrietta Williams Pichon

Visitors: Andrea Orzoff, Luis Vazquez

Agenda Item:	Attendee:
Call to order: 1:00 PM	Joe Lakey
1. Welcome and Introductions	All
Tim Ketelaar introduced Andrea Orzoff, the new acting Associate Dean of the Honors College.	
2. Approval of June 22 Meeting Minutes	All
The meeting minutes from June 22 were approved.	
3. DE Policy, HLC	Shelly Stoval and Sherry Kollmann
Shelly has requested this topic be tabled until next week, once the syllabi information has been discussed.	
4. Diversity, Equity, and Inclusion	Tony Garcia
T. Garcia proposes the university look into establishing a system that allows students to evaluate university administration. T. Ketelaar outlined his concerns that the university will need to be careful about the tradeoff between quality and quantity of feedback. There is concern that making it easy for all students to submit comments will not provide assurances that these comments come from a representative sample of students or from students who are well informed. S. Beck stated that she would be willing to take the suggestion to Faculty Senate. M. Madrid also expressed concern that students aren't aware of the processes that go into high-level decisions. D. Conner expressed similar concerns.	
5. Student Concerns	Shelly Stoval
S. Stovall reviewed the process students must go through to submit concern reports. S. Stovall asked everyone if their colleges or departments are using the system. After some discussion, S. Stovall will go through and make sure the appropriate individuals have access to the site.	
6. Student/Advisor Fall Schedule Questions	Jennifer Hodges
The fall 2020 schedule changes were pushed into Banner the night of Thursday, July 9th. Changes were communicated to all undergraduate students on Sunday, July 12 th . This communication instructed students to check their 'detailed schedule view.' As of this morning, individual messages were sent to students from their CAASS advisor if they had changes made to their schedule.	
Several student questions re: housing, tuition discounts, hybrid courses are being circulated to administration. It's being relayed that if a student is enrolled in a hybrid course, they should plan to be available at scheduled time.	

7. Fall Syllabi	All
<p>N. Grijalva asked for feedback regarding the proposed syllabus statement regarding COVID-19 safety measures. If there are any changes you would like to see made, please email N. Grijalva so she can present them to the NMSU Ready Team.</p> <p>S. Kollmann spoke about information that faculty will need to include in syllabi for online courses, outlining hours to be spent on various topics to ensure courses meet the minimum hour threshold for accreditation purposes.</p>	
8. Tech Support in the Fall	N. Grijalva
<p>IT is evaluating how they will be able to support faculty and students in the fall – please let Norma know if you feel that your college will need support and what kind of support you are requesting.</p>	
8. International Students/SEVP Guidance	All
<p>There are several states that have sued the Trump administration regarding the latest ICE guidelines. NMSU has formed a taskforce – that NMSU has never defined what “hybrid” means allows us some leeway.</p>	
9. 20/21 Catalog Policy Changes	Dacia Sedillo
<p>Please see the memo sent on July 13th from D. Sedillo regarding policy changes made to the 20/21 catalog.</p>	
10. BDMS Student Record Scanning Project	Dacia Sedillo
<p>Student records are being scanned into the new Banner Document Management System.</p> <p>For transparency, there will be a folder for degree completion documents. Dacia will be reaching out to the degree certifiers soon to inform them of the new folder and process.</p>	
11. Roundtable	All
<p>Donald – Thank you to the “hands on” task force – they were able to launch the website in only four meetings.</p> <p>Tim – There were two candidates that participated in the open forum last week for the Honors College Dean position. The Provost is hopeful to announce a new Dean for the Honors College by October 1st.</p> <p>Jennifer – Advising is planning to do some back-scanning of Change of Schedule forms in the new BDMS tool, they are hoping to go back about a year.</p> <p>Shelly – Expect to hear more about accreditation moving forward.</p> <p>Susan – Faculty Senate is working on a few topics and is working hard on preparing faculty for digital learning and teaching.</p> <p>Debbie – Advanced Placement courses have been updated to match the new common course numbering system. There will be an email coming sent out later this week.</p> <p>Kori - With another step to go paperless and make processes more accessible to students, NMSU Graduates can now order duplicate copies of their diplomas online. In conjunction with our electronic diplomas, graduates can now order multiples copies of their diploma online with both a standard USPS shipping method or Express Overnight with a UPS shipping fee. https://commencement.nmsu.edu/status/</p>	

ADAC Meeting adjourned at 3:15 PM.