June 25, 2018
Milton Hall, room 85, 1:00 – 3:00 PM

**Type of meeting:** Regular ADAC Meeting

**Facilitator:** Kathy Brook

**Notes:** Denise Lilley

**Attending:** Kathy Brook, Sonia Cooper, Gladys De Necochea, Krystal Espinoza, Greg Fant, Norma Grijalva, Jerry Hawkes, Jennifer Hodges, Tim Ketelaar, Karen Kophera-Frye, Joe Lakey, Andrew Nwanne, Angelina Palumbo, Hector Sanchez, Harry Sheski, David Smith, and Katherine Terpis.

### Agenda Item: Approval of June 11, 2018 Minutes

**Attendee:** K. Brooks

June 11, 2018 minutes were reviewed. Motion to approve minutes as presented made by K. Kophera-Frye; seconded by K. Terpis; all in favor, motion passed.

### Green Zone Training

**Attendee:** H. Sanchez

H. Sanchez thanked the group for helping to implement the initiatives of allowing the military and veteran students to use their military experience for the viewing a wider world credits and for allowing excused absences for those students who are deployed. Both of these initiatives have helped to make NMSU a military friendly university.

Green zone training is to increase the awareness of military and veterans on campus. This initiative is to create safe zones for the military and veterans on campus using the green color to symbolize military. Eventually he would like to see all of NMSU and branch campuses be a green zone. Training materials have been purchased using a state grant. The training is 20 to 40 minutes and uses an animated simulation format with interaction to help you determine the best way to answer. It will not make you an expert but will help you know the best way to direct our military and veteran students to the support they need. Military and Veterans programs are also offering one-hour workshops on more specific topics. The department has begun using this training with staff in the departments of advising, registration, housing, financial aid, and other student services offices. H. Sanchez wants to create an entire community from those that have taken the trainings. Those that attend the training will have their names listed on the website and receive helpful emails from the military and veterans programs office. H. Sanchez would like the support of ADAC to continue to roll out the program. A flyer will be sent to departments to send along to those that are interested in the training.

### Rule 4.03, Changes in Registration After One or More Years

**Attendee:** K. Brook

Discussion continued from last meeting regarding ARP 4.03 relative to requirements for changes to registration after one or more years; the need for an academic appeals board to review such requests; and whether or not such requests can be handled without an appeals board. Consensus of ADAC is to send this proposed verbiage: “Waiver of the one year deadline may be granted by the relevant policy administrator without convening the Academic Appeals Board in the event that there is evidence (such as the last date of attendance) that the student did not attend the course significantly beyond the deadline to drop/withdraw or evidence of administrative errors in the handling of the withdrawal/drop process. In this case the academic associate dean may make a determination...”
without submitting the issue to the Academic Appeals Board but the determination may be appealed by the Board.”
to General Counsel for approval. K. Brooks will send this verbiage for approval.

4. Proposed Rule on Academic Scheduling

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| Discussion occurred regarding the proposed rule on academic scheduling. Proposed rule was broken into policy piece and time blocks pieces for purposes of discussion. Policy topics discussed included the importance of specialized pedagogy and zeroing out classes. A recommendation was made to change the sentence in section A and F to read, “should rarely set at zero” instead of should never be set at zero. A technical solution is being explored to assist with this issue such as using different fields in banner. G. Fant will take the lead on getting the definitions G and C filled in. N. Grijalva will take the lead on getting the verbiage for N by next meeting. Schedule time block topics included how the time blocks would be made known to the colleges, whether they should be included in the policy document and minor changes to the two-day time blocks to alleviate conflicts. N. Grijalva made a recommendation to house the time blocks on a separate page so that when changes occurred the policy would not also need correction. In the policy, a statement could be included on where to find the time blocks and how they are corrected. D. Smith made a suggestion to change the two-day time blocks from 10:20 to 10:30 and from 1:10 to 1:30 to eliminate conflicts that the current blocks will cause with students’ schedules. He will send out the spreadsheet to show this process for everyone to look at. Everyone to get additional feedback from his or her departments regarding the pilot of the time blocks. This item will be placed on the 7/9/18 agenda for approval.

5. Roundtable

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| H. Sheski: Faculty and students are going to Skills USA in Louisville, KY. A. Palumbo: Last day at NMSU will be Friday. Various people will be helping with her duties until a new director comes on board. Had 139 students going abroad this year, please continue to support these efforts. G. Fant: Email went out on Friday with updates to the state regulations. Website will show the new rules. One to take note of is that Associate and Bachelors new degrees will now require state approval. He encourages that everyone review the links that were sent. Departments need to be looking at the HED common course numbering that is occurring. He will push the link out to this group again. Starting to gather the issues that are emerging. N. Grijalva: Moving to banner 9 INB side by November on the admin side, the self-serve side will be next year. J. Hawkes: ACES has several summer programs running for youth that should wrap up next week. There are several other programs going on this summer as well that will be wrapping up in July. K. Espinoza: Summer one grading is open for grading and will open up again at the end of summer. Grades will not be pushed until summer is concluded. J. Hodges: Advising is currently focused on orientation. Starting to reach out to tight end courses, encouraging main campus start rather than a community college. Working with the community colleges on Aggie Pathway courses that are already filled. S. Cooper: Many summer programs going on. D. Smith: Will be getting out the updated guidelines for assessment; received a small grant to see how we align with Passport to see if we can be a Passport university. G. De Necochea: College of Ed seeing lots of new faces, student camps, lots of new energy. K. Koperia-Frye: Nursing boot camp- getting lots of students registered. Two new faculty starting and a department head search will be concluded soon. K. Terpis: Library ticking along. Outreach to get everyone familiar with Primo, can do trainings for anyone who wants it. K. Brooks: Reminded group that next meeting we will vote for a new chair and vice chair so please attend the meeting.

Adjournment at 2:30 PM

| K. Brooks |