

Academic Leadership
Minutes
Tuesday, September 3, 2019
STEM Conference Room

Present: Maxine Hughes, Lita Bernal, Linda Salazar, Francisco Apodaca, Dr. Anita Roybal, Geno Castillo, Brenda Ortega, Joe Salas, and Mary Duran (Liaison).

A quorum was established.

Call to Order. Maxine Hughes call the meeting to order at 10:16 am.

Approval of Agenda. Francisco Apodaca entertained a motion to approve the agenda as presented; motion was seconded by Dr. Anita Roybal. All were in favor - motion carried.

Approval of Minutes - August 8, 2019. Geno Castillo entertained a motion to approve the minutes as presented; motion was seconded by Linda Salazar. All were in favor - motion carried.

Old Business

- Student Athlete Advisement for Degree Completion - Carl Vigil not present. It was suggested at the last meeting that Carl Vigil follow up with the idea that Jessica Flores would be point of contact for student athletes versus coaches.

Maxine Hughes asked for ideas from the group. There was some discussion on the matter such as better communication between the Coaches/ student Advisors. It was noted that athletes come for advisement in groups instead of individually. There was also some concern about athlete students being encouraged to take certain instructors, however it was noted that Carl Vigil and the coaches have been advised of such. There was discussion of classes/practice times and the frustration. After-hours classes and weekend classes were discussed and possibly encouraging the General Ed certificate for completion.

The group agreed to continue to work with the coaches and meet with Carl Vigil as a group and get his opinion.

- Elect Second Shared Governance Representative - Joe Salas is currently the first representative, however it was questionable as to his two hats (Satellites / Shared Governance Representative). The group proposed adding a third representative to the Academic Leadership Committee. Francisco Apodaca entertained a motion for further discussion of a third Shared Governance representative since Joe Salas currently sits on two; Brenda Ortega seconded the motion. It was also suggested that Shared Governance add someone from the Satellites as a member due to lack of representation by satellite and its functions.

Lita Bernal was nominated as a Shared Governance representative for the Academic Leadership Committee; Lita Bernal accepted the nomination. Francisco Apodaca entertained a motion; Dr. Anita Roybal seconded the motion. All were in favor - Motion carried.

- Elect Vice Chair for Academic Leadership Committee. Dr. Anita Roybal nominated Geno Castillo; he accepted the nomination. Dr. Roybal entertained a motion; Francisco Apodaca seconded the motion. All were in favor - motion carried.

New Business

- Welcome to Geno Castillo, new Vocational Education Director. Maxine Hughes welcome Geno Castillo as the new Director of Vocational Trades and to the group. He was congratulated by all present.
- Resolution Regarding Shared Governance at Luna Community College - Francisco explained that the purpose of the resolution is to meet a finding. This resolution is similar to UNM's; they had a similar HLC probation as LCC's. He continued on to explain the resolution and passing a policy that will have representatives from senates/academic leadership at every BOT meeting. The resolution will state that we will assure that the LCC Board of Trustees adhere to HLC policies. If passed this will be on the LCC website.

The group members were each provided a copy of the resolution for their review. It was agreed that the resolution will be discussed and voted on at the next meeting.

- Present Academic Leadership Bylaws to LCC Board of Trustees - Brenda Ortega volunteered to present the bylaws to the LCC Board on Tuesday, September 10, 2019 5:30 pm at the next Board meeting.

Shared Governance Report - nothing was reported.

Department Reports

- Joe Salas noted the following:
 - Enrollment is well at the Satellites.
 - There is tutoring at the satellites and on-line tutoring is in the works
 - There are people asking for adult education - plans to meet with Rock Ulibarri
- Lita Bernal reported the following:
 - Needs to schedule a meeting with Joe Salas on portal / Satellites
 - In looking at the Spring 2019 roster 17 out of 25 business students are on administrative hold , transcripts, admission, & finance
 - Will be traveling to the ACBSP Conference from September 16-21 and Melissa Cordova the new School of Business advisor will be in attendance as well.

- Linda Salazar reported the following:
 - Has seen more traffic now that students are back
 - Working on trying to make students more aware of the available resources
- Brenda Ortega reported the following:
 - The Education Department is doing good with regards to instructors which means that she (Brenda) will not have to teach this semester.
 - State of New Mexico awarded scholarship monies for students interested in becoming educators. LCC received a little over \$3,000 for the Grow Your Own Teacher Scholarship and a little over \$25,000 for the Teacher Preparation Affordability Scholarship. The application deadline is tomorrow (9-4-19). Brenda Ortega also noted that a committee has been formed with Henrietta Romero, Michael Montoya, Tycie Jackson and herself to go over the scholarship applications; the money should be awarded in September.
 - Planning to go out to the Satellites to recruit.
 - Planning on doing evening and possibly Saturday classes as well in Spring 2020.
 - Has a student who was 6-7 months pregnant who lost her child; plans to support her through the semester.
 - There is an issue finding a bus driver who is available to transport the preschool students for field trips. The policy is unclear.
- Dr. Anita Roybal reported the following:
 - Humanities has 70 classes and all are covered by a qualified instructors. Has 21 adjunct and 9 full time instructors.
 - The Humanities has 90 students in its classes only.
 - Will be having two monthly meetings from 9-11 on the first and third Fridays of the month. Dr. Anita Roybal asked Linda Salazar if she could attend one of the meetings to talk about available Library resources to her instructors. Is also inviting adjunct instructors in order to get them trained on the best practices of teaching.
 - Tutoring is going well.
 - Humanities program students have been assigned to different advisors, however all advisors are on standby for student availability.
 - Dr. Anita Roybal is very pleased with her growing department.
- Francisco Apodaca reported the following:
 - The STEM department is doing well.
 - Lost a full-time instructor - hired at LCC as an academic director.
 - All classes are full -happy to see the increase in enrollment.
 - Got a grant of \$10,000. The grant will be awarded to STEM but will also be for School of Business and Humanities Departments for externships. He explained a little bit about the grant and how it will work.
 - The LANL Community Conversations breakfast is on Thursday, September 12, 2019. A bus will be leaving at 5:30 am for those who are interested in attending. Asked the group to please invite their students.

- Los Alamos advised that they will have monies for us at the end of September. Francisco asked the directors to provide him a wish list for their respective departments in the amount of approximately \$2,000.
- Reminded the group that College Night will be coming up in October.
- Geno Castillo reported the following:
 - He has left the STEM department and is now the new Trades and Vocational director.
 - Fall registration looks good.
 - Rebuilding the Culinary Arts program and looking for CDL instructor. Geno Castillo noted that he has gone around talking to students and they are happy with instruction.
 - Will be going to the 2019 Higher Ed Summit on Wednesday, September 18 2019 in Albuquerque.
 - Using the new master syllabus within the entire department.
 - Starting to work on the spring 2019 schedule of classes.
- Maxine Hughes reported the following:
 - Enrollment is steady as compared to previous semesters. We have 19 level ones and dropped down to 14 for level three.
 - Faculty and staff are working hard.
 - Lot of Sim Lab trainings according to the state and federal regulations - need to be careful with objectives.
 - Blood Drive was very successful.
 - Will be having clinical with local Samaritans and will also be having a flu-shot clinic. The level ones and level threes will be going out to the population.

Next Meeting Date, Time and Place. Tuesday, October 1, 2019, 10:00 am, STEM Conference Room

Adjourn. Maxine Hughes adjourned the meeting 12 noon. Geno Castillo entertained the motion to adjourn the meeting; the motion was seconded by Brenda Ortega. All were in favor - the motion carried.