

# Associate Deans' Academic Council Minutes

**September 28, 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 Boseman, Mark Buckholtz, Donald Conner, Denise Esquibel, Tony Garcia, Debbie Giron, Norma Grijalva, Jennifer Hodges, Daniel James, Terry Keller, Tim Ketelaar, Seth Miner, Kori Plank, Phillip Post, Dacia Sedillo, David Smith, Shelly Stovall, Marlene Toivanen

**Visitors:**

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. Catalog statement regarding licensure</b>	<b>K. Plank and S. Stovall</b>
There is a change to the Department of Education mandate that requires institutions to list licensure requirements for any programs with licensure requirements. S. Stovall is seeking to have the verbiage approved for the website that houses all of the required information. This information will need to be ready for the next catalog.	
The edited and approved statement will appear on the catalog page itself, or possibly a licensure tab on the new website.	
<b>3. Assessment reporting alignment</b>	<b>D. Smith and S. Stovall</b>
The timeline that the university uses for assessment is up for discussion to determine how to better align it with strategic planning.	
There are two reporting options for this fall – continue reporting in October as departments have in the past or, for departments who have faced COVID-related hardships, submit their reports in January. David invites each college to talk to their departments and submit in their feedback to him.	
<b>4. Student concerns system follow up</b>	<b>S. Stovall</b>
Per the email from S. Stovall sent on 9/27, in item three there are three bullets that distinguish between QuickConnect, academic misconduct, and report a concern. The document outlines criteria for when to use each of three reporting portals. The Concerns portal is in place to align with the university's accreditation.	
<b>5. Prereq/coreq cleanup</b>	<b>D. Smith D. Sedillo</b>
D. Smith is working to clean up pre- and co-requisites both in the catalog and Banner coding. This is time sensitive, remaining issues will be exacerbated by the November launch of Navigate, so Smith's team is seeking to address principal concerns as quickly as possible and plans to follow up directly with departments on catalog changes. The main fixes are (1) to include "or higher" coding by default for prerequisite math sequences, (2) apply default coding to assure that math placement can be used to satisfy prerequisites for appropriate math courses, and (3) code minimum grade requirements as "C- or better" by default where the catalog course description states "C or better."	

D. Smith will circulate the document.	
<b>6. Cross-listed courses</b>	<b>D. James</b>
Different ways of cross-listing classes were discussed, including equivalent classes and dual-numbered classes. Records staff reviewed the distinction between banner (section level) coding and catalog language.	
<b>7. Approval of September 14<sup>th</sup> minutes</b>	<b>All</b>
The meeting minutes from September 28 <sup>th</sup> were approved.	
<b>8. Curriculum approval continued</b>	<b>T. Garcia and S. Beck</b>
D. Smith provided feedback that he received from his committee and will send over more specific information to T. Garcia.	
<b>9. Roundtable</b>	<b>All</b>
Joseph – Arts and Sciences surveyed students to determine how they felt the semester was going.	
Tony – Engineering is working with student groups to determine how to conduct initiations.	
Dacia – Records is struggling with scheduling final exams. There has been no decision made about commencement.	
Kori – Spring 2021 proofs were due on Friday. If there are any changes, they will need to be made through the online modification form. Courseleaf data will be imported into the new system (CLSS) on October 5 <sup>th</sup> .	
Mark – CCVP will be included in the curriculum approval. COVID is on the rise in Carlsbad and they may have to respond accordingly.	
Denise – The Graduate Application is still revising updates SLATE updates – almost ready. Please make sure the Graduate School has formal documentation of any program code changes. There will be a New Mexico Graduate Dean’s Council on October 2 <sup>nd</sup> .	
Susan – Faculty Senate is doing a lot of behind the scenes work (ad-hoc/task force) to reorganize how they do business.	
Jennifer – Thanks to faculty for submitting QuickConnect requests. CAASS is hearing a lot of student challenges with obtaining textbooks. Early performance grade outreach will begin Wednesday morning.	
Norma – A reminder was sent out to students and faculty regarding best practices for taking midterms via technology.	
Krystal – Early performance grade posting window closes tomorrow at 5:00 PM.	
Ellen – The library has paused its book ordering for the foreseeable future. If a book is needed, please submit a suggestion form to request a book.	

ADAC Meeting adjourned at 2:45 PM.