December 11, 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, Sonya Cooper, Jennifer Hodges, Tim Ketalaar, Karen Kopena-Frye, Andrew Nwanne, Norma Palomino, Angelina Palumbo, Kori Plank, Beth Pollack, John Roberts, Rolfe Sassenfeld, Dacia Sedillo, David Smith, Shelly Stovall, Katherine Terpis, Monica Torres, and Enedina Vazquez.

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### Agenda Item: Call to order

J. Hodges made a motion to include Academic Sanction Notification at the end of the agenda; B. Pollack seconded; all in favor, motion passed.

### Approval of November 27, 2017 Minutes (handout)

November 27, 2017 minutes were reviewed. Motion to approve by K. Kopera-Frye; seconded by K. Terpis; all in favor, motion passed.

### Transcript Notations

B. Pollack reported on subcommittee recommendations as to what information should be included on the NMSU transcript, and to draft policy language that provides for items to be included on the NMSU transcript. The subcommittee recommends the following items to be included on the official undergraduate and graduate transcripts (as applicable to individual degrees): degree, GPA, major, concentration (if specified), minor, supplementary major, honors, thesis title, and dissertation title. All other awards, recognitions, and special projects should be recognized via letter or certificate from the sponsoring unit, program, department, or college. Motion to approve by B. Pollack; seconded by E. Vazquez; all in favor, motion passed. Recommendation will be forwarded to the Provost for review/approval, with a copy sent to Jim Kroger. E. Vazquez will work with R. Sassenfeld on the legislation/proposition to be submitted to Faculty Senate for consideration.

### Academic Scheduling Policy

M. Torres requested that individuals interested in participating on this subcommittee remain after the ADAC meeting to coordinate the initial meeting.

### Doctoral Program in School Psychology

Second read. E. Vazquez indicated that the CAFs for the 4 new courses, and corrections to courses for this degree will be submitted, effective fall 2019. Discussion was held regarding CAFs being submitted with the degree proposal, new courses requiring HED approval/CIP code, and how to best manage requests for out-of-cycle CAF submissions. E. Vazquez will submit the degree proposal to ADC and the Graduate School now as informational item only. Motion to allow out-of-cycle CAF submissions for this degree made by S. Cooper; seconded by B. Pollack; all in favor, motion passed. Motion to table the vote for this degree proposal until CAFs are approved with the out-of-cycle submissions in early spring; seconded by K. Kopera-Frye; all in favor, motion passed.

### Mentoring Holds (follow-up from previous meetings)

Continued discussions held regarding the use of a department level mentoring holds for students, a hold notice referring students back to their department/college for further information, and the importance of being mindful that any type of hold creates barriers for student registration. Discussion/debrief will be held to reflect on the
Academic Sanction Notification

J. Hodges requested clarification on academic sanction communications sent to students, specifically who sends what? D. Sedillo will send the group a copy of the levels of communication automatically sent by the Registrar’s Office. It was suggested that this be discussed at the centralized advising discussion/debrief meeting.

Roundtable:

G. Fant: NMSU System Summit on 12/13/17, Cabinet Secretary Barbara Damron will participate in the morning, proposed distance education model will be rolled out. Reminder that hiring procedures revised in the summer apply to all campuses – part 1 is campus specific, but the rest applies to all campuses. Working with this group, the Space Committee will handle classroom space on a large scale.

J. Hodges: Thanks to all for the support with the CAASS.

N. Palomino: Participated in the NMSU Doctoral Hooding Ceremony.

R. Sassenfeld: DACC sunset proposals are in committee review; the Justice, Political Policy, and Law proposal was approved; and Senate Leadership Committee debates composition of Chancellor search committee, but with the help of the search firm they are hopeful good candidates will be put forth, at which time faculty can provide valuable input.

D. Sedillo: Final grades due Tuesday, 12/12/17 by 5:00 PM.

K. Plank: CAFs effective Fall 2018 have been processed.

Adjournment at 2:05 p.m.