

Academic Leadership  
May 30, 2018  
STEM Conference Room TE 126B

Present: Dr. Rolando Rael, Lita Bernal, Francisco Apodaca, Dr. Sharon Lalla, Maxine Hughes, Rick Baca, Dr. Anita Roybal, Linda Salazar and Mary Duran (Liaison)

**Call to Order.** Dr. Lalla called the meeting to order at 10:10 a.m.

**Approval of Minutes. 4/16/18.** Francisco Apodaca entertained a motion to approve the minutes with a couple of minor correction; it was seconded by Maxine Hughes

**Approval of Agenda.** Dr. Lalla opened the agenda to add anything else that needs discussion. She added "VII. Other" under VI. Department Updates and will be a general agenda item. Francisco Apodaca entertained a motion to approve the agenda with the recommended addition; it was seconded by Dr. Rael.

**HLC May Meeting.** Dr. Lalla briefed everyone a little about the HLC meeting. She noted that HLC had a court reporter present at the hearing, and we received a follow-up letter advising that if we have anything we would like to add or share we could do so by June 13th. Dr. Lalla went on to say that we represented Luna in a professional way. She noted that President Ricky Serna gave a 20-minute historical report about Luna and Amanda Ortiz presented a speech - she did a great job.

A suggestion was made to perhaps send a survey out to the community - then send to HLC as evidence to further our cause. It was tabled.

**Evaluations.** (performance appraisals) A discussion about performance evaluations was had. Most evaluations had been done, but there were a few who needed to submit them, needed signatures or just not quite done. Dr. Lalla advised the group to please make sure they are completed by June 1, 2018

Maxine Hughes noted that in the past faculty were allowed to evaluate their director. The group discussed this a little further, and there were different ideas. Dr. Lalla will bring this up again next year for further discussion and consideration.

## Reports

**Shared Governance** - Dr. Rolando Rael noted that the group met last week and approved the bylaws for Shared Governance. The group are currently looking at policies on naming LCC buildings. There was discussion on the Shared Governance Process, the Presidential search - Zillo Search Committee and who defines the shared governance agenda.

**Faculty Senate** - Linda Salazar reported that they are working on the faculty handbook. Discussion included after-hours lab for online tests. Suggestion: testing area (proctoring) - this issue will be given DE sub-group.

## Department Updates

**Humanities** - Dr. Roybal noted that they will be having Jimmy Santiago Baca here on June 7, 2018, 11:30am, MEC auditorium. Mr. Baca will have book signing and readings. Dr. Roybal will send Mary Duran flyer to send out to all students.

On June 11 - 15 the Annual AG Teacher's Conference will be here at LCC - they are from different areas around the state. The group expressed an interest in visiting our welding facilities.

**Library** -Linda Salazar noted that she met with one of the ABE instructors; the instructor will be bringing students in to the library along with their children; they will be reading to their children. The first one will start tomorrow (Thurs., 5/31/18).

**School of Business** - Lita Bernal advised the group that she would be out of the office all next week; She will be attending the ACBSP conference

**STEM** - Francisco Apodaca reported that the Summer Bridge program is progressing - at this point in time there are twenty eight students now registered with the cap at 30 students. The Summer bridge program is not limited to 30 students. Dr. Lalla questioned if we can pass some students to AE as long as they are not high school students.

Francisco Apodaca explained that the MATH102 course is articulated and transferable. It was submitted with the CIP codes and is a four credit class.

We finally received Los Alamos confirmation for the week of July 16. 2018 for summer development. We may be rethinking the Socorro and maybe visit Meow Wolff in Santa Fe.

**Vocations** - Rick Baca reminded everyone of the upcoming 14th Annual Car Show in a couple of weeks (Saturday, June 9, 2018), 10 am - 3 pm, in front of the LCC Admin Building. There will be food booths set up as well. Rick Baca advised everyone that this would be a good time for departments to recruit. The Vocational department will be setting up tables if a department would like a table.

CDL classes are normally Monday through Thursday - They just lost a CDL instructor. He went on to explain that Saturday CDL classes are a problem with regards to keeping instructors. Anthony Baca still has the Auto Collision Repair classes.

**Nursing** -Maxine Hughes reported that in the New Mexico Nursing program that only fourteen qualified but can accept twenty four qualified candidates. The exam is the problem for students. The department will allow the students one last attempt to pass the entrance exam. Some of the students have tested for the fourth time. She went on to explain that many of the students are experiencing problems in the reading and science area. In an attempt to try and resolve this issue, they are looking at offering workshops, and maybe having test preparation for test anxiety or other weaknesses over the weekends or at night.

### **Other**

Dr. Lalla provided the group with a draft program review process. Reminded all about applying the strategic plan. This new reports will help to look at program-level and have some type of systemic way to look at each program and evaluate data. The process involves much more than going to Office of the Registrar. Dr. Sharon Lalla asked for two volunteers to meet with her to come up with a process; Lita Bernal and Rick Baca volunteered .

Dr. Sharon Lalla noted that she would be out from Friday, June 1st through Friday, June 8, 2018. Anything requiring VP of Instruction signature for students for classes and schedule changes, but nothing complex - Mary Duran to sign. President Ricky Serna would sign TERFs.

Dr. Sharon Lalla asked if everyone had all their positions posted - she advised them if they need assistance to see Human Resources Director Carolyn Chavez. A Master's degree on the job description would be required for the faculty/staff position (faculty advisor) if the position is teaching. Advisors can have a bachelor's degree.

There was a question on how many students are rule of thumb for class cancellation - Dr. Sharon Lalla to meet with President Ricky Serna and would get back to them.

**Next Meeting** : TBA

**Adjourn** Francisco Apodaca entertained a motion to adjourn; it was seconded by Dr. Rolando Rael..