

**Academic Leadership
Regular Meeting
January 29, 11:00 a.m.
Google Meeting**

Present: Francisco Apodaca, Breanna Gould, Brenda Ortega, Maxine Hughes, Geraldine Saavedra, Dr. John Thompson, Dr. Anita Roybal and Mary Duran (Liaison)

Establishment of Quorum - A quorum was established.

Call to Order. Chair Brenda Ortega called the meeting to order at 11:01 am

Approval of Agenda. Chair Brenda Ortega entertained a motion to approve the agenda. Breanna Gould moved to approve the agenda as presented; the motion was seconded by Francisco Apodaca. All were in favor - motion carried.

Approval of Minutes - 12/11/2020. Chair Brenda Ortega entertained a motion to approve the minutes. Breanna Gould moved to approve the minutes as presented; the motion was seconded by Francisco Apodaca. All were in favor - motion carried.

Informational/ Discussion Items

- Department Updates

Breanna Gould - Allied Health. The following was reported: enrollment is proceeding, retention rate is high, CNA students were tested in December, Allied Health is set up and ready to test 16 CNA students at a time and rolling the CNA course registration.

Maxine Hughes - Nursing. The following was reported: Nursing has 41 students on the 2 & 4 levels, a couple of faculty members are out on FMLA, therefore adjunct faculty have come in to take over classes, Sierra Fernandez resigned and Yvonne Pina will fill that position, Clinicals are being held at Christus St. Vincent, Nursing is helping with Covid vaccines - Sunday this week and then Tuesdays in the near future, They (students) will not be administering as many as Health Department - 12 per student, Students are still on campus for necessary labs, all instructors are on overload. Nursing program pass rate goal is 83.3%. Maxine Hughes is pleased that we were able to maintain and recognized the Nursing faculty and staff that support students extensively through Nursing school.

Francisco Apodaca - STEM. The following was reported: Enrollment is proceeding - full classes in most areas, lab programs at full capacity and extended a few enrollments in the area, everything is running smoothly so far, Dr. Rita Surdi's math classes are face to face - respecting social distancing, Francisco Apodaca noted that he Sent an email to FT faculty advising that STEM is giving a Kindle Fire tablet to utilize for instruction - proceeds of a grant; residual funds of leftover monies. RDC granted the go ahead to use for 21 tablets. The FT Faculty were identified through Human Resources, and they will be provided on a first come first serve basis.

Geraldine Saavedra - Office of the Registrar. The following was reported: Are working steadily getting registration in – as today is the deadline at midnight. If any are received after 5:00 p.m. through midnight, they will be inputted on Monday, there are many dual credit registered and one who is pending – requires additional paperwork, and Schedule Entry Forms

are done - if sent and not worked on please let her know. Applications for degrees are sent out now and March 5th will get formal email.

Dr. John Thompson - CTE. The following was reported: With regards to the Perkins grant received exciting news in the last 24 hours. Dr. Johnson noted that before he was employed with LCC CTE LCC received Perkins grant; most of the monies could not be used due to Covid and told the money could not be reallocate, however yesterday at a zoom meeting they agreed to some things that have never been done: \$15,000 for marketing and proposed converting the rolling truck trailer into a CTE rolling board and they agreed, all travel and PDF money has become maintenance and supply money, Warehouse for \$19,000, and \$38,000 to bring welding equipment up to standard. Dr. John Thompson noted that he went to Springer site and looking at growing the Santa Rosa CDL training. He recognized Registrar Geraldine Saavedra and staff in getting all the SEFs corrected - a lot of confusion in CTE with online or hands on classes.

Brenda Ortega - Education. The following was reported: Education is doing good - numbers are up some - Covid has helped; Education has students who feel it more convenient to work on line and Tycie Jackson is working on that. They had the Focus consultants site visit – some miscommunication for 2020 or 2021, therefore had to update some paperwork. The Licensing site visit is upcoming at preschool. Received a donation from the Elks for preschool and school age (chips, punch, books, colored pencils, school supplies). Staff have worked hard to make sure all is smooth throughout the department.

