ADAC Minutes

October 23, 2017
Milton Hall, room 85, 1:00 – 3:00 PM
Type of meeting: Regular ADAC Meeting
Facilitator: Monica Torres
Notes: Vicki Haggard
Attending: Kathy Brook, Mark Cal, Denise Esquibel, Greg Fant, Debbie Giron, Jerry Hawkes, Jennifer Hodges, Karen Koper-Frye, Andrew Nwanne, Kori Plank, Beth Pollack, Rolfe Sassenfeld, Dacia Sedillo, Harry Sheski, David Smith, Katherine Terpis, Monica Torres, and Enedina Vazquez.
Guests: Glen Haubold, Jim Kroger, Mark Walker, Heather Watenpaugh, and Jon Webster

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Attendee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to order</td>
<td>M. Torres</td>
</tr>
<tr>
<td>Approval of October 9, 2017 Minutes (handout)</td>
<td>Group</td>
</tr>
<tr>
<td>October 9, 2017 minutes were reviewed. Motion to approve by K. Koper-Frye; seconded by J. Hawkes; all in favor, motion passed.</td>
<td></td>
</tr>
<tr>
<td>Proposal: BA, Justice Political Philosophy and the Law (handout)</td>
<td>B. Pollack</td>
</tr>
<tr>
<td>Second read. This is a proposal for a new major (not a new degree). Mark Walker was available to answer any questions. The majority of the courses in the major are offered face-to-face with a few available online. Minor concerns were addressed: where this major fits best in meta-majors; several inactivated courses need to be re-activated (for example, PHIL 342 and C J 426); minor change in the way requirements are listed (list specific area and number of credits needed in that area. B. Pollack assured the group that all of the appropriate signatures had been received and will be included in the final proposal. Motion to approve by B. Pollack; seconded by E. Vazquez; majority in favor (one abstention), motion passed. Next steps: M. Torres will take to Academic Deans Council on 10/25/17; it will be taken to Faculty Senate on 10/28/17.</td>
<td></td>
</tr>
<tr>
<td>Feedback on Hardman Jacobs</td>
<td>G. Fant, G. Haubold, H. Watenpaugh, A. Looney</td>
</tr>
<tr>
<td>Facilities and Services personnel noted that currently there is no formal way of gathering feedback, closing the loop, on campus building and construction projects; thus they are seeking input/feedback regarding completed construction projects, most recently for the renovation of Hardman Jacobs Learning Center. Their team meets with deans annually, but building specific feedback is not formally gathered at this time. Feedback regarding the Hardman Jacobs Learning Center received during this meeting included the following: inability to use white boards when the screens are down, glitches in the technology (but quick response from ICT), and suggestion of placing white boards on either sides of the screen. G. Haubold asked that the group consider the process for closing the loop/gathering feedback, and provide them with any further input.</td>
<td></td>
</tr>
<tr>
<td>Curriculum Program Cleanup</td>
<td>K. Plank</td>
</tr>
<tr>
<td>K. Plank provided each associate dean an electronic file and hard-copy of discrepancies between department information contained in the catalog versus information contained on department websites. K. Plank noted that “emphasis” should be changed to “concentration”; and programs/degrees no longer offered should make a reference to the appropriate catalog, not listed on department websites. Once cleaned up, information will be sent to the Graduate School.</td>
<td></td>
</tr>
</tbody>
</table>
Department Catalog Checklist (follow-up from October 9, 2017 meeting) K. Plank

This item will be tabled until the next meeting. K. Plank will resend the checklist to the group.

Fall Assessment Reporting D. Smith

D. Smith provided an update on fall assessment activities - approximately 103 assessment reports submitted; 89 are complete; approximately 10 are only missing the summary analysis questions; and only 4 reports have not been started. D. Smith has communicated with associate deans about incomplete or missing reports. A faculty committee of approximately 16 members is reviewing the reports (10-12 reports for each reviewer). D. Smith anticipates feedback to departments through SharePoint before the end of the year. An award will be given for best process/report.

