

Academic Leadership  
Minutes  
Thursday, August 8, 2019, 10:00 am  
STEM Conference Room

**Present:** Lita Bernal, Maxine Hughes, Linda Salazar, Francisco Apodaca, Brenda Ortega, Joseph Salas, Carl Vigil and Mary Duran (Liaison).

A quorum was established.

**Call Meeting to Order.** Chair Maxine Hughes call the meeting to order at 10:15 a.m.

**Approval of Agenda.** Francisco Apodaca entertained a motion to approve the agenda as presented; it was seconded by Lita Bernal. All were in favor - motion carried.

**Approval of Minutes - July 2, 2019.** Brenda Ortega entertained a motion to approve the minutes as presented; it was seconded by Joe Salas. All were in favor – motion carried.

#### **Old Business**

- **Graduate Survey** - The group is still trying to establish a method. There was some discussion about which method works better online or hard copy and who's responsible for this. After a lengthy discussion the group agreed this responsibility should be that of the Foundation to coordinate. Francisco entertained the motion and it was seconded by Joe Salas. All were in favor - motion carried.
- **Course scheduling Process** - The group agreed that all directors should be in the same room to be in more streamline with Humanities/ STEM departments. They agreed to meet on Tuesday, October 15, 2019, 10:00 am- STEM Conference Room.
- **Role of Athletic Directors in Academic Leadership** - The group agreed that since athletics is not involved in the academics aspect the Athletic Director will not be considered a voting member, but can attend the meetings as an ad hoc committee member. Lita Bernal entertained the motion; it was seconded by Linda Salazar. All were in favor - motion carried.

#### **New Business**

**Student Athlete Advisement for Degree Completion.** After a short discussion it was agreed that Carl Vigil will meet with the President about possibly having the office assistant Jessica Flores help with student advisement. This item will be put on the next meeting agenda.

**Shared Governance Report.** No report was provided. It was agreed that Joe Salas will continue to report as the Shared Governance representative.

**Department Reports.**

- Joe Salas
  - Fall Registration looks good with the Satellites- a lot of Dual Credit students.
  
- Lita Bernal
  - Fall registration numbers look good and they are not even close to the end of registration.
  - In order to hire for business advisor/according to HLC all faculty must be nationally certified.
  - Sept 18-23 will be attending the ACBSP Conference in Kansas.
  
- Brenda Ortega
  - In terms of instructors the Education department is doing better than before. Brenda Ortega may have to teach one(1) class. Hoping to get someone for Health, Safety and Nutrition class.
  - Martha will be retiring in December - will be hiring for that position
  - Trying to be pro-active for 5 star rating.
  - Trying to roll out the Teacher Affordability Act - got some funding.
  
- Linda Salazar
  - The Library will be getting some funding from state closer to September. Let her know if you have any needs - checkout resources, etc.
  - Been cleaning out old materials and make room for new.
  
- Francisco Apodaca
  - It is close to the end of summer program.
  - Have seen an increase of Highlands University students at LCC, therefore having to add more classes here.
  - STEM enrollment is a little above from last fall.
  
- Maxine Hughes
  - Nursing has nineteen (19) incoming students.
  - In the spring we will add seats so will be up to 28, therefore we are hoping that graduation will be higher.
  - Has been attending Task Force meetings with the State Work Force Solutions.

**Meeting Date, Time and Place.** September 3, 2019, 10:00 am, STEM Conference Room.

**Adjourn.** Maxine Hughes adjourned the meeting at 11:33 am.