

Academic Leadership
March 6, 2018 Minutes
STEM Conference Room TE126B

Present: Dr. Rolando Rael, Joseph Salas, Brenda Ortega, Linda Salazar, Francisco Apodaca, Maxine Hughes, Rick Baca, Lita Bernal, Dr. Sharon Lalla and Mary Duran (liaison)

Call to Order. Dr. Lalla called the meeting to order at 8:38 a.m.

Approval of Minutes - February 8, 2018. Dr. Rael entertained a motion to approve the minutes with a minor modification; it was seconded by Maxine Hughes.

Approval of Minutes - February 9, 2018. Maxine Hughes entertained a motion to approve the February 9, 2018 minutes as presented; it was seconded by Dr. Rael.

Approval of Agenda. Francisco Apodaca entertained a motion to approve the agenda as presented; it was seconded by Joe Salas.

- **Faculty Qualifications.** A copy of the HLC Guidelines was distributed. Faculty qualifications were referenced; it was noted that when submitting department matrices, they must explain fully, and include dual credit instructors as well. A list of dual credit classes from July 2016 to present were passed out to the department directors (Allied Health, Humanities, Vocations, School of Business and STEM) who had dual credit classes during that period. A follow-up meeting will be held after the HLC visit.
- **Director Checklist.** The checklist provided noted documents required / deadlines. Dr. Lalla reminded the directors that not only do we need the syllabi for each semester, but they must keep (5 years) Syllabi in their departments as well. She noted that Faculty Senate President Jessica McGee would be conducting a sweep of all master syllabi. She briefly went over each item on the checklist (matrices, early alerts trainings: FERPA, Active Shooters, etc.) There were questions/discussion on online trainings and its effectiveness.
- **Course observations.** Dr. Lalla explained that it is not necessary to observe all classes, however evaluations must be conducted for all classes. An advisement report prepared by Dr. Rael was also passed around for everyone's review.
- **End of semester grades turned in by deadline.** The academic directors were reminded that they should all be in charge of this. Office Managers are in charge of helping with paperwork, but directors must be doing the work. Perception is that academic directors are only doing paperwork and nothing more, so maybe communicate with office managers.
- **Creating a Purpose Statement.** The following was discussed:
 - The purpose of the Academic Leadership Team is to provide leadership & direction in the planning development & implementation of all academic areas directed by the strategic plan including faculty and staff support, development, programming, curriculum, instruction, budget, scheduling, assessment and vision.

- Outcomes - Committee Priorities: determine/ implement data necessary to measure program development and success. Define and evaluate the current strategic plan in alignment with the institutional initiative.
 - Baseline - defining instructional baseline to maintain
 - It was agreed that the directors could think about this and email Dr. Lalla with their ideas.
- **Summer Schedule:** Dr. Lalla brought up the idea of five-week summer classes in case HLC didn't grant the accreditation, and if it was approved then provide another 5 weeks at end of June.. There was discussion / questions if HLC would pull accreditation before semester ends. The group did not agree that it would be in the in the best interest of the student to offer five-week courses; they suggested that we offer eight-week courses in good-faith contract with student. The group requested that HLC lets us know if we can proceed with the classes or not.
- **Next meeting date, time & place.** The next meeting is April 19, 2018, 10:00 a.m., STEM Conference room TE126B. It was noted that the group may be meeting every two weeks.
- **Adjourn.** The meeting adjourned at 9:55 a.m.