**ADAC Meeting Agenda**

July 10, 2017  
Milton Hall, room 85, 1:00 – 3:00 PM

**Type of meeting:** Regular ADAC Meeting  
**Facilitator:** Monica Torres  
**Notes:** Marilyn Crawford

**Attending:** Kathy Brook, Mark Cal, LeeAnn Carter (for J. Hawkes), Sonya Cooper, Denise Esquibel, Greg Fant, Debbie Giron, Norma Grijalva, Andrew Nwanne, Norma Palomino, Kori Plank, Beth Pollack, Rolfe Sassenfeld, Dacia Sedillo, Harry Sheski, David Smith, Shelly Stovall, Mónica Torres, and Enedina Vazquez

**Guests:** Azadeh Osanloo

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<th>Agenda Item</th>
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<td>Call to order</td>
<td>M. Torres</td>
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<td>Approval of June 26, 2017 Minutes</td>
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Motion to approve by R. Sassenfeld, seconded by K. Brook, all in favor, motion passed.

**Educational Leadership and Administration Concentration Proposal Clarification**  
A. Osanloo

Distributed a document that further differentiated the six proposed graduate concentrations in ELA. The document listed the courses in each concentration. Motion to approve the Educational Leadership and Administration Concentration Proposal made by E. Vazquez, seconded by B. Pollack, all in favor, motion passed.

**Curriculum Templates**  
K. Plank

Distributed Curriculum Change Application templates. These included applications for new major, new minor, new concentration, new degree, and undergraduate and graduate curriculum change applications. The documents are drafts. Once these applications are finalized they will be housed on the Registrar’s webpage with instructions of how to complete. K. Plank stated she would send out the electronic documents. She requested feedback before the next meeting on July 24, 2017, and asked that this item be put on the agenda for that meeting.

Suggestions for the documents included:
- Add a step on the application’s checklist for approvals to have it returned to the Academic College that submitted to ensure they are notified about the status of the application.
- Add the question “Will this impact curriculum at the community college?”
- Add the NM Council of Graduate Deans and Academic Council of Higher Ed on the checklists for the new major and new degree applications for graduate programs. Changes to graduate programs require these approvals.
- There was a question about whether these forms could be used by the community colleges. K. Plank stated that they may need to be modified for community colleges, but that it could be helpful if everyone used the same form and she will work on it.

**Summary: Centralized Advising**  
K. Brook

Reviewed and discussed the feedback from Policy, Procedures, and Authority Ideas for Central Advising at NMSU document.
- Clarified number 7 – Central advising can increase the limit up to 21 credits, but anything above that would require approval from the college. This is a temporary guideline and will be revisited in January.
- Number 8 will stay as is – there needs to be further discussion on this topic.
- Revised number 14 – Processing of STAR audit exceptions will be approved and processed at the college.
- Revised number 19 to agree.
- Revised number 21 to agree.
- Number 26 will stay as is.
- Revised number 29 to agree.
- Revised number 30 to agree.
- Leave notes/questions at the end of the document.

K. Brook will revise and send out the final document to the group and Jennifer Hodges.

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<td>S. Stovall stated that she send out a reminder email to update webpages by July 31. There should be no major changes after this date. They must be locked in as source documents. November 13th is the date of the HLC site visit, and it is an ADAC Meeting. Stovall recommended keeping the agenda open to possibly meet with the accreditation team during the meeting time.</td>
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G. Fant stated that he needs data for criterion 4.A.6, “The institution evaluates the success of its graduates. The institution assures that the degree or certificate programs it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission, such as employment rates, admission rates to advanced degree programs, and participation rates in fellowships, internships, and special programs (e.g., Peace Corps and Americorps).” This would include data on graduate placement, employment, qualifying exams, and anything that shows the success of your students. Send a summary of this data for the last three years to S. Stovall by 7/17/17.

E. Vazquez stated she is going to Board of Finance next week for the MS Major in Psychopharmacology.

D. Sedillo will be in Albuquerque on 7/17/17 - 7/18/17 to discuss the NM Common Core numbering project.

K. Plank stated that the CAF site is now open. The deadline for departments to submit is 9/18/17. She is working on a document that lists curriculum, catalog, and schedule deadlines for the next 4 years. These will be sent out soon.
- The spring 18 schedule will be sent out to colleges on 7/31/17. All data on the schedule will be rolled. First proof is due on 9/11/17. Second proof out to colleges on 10/2/17. Second proof is due on 10/16/17. Schedule is released to production on 10/27/27.

D. Esquibel stated that the Graduate School is building the graduate suite in Banner. This includes historical information about fellowships, assistantships, scholarships, committee members, grad faculty, and student information. Her deadline to have complete is 7/31/17. Once it has been approved by the Dean it will be moved into production. While working with all this data they came across the issue of thesis and dissertation grades. We give the grades of PR for these courses, and then have to change them to S or U grades later. This is a huge amount of work. They would like to look into issuing S or U grades initially. She asked that this topic be put on the agenda for the next meeting.

Adjournment at 2:22 PM | M. Torres