



Academic Leadership - Regular Meeting
Tuesday June 23, 2020, 1:30 pm
Google Meeting

Present: Lita Bernal, Brenda Ortega, Karen Wezwick, Francisco Apodaca, Maxine Hughes, Anita Roybal and Mary Duran (Liaison).

Establishment of Quorum. A Quorum was not established at first and the following was discussed:

- 14-week Semester. Per Maxine Hughes Dr. Kenneth Patterson would like the groups input, because in doing so Financial Assistant Director Michael Montoya would have to make financial aid adjustments.
- 3-day finals by Thanksgiving break and missing finals week, but adding class time – not necessarily face to face but discussion, and as long as students participate. It would have to be stated on the syllabus.
- Cleaning was discussed for protection of students. Instructor and students wearing masks, 5 minutes before class ends each student would wipe down their area. There would be two different ways in and out of the classroom: an exit and an entry.
- Flex Schedules was brought up and discussed.
- Have all instructors think about it this summer and think of ways for fall live classes.

Called to Order. The meeting was called to order at 1:35 pm

Informational/ Discussion items

Official Recommendation from AL re: the 14 Week Semester (Fall 2020)

- The Academic Leadership will come up with general guidelines based on Department of Health Recommendation for State of New Mexico.
- Keeping 16 week semester but ending early and class time will be distributed as a course and would be included in the syllabus.
- Meet required contact hours per semester, but ending before thanksgiving.

Review the Proposed Precautions for Staff and students returning to Campus

- Talk with President Kenneth Patterson and Financial Assistant Director Michael Montoya to assure the wording will work with HED requirements.
- Francisco Apodaca and Brenda Ortega will meet with Financial Assistant Director Michael Montoya to help with language and Covid19 requirements
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Discuss Fall Schedule:

- **Review and Finalize**
 - Melissa Cordova has completed the draft schedule, however there are several areas that need to be corrected. She will be sending you all the draft schedule by email and requesting Change Forms (SEF). Please drop whatever you are working, complete the forms as soon as you receive the email, and return to her by next week.
- **Add/Delete Courses Now**

- Maxine Hughes noted that she would be meeting with Student Services on Monday, June 29, 2020 in order to establish a method for fall registration. Fall will probably look a lot like the summer semester. Students will be allowed to meet with Student Services, but by appointment only.
- Remind your departments the importance of reports and submittal deadlines.

Next Meeting. Thursday, July 9, 2020, 1:30 p.m.

Adjourn.

Lita Bernal entertained a motion to adjourn the meeting at 1:57 pm; the motion was seconded by Geno Castillo. All were in favor - motion carried.

Minutes taken by: _____ Approved _____

Academic Leadership Chair _____ Date _____