

# Associate Deans' Academic Council Minutes

**September 14, 2020**

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

**Facilitator:** Joe Lakey

**Notes:** Amanda Barrier

**Present:** Charles Abasa- Nyarko, Linda Beavers, Susan Beck, Mark Buckholz, Mark Cal, Donald Conner, Denise Esquibel, Tony Garcia, Debbie Giron, Norma Grijalva, Jennifer Hodges, Daniel James, Terry Keller, Tim Ketelaar, Sherry Kollmann, Seth Miner, Kori Plank, Phillip Post, Dacia Sedillo, David Smith, Shelly Stovall, Marlene Toivanen

**Visitors:** Renay Scott

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>
There were no introductions or additions to the agenda.	
<b>2. Navigate Student: Next Steps</b>	<b>R. Scott</b>
R. Scott shared a video with the group about the Navigate Application and how students will be able to use the application.	
The advising unit is currently using Navigate. Financial Aid will be trained later this semester. This is a system-wide application that will also be used by branch campuses. Other units around NMSU will begin being brought on board with Navigate in January 2021. NMSU is also working with EAB to create a Canvas integration with Navigate.	
Navigate will be accessible via cellphone application or desktop.	
<b>3. NMSU-O Enrollment Goals and Marketing update</b>	<b>S. Kollmann</b>
S. Kollmann outlined strategy on setting NMSU-O enrollment goals. The division is looking to establish targeted enrollment goals – Dr. Kollmann will reach out to each Associate Dean to discuss what this will look like for their college. In addition, you may start to notice updated marketing materials to enhance SEO.	
<b>4. Approval of August 24 Meeting Minutes</b>	<b>All</b>
The meeting minutes from August 24 <sup>th</sup> were approved.	
<b>5. Tech Support for Hybrid and Synchronous classes</b>	<b>N. Grijalva</b>
N. Grijalva updated the group that requests for support are less than initially anticipated. If anyone needs tech support for classes, please submit request to <a href="mailto:learning@nmsu.edu">learning@nmsu.edu</a> and someone will reach out.	
<b>6. In-person Final Exam Scheduling</b>	<b>J. Lakey</b>
Student Records has initiated the process of scheduling rooms for final exams. Records is facing a few challenges scheduling rooms with enough seat capacity to accommodate social distancing guidelines.	
For HY courses, the department needs to event requests for any exams requiring a room. No rooms will be assigned to HY, ONL or WB courses unless requests are submitted. For traditional face-to-face classes, the scheduled classroom will be assigned to the exam scheduling block unless a request for a different (or additional) room is made.	

<b>7. Mini-2 Schedule</b>	<b>J. Hodges</b>
There is an urgent need for mini-2 courses for undergraduate courses. As of this morning, there are only three open courses – none of which is VWV or General Education. What information would be useful from CAASS to provide more mini-2 courses? COE requests funding to support additional courses.	
<b>8. FS Memorial on Curriculum Approval Process</b>	<b>T. Garcia and S. Beck</b>
T. Garcia formed a task force focused on updating the curriculum approval process. They sought to solve: <ol style="list-style-type: none"> <li>1. How can the process be more transparent to faculty?</li> <li>2. Streamline various aspects of the approval process</li> </ol> <p>This memorial has been sent to faculty senate to discuss this legislation. It will be up for vote October 1<sup>st</sup>.</p> <p>Link to concept paper - <a href="https://facultysenate.nmsu.edu/wp-content/uploads/sites/10/2020/09/July-22-2020-Draft-Curriculum-Approval-Process-Task-Force.pdf">https://facultysenate.nmsu.edu/wp-content/uploads/sites/10/2020/09/July-22-2020-Draft-Curriculum-Approval-Process-Task-Force.pdf</a></p>	
<b>9. Articulation postings; syllabus resources; documenting student concerns</b>	<b>S. Stovall</b>
S. Stovall's office is trying to streamline the process for gaining information related to department's program review. Moving forward, it's being suggested that all departments will use the strategic planning document for review. It will be asked that these are submitted in late January or early February. <p>It's been asked that there be two course syllabi – one for course related materials and one for supplemental content. So far, feedback has been positive. Associate Deans are invited to ask their faculty for feedback.</p> <p>HLC requires that NMSU monitor students concerns or complaints. S. Stovall gave a brief overview of the current concern reporting process. It is asked that everyone log into the system to determine whether or not a training on the process needs to occur.</p>	
<b>10. Annual update timetables for academic program reviews and strategic plans</b>	<b>S. Stovall</b>
S. Stovall is asking that everyone go through the outlined steps to review whether or not articulation agreements are posted on department's website's by the next October ADAC meeting.	
<b>11. Roundtable</b>	<b>All</b>
Daniel – Who gets student credit hours credit when a course is changed because of the common course numbering crosswalk to changing to a different college? It's been said it's the department where the professor teaches in, but would like to open it up for more discussion. <p>Kori – Spring 2021 schedule proofs are due September 25<sup>th</sup>. Please utilize the 'meeting type' column in the document or the notes column to indicate which delivery method the course you will utilize. The courses that are a part of Courseleaf implementation are undergoing testing.</p>	

ADAC Meeting adjourned at 3:00 PM.