



Academic Leadership Regular Meeting  
February 21, 2020  
Shared Governance Conference Room

**Present:** Henrietta Romero, Lita Bernal, Maxine Hughes, Dr. Anita Roybal, Brenda Ortega, Geno Castillo, Francisco Apodaca, and Mary Duran (Liaison).

**Establishment of Quorum.** A quorum was established and the meeting was called to order by Maxine Hughes at 1:04 pm.

**Approval of Agenda.** College Scorecard and Graduation was added under informational/Discussion Items. Lita Bernal moved to approve the agenda with the additions; the motion was seconded by Geno Castillo. All were in favor - motion carried.

**Approval of Minutes.** A Lita Bernal moved to approve the minutes with the minor corrections; the motion was seconded by Geno Castillo. All were in favor - motion carried.

**Informational/ Discussion Items**

**Block Scheduling** - It was explained to the group that they need to try their best to utilize the block schedule, and it may not always be possible. The key in block scheduling are the morning blocks. Try not to use up all the morning blocks and always use the start times; numbering is different in different situations.

**Concourse Syllabus Management** - Vice President Patterson spoke a little on the syllabus management program presentation for those who were not able to attend and how it would work for LCC. We are looking at transitioning over to Canvas for fall.

**College Scorecard.** Henrietta Romero advised that she and Michael Montoya will begin working on the federal compliance report for HLC. The departments were oriented on Scoreboard and how to use it for evidence for their programs. Scorecard can be located on the LCC website. '

**Graduation** - Henrietta Romero noted that in the past we hosted a one-day graduation-clearance event. Henrietta Romero is proposing that we have a two-day graduation clearance event; the dates would be March 20th and March 23rd. On March 20th from 9am-12pm all Humanities students would be cleared, and that same day in the afternoon all School of Business and STEM department students would be cleared. On March 23rd from 9am-12pm Education, Allied Health and Nursing Students would be cleared and in the afternoon all vocations program students would be cleared. Henrietta Romero stressed that she is asking for their support with this initiative, and this meaning she would need all Academic Directors and Advisors on hand

Geno Castillo presented the Shared Governance Subgroup Operating Instructions - All were in agreement.

Geno Castillo presented the Shared Governance Subgroup Documentation Process - Everyone is in agreement.

**Open Bills.** There were no bills presented.

**Action Items.**

The credits for prior learning were approved and will go to the Board of Trustees for approval.

**New or Follow-up Items for next Meetings Agenda.** There were no items noted.

**Adjourn** Dr. Roybal moved to adjourn the meeting at 2:35; Geno Castillo seconded the motion. All were in favor - motion carried.

Minutes taken by: \_\_\_\_\_ Approved \_\_\_\_\_

Academic Leadership Chair \_\_\_\_\_ Date \_\_\_\_\_