

Academic Leadership
February 8, 2018
Minutes

Present: Lita G. Bernal, Brenda Ortega, Rolando Rael, Maxine Hughes, Rick Baca, Francisco Apodaca, Anita Roybal, Dr. Sharon Lalla and Mary Duran (minute-taker).

It was noted by Dr. Lalla that Joe Salas from Santa Rosa Satellite is also a member of the committee and Linda Salazar from LRC is also a member of the committee. They will be invited to next meeting.

The meeting was called to order at 9:05 a.m.

- Academic Leadership.
 - Dr. Lalla advised that the Academic Leadership is comprised of everyone present. Mary Duran will take the minutes, Joseph Salas from Santa Rosa and Linda Salazar from LRC will also be invited. Its purpose is to inform each other and to inform Shared Governance Council.
 - Dr. Lalla shared a handout with the group with bullets of its responsibility and opened the floor for discussion after all have reviewed the document. Once everyone present reviewed the document there was brief discussion; the following was discussed:
 - Clarification of Governance Council and Shared Governance Council - they are one and the same.
 - The group participates in the academic areas for implementing the Board policy on shared governance. This group will meet, discuss, and gather information and two people will be appointed to take to Government Council.
 - There was concern on voting members (chair structure) and if this group should have two Academic groups (one formal group being the leadership group and one regular group). The concern was that at the regular meetings they could discuss student or office issues with each other to help each other out. It was finally decided that the meeting should not be so complicated and remain informal with possible changes later.
 - The group participates in the Academic Affairs meetings. Dr. Lalla meets with the Chair / Board member Gutierrez and they put the agenda together and asked for agenda items.
 - Each member will be required to participate in at least one of the institutions committees each year. Dr. Lalla provided a brief overview of the different committees and its members. She noted that the committees were all in existence and each committee Chair provides a report on the committees progress.
- There was discussion on example issues that should evolve from this group and in need of conversation: *Faculty believe they should be involved with the creation of each semester scheduled, *Who's responsible to approve work after hours, *absences from your class, etc. Jessica McGee is on release time this semester to deal with adjunct and assessment planning.

- There was discussion on backup for minutes taking of this group meeting when Mary is absent. Office Assistants would rotate in an alphabetical manner by department and would be revisited at a later date.
- The issue of travel and communication with more time to prepare and who is actually going to be allowed to participate in the travel. A discussion evolved around the difficulties understanding how to request travel. Maxine provided an example of how she trained her department to request and use travel. Office managers were not informed or perhaps untrained on travel requests. Leadership indicated that there is a need to get clearer guidance. Dr. Lalla reminded the group that the responsibility goes back to the directors - to be careful how we communicate with our employees as there is no guarantee that the travel will be approved.
- A discussion regarding the NMHEAR situation was held regarding faculty senate's role and the changes regarding the approval process. Jessica, Faculty Chair, will not be approving pd this semester after all but will put it in place next academic year. Many changes caused confusion.

Budget

- Approx \$1.5 million is not being spent in academics this year. Discussion regarding why we aren't spending money even after President let us know that we should be looking at current needs. An example of not spending was regarding faculty advisors and the decisions made by directors to hire temporary full-time or full-time advisors. Others stated that they were not aware or in a position to hire advisors.
- It was noted that faculty recruitment is an issue. Current salary is a problem as is recruitment activities. Will discuss in Academic Affairs meeting next week.
- Mary would be scheduling one-on-one meetings with the Academic Directors budget proposals. Additional training days would also be forthcoming
- There was discussion on budget sweeps and whether we have a say about when and what is swept. This to also be discussed in Academic Affairs meeting.
- Dr. Lalla also reminded the group of their responsibility to keep their own budgets on the TERFS for adjunct, as the VP of Finance does not sign off on them.

Updated Guidelines

- Guidelines are being considered. Changes will be discussed at next meeting.

Academic Checklist

- Academic Checklist will be provided at the next meeting. Dr. Lalla explained that this checklist includes what work they are responsible for as an Academic Director. It will be sent via email and discussed at the next meeting.
- Catalog/Curriculum
Dr. Lalla encouraged the group to look at the verbiage in the catalog. The deadline for all changes to Registrar is 03/15/18, after having gone through the Curriculum Committee.

- Syllabi for HLC
Dr. Lalla informed the group that HLC has requested syllabi per five different programs - three sets of each syllabi (regular class, E-web class & 8 week course). Dr. Lalla will send the details via email and need the syllabi by Friday, 2-9-18

Miscellaneous

- A unanimous decision was made to place faculty salaries as highest priority for Instruction and will be conveyed to the Board of Trustees at the Academic Affairs meeting.
- A baseline for instruction was discussed to avoid future disruptions to academic departments. It will be shared at the next Academic Affairs meeting.

Meetings and Agenda Items

The following meetings are as scheduled: March 8, April 19 & May 24.

Agenda items for next meeting: Budget, Faculty Salaries, Recruitment

The meeting was adjourned at 11:37 a.m.