**ADAC Minutes**

August 28, 2017  
Milton Hall, room 85, 1:00 – 3:00 PM  
**Type of meeting:** Regular ADAC Meeting  
**Facilitator:** Monica Torres  
**Notes:** Denise Lilley  
**Attending:** Kathy Brook, Mark Cal, Sonya Cooper, Greg Fant, Debbie Giron, Norma Grijalva, Jeff Hackney, Jerry Hawkes, Tim Ketelaar, Karen Koper-Frye, Norma Palomino, Angelina Palumbo, Kori Plank, Beth Pollack, Rolfe Sassenfeld, Dacia Sedillo, Harry Sheski, David Smith, Shelly Stovall, Katherine Terpis, Pam Titus, Mónica Torres, and Enedina Vazquez  
**Guests:** None

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<tr>
<th>Agenda Item</th>
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<tr>
<td>Call to order</td>
<td>M. Torres</td>
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<td>Approval of July 24, 2017 and August 14, 2017 Minutes</td>
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July 24, 2017 minutes. Several minor corrections were made to 7/24/2017 minutes. Motion to approve with corrections by J. Hawkes; seconded by R. Sassenfeld; all in favor, motion passed.  
August 14, 2017 minutes. Motion to approve K. Koper-Frye; seconded by E. Vazquez; all in favor, motion passed. A new member was introduced, the new associate dean for the library, Katherine Terpis.

**General Education Course Certification Committee**  
G. Fant  
Deputy Provost Fant reminded ADAC members of the General Education Course Certification Committee, the group tasked with reviewing courses for general education designation before requests go the state for approval and for viewing the wider world designation.

- G. Fant asked if it is time to start this group up again as several areas are ready to go with requests for the state. 9/15/2017 is this year’s deadline for requests to go to the state. All agreed that we should re-launch this committee.
- A question about Viewing a Wider World courses came up. Do we have enough? Do we have too many? Do we need more? Discussion suggested we may have too many. E. Vasquez suggested that we look at data: which of the VWW courses are most commonly taken?
- ADAC members also discussed briefly the common course numbering spreadsheet distributed by Dr. Fant. An opportunity to talk about concerns is forthcoming.

**Course Scheduling**  
S. Cooper  
Request made to discuss issues and challenges with the processes we’re currently using to produce a class schedule. D. Sedillo explained several.

- Volume of requests to make a change in the schedule after schedule is posted.
- Courses not on standard time blocks.
- Cross-listing of courses seems ineffective/inefficient.

Next steps:
- Place back on the agenda in 2 weeks.
- D. Sedillo will do an analysis of types of changes.
- D. Sedillo will bring some information about “best practices.”
- Might need to look at establishing a scheduling policy.
- May be time to resurrect the standard time block conversation.

### Student Complaints

S. Stovall asked that all check with their Deans for the document that was distributed at ADC. Sept. 5th is the deadline to complete this document. Go back as far as possible with student complaints. Student concerns website is live and should be used going forward. It is required to use this system for any complaint that the students put in writing. Please remember to update the status box as the complaint moves through to resolution. S. Stovall will provide more formal instructions for faculty.

### Faculty/Student Publications

S. Stovall has created a table that she will send out for everyone to forward to faculty for summary statements on publications with faculty and students. Presentations at scientific conferences can also be included as long as faculty and students presented together. This will be included in the assurance argument for HLC.

### Articulation

S. Stovall has no indication that there are any articulation agreements with any other institution. If we are using them, they must be on the department website by Friday Sept. 1, including the links to where they are on the webpage. S. Stovall also needs a hard copy by Friday. All agreed that articulation agreements would be housed on the admissions transfer website.

### 5-year Inactivation

The Provost’s office and the Registrar’s office are asking associate deans and VPAAs for their cooperation in cleaning up our course lists. If a course really hasn’t been offered, and departments have no firm plans to offer it, let’s make sure it goes to the inactivation list. K. Plank has cleaned up a few problems with the last lists she sent out and has resent. B. Pollack suggested that there be a way to fast track the re-activation of a course on the inactivation list. She will develop and present a proposal.

### New DACC Program Proposal: AAS Game Development

Summary: Video Game Development (Creative Media Technology Program), 60 credits, a 30 credit certificate already in place, no additional resources needed as DACC already has in place, enrollment is good in CMT courses, job and salary prospects are good, workforce degree. A question was raised and discussion ensued about CMI’s support of this proposal. Subsequent discussion on what factors should ADAC consider when voting on workforce degrees. It was noted that workforce degrees are proposed to meet an immediate or emerging need in industry.

Next Steps:
- Table this request.
- Obtain a letter of support from CMI for this degree.
- Add to the agenda for future meeting time to discuss how to handle the workforce and transfer degrees.

### Roundtable

S. Stovall: will be following up with everyone regarding faculty credentials.
R. Sassenfeld: special meeting of Faculty Senate at 4 p.m. On the agenda are the following: memorial regarding Chancellor Carruthers, academic integrity, experiential education rule 6.67, 6.82-approval matrix, a Carlsbad reorganization, a College of Education reorganization, Dept. of Ed, promotion and tenure issues.
J. Hawkes: ACES welcome back on Sept. 1, 2017, 5 p.m. to 8 p.m. food trucks.
B. Pollack: Writing Center now open, students need no appointment; will send an email regarding.
D. Esquibel: finishing up Star degree audits on graduates.
K. Plank: CAF cycle deadline is Sept. 18.
A. Palumbo: Internship and Volunteer Fair Wednesday 8:00 a.m. to 10:00 a.m. and Thursday 9:30 a.m. - 2:00 p.m. in Aggie Lounge.
Katherine Terpis: Zuhl Grand reopening Sept. 1 8:00 a.m. - 12:00 p.m.

### Adjournment at 3:09 PM

M. Torres