April 23, 2018
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, Sonia Cooper, Gladys De Necochea, Denise Esquibel, Greg Fant, Debbie Giron, Norma Grijalva, Jerry Hawkes, Jennifer Hodges, Kori Plank, Beth Pollack, Rolfe Sassenfeld, Dacia Sedillo, Michael Schmelzle, Harry Sheski, David Smith, Shelly Stovall, Katherine Terpis, and Monica Torres.

### Agenda Item:

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<th>Agenda Item</th>
<th>Attendee:</th>
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<tr>
<td>Call to order: 1:08 PM</td>
<td>M. Torres</td>
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<tr>
<td>Approval of April 9, 2018 Minutes (handout)</td>
<td>Group</td>
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April 9, 2018 minutes were reviewed. Motion to approve minutes as presented made by B. Pollack; seconded by K. Brook; all in favor, motion passed.

### Academic Program of Study Catalog Section

D. Esquibel noted that the graduate academic program information in the catalog is outdated and needs to be updated. Discussion was held, and revision suggestions were made. D. Esquibel will work with Dean Reyes to make the changes, and will present a revised draft at a future meeting.

### Proposed Changes by HED to the NM Administrative Code

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<th>M. Torres</th>
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Proposed changes by HED to NM Administrative Codes were presented for review. Each of the proposals was reviewed by the group with the following noted for each.

#### Administrative Code 5.5.6 – Post-Secondary Education, Approval of New Undergraduate Programs

This rule is in line with other HED initiatives; however, the following concerns and recommendations were noted. Concerns:

- Does language/definitions in the NMAC fit with language/definitions in NMSU Administrative Rules & Procedures as currently written, or are there conflicts that will need to be addressed.
- Notification of intent to submit new program proposal due 3 months prior to submitting program application 9 months prior to anticipated implementation date of new program; adds extra step, additional layers of approval, and increased bureaucracy to the process.
- Implementation details unclear; not clear who is to submit degree form (department, college, registrar, etc.).
- Will require creation of an internal institution planning calendar.
- May potentially encourage circumventing the process (submit less than 1/3 of a program curriculum revisions until an entire program is revised).
- What constitutes 1/3 of a program? And definition of a “curriculum change?”
- Clarification/definition needed for terms (area of study, option, concentration, significant change, etc.).
- The advisory review committee will convene at least 2 times per year – when will the meetings be scheduled?
- No timeframe provided as to when final decision will be made, and how institutions will be notified.
Recommended Changes:

- NMAC 5.5.6.5 – Change effective date to June 2019.
- NMAC 5.5.6.10.B – Suggest Advisory Review Committee set regular (recurring) meetings at least twice a year.
- NMAC 5.5.6.11.A – Reduce advance notice of intent to submit new undergraduate program to 1 month prior to submitting proposal, and suggest department provide institution notice regarding intent to submit.
- NMAC 5.5.6.11.C – Reduce new program application submission to at least 6 months prior to anticipated implementation date of new program.
- NMAC 5.5.6.11 – Create timeframe as to when final decision will be made. If approved, will institutions be notified? How are approved/denied notifications sent to the institution?
- Significant/substantial – use consistent wording throughout.
- Allow feedback and participation into the development of the forms.

Administrative Code 5.5.2 – Post-Secondary Education, Approval of New Graduate Programs

Concerns:

- Does language/definitions in the NMAC fit with language/definitions in NMSU Administrative Rules & Procedures as currently written, or are there conflicts that will need to be addressed.
- Notification of intent to submit new program proposal due 3 months prior to submitting program application 9 months prior to anticipated implementation date of new program; adds extra step, additional layers of approval, and increased bureaucracy to the process.
- Implementation details unclear; not clear who is to submit degree form (department, college, registrar, etc.).
- Will require creation of an internal institution planning calendar.
- May potentially encourage circumventing the process (submit less than 1/3 of a program curriculum revisions until an entire program is revised).
- What constitutes 1/3 of a program? And definition of a “curriculum change?”
- Clarification/definition needed for terms (area of study, option, concentration, significant change, etc.).
- The advisory review committee will convene at least 2 times per year – when will the meetings be scheduled?
- No timeframe provided as to when final decision will be made, and how institutions will be notified.

Recommended Changes:

- NMAC 5.5.2.5 – Change effective date to June 2019.
- NMAC 5.5.2.10.B – Suggest Advisory Review Committee set regular (recurring) meetings at least twice a year.
- NMAC 5.5.2.11.A – Reduce advance notice of intent to submit new undergraduate program to 1 month prior to submitting proposal, and suggest department provide institution notice regarding intent to submit.
- NMAC 5.5.2.11.C – Reduce new program application submission to at least 6 months prior to anticipated implementation date of new program.
- NMAC 5.5.2.11 – Create timeframe as to when final decision will be made. If approved, will institutions be notified? How are approved/denied notifications sent to the institution?
- Significant/substantial – use consistent wording throughout the rule.
- Advisory review committee set regular meetings twice a year.

