

# Associate Deans' Academic Council Minutes

**October 12, 2020**

**1:00 – 3:00 PM, Meeting Held via Zoom**

**Facilitator:** Joe Lakey

**Notes:** Amanda Barrier

**Present:** Charles Abasa-Nyarko, Linda Beavers, Susan Beck, Ellen Bosman, Mark Buckholtz, Mark Cal, Donald Conner, Diana Dugas, Krystal Espinoza, Denise Esquibel, Debbie Giron, Jennifer Hodges, Daniel James, Terry Keller, Tim Ketelaar, Sherry Kollmann, Sandra McKay, Seth Miner, Kori Plank, Phillip Post, Dacia Sedillo, David Smith, Shelly Stovall, Marlene Toivanen

**Visitors:** Julia Parra

Agenda Item:	Attendee:
<b>Call to order: 1:00 PM</b>	<b>Joe Lakey</b>
<b>1. Welcome and Introductions and Additions</b>	<b>All</b>
<p>K. Plank and J. Lakey added topics to the agenda.</p> <p>There will be a new Zoom link sent around for future ADAC meetings.</p>	
<b>2. Assessment Timeline and inclusion with ADPR/Annual Strategic Plan reporting</b>	<b>S. Stovall</b>
<p>S. Stovall is seeking feedback for the workflow for strategic planning.</p> <p>College of Education provided mixed feedback about the workflows; the faculty doesn't have strong feelings about one or the other. College of Business did not like the idea of combining the workflows. For those colleges that didn't have feedback, please send it over to David Smith and Shelley Stovall within one week.</p>	
<b>3. Licensure Programs</b>	<b>S. Stovall</b>
<p>S. Stovall's office has started a spreadsheet that lists the known licensures for the state of New Mexico. She shared the spreadsheet with the group. S. Stovall will send the spreadsheet to Associate Deans later this week and asks that you send to department heads to notate the licensures that are applicable to their programs.</p> <p>If any program is being advertised as meeting requirements for a specific field, please list that as well.</p>	
<b>4. Specialized Accreditation</b>	<b>S. Stovall</b>
<p>If anything is going on in your college with specialized accreditation (accredited programs not using ADPR process), please let S. Stovall know so she can make applicable updates.</p>	
<b>5. Facilitating finals week</b>	<b>J. Hodges</b>
<p>As CAASS has been conducting outreach following early performance grades, they have heard of student challenges of technology access. This raises the concern about moving 100% online after Thanksgiving, specifically for courses that weren't planning on having their finals online. There are also reports of class work due the week of Thanksgiving. J. Hodges wanted to begin the conversation now so that practices are in place for finals.</p>	

Faculty senate is doing outreach to find out some of the faculty struggles to ensure faculty and students are successful in Spring 2021. Please circulate the link (<https://docs.google.com/forms/d/e/1FAIpQLSeOqCa8nbzQZnstwdHlclGqMIPXaNZGA5Yk4Q-G04y6ecBmhg/viewform> ) to your faculty.

How does the group feel about adding a question to the end of semester student survey to gain feedback about what worked during the fall semester and what could be improved?

<b>6. Advising holds and department mentoring holds</b>	<b>J. Hodges</b>
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CAASS will be placing advising holds next week - it will be the same basic criteria as previous semesters. J. Hodges will reach out to departments regarding departmental mentoring holds.

<b>7. Questions about degree audits: purging and user access</b>	<b>J. Lakey</b>
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Is there a way to change the functionality so that only the individual who edited the audit can delete it or purge it? K. Plank is checking on this. Student Records is now training degree specialists in BLMS (official repository).

<b>8. CIM/CLSS Dates</b>	<b>K. Plank</b>
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10/30 – CIM (Courses) Trainings for those with Spring 2021 changes should attend these  
 11/9-11/13 (*tentative*): CIM (Courses)/PIM (Programs) training should occur during this timeframe, the exact dates are being finalized as we speak. There is a delay between the two CIM dates because this is the time it takes to migrate existing programs from all 5 catalogs into the system, so the appropriate time to open training.  
 11/2 and 11/5: CLSS Trainings (sign up requests sent today)  
 K. plank is finalizing the deadlines, they will be different this cycle in comparison to past and future ones in order to get courses in time for spring 2021 and for current programs. This means the departments submitting Spring 2021 course changes may be on an expedited timeline.

<b>9. Roundtable</b>	<b>All</b>
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Phillip – College of Education is hosting a school supply drive during homecoming week. If anyone would like to participate, let Phillip know.

Tim – Tomorrow is the deadline for Fulbright applications. The Honors College has five applicants.

Kori – Thank you for meeting CIM/PIM user deadlines!

Diana – ICT is here to help. Talk to your faculty and students and remind them that services (e.g., zoom assistance) are available.

ADAC Meeting adjourned at 2:20 PM.