

# Associate Deans' Academic Council Minutes

July 27, 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, Donald Conner, Denise Esquibel, Tony Garcia, Debbie Giron, Norma Grijalva, Jennifer Hodges, Daniel James, Terry Keller, Sherry Kollmann, Seth Miner, Andrew Nwanne, Andrea Orzoff, Kori Plank, Dacia Sedillo, David Smith, Shelly Stovall, Marie Chavez-Toivanen, Henrietta Williams Pichon

**Visitors:** Michael Mapp

| Agenda Item:   | Attendee:             |
|--|-----------------------|
| <b>Call to order: 1:00 PM</b>  | <b>Joe Lakey</b>      |
| <b>1. Welcome and Introductions</b>  | <b>All</b>            |
| <p>J. Lakey shared updates on behalf of Matthew Madrid. Students in need of face masks should reach out to ASNMSU. ASNMSU has provided NMSU students over \$14,000 in aid throughout this time.</p> <p>R. Grant intends to make Canvas courses available to instructors on August 1st. However, availability won't be confirmed until after Saturday morning. Please be on the lookout for a message from Robbie before notifying your instructors the courses are available. Ideally, faculty will be able to start reaching out to their students then. If they do not wish to do so, it is recommended that the department reach out on their behalf.</p> <p>The Executive Team decided to open for Fall as planned, as opposed to putting courses online in first week.</p>  |                       |
| <b>2. Approval of July 13 Meeting Minutes</b>  | <b>All</b>            |
| <p>The meeting minutes from July 13<sup>th</sup> were approved.</p>  |                       |
| <b>3. Fall Planning/Faculty Experience Team</b>  | <b>Michael Mapp</b>   |
| <p>M. Mapp is leading the fall plan and faculty experience team. Some of the concerns that have been raised by faculty are technological and pedagogical support:</p> <ul style="list-style-type: none"> <li>• Communication - keeping students in the loop, how to communicate with senior students who haven't activated their NMSU email address,</li> <li>• Access to internet – A challenge for students in the dorms and throughout the state               <ul style="list-style-type: none"> <li>○ ICT bought 86 new laptops for students to check out. Three computer labs will be open.</li> </ul> </li> <li>• Hybrid courses - How to alert students of their assigned rotation in the hybrid courses, what happens if students can't attend their assigned rotation, what happens if students fall ill and have to quarantine – how do they stay up to date on information in hybrid courses</li> <li>• Location – Students may prefer to live at home if they have the option for all online courses. Others may wish to limit 'in-person' days in which they come to campus</li> </ul> |                       |
| <b>4. Update on Syllabus Website</b>   | <b>Shelly Stovall</b> |
| <p>S. Stovall shared the updated syllabus website: <a href="https://provost.nmsu.edu/syllabus-resources/">https://provost.nmsu.edu/syllabus-resources/</a>. To keep information consistent, is recommended that Associate Deans circulate the website, or Shelly's email coming later this week.</p>   |                       |

A few updates to note:

- One central place with required syllabi information
- Recommendation for course numbering on syllabi (use both old and new numbers)
- Faculty can create a customized syllabus for their course

**5. Update on Student Concerns Website**

**Shelly Stovall**

The Associate Deans should all have access to the student concerns website. Please review the list of department heads in your college at <https://provost.nmsu.edu/academic-departments/1>. If any updates/corrections need to be made, send to Carley Casey at [carleycc@nmsu.edu](mailto:carleycc@nmsu.edu). Shelly's team will reach out to department heads to provide them with more information in how to use and/or proper protocol to use the tool.

**6. Articulations/MOUs**

**Shelly Stovall**

The need for articulation agreements across the state has dwindled. However, there are some departments that are operating under articulation agreements. If you have a college that is operating under an articulation agreement, please make sure it's active and included on the student admissions transfer [website](#).

**7. New Consumer Licensure Requirement**

**Shelly Stovall**

Effective July 1<sup>st</sup>, there is a new consumer federal requirement for licensure requirement. For any degree or certificate program that has a licensure component, NMSU will now be required to post how the licensure transfers to every other U.S. state. There will be a follow-up email later this week for associate deans to obtain a list of all programs that require a licensure for their college.

**11. Roundtable**

**All**

Jennifer – There are about 300 students that still need to attend AWO. Please encourage your departments to look at their waitlist, and NMSU-O seats, so there are seats for students to fill.

Don – Actual seating capacities after OFS assessment are lower than anticipated. As courses reach caps, ACES' faculty is concerned with how to proceed.

David – Reiterated recommendation that instructors use both old and new prefixes/course numbers on syllabi

Tony – ENGR is testing a portable ion generator to see if it lowers the number of particles able to get through a mask. They hope to have some data soon.

Dacia – The last spreadsheets have been sent out. Hopefully, the next sweep will occur Wednesday. Room assignments will, hopefully, be distributed next week. Records is almost done with common course numbering – the sweep for degree audits is occurring today.

Henrietta – The College of Education has been cleaning up their schedule – moving courses from hybrid to online.

Denise – The graduate school ordered masks for all its students; they will work on distributing them. The enrollment for continuing students is down.

Kori – Please ask departments to be patient for the schedule modification requests. Courseleaf is moving along.

Ellen – Zuhl library will reopen on August 3<sup>rd</sup> with significant changes to facilitate social distancing.

ADAC Meeting adjourned at 2:45 PM.

<sup>1</sup> Page has been moved to: <https://inside.nmsu.edu/provost/syllabus-resources/>