Administrative Code 5.55.6 – Post-Secondary Education, General Education Curriculum

Group consensus is that the reduction in general education requirements to 30 credits for associate and bachelor degrees is a good idea. However, the following concerns and recommended changes were noted.
Concerns:

- NMAC 5.55.6.5 – Concerned that implementation date of August 2019 is the same as other large initiative, common course numbering, both are very time and labor intensive.
- NMAC 5.55.6.8.J – Concerned with how completion of general education requirements will be noted on the student’s transcript (registrar office can make notation in top left of transcript, but not sure how to handle notation for each individual course. Also, how to notate student has completed X number of the 31 credits when all requirements have not been met.
- Concern that “passport” doesn’t create the curricular/educational balance required for students to be successful.
- NMAC 5.55.6.11.I – Designate general education approved courses by a statement in the course description in the institution’s catalog; rather than the “G” in the course number as is current practice? Possibly utilize both, designate the “content area” in the course description and the “G” in the course number.
- NMAC 5.55.6.11.J – Institutions must notify department of general education courses that will no longer be offered at least 90 days prior to inactivation. This will require NMSU to re-examine course inactivation processes (CAF and 5 year deletion).

Recommended Changes:

- NMAC 5.55.6.10.A.1 – Provide specific credits required for 22 credits in each of the following six content areas (associate and bachelor degrees):
  - Communications – 6 credits
  - Mathematics – 3 credits
  - Science – 4 credits
  - Social and behavioral sciences, humanities, creative and fine arts – 9 credits
- NMAC 5.55.6.10.A.2 – Flexible 9 (associate and bachelor degrees) – flexible only by institution, or within colleges as well?
- NMAC 5.55.6.10.A.2.b – “other” content areas – must they be “G” courses? Suggest using Second Language rather than Foreign Language.
- NMAC 5.55.6.10.B.2 – Flexible 3 – flexible only by institution, or by various degrees within colleges as well?
- NMAC 5.55.6.10.B.2.b – “other” content areas – must be “G” course? Suggest using Second Language rather than Foreign Language.

Administrative Code 5.55.7 – Post-Secondary Education, Meta-Majors and Transfer Modules

Concerns:

- Are transfer modules required? If so how many are needed?
- Will there be a standard across the state? Is there consistency in degree mapping across the state?
- NMAC 5.55.7.8.H – How will fee for actual cost of maintaining degree mapping platform be implemented? NMSU system, or each campus? Can an institution opt out?

Recommended Changes:

- NMAC 5.55.7.11.A – Curricular changes to meta-majors and transfer modules shall be reported to the department within 60 days. More clearly define “curricular change.”

Administrative Code 5.55.5 – Post-Secondary Education, Common Course Numbering

Concerns:

- NMAC 5.55.5.5 – Concerned that implementation date of August 2019 is the same as other large initiative, general education curriculum, both are very time and labor intensive.
- NMAC 5.55.5.9 – New Mexico Curriculum and Articulation Committee – will convene to advise department on issues related to articulation and curriculum, such as common course numbering, general education
Will each of these issues be addressed at once or individually in separate meetings?

- NMAC 5.55.5.10.M – New common course requests must first be submitted and approved by the department before submitted through NMSU new course request system.
- NMAC 5.55.5.10.N – Approved changes to course description or student learning outcomes are to be adopted by institutions within 6 months of approved change which creates possible conflicts with catalog/Banner implementation at NMSU.
- NMAC 5.55.5.10.O – Institutions must notify department of general education courses that will no longer be offered at least 90 days prior to inactivation. This will require NMSU to re-examine course inactivation processes (CAF and 5 year deletion).
- NMAC 5.55.5.12 – Concern that common course numbering process and general education curriculum process are separate – should be better coordination between the two.
- NMAC 5.55.5.13 – Complaints – clarify when complaints are handled by the institution, and when by the department.

Recommended Changes:
- NMAC 5.55.5.5 – Effective date – propose a staggered implementation.

G. Fant will attend the hearing for above referenced NM Administrative Codes and will use these comments from the University Curriculum Committee.

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<td>R. Sassenfeld: College of Education proposal for doctorate in School Psychology; ARP 4.55; ARP 4.68; and DACC Associate of Applied Science degrees in Building Construction Technology, Cybersecurity, and Medical Assisting all passed subcommittee.</td>
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<td>N. Grijalva: Banner upgrade is complete, please send any issues to ICT.</td>
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<td>J. Hodges: Currently wait-listing students for closed sections, and requests that colleges and departments do the same. Please don’t send students to CAASS or the Registrar’s Office to add closed classes</td>
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Adjournment at 3:00 PM  M. Torres