

Academic Leadership  
Tuesday, October-1, 2019  
STEM Conference Room

**Present:** Maxine Hughes, Dr. Kenneth Patterson, Francisco Apodaca, Dr. Roybal, Brenda Ortega, Geno Castillo, Linda Salazar, Lita Bernal, Denise Gibson, and Mary Duran (Liaison)

**Call Meeting to Order/ Establish a Quorum.** A quorum was established; Maxine Hughes call the meeting to order at 9:24am.

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

**Approval of Minutes - September 3, 2019.** Geno Castillo entertained a motion to approve the minutes with a few minor corrections; the motion was seconded by Dr. Anita Roybal. All were in favor - motion carried.

**VP of Instruction Introduction.**

- Dr. Kenneth Patterson explained that he will not be part of the Academic Leadership meeting; he believes it is a great Shared Governance group.
  - Dr. Patterson advised the group that he would like to meet with the group informally/ monthly for about 30-45 minutes to discuss their academic needs and their department accomplishments. The meeting would be before the monthly BOT meeting. After some discussion it was agreed they would meet the first Monday of the month at 11:00 in the STEM Conference Room.
- Dr. Patterson reminded everyone about their department Syllabi - hard copy/ electronic copy.
- Dr. Patterson reminded the group about the Matrics. He noted that he is trying to change the form, as the current form requires some unnecessary information.
- Dr. Patterson asked the group to look at the online MAPS; 15-18 are there but nothing for 19-21.
- Dr. Patterson asked for a list of committees and who are on them. Need a visual on how our shared governance is put together. - A flow chart and how it progresses through.
- Noted: Course scheduler opens October 4, and will close on October 18. Please get your classes in early. Block scheduling exists for a reason and helps with scheduling - encouraged everyone to look for what is best for students.
- The Catalog addendum closes October 25, 2019.
- If you need anything call Dr. Patterson or Mary Duran. There was a question if texts are acceptable; Dr. Patterson provided his cell number 205 249 5858 for-immediate attention.
- With regards to leave requests - assure your area is covered.

**Old Business**

- Workshop preparation for scheduling on October 8. - Maxine Hughes reminded everyone to bring appropriate items needed for the workshop. Talked about having scheduler open

during the meeting -not all agreed. The meeting is to show the bigger picture in order to accommodate the students. Jose Salas will send the dual credit schedules.

- Resolution - purpose is to hold BOT accountable, and to have a Shared Governance Group representative present at all BOT meetings to provide input for Board questions.

**ACTION:** Geno Castillo entertained a motion to approve the resolution as presented; Motion was seconded by Lita Bernal. All were in favor - motion carried.

- Bylaws were presented by Maxine Hughes at the last BOT meeting; they were approved.

### **New Business**

- There will be a Transitional Fair at the NMHU Sub on Wednesday, October 2, 2019.
- College night is Wednesday, October 16, 2019 at NMHU Wilson Complex.
- There will be Youth Summit October 24, 2019 at NMHU on suicide prevention. They are expecting 700 students.
- Denise Gibson noted that she is Gaming Manager with the Fraternal of Eagles and they can provide donations (\$500) for students in need. The student would need to send a letter noting their situation. Its board meets twice a month - will try to get dates.

### **Shared Governance Report**

- Jose Salas reported that they would be meeting Thursday, October 3, 2019 and would be discussing bylaws and the resolution.
- Current membership: Lita Bernal and Joe Salas, and Breanna Gould.
- At the last Academic Leadership meeting we discussed nominating someone else from Academic Leadership, as Joe Salas now represents the Satellites.

### **Department Reports**

Jose Salas reported:

- Doing student advisement at the Satellites
- October 8th, 10th, and 11th will be doing site visits to the Mora Site, Springer and Santa Rosa, along with Vice President Patterson and Registrar Henrietta Romero, to train staff on inputting student information into the student portal.

Lita Bernal reported:

- Found a qualified instructor for ECON209 for Spring 2020
- Have qualified personnel for all School of Business courses.
- Both Melissa Cordova and Lita Bernal attended the ACBSP Conference in Overland Park, Kansas - have items to work on by February 2020, and will continue to maintain School of Business accreditation and re-accreditation for 2024.
- Melissa Cordova is now the School of Business Advisor.

