

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

### **Associate Deans Academic Council Meetings**

Dates: September 14 and 28

1. Navigate Student--The advising unit is currently using Navigate. Financial Aid will be trained later this semester. This is a system-wide application that will also be used by branch campuses. Other units around NMSU will begin being brought on board with Navigate in January 2021. NMSU is also working with EAB to create a Canvas integration with Navigate. Navigate will be accessible via cellphone application or desktop.
2. NMSU-O Enrollment Goals & Marketing--Sherry Kollmann outlined strategy on setting NMSU-O enrollment goals. The division is looking to establish targeted enrollment goals – Dr. Kollmann will reach out to each Associate Dean to discuss what this will look like for their college. In addition, you may start to notice updated marketing materials to enhance SEO.
3. Tech Support for Hybrid & Synchronous Classes-- N. Grijalva updated the group that requests for support are less than initially anticipated. If anyone needs tech support for classes, please submit request to [learning@nmsu.edu](mailto:learning@nmsu.edu) and someone will reach out.
4. In-Person Exam Scheduling-- Student Records has initiated the process of scheduling rooms for final exams. Records is facing a few challenges scheduling rooms with enough seat capacity to accommodate social distancing guidelines. For HY courses, the department needs to event requests for any exams requiring a room. No rooms will be assigned to HY, ONL or WB courses unless requests are submitted. For traditional face-to-face classes, the scheduled classroom will be assigned to the exam scheduling block unless a request for a different (or additional) room is made.
5. Mini-mester 2 courses-- There is an urgent need for mini-2 courses for undergraduate courses. As of this morning, there are only three open courses – none of which is VWW or General Education. What information would be useful from CAASS to provide more mini-2 courses? COE requests funding to support additional courses.
6. Annual Academic Departmental Review of Student Learning & Annual Program Review/Strategic Planning—Shelly Stovall's office is looking into incorporate annual Program Review (ADPR) update reports into departmental Annual Strategic Plans; only the Strategic Plan would be submitted and would serve both purposes. They are working on using WorkFlow (in Digital Measures) to facilitate the submission, review and feedback process for these complimentary activities into one workflow. Shelly's office is seeking feedback on this plan. *I can share her 4 page document if any of you are interested.*
7. Standard Licensure Statement for Catalog-- 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. *I can share her 4 page document if any of you are interested.*
8. Academic Student Concerns System—<https://concerns.nmsu.edu/> This is used is when the student makes a complaint/concern about the course or the instructor/instruction. If interested in training on this system, contact your department head and/or Shelly Stovall. . *I can share her 4 page document if any of you are interested.*

### **Other topics**

**Student streaming and sharing of faculty lectures/course material**—Met with Ann Coomes, Dean of Students, and Roy Collins, General Counsel. September 8, 2020. Problem arose with student(s) streaming faculty lectures and course material outside, I believe, the University. Per [ARP 11.05 Part 6 d](#)

faculty have intellectual property rights for their course materials. Streaming is not copying but it is re-distribution of content and this is considered a copyright violation under US Copyright law (Title 17 USC).

We came up with a couple of solutions. Update the Syllabus generator on the Provost's page at <https://provost.nmsu.edu/faculty-and-staff-resources/syllabus-resources.html> to include copyright statement pointing out that faculty own course content which precludes copying, remixing, redistributing, sharing outside NMSU without the creator's permission. Of course, faculty could update this info if they wanted to post a [Creative Commons license](#) overlay. Another idea is for Dean of Students to update students each semester of appropriate behavior that discourages copyright violation.

**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. 31<sup>st</sup>, 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 in 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 inappropriately; 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.**