NMSU Faculty Senate Vice-Chair Report–November 2020 Activity
Submitted by Susan E. Beck

Associate Deans Academic Council Meetings
Dates: November 9, November 23 meeting cancelled—Thanksgiving week

1. **Fall course evaluations** (Beck, Olssen)—Three questions suggested by Faculty Senate that departments can opt to include in fall 2020 course evaluations are now available via the EvaluationKIT at https://learning.nmsu.edu/request-forms/request-form-evaluationkit/
2. **Student tech is here to help!** (Dugas) See list of resources for students at https://studenttech.nmsu.edu/resources-for-students/
3. **Student learning outcomes guidelines for new courses** (Lakey)—With the new system for submitting courses, David Smith will work on guidelines to be placed on the Provost's page for departments to follow and will bring back these to ADAC.
4. **UPAC/Role for ADAC, and interim curriculum approval**—The first meeting of the University Program Approval Committee (UPAC), as approved by Faculty Senate this fall, is Dec 14th. Joe Lakey, Associate Deans Advisory Council Chair, and Susan Beck, Faculty Senate Vice Chair, are co-chairs of the committee. **If any faculty senator would like to serve in my place as co-chair, please contact me ASAP.**
5. **Scheduling conflicts for courses that serve multiple colleges**(Garcia/Plank)—Center for Advising and Student Services has been using roadmaps to help 'on-track' students determine whether or not they can complete the recommended courses based on course offerings for that semester. The Fall 2021 schedule will be published on February 15th so these issues should be noticed with time to find a resolution. However, departments are encouraged to meet and discuss some of the challenges before schedule planning begins. The new Course Leaf Section Scheduling system should help department heads see other departmental offerings to assist the planning process.
6. **Exceptions on 2nd Degree Requirements** (Hodges)—The initial recommendation was that 2nd degree-seeking students are classified as Seniors. After much discussion, this topic was tabled for a later meeting.
7. **Faculty Development** (Kollman)—Based on input from Faculty Senate, Kollman suggested putting together a course shell that instructors can mimic into their Canvas courses. There will be additional class trainings the week of January 14th. If anyone hears any other ideas that would help, let Kollman know.
8. **Faculty Fellows positions** (Kollman)-- The Provost has approved funding for eight faculty fellows that will focus on faculty development for Spring 2021. There will also be additional funding for TAs to work with Robbie Grant's team in providing technical support for courses. The application will go live Thursday and applications will be reviewed after Thanksgiving.
9. **Eight-week term structure** (Kollman)—The eight-week structure primarily applies to lower-level general education courses. One of the reasons students may select other institutions as opposed to NMSU-O is shorter class terms and the flexibility with the number of opportunities per year that students have to enroll in the institution. The target audience for the 8 week courses are adult learners.

ADAC Preparation – Sept. 28, 2020 – S.Stovall

1. **Incorporating Annual Academic Departmental Assessment of Student Learning reporting into annual Program Review (ADPR)/Strategic Planning reporting.**
   a. Prior feedback from ADAC supported a move to incorporate annual Program Review (ADPR) update reports into departmental Annual Strategic Plans; only the Strategic Plan would be submitted and would serve both purposes.
   b. Another step in the goal to streamline and align reporting includes submission of Annual Academic Departmental Assessment (AADA) of student learning reports. We are proposing that we consolidate report submission so that both the Assessment Report and the Strategic Plan Update are submitted simultaneously or at least in the same workflow process; this supports efforts to have departments use findings from their assessment of student learning to inform their Strategic Planning. We are considering two possible schedule/feedback models for AADA reporting, detailed below.
   c. As discussed at the prior meeting, we are working on using WorkFlow (in DM) to facilitate the submission, review and feedback process for these complimentary activities into one workflow.

   WILL BE SEEKING A RESONSE/RECCOMENDATION:
   1. Do you support incorporating annual Assessment reporting into the Program Review/Strategic Planning process?
   2. Feedback on assessment reports would still be provided by the AADA committee with one of the following two possible time lines. Would you recommend a plan where:
      1. Assessment reports, retaining their current academic-year scope, are submitted in the fall (October) with review and feedback provided by the AADA committee prior to submission of Strategic Plan updates (likely late January)? This would facilitate immediate incorporation of assessment feedback into strategic planning.
      2. Assessment reports move to a calendar year scope and are submitted at the same time as the Strategic Plan (likely late January); feedback is provided during the spring semester and impact is incorporated into the following Strategic Plan cycle?
      Note – we are providing some flexibility in AADA reporting deadlines for fall 2020 to accommodate for pandemic-related challenges in data collection and analysis. Departments are encouraged to submit reports by Oct. 31st, with feedback provided by January (consistent with option i. above). Reports will be accepted through January 2021.