Maxine Hughes reported:

- The Nursing current pass rate is 87.5 - there are six students who still need to test.
- Upcoming blood drive is November 7, 2019. Last blood drive met the goal of approximately 27.
- Students will be going out to the Samaritan House for clinicals.
- Hosting flu-shot clinic at LCC Nursing Department on October 17, 2019, 9:00am-6:00pm
- Nursing built five TEAS courses; they begin October 21<sup>st</sup> for three weeks. The TEAS exams will be given November 12, 2019.
- Nursing has requested and were granted an increase for enrollment to 28 students.
- In the Spring 2020 we are adding three LPS - two returning students, and one transfer for a total of 25 students

Francisco Apodaca reported:

- STEM and Allied Health are getting ready for NMHU College Night. Students will be asked to complete interest cards in return for a small gift. This will assist with recruitment.
- We received two grants: \$10,000 RDC/LANL Grant and \$8500 for Robot Grant. The LANL grant will be used for student internships/externships for School of Business, Humanities, and STEM departments. A survey to local businesses will be done and students will also use for SPIA for environmental questions. Students will receive a stipend for their work (40 hrs. @ \$10 an hour). The grants are to help all LCC academic departments.
- We received a \$1500 grant from the AMP program; it is a New Mexico State project for sciences and engineering,
- There are also federal grant monies left for five book scholarships. The deadline was yesterday and there were five STEM recipient students awarded.

Dr. Anita Roybal reported:

- The first-year experience class is doing very well - two-teachers are team teaching the class.
- Scheduled a faculty-training meeting on Friday, October 4, 2019, 9:00 am; the training will be given by Brenda Ortega. Dr. Roybal noted that adjunct are not mandated but encouraged to come to the training - would like to figure a way for adjunct to be present, as some teachers have a content but need improvement in the skill of teaching.
- Has two teachers that are doing extremely well: David Rivera in Media Arts and Jason Killian with Criminal Justice.
- Jason Killian is trying to arrange a trip to take students Santa Fe to explode a car as part of a crime scene
- There was an Adjunct instructor who was not able to provide Human Resources with her NMHU transcript because she owed money to NMHU: Dr. Roybal noted that she was able to get the transcript for the instructor due to an anonymous donor who paid the bill at NMHU.
- Dr. Roybal asked about offering a German or Russian class. With some discussion it was suggested that she do a community survey.

Brenda Ortega reported:

- Brenda Ortega attends monthly meetings for the Early Childhood Education Task Force along with representatives from CYFD, PED, HED, and University/College Education officials.
- The State Education Deans and Directors group meets once a month with representatives from PED, HED, the LFC, and University/College Education officials.
- Brenda Ortega spoke about scholarships granted to the Teacher Affordability and Grown Your Own Teacher act. Six students were awarded \$2000 each; students need to keep up their grades in order to receive the scholarship for the Spring semester.
- She stated that the Education Department has qualified instructors.
- The Pre-School's biggest Dia de La Familia upcoming event will be October 4th. Brenda Ortega invited all Academic Directors, Vice President of Instruction and the President. She noted that everyone is welcome but strongly encouraged to bring a dish for the event. The theme is traditional Hispanic meals (roast green chili, posole, calabacitas, natillas, beans, etc.) There will be live music by Dr. Anita Roybal and her spouse, and her (Brenda Ortega) and her father.
- The Pre-school instructors will take the kids trick or treating on Halloween.
- Early Childhood Instructor Martha Trujillo is anticipating retirement in December. Brenda Ortega noted that she is planning a farewell event for Martha.
- The Student who lost her infant recently is doing well; Education staff and students are helping her with her loss.
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Geno Castillo reported:

- The current Matrics and Syllabi have been turned into Mary Duran.
- Working on the spring 2020 schedule and will have finished by the deadline date.
- There will be a Regional Transition fair at NMHU tomorrow (Tuesday, October 2, 2019) for students.
- Guadalupe County Facility has six students registered for clases.
- There were two CDL students who earned their certification.

Linda Salazar reported:

- Has been helping the Student Senate acquire movies for LCC Movie Night.
- Linda Salazar urged everyone to remind their instructors about the library resources and should they have additional library needs to let her know.

Denise Gibson reported:

- With regards to student help (\$\$) requests, be very specific in their letter and include their name and student ID. Denise noted that she has a request form as well.
- Denise Gibson noted that she is under the Institutional Research department, but also working under IT.

**Next meeting date, time and place.** The next meeting is Tuesday, November 5, 2019 10:00 am, STEM Conference room.

**Adjourn** The meeting adjourned at 12 noon.