



Academic Leadership Regular Meeting
November 6, 2020, 1:30 pm
Google Meeting

Present: Brenda Ortega, Dr. Anita Roybal, Breanna Gould, Maxine Hughes, Dr. Don Thompson, Francisco Apodaca, Lita Bernal, Melissa Cordova and Mary Duran (Liaison).

A quorum was established.

Call to Order. Chair Brenda Ortega called the meeting to order at 1:01 p.m.

Approval of Agenda. Dr. Roybal moved to approve the agenda as presented; motion was seconded by Breanna Gould. All were in favor – motion carried.

Approval of Minutes – August 5, 2020. Breanna Gould moved to approve the minutes as presented; motion was seconded by Dr. Anita Roybal. All were in favor – motion carried.

Informational / Discussion Items Documents

Chair Brenda Ortega Recognized Dr. Don Thompson as the new CTE Academic Director– welcomed him to Luna Community College and to Academic Leadership.

Instructor Course Observations by Director – Maxine Hughes asked everyone if they have the form Dr. Patterson sent out last semester. Copies will be sent out to everyone and the return deadline is November 20, 2020.

Course/Instructor Evaluations by Students, Blackboard – how will results get to the faculty. Maxine Hughes noted that she has been working with Larry Paiz; he will be placing a google survey into blackboard. The survey will consist of the standard questions that have been used in the past by LCC – he will compile results, pie chart, and a breakdown of each question.

The following was discussed:

- When surveys would be available to students.
- Questions about STEM's live classes.
- Evaluation Due date.
- Faculty will need to inform the students.
- Will Larry Paiz inform the faculty about the due date.
- Will data report show percentage of students who participate?
- Changing the evaluations questions and should it be run by the Faculty Senate. It was suggested that if so asking Jason Killian for an emergency meeting to approve the questions. It was noted that the questions were never vetted through Faculty Senate in the first place.
- An email to Larry Paiz with update.
- Maxine sent the group the evaluation questions.
- It was suggested possibly eliminating certain questions.
- Suggestion removed question # 5 and modify question # 8 and add one (1) Covid experience question,

Course Learning outcome reports by faculty. Maxine Hughes advised she could send the form out to everyone. The following was discussed:

- Breanna Gould noted that she has google trainings on the forms.
- Timeline on the return of the forms was discussed.
- Forms will also be sent out and required by adjuncts. It was suggested making it an expectation of the workload to receive better compliance - or make it mandatory to turn in with final grades.
- Adjunct are not required to participate in In service -some participate and some do not.

QM Peer Reviewers Need to Evaluate Online Course for SARA Agreement –Maxine Hughes noted that as we move forward with SARA we will need an evaluation completed on online courses. It was questioned whether it is necessary to review every class every semester or timeline to review periodically. Maxine advised that she will go back and look at the application started by Dr. Sharon Lalla.

It was noted that Luna Peer Reviewers cannot review our own courses; QM rounds up a review team. When we have a course that needs to be reviewed QM takes over.

Template for Annual Report Need to Update to use will need to start on mid-year data collection asap and begin thinking about the budget process coming in February. Maxine Hughes noted that we are not going to change the template, but possibly including in the questions on how to collect data in a clearer way.

It was suggested having informal meetings more frequently or focused workshops in order to move in a positive direction for the betterment of our programs.

Call Center (non-majors) and Advisor call lists (declared major) per department. Maxine Hughes advised that Dr. Kenneth Patterson and Lita Bernal have been working on a database. She (Maxine Hughes) will hand-deliver to each department director.

It was noted that the Call Center will begin on November 16 – 24 (five evenings).

Covid19 plans need to be turned in – Maxine Hughes advised that she has received some COVID19 plans, but not all. The plan should include any needs your faculty or staff have; we need to continue working, and we will provide those who do not have home internet with an internet hotspot. Maxine Hughes asked the group to get their plans in to her by Tuesday, November 11, 2020.

Review of Bylaws – based on meeting time availability – nothing was discussed.

New or Follow-up Items for Next Meeting Agenda. Nothing noted. Chair Brenda Ortega announced a Special Bylaws Meeting for Wednesday, November 11, 2020, 11:00 am.

Adjourn. Lita Bernal moved to adjourn the meeting; the motion was seconded by Breanna Gould. All were in favor -motion carried. Chair Brenda Ortega adjourned the meeting at 2:08 pm