



Academic Leadership - Regular Meeting  
Thursday July 9, 2020, 1:30 pm  
Google Meeting

**Present:** Lita Bernal, Brenda Ortega, Seth Ward, Francisco Apodaca, Maxine Hughes, Anita Roybal, Breanna Gould, Melissa Gallegos, and Mary Duran (Liaison).

**Establishment of Quorum.** A Quorum was established.

**Called to Order.** The meeting was called to order at 1: 40 pm

**Approval of Agenda.** Dr. Anita Roybal entertained a motion to approve the agenda; the motion was seconded by Lita Bernal. All were in favor – motion carried.

**Approval of Minutes**

**June 5, 2020.** – Lita Bernal entertained a motion to approve the minutes as presented; the motion was seconded by Dr. Anita Roybal. All were in favor – motion carried.

**June 11, 2020.** –Dr. Anita Roybal entertained a motion to approve the minutes as presented; the motion was seconded by Lita Bernal. All were in favor – motion carried.

**June 23, 2020.** – Lita Bernal entertained a motion to approve the minutes as presented; the motion was seconded by Dr. Anita Roybal. All were in favor – motion carried.

Chair Brenda Ortega began the meeting by welcoming Breanna Gould, Seth Ward and Melissa Cordova to the meeting and as new members. .Maxine Hughes also welcomed them.

**Informational/ Discussion items:**

**Advisors should be calling current and returning student to register then now.**

Maxine Hughes is still working on getting the schedule accurate and updated. The schedule posted on Monday, July 6, 2020.

Melissa Cordova noted that she has processed all updates and is waiting for n other updates.

**Clarify course delivery for Fall and the lack of E on the course schedule.**

Maxine Hughes noted that we are all on the same page; there are no A or E courses, but we will have the same course numberings. We are still adhering to the 49% rule when registering only if it is an on-line course. This does not pertain to the normal course that are now online due to Covid-19.

**Precautions needed for students coming on campus, if allowed.**

The following was discussed: Screening (temps), step by step model access to the building entrances and exits, cleaning and keep an every-day record of testing. Thermometers (tempered scanners) will be purchased for every department.

Seth Ward noted that he had send a PDF Link to all Academic Directors. It is a very clear directive – need to analyze the dissent and make work for our settings.

There was discussion about CTE – five (5) good documents too look over that will probably follow HED suit.

**Student will need to be contacted by their instructor to inform them of delivery mode, should be Blackboard.**

Utilizing of blackboard is an LCC primary requirement. You link your google class to blackboard as long as Larry Paiz provides the training.

There is a Quality Matters (QM) training on July 16<sup>th</sup> and there are 20 seats available. All instructors are now required to be QM certified.

Maxine Hughes noted that Larry Paiz said that blackboard will have an update for upcoming Fall – hopefully there will be no collaborative piece problems.

**Registration and advisement of Dual Credit.**

Maxine Hughes advised the group that Advisors only advise Dual Credit Students that have declared a major in their program of study.

Geraldine Saavedra is checking into Dual Credit student's registration

**Evaluate Department Assessment process.**

Maxine Hughes brought up why the Assessment reports were coming in after due date: was it the new template – maybe a proposal to alter the format; was this method helpful to you in developing your program.

There was lengthy discussion about the several delivery changes: quantitative, qualitative, possibly evaluating each section, tying report back to strategic budgeting. The group agreed to propose a different method.

Lita Bernal volunteered to put together a proposed draft report format together and bring back to the group for their review.

**HLC Update.**

The HLC updates are in public comment at this point in time and will be open until Friday to demonstrate public currency. We can all be confident in the report; there has been a lot of effort put into it.

**Other.**

Maxine reminded the group about turning in their Summer Class Syllabi, Matrices and their department expenses during Covid-19. Maxine asked the group to send her their department updates for her Vice President of Instruction Board Report.

**Next Meeting.** Thursday, August 6, 2020, 1:30 p.m.

**Adjourn.**

Francisco Apodaca entertained a motion to adjourn the meeting at 3:02 pm; the motion was seconded by Lita Bernal. All were in favor - motion carried.

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

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