Dr. Anita Roybal – Humanities. The following was reported: Focusing on classes, would like to bring total enrollment cap down to 15 students; if class cap is adjusted students will have to enroll in other available classes, working with Jim Hunyadi for Media Arts; he has some good ideas in revamping the program such as 1-year certificate program and working with the NM film office - ready to rewrite course descriptions. Dr. Anita Royal noted that she has an instructor who is currently in Scotland and is not being allowed out of the county, so she is trying to get him situated to teach from there.

- **SP21 schedule Updates/Issues**

Geraldine Saavedra asked that if anyone plans on offering an 8-week course for March 15 through May 14, please get paperwork going.

The email call for the catalog will be done for this semester, so needs to start a new catalog, so will need to get paperwork into the Curriculum Committee.

Need to meet with Maxine Hughes about commencement - will give an update on possibilities.

Questions on maps. Dr. John Thompson asked about maps. It was noted that as there are maps on the LCC Website it is not recommended, as students tend to self-advise. There was short discussion on maps.

Brenda Ortega reminded everyone about checking with the LCC website to assure all is correct.

Questions on returning to live classes - answer: This direction will come from HED, however it not hurt to plan, so when word comes we can we will be prepared. At this point in time there is no time frame set.

- **Reminder of FY22 Budget Process questions comments, concerns.** Chair Brenda Ortega opened the floor for discussion. There was concern by the group that they worked hard on their budgets, submitted them, and what they requested was not the same as what was approved.

Maxine Hughes reminded everyone that their prepared budget is a proposal and it depends on the growth of your department. Data should show that it is something the college should invest in. Maxine Hughes also advised the group that the New IR Director Sharon Martinez will be meeting with them to collaborate further the needs of each department.

It was suggested that we include the IR Director in the meetings – it was agreed to invite her to the next meeting.

Maxine Hughes advised that noted budget timelines (the template or tentative plan) will be coming out early next week and should be done by March 5, 2021.

- **Discussion of Bills / possible Action Items 1, 2, 3 Francisco moved to discuss/action, seconded by Breanna.**
Breanna Gould noted that Jason Killian has resigned; Lawrence Vigil is now the Shared Governance chair so he needs to call a meeting.

Bill #2020-01-24-03 FT Faculty Teaching Experience.

The group felt it would not be right to approve until the rubric is passed 2020-01-24-03., but maybe recommend one year which is enough. It was also noted that if decreasing qualifications, it may also decrease salary.

Bill #2020-01-24-07 Recurrent Faculty/Staff Training

FT Staff Training changed from annual “*requiring*” training rather than ‘*recurring*’. There was brief discussion about trainings and who should be responsible it was the burden should be Human Resources

Bill #2020-01-24-02 Classroom Evaluation of FT Faculty

- discussed that certain items should be added. The group is returning to Shared Governance for clarification.

Student Advisor Role/ Responsibilities. As this item was Dr. John Thompson’s; he agreed to table the item for next week’s meeting.

Action Items

- **Bill #2020-01-24-03 FT Faculty Teaching Experience.**
Francisco Apodaca moved that we do not hold the one year and pass Bill #2020 01 24 06; the motion was seconded by Dr. Anita Roybal. All were in favor – motion carried.

Brenda entertained a motion. Maxine moved to amend; Francisco Apodaca motion to move forward by acclamation. All were in favor motion carried

- **Bill #2020-01-24-07 Recurrent Faculty/Staff Training**

Francisco Apodaca move that we move forward to sole responsibility the motion was seconded by Breanna Gould. All were in favor – motion carried.

There was brief discussion that any annual trainings no longer be the responsibility of the faculty senate, and it was suggested a separate google classroom for Human Resources training and link.

Recommendation: add amendment to motion include Human Resources be responsible for housing own google classroom - Francisco agreed. All were in favor – motion carried.

- **Bill #2020-01-24-02 Classroom Evaluation of FT Faculty**

Breanna Gould moved to table the bill; the motion was seconded by Francisco Apodaca. All in favor - motion carried.

New and follow up to next week's Meeting. Follow-up - student Advisor Role/ Responsibilities. Next Meeting: Friday, February 5, 2021, 1:00 p.m.

Adjourn. Chair Brenda Ortega entertained a motion to adjourn. Breanna Gould moved to adjourn the meeting; the motion was second by Dr. John Thompson. All were in favor - motion carried; meeting was adjourned at 12:23 pm