May 14, 2018  
Milton Hall, room 85, 1:00 – 3:00 PM  
**Type of meeting:** Regular ADAC Meeting  
**Facilitator:** Sonya Cooper  
**Notes:** Vicki Haggard  
**Attending:** Mark Cal, Saundra Castillo (for Monica Torres), Sonya Cooper, Gladys De Necochea, Krystal Espinoza, Denise Esquibel, Greg Fant, Marissa Fowler (for Jennifer Hodges), Debbie Giron, Norma Grijalva, Jerry Hawkes, Tim Ketelaar, Karen Kopera-Frye, Andrew Nwanne, Angelina Palumbo, Kori Plank, Beth Pollack, Mary Prentice, Rolfe Sassenfeld, Dacia Sedillo, Harry Sheski, David Smith, Shelly Stovall, Katherine Terpis.

### Agenda Item:  
**Call to order: 1:00 PM**  
R. Sassenfeld announced that this would be his last meeting, and introduced incoming Faculty Senate Vice Chair, Mary Prentice who will now be attending the ADAC meetings.

#### 1. Approval of April 23, 2018 Minutes (handout)  
April 23, 2018 minutes were reviewed. Motion to approve minutes as presented made by G. De Necochea; seconded by T. Ketelaar; all in favor, motion passed.

#### 2. Academic Program of Study Catalog Section  
D. Esquibel discussed revisions made to this section. Group discussion was held, and further revision suggestions were made. D. Esquibel noted that the procedural information for the MAP section will be removed as it is listed on the actual form. B. Pollack made a motion to approve the Academic Program of Study catalog section as amended; K. Kopera-Frye seconded; all in favor, motion passed. D. Esquibel will work with K. Plank to make sure all of the revisions are made for the 2018-19 catalog.

#### 3. Catalog Language: Student Academic Code of Conduct  
K. Plank presented the revised catalog language for the Student Academic Code of Conduct section of the 2018-19 catalog. The significantly abbreviated section points readers to the NMSU Administrative Rules and Procedures 5.10 and 5.11. K. Plank will add a link to the flow chart and ARP rules referenced in the section. R. Sassenfeld made a motion to approve the Student Academic Code of Conduct catalog language as amended; B. Pollack seconded; all in favor, motion passed.

#### 4. Class Schedule Build Calendar  
D. Sedillo provided the group a copy of the Class Schedule Build Calendar which will be piloted for Spring, Summer, and Fall 2019 schedules. The calendar is based on the work of the Academic Scheduling Policy subcommittee, which is also finishing up work on a scheduling policy. The calendar pertains mostly to NMSU Main Campus, and those utilizing the standard schedule time blocks will be given preferential scheduling. D. Sedillo noted that the Spring 2019 schedules have already been rolled out, and first proofs were due to colleges on May 8, 2018. Due date for Spring 2019 proofs to be submitted back to Academic Scheduling was changed to Wednesday, September 5, 2019 at 8:00 AM to account for the Labor Day holiday.

#### 5. New HLC Policy  
S. Stovall provided the group a copy of the HLC Student Consumer Protection Policy change which will take effect September 1, 2019. Important to note are compliance requirements for posting data associated with items in #5 of the policy. S. Stovall will share the policy with Career Placement.
6. Name Changes: DNP and Graduate Certificate

K. Kopera-Frye presented requests to change concentration names within the College of Health and Social Services. 1) Change Family Psychiatric/Mental Health Nurse Practitioner concentration in the DNP and Graduate certificate to Psychiatric/Mental Health Nurse Practitioner, and 2) change Community Health Education concentration to Health Behavior and Health Promotion. K. Kopera-Frye made a motion to approve concentration names as presented, to be effective Summer 2019; K. Terpis seconded; all in favor with 1 abstention, motion passed.

7. AdAstra Update

Patrick Cain, Ad Astra Representative, presented information from Platinum Analytics regarding Fall 2018 registration behaviors, course filling, and summer conversations for early Spring 2019 planning. Items to consider regarding scheduling include: 1) courses 95% filled to capacity may indicate potential to add sections; 2) courses 70% filled with several sections may indicate potential to reduce sections; and 3) courses filled at 50% or less capacity may consider offering on a rotating basis. Due to issues with AdAstra connecting with Banner, limited information was provided regarding Fall 2018 registration; this information will be presented at a future meeting. P. Cain and D. Sedillo will be looking into more strategic Summer 2019 scheduling.

8. Roundtable

T. Ketelaar: Noted that it was nice to be back in attendance (unable to attend in the spring due to teaching responsibilities). As past Faculty Senate Chair he will get together with past and current Faculty Senate Chairs to discuss the Board of Regents’ recent decision to split the Chancellor and NMSU President positions and associated implications.

R. Sassenfeld: Memorial in support of NMSU Online; Memorial requesting Provost to promote allied faculty appointments; changes to ARP 4.55 and ARP 4.68; and DACC Associate of Applied Science degrees in Building Construction Technology, Cybersecurity, and Medical Assisting all passed Faculty Senate.

K. Terpis: Harry Potter display and Teaching Academy workshop on Primo.

A. Nwanne: Carlsbad celebrated commencement on Thursday, 5/10; thank you to S. Stovall for attending.

H. Sheski: Grants celebrated commencement on Friday, 5/11; thank you to D. Smith for attending.

N. Grijalva: Working through some issues with College Scheduler such as dual credit consistency throughout the system.

B. Pollack: University Art Gallery and downtown Museum of Art joint exhibit at the end of May – there will be shuttle busses to and from the exhibit.

K. Plank: 2018-19 Catalog will be published on June 4, 2018.

D. Sedillo: Reminder – spring final grades are due by 5:00 PM on Tuesday, 5/15/18. G. Fant encouraged everyone to be proactive, reach out to graduate assistants and part-time faculty, and faculty who seem to have issues with submitting grades on time. The first Aggie Welcome & Orientation for the next semester is scheduled for Monday, 5/21/18.

M. Fowler: There are currently 2,300 students who need to enroll for the fall semester; 962 of which have no holds and are able to register – please let students know there are advising appointments available in CAASS. CAASS helping facilitate a scholarship that will assist students with debt; draft out soon; asking colleges to report back on which students they would like to award this aid to.

Adjournment at 2:55 PM

S. Cooper