



Academic Leadership - Emergency Meeting
Friday June 11, 2020, 1:30 pm
Google Meeting

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

Establishment of Quorum. A Quorum was established.

Called to Order. The meeting was called to order at 1:38 pm.

Approval of Agenda. Geno Castillo moved to approve the agenda; the motion was seconded by Dr. Anita Roybal. All were in favor – motion carried.

Informational/ Discussion items – The following was reported and discussed:

Re-Opening Plan/ COVID19 Guidelines/ how you handle the classroom/ Finishing Incompletes

- Maxine Hughes advised the group that we may be shortening the fall semester to 14 weeks to avoid students returning after thanksgiving for finals, so class hours would be extended.
- Online Lab-kits were discussed.
- Screening / Questionnaires were discussed for all who come to the campus.
- Geno Castillo, Maxine Hughes and Francisco Apodaca to discuss labs, logistics and safety.
- COVID19 -Taping stickers on floors, signage, etc. have been ordered but on back order.
- Some on-line courses such as calculus & statistics are difficult to teach on-line.
- Now in the summer session incompletes could be test times
- TEAS for Nursing Department are upcoming MTW
- According to the HED Re-opening plan, Phase 2 will be in July and August.
- Everyone should be receiving emails for next week regarding personnel returning to work as Phase 1
- Francisco Apodaca noted that the majority Allied Health courses are remote.
- Lita Bernal's classes are all on- line.
- Dr. Anita Roybal state that all of the Humanities' classes could be deliver online.
- Geno Castillo noted that the incompletes will be completed this summer. Groups will be assigned: A group will meet on Monday and Wednesday/ some Saturdays and the B group will meet on Tuesdays and Thursdays.
- Brenda Ortega noted that they have two classes this semester (Summer 2020) that are online. She is hoping that they can open the preschool soon. Many parents have inquired. She and Lead Teacher Candice Trujillo are in touch with officials from the Early Childcare and Education Department and CYFD regarding the rules and regulations for early childcare centers during the C-19 crisis. Brenda and her staff will make arrangements to be tested for C-19 once they receive word from the administration that they can open.
- The group discussed smaller classes and what the class capacity should be. Mary will ask Dr. Kenneth Patterson and let them know.
- The group discussed Dr. Kenneth Patterson's and Maxine Hughes interim roles as President and Vice President of Academics – they all expressed their gratitude that they stepped up and the confidence and support they have for bother in their new capacities.

Adjourn.

Lita Bernal entertained a motion to adjourn the meeting at 2:37 pm; the motion was seconded by Geno Castillo. All were in favor - motion carried.

Minutes taken by: _____ Approved _____

Academic Leadership Chair _____ Date _____