

# ADAC Meeting Minutes

January 26, 2015

Milton Hall, room 85 2 hr.

**Type of meeting:** Regular

**Facilitator:** Sonya Cooper

**Notes:** Norice Lee

**Attending:** Beth Pollack, Greg Fant, Cassandra Lachica-Chavez, Susan Bussmann (guest), Kathy Brook, Teresa Keller, Norice Lee, Jim Libbin, Larry Blank, Tim Ketelaar, Monica Torres, Lou Reyes, Kristian Chervenock, Harry Sheski, Pamela Jeffries, Jim O'Donnell, Sonya Cooper, Stuart Munson-McGee, Norma Palomino, Andrew Nwanne

Time:	Agenda Item:	Attendee:
1:00 PM	Call to order	Cooper
5 mins	<b>Approval of 1/12/15 Minutes</b>	Group
Approval of 1/12/15 minutes will occur next meeting		
5 mins	<b>Re-structuring of ADAC Chair service</b>	Cooper
Sonya briefed everyone on an opportunity for Fall 2015 that would preclude the availability for serving as chair during that time. She proposed a model of her serving this spring and next spring 2016, and Beth in the fall 2015, and asked if there were any concerns.		
Kathy Brook moved to accept the plan for Sonya to be ADAC Chair this spring through August and then Beth resume the Chair position next Fall. Louie Reyes 2nd. Motion carried.		
15 mins	<b>ProctorU</b>	Bussmann
One of last year's Online Infrastructure Task Force recommendations included the use of a DE Exam Proctoring Service (handout) for the Las Cruces campus. The focus is for students taking online courses (e.g., physically at a distance, or under medical restrictions). Can go to distance.nmsu.edu, under student dropdown tab. Instructor will have to allow and has to go through protocols outlined by ProctorU (instructor will administer through CANVAS). Student pays fees--see Cost Schedule. Costs based on how much time instructor has allotted for exam. There are video links on the page for instructors. Also includes language that will need to be inserted into syllabi (e.g., an accessibility statement, cost of proctoring). There are accreditation issues. Pollack--Question on whether students have to use this service if it's already set up in CANVAS. Answer from Bussmann--No, they don't have to use ProctorU. Authentication and safety measures, such as a web cam to show IDs, are in place through ProctorU. International students can also access this service; time zones need to be taken into consideration. Student payments for proctoring go directly to ProctorU. If ProctorU is required, students need to know up front. Reyes--Question: if a student has a disability, accommodations, time, costs, etc., will that be addressed? Question from NMSU-Carlsbad: Who's responsible if there's a technical difficulty? Bussmann--she'll have to find out more and get back with us. Bussmann--ProctorU is already out there and live.		
30 mins	<b>Retroactive Course Withdrawal Policy</b>	Fant
Question 1: is everyone comfortable with the actions starting with the student and their Dean? Group response: Yes. Questions 2: Catalog Revisions (6.92) -- See handouts. All the blue text is new, proposed. Also added an online option (hopefully will become a "self-service" option). Also, there needs to be clarification on mini-semester withdrawal deadline dates. Added other clauses, e.g., privileges they lose. Broke down "student medical withdrawal" and "medical conditions of a family member". Clearly spell out administrative withdrawals "from a course" versus "from the university". On the form, Pollack recommended that language be added about the effects of a "W", to include that		

a "W" will appear on their transcript. Munson-McGee: Provide the ability to upload documents under "Please give a detailed explanation for requesting an exception." Libbin: Would like withdrawal requests to start with adviser before going to College. Reyes raised concerns about students who are continuously withdrawing due to medical issues. LaChica-Chavez said that at UTEP they made a policy that only allowed (3) medical withdrawals. Also on form, ask specifically for "NMSU" email. Carstens: add "t" to even in first paragraph under "Administrative Withdrawals" header. Also be more clear about how process is initiated (e.g., through Registrar). Further recommends that only one email address be used: [registra@nmsu.edu](mailto:registra@nmsu.edu). This would need to be introduced to Faculty Senate by March meeting. This needs to get through asap for DACC's accreditation. Will also need to go through ADC and Board of Regents. All revised proposed policies will be provided to ADAC in advance of next meeting. Watch emails so that we are prepared for next ADAC meeting.

**Limiting Online Enrollment by State**

Fant

Problem with Arkansas because they require on-site requests and we know we won't do that. Fant wants to know how to proceed. We have to know this by accreditation time. Four problem states so far. ADAC would like to see more information before deciding whether to include or exclude from out-of-state offerings. We could also just say we would go with SARA states only (when this becomes an option), hoping SARA legislation will go through this session. Active military are not a consideration. All of this has to do with "Consumer Protection" of individual states.

30 mins

**Faculty Senate Propositions**

Blank

Follow up on Prop 7-14/15 (See draft policy change proposed) (Blank). Essentially they are removing language that relates to tuition. Motion by Blank to "Change the graduate catalog language 'other than for tuition purposes'"; 2nd by Ketelaar. Motion carried

4.05.50 on Faculty Grievance Review and Resolution (Blank).

1st issue raised by ADAC: There will be further discussion at next faculty senate meeting regarding what happens when a board member leaves then returns. 2nd issue raised by ADAC: Fair and Impartial Mediation and Hearing Process. More on this later.

Section 6.82 of Policy Manual, Definitions of Major, Concentration, Specialization, Option, etc. Draft provided; feedback needed. This draft is currently not being reviewed by FS. Munson-McGee would like this to get through this academic year, but if not, an early proposition next year; therefore he would like feedback within two weeks. Can send to Munson-McGee. Carstens thanked Munson-McGee for work done on this; he will send comments to Munson-McGee. Carstens would also like clarification on what "pathway" means--is it a marketing term, or something more meaningful that could be transcribed. Pollack Question: Do we need to do anything with HLC on changes? Fant and Carsten believe not to any great extent, e.g., notifications. Arts & Sciences has the only supplemental degrees.

Section 5.90: Work is in progress.

5 mins

**Roundtable Updates**

Group

**L. Blank-** – Chair has organized task force to address 120 credit minimum.

**Munson-McGee** -- revise page 29 in Graduation Requirements to strike second bullet that references "remand a student to the English remedial laboratory". Question from Blank to Fant: Status of Banner/Canvas grades? Per Fant, they are currently looking at inserting mid-term grades, but there needs to be more faculty input. There are also technical/grading issues within Canvas.

**B. Pollack** – Starry Night - A&S fundraiser -- Saturday night February 7th \$50 single, \$80 couple, heavy hor'devours at NMSU Center for the Arts

**Library** – Active Killer training for faculty, staff, and students last week. Over 60 attendees at both sessions (pre-scenario lecture followed by scenario). Very informative and well attended by student employees and staff.

**NMSU-Grants-** Community College Round Up next Fall. Let them know if they need to be aware of any scheduling conflicts. Student Learning Assessment as potential theme.

**No other items**

3:00 PM

**Meeting adjourned**

Cooper