



## **Minutes**

### **Academic Leadership – Regular Meeting**

### **Wednesday October 13, 2021 – 11:00 a.m.**

Roll Call: Brenda Ortega, Francisco Apodaca, Maxine Hughes, Dr. Dani Day, Rick Baca, Dr. Carol Linder

Absent: Dr. John Thompson

- I. Establishment of Quorum
- II. Approval of Agenda – Motioned by Francisco, Second by Rick, Motion carried.
- III. Approval of Minutes
  - September 3, 2021; no quorum established; meeting cancelled
  - No minutes to Approve
- IV. Informational/ Discussion Items
  - Welcome Dr. Linder, Director of Allied Health
  - Dr. Dani Day – VP
    - Dr Day info addressed- legislative breakfast and Dr. Martinez’s presentation. He got a positive response to his ideas. Dr Thompson will be out until the 18<sup>th</sup> of October, Gene Sandoval will be CTE interim contact in Dr. Thompson’s absence. She had a conference with the HLC liaison who confirmed that the visit for HLC will be Jan. 24-25 which is earlier than anticipated. The report for HLC is now due Nov. 14.
  - HLC Visit – Our Role-
    - The department annual reports will be important pieces of documents for the HLC visit. Turn in the annual reports to Dr. Day asap. Annual Reports were due on 9/7/21. With the VP’s guidance the AL will look at HLC’s plans to decide what might pertain to this group and how we ought to prepare and contribute. The AL will ask Maxine for a briefing on what she knows about the previous HLC visit and what to expect for the upcoming visit.
  - Welcomed Rick Baca as the Interim Director of Humanities.
  - Review/Revise Bylaws
    - The AL reviewed and revised the bylaws. Dr. Linder recorded the changes on a shared Google Drive document.
    - Day and time of regular AL meetings was changed to the first Wednesday of each month at 1:30pm.
    - Motion made to approve the Bylaws as revised by Francisco; seconded by Dr Linder. Motion carried.
    - Bylaws will be sent to Dr. Day who will present them to the BOT for approval.
  - Chair/Vice-Chair Election
    - Nomination of Brenda Ortega for Chair /motion made by Maxine and Seconded by Francisco. Vice Chair- nomination of Maxine Hughes for Vice Chair/ motion made by Francisco and seconded by Dr Linder. Both motions carried.
  - FY20-21 Annual Reports – Turn in to Dr. Day asap; were due on 9/7/2021.
  - Course Catalog 19-21; New Catalog 22-25
    - What do we need to do?

- Each director ought to meet with the Registrar to document changes and updates. Directors need to refer to the NM course catalog to ensure appropriate course numbering, codes, course descriptions, learning outcomes, etc. Programs that are new or resurrected need to be approved by the Curriculum Committee. We need to check with the Registrar for the Course Catalog deadline. Check the following link to access the NM course catalog:  
[https://hed.state.nm.us/uploads/documents/CCNS\\_Catalog\\_V21.pdf](https://hed.state.nm.us/uploads/documents/CCNS_Catalog_V21.pdf)

V. New or Follow-up Items for Next Meeting's Agenda

- If anyone has anything to put on the Agenda send Brenda an email, credit for prior learning policy, shared governance member.

VI. Adjourn: Meeting adjourned at 12:14; Motioned by Francisco, Second by Rick Baca, motion carried.