2. **Standard Licensure Statement for Catalog**
   a. As we have discussed new federal regulations require institutions to provide information to students about programs that meet licensure requirements; specifically about whether the program meets licensure requirements in each US state and territory. There is a task force working to bring NMSU into compliance with the regulation. (You will continue to hear about this is future meetings.)
   b. A first step is to collect information from programs with licensure components. All should have information about whether or not the program meets State of NM requirements; some will have information about whether the program meets licensure

requirements in other states (e.g. where they may currently place graduates). **To gather existing information, Catalog updates will require programs with licensure components to identify any/all licensures related to their program, and any states where they know they DO meet licensure requirements.**

   c. For consistency, we would also like to incorporate a standardized catalog statement regarding licensure, such as follows:

Licensure
For information about which states successful completion of this program fulfills eligibility requirements to take a licensure exam(s) or to meet licensure requirements, please see _____(insert hyperlink to the website).

WILL BE SEEKING A RESONSE/RECCOMENDATION:
     1. **Approval of the verbiage as provided, or approval with recommended changes/edits.**

3. **Documenting Academic Student Concerns**

Clarification about use of the Academic Student Concerns system:

- Essentially, **QuickConnect** is when *an __instructor__ has/reports a concern* about the *student* participation/progress in class – i.e. identifying when the student may be in distress or in danger of failing the class. The idea here is to provide intervention to get the student back on track.
- **Report a Concern** is when the *__student makes a complaint/concern__ about the course or the instructor/instruction*. This would include things like the instructor not showing-up/cancelling class; unfair grading/treatment of students; instructor acting in appropriately; etc. It is also possible that a student could complain/have a concern about another student's behavior in class or the perceived lack of control by the instructor to manage the class/student behavior. Per policy, this is why the student is directed to take the concern directly to the faculty member, and then department head if needed, and why *faculty are not required to report the complaint/concern at the course level*. It is up to the faculty member to decide if they want to use the system to document the complaint or not. (I think in most cases it would not be necessary, but if the faculty member wants to document the complaint and their response to address the complaint, the system does help keep that record easily accessible and date/time recorded should they need to refer to it at a later time.) Only those concerns that are elevated to the college dean/associate dean(s) are required to be entered into the system.
- **Reporting Academic Misconduct** is when the *__instructor__ reports a case of academic misconduct to the Academic Misconduct officer* – i.e. a student or group of students are found to be cheating on a test, plagiarizing, etc.

FOLLOW UP FROM LAST MEETING:
     1. **Would you like to set up training on use of the Academic Student Concerns system?**

4. **REMINDER – ACTION REQUIRED BY OCT 12: Articulation Postings**
    a. Per HLC requirement, NMSU must post any Articulated Academic Agreements that we are actively advertising/using with other academic institutions. *This does not include Affiliation Agreements for student placement in practicums/etc.*
    b. The need for many articulated Agreements (particularly within the state) were negated due to the state's adoption of the GE Core, which guarantees transfer of G courses across the state. NMSU's participation in WICHE Interstate Passport may further negate the need for many articulations with institutions outside of the state of NM.
    c. In addition, NMSU instituted the Transfer Course Equivalency matrix, which automates articulated courses (within and beyond NM), once they are approved by the department owning the prefix. This further negates the need for posting specific Agreements that are already met through use of the Transfer Course Equivalency matrix (https://nmsudirect.nmsu.edu).
    d. In preparation for our last HLC site visit, we confirmed that most Affiliation Agreements were out of date or not active; in many cases the need or conditions for the former Agreement were not longer applicable. In addition, we've instituted a formalized process whereby such agreements must be approved through the college, accreditation, general counsel and the provost.
    e. Only those Agreements that stipulate transfer *outside of what is included in the Transfer Course Equivalency matrix* are required to be posted by the institution. (See Evaluation of Transfer Credits, specifically Level 3, in the NMSU Catalog: https://catalogs.nmsu.edu/alamogordo/general-information/transfer-students/.)
    f. To eliminate duplications and inconsistencies in posted Agreements, NMSU has adopted a practice whereby the required Articulated Agreements are posted on the Department's webpage, **and a link must be provided to the Student Records Office** so that the link to the Agreement is available from NMSU's Transfer website: (Admissions Transfer webpage: https://admissions.nmsu.edu/how-to-apply/transfer-students/ - bottom of this page links to Currently Posted Articulation Agreements – all are in College of Engineering at this time)
    g. Additional Relevant Information:
        1. ARP 4.62: https://arp.nmsu.edu/4-62/
        2. Overview of MOUs, Articulation, Agreements: https://accreditation.nmsu.edu/cooperative-agreements/

ACTION REQUIRED; FOLLOW-UP IN OCTOBER: Please do the following no later than Oct. 12
1. Please check with your departments and review departmental websites to determine if any department has posted Articulation Agreements.
2. If they have, please verify that the Agreements are current, active, and have been approved through university procedures (dean, accreditation, general counsel, provost).
3. If posted Agreements have gone through university procedures and are approved, check the Admissions Transfer webpage to ensure the Agreement is linked on that page; *if not, send the link and information to the Student Records Office* to be posted.
4. If Agreements are current and active but have *not been approved* through university procedures, you should immediately initiate the approval process (information

provided at https://accreditation.nmsu.edu/cooperative-agreements/). If Agreements are *posted as official Agreements* – even if they do not extend beyond the Transfer Course Equivalency Matrix – they must be approved through university procedures.

5. Once approved, **it is the responsibility of the department to post the Agreement(s) and forward the information and link to the Student Records Office**.