Retroactive Withdrawal Rule and Procedures G. Fant

In accordance with ARP 6.92, Authorization of Course Registration Changes After Standard Administrative Deadline, the “Procedures” for this rule can now be found on the Registrar and Provost websites. Discussion ensued regarding several issues. 1) This ARP is generally meant to deal with withdrawals after the semester has ended (as opposed to requests that are a day or two past the deadline). Associate deans have some flexibility on these day or two after the deadline requests. 2) A revision or clarification of this rule may be necessary. 3) We may want to re-align dates to withdraw from a full semester course with the last date to add an MS2 course. Current dates align with circumstances that no longer exist. 4) In the same way, we may want to change the date to withdraw from the university. It is also aligned with circumstances that no longer exist. B. Pollack made a motion to make the last day to withdraw from a full semester course and the last day to add an MS2 course, the same day; seconded by E. Vazquez; all in favor, motion passed. R. Sassenfeld made a motion to change the deadline to withdraw from the university (all classes) to 5:00 PM the Friday before finals week – effective Spring 2018; seconded by J. Hawkes; all in favor, motion passed.

Proposal: AAS, Game Development, DACC M. Torres

M. Torres indicated that this item is follow-up from a previous meeting; CMI department head provided a summary letter of support for this new program. Motion to approve by E. Vazquez; seconded by R. Sassenfeld; all in favor, motion passed.

Undergraduate Research Apprenticeship Program (URAP) J. Kroger

J. Kroger presented on the Undergraduate Research Apprenticeship Program and would like to add a URAP designation to the NMSU transcript in some way. This program connects students and faculty in research; students do not receive any monetary compensation for these experiences. Currently there are 8-10 projects in place with approximately 30 faculty and 30-40 students involved. Discussion ensued: What should and should not be included on transcripts? What impact would this have (or not) on the experiential learning policy? What type of reporting or verification will faculty have to do in order to have the experience reflected on student transcript? B. Pollack made a motion to create a subcommittee to draft policy and criteria for items to be included on the NMSU transcript; seconded by E. Vazquez; all in favor, motion passed. Subcommittee members include: Kathy Brook, Denise Esquibel, Jerry Hawkes, Karen Kopera-Frye, Beth Pollack, Enedina Vazquez, and possibly Sonya Cooper (if interested).

Academic Scheduling (follow-up from October 9, 2017 meeting) G. Fant

G. Fant reported that D. Sedillo was the only person to submit standard scheduling information for review. Any additional information for consideration needs to be submitted to G. Fant by Monday, 10/30/17. D. Sedillo will forward the sample scheduling policy to M. Torres to forward to the group for review/comment.

Roundtable: All

A. Nwanne: Carlsbad campus is providing various assessment workshops.
E. Vazquez: College of Education symposium was very well attended; she will debrief with K. Trujillo and S. Brown.
D. Esquibel: Compliance review conducted for the Graduate School student handbook and website. There is leave of absence form and policy. It is important for students to be coded correctly in Banner so as to not impact the time to completion. ACES request for new Master’s in HRTM. Policy and criteria form are not the same – suggests aligning new form (NMSU and HED requirements) including S. Stovall in the process as per G. Fant.
B. Pollack: Arts & Sciences graduate program has been approved through the WICHE Western Regional Graduate Program. Discussion ensued: how are these students coded in Banner? How do we publicize WICHE programs on department website?
G. Fant: Dr. Fant noted that the next ADAC meeting will take place during the HLC site visit which may impact the agenda. Faculty vitae have been sent to the federal compliance reviewer.

J. Hawkes: ACES Branding Ceremony scheduled for 10/26/17 at 4:00 PM, inducting freshman and recognizing graduating seniors.

R. Sassenfeld: Changes to the terminology and definitions have been made to the post tenure review procedure; the proposal for BA, Justice Political Philosophy and the Law, will be considered at the next Faculty Senate meeting; 5 names will be forwarded for consideration on the executive search committee to replace the Chancellor; ultimately the search process, job description, and search committee will be decided by the Board of Regents, who will be gathering input via listening sessions throughout the state.

K. Plank: Asked members to review the second round of spring schedule proofs, compared to 5-year deletion report. Be sure to contact K. Plank regarding any courses that should not be deleted.

Adjournment at 2:45 p.m.