



AGENDA

Academic Leadership – Regular Meeting

Friday August 6, 2021 – 1:00 p.m.

Present: Brenda Ortega; Dr. Anita Roybal; Dr. John Thompson, Melissa Cordova, Maxine Hughes, Geraldine Saavedra, Dr. Edward Martinez

Absent: Francisco Apodaca

- I. Establishment of Quorum
- II. Approval of Agenda
- III. Approval of Minutes
 - May 7, 2021
 - July 16, 2021
- IV. Informational/ Discussion Items
 - Dual Credit Instructor Evals – needs to happen for FA21 – presentation by Dr. Mtz.; has been in communication with school officials about dual credit; that we need to evaluate the instructor even if it is a hs teacher who is teaching the course for us; what will that evaluation look like—what are the details we want in the eval; what is the timeline; do we want them to have a QM cert; make sure they are teaching with the same rigor especially when we send them to other colleges/universities; timeline for completion of evals by mid-semester; Thompson: start w hiring process?; Pres.: yes; Dr. Anita-former dual credit teachers were not meeting the college’s standards, moved from hs teachers to our own faculty teaching, brought in hs teachers with our instructors, they should meet all of the qualifications that our instructors do; Pres.: none of the sups have neglected the idea, they are in favor of LCC evals of anyone who teaches dual credit courses
 - Recap of Academic Affairs meeting—it was a good thing to get it started to happen; get approval from HED for 100% online and letting HLC know that we are instituting a substantial change.
 - Review/Revise Bylaws – decide when to meet and timeline for review/revision – will meet on the August 13th at 1pm.
 - Chair/Vice-Chair Election – tabled until 8/13/21; Maxine; Dr. Thompson
 - Annual Reports – Dr. Thompson: who helps with the goals; Maxine: the whole department should be involved in planning; Brenda: we are working on 20-21

NOT working on the 21-22 report; September 7 is the due date; include the matrix which is about the staff/faculty

- NMCAC – Gen. Ed. – **STEM classes need to be certified**
- Concourse – Advise Instructors to work on their syllabi in Blackboard to be ready before the start of FA21 – **the responsibility may go to the new director of IT**
- Course Catalog 19-21; New Catalog 22-25
 - Make sure to reference the NM Course Catalog for correct numbering, course descriptions, and learning outcomes:
https://hed.state.nm.us/uploads/documents/CCNS_Catalog_V21.pdf
- Name of Departments; AL Titles (Action Item) – **We are Directors of ____ (Dr. Thompson, Melissa); and Department of _____ (Anita, Brenda)**
- Announcement - **Dr. Thompson: Car Show, Dr. Anita:**

v. New or Follow-up Items for Next Meeting's Agenda

vi. Adjourn

Remind committee that HLC is coming back in February and will be monitoring #5 re institutional planning. Are the plans being implemented? How can we improve that they are being implemented?

Talk to Morris about the physical plant.

New VP duties – how to manage NMCAC Gen. Ed.; Concourse