ADAC Minutes

Sept. 11, 2017  
Milton Hall, room 85, 1:00 – 3:00 PM  
Type of meeting: Regular ADAC Meeting  
Facilitator: Beth Pollack and Ededina Vazquez  
Notes: Denise Lilley


Guests: None

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Attendee</th>
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<tr>
<td>Call to order</td>
<td>B. Pollack</td>
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<td>Approval of August 28, 2017 Minutes</td>
<td>Group</td>
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August 28, 2017 minutes were reviewed. Motion to approve by K. Koper-Frye; seconded by B. Pollack, all in favor, motion passed.

**Ad Astra Spring 2018 Predictive Analytics Report/Presentation**  
D. Sedillo

Patrick Cain from Ad Astra Platinum Analytics presented on enrollment data that has been uploaded to Astra from Fall 2017. An overview was presented on how to use the uploaded data to determine best courses to offer; where to increase caps; where low enrollments or over enrollments exist and where rooms are underutilized. Recommendation to begin with the reallocation list and use it as a roadmap to see what is happening with courses. All of the data can be filtered down to the various levels to help in determining action steps in colleges and departments.

D. Sedillo will send out the link, so everyone can review/filter the data for each particular college/department. She will also schedule more trainings on Platinum Analytics with Ad Astra if anyone is interested.

**Faculty Credentials**  
S. Stovall

S. Stovall asked for questions regarding what was send out on faculty credentials. Question: How do we validate if you have someone with experience but not the credentials? Answer: Have to send exception memos to the Provost. G. Fant pointed out that under hiring policy (Part 3, number 8 and number 7), an exception can be made before hiring or a parameter can be set so memos don’t have to be sent for every exception. Parameters need to be entered on the worksheet that was sent. Filling in the spreadsheet does not mean approval; the formal process will still have to be followed. Deadline for the spreadsheet is Sept. 22.

**Undergraduate Concentrations in Electrical Engineering**  
S. Cooper

Electrical Engineering is proposing 4 concentrations:
- Communications and Signal Processing (14 Credits)
- Computers and Microelectronics (14 credits)
- Control and Power (14 credits)
- Electromagnetics and Photonics (14 credits)

These are to give students more depth in particular topic areas. If a student does not choose a concentration, the student will have to choose from a list of electives (15 credits). This item will be added to next meeting agenda for a vote, since materials were not send out for review.
Five-year Inactivation

B. Pollack distributed a proposal for re-activating a course on the inactivation list. This is a first read. This process would give departments the opportunity to resuscitate a course without going through the whole CAF process. Suggestion made to change wording regarding cancellation due to low enrollment. B. Pollack will correct and resend. This item will be added to the next meeting’s agenda for a vote.

Course Scheduling

D. Sedillo completed the analysis of course changes processed by the registrar’s office. The entire workbook will be emailed to everyone. Handouts were given to each area for review. Requested changes included: course additions, accessibility issues, course title changes, classrooms changes, enrollment capacity issues, facilities issues, instructor updates, media equipment issue, meeting time/day changes; mode of instruction (e.g. web to in person). All of these except adding course titles and instructor updates create problems for the entire schedule. Given that there is no approval process in the registrar’s office no requests are turned down. Departments really need to look at these changes as they build the spring schedule.

D. Sedillo proposes that this group have a discussion regarding “Best Practices” in scheduling classes. Research showed that all of the Fall 2015 schedule would fit into MW, TR standard time blocks if used a 10-minute passing period. Does not work if a 15-minute passing period. G. Fant suggested that the Fall 2015 be brought to the next meeting for review again and the discussion continue with moving to a standard time block schedule for main campus. S. Wood suggested that we do not coordinate community colleges into this model as many of them are already using a time block schedule (NMSU-A) or moving towards using a time block method (NMSU-DACC) or have special issues that will not allow it to work (NMSU-C). Everyone agreed to review at the next meeting and if it is decided that it is something that main campus wants to pursue, then the data can be updated an a policy proposal initiated for Fall 2018.

Action items:
D. Sedillo will send out the data from the analysis and bring the Fall 2015 data to the next meeting.
NMSU-A will send out their time block model to the group. K. Brook will bring the COB model used.

Roundtable:

G. Fant: Requested comments on changes to policy through the administrative track. Legal counsel is continuing to work on separating policy from rules and procedures. If you are looking at revisions, please just look at the revision and not where they will be placed, as logistics are changing. Send comments to G. Fant and ADAC. At that point, we will decide if ADAC wants to make recommendation, or if the recommendation should be made by the individual. In addition, Chicano programs has set up a website regarding DACA issues so information can be send out.
K. Plank: CAF deadline is Sept. 18. There are several in initial stage which need to be submitted or they will drop off. She will be sending an email out soon for catalog access information. Each department will be allowed to have up to 3 users. Images in the catalog so can get added, optional.
D. Sedillo: STARS is still upgrading. Kameron will put out training documents to help with the new system.
N. Grijalva: DACC has requested a software called College Scheduler, adds onto banner through the cloud. This software give the students a shopping cart experience when registering for classes. This software will give the student every possible combination available for their schedule by the parameters/filters that they input. Students can choose the schedule they want and if the classes are full it will move to the next preference. This request was taken to IT governance and has been approved. An RFP has to be completed. Since banner is a shared system, it will be best to use it across the system.
S. Wood: Added that M. Torres and our advising department researched users and this product with favorable results. EPCC uses this same system. She feels it is a nice solution for everyone.
D. Smith: October 16 is due date for all department hires and assessment coordinators evaluations.
E. Vazquez: College of Ed Inaugural Symposium is October 19-21. Announcement has been in the Hotline. She will send out the list of speakers to ADAC so everyone can distribute.
| Adjournment at 2:47 p.m. | E. Vasquez |