



Minutes

Academic Leadership Committee

September 4, 2025

3:15 pm Conference Room 103-Room Behind Board room

- I. **Establishment of Quorum**
Geno Martinez
Sierra Fernandez
Ron Duran
Karen Torres
Jeff Gamblin
Kraig Bellows
Gloria Ortiz
- II. **Call Meeting to Order –3:23pm Erick called the meeting to order seconded by Karen and Kraig all in favor.**
- III. **Approval of Agenda-August 7, 2025, Jeff moved Kraig seconded all in favor.**
- IV. **Review of Minutes-August 7, 2025, Karen moves to approve Kraig seconded all in favor.**
- V. **Informational/Discussion Items :**
 - A. The meeting focused heavily on addressing issues related to **student access to course materials** and streamlining bookstore operations. **Ron Duran** led a discussion on temporary access codes and strategies for improving overall student service, affirming that students should have access as long as all required material details (**author, title, and edition**) are accurately entered into the bookstore system. Questions were raised about how to better integrate **Financial Aid** and student payment options. Ron confirmed that all financial aid recipients must utilize the online bookstore. Process concerns were noted, which was viewed as a disservice to students. To rectify process shortcomings, **mandatory training** for all Directors and their administrative assistants is scheduled for **October**.
 - B. Discussion on **Dual Credit (DC) Books** highlighted persistent ordering issues, particularly for students with late registration. This issue is expected to be resolved with the implementation of a new system. Alejandro proposed an action plan to **visit high school sites to conduct in-person training with counselors** to ensure the timely submission of book orders and vouchers. While **Erick** advocated for

standardizing course materials across all sections of a class. **Karen** suggested adding an **addendum to the Memorandum of Understanding (MOU)** to require DC instructors to attend training and submit their book information on time, a necessity complicated by HED requirements that mandate using the same books at the high school.

- C. **Sierra Fernandez** presented concerns regarding **Academic Programmatic Reviews (PLO and PLOAS)**, which are currently **overdue for HLC compliance**. Working with **Denise IR** to compile necessary data, Sierra noted inconsistencies and suggested that the data retrieval process could be streamlined by implementing a single request instead of numerous individual ones. To gather feedback, she plans to create a **Google Form** for Directors to debrief on the programmatic review process, which will be used as the basis for discussion at a future meeting. All departments are required to complete an assessment, and Sierra was officially added to the **October 25** agenda.
- D. The final discussion centered on proposed **Syllabus Policy Updates**. For **email response time**, the group considered the proposal of 24-36 hours (Monday through Thursday) and 48-72 hours (after 5:00 PM on Friday), but favored **Jeff's** suggestion to simplify the policy to "**within two business days.**" Additionally, a clear **Chain of Command** for student issues will be added to the syllabus: **Instructor → Director → VIPSS**. It was agreed that these proposed changes would first be submitted to the **Faculty Senate** for feedback before proceeding to Shared Governance for final approval. With **Erick** making the motion to table and **Karen** providing the second, the item was unanimously **tabled** to secure further information from **Sherry** or **Billie** from **SGC**.
- E. Key **Action Items** confirmed for immediate follow-up include resolving issues with third-party resources (**Cengage, Caduceus**) impacting Financial Aid and Dual Credit students, finalizing details for the Academic Programmatic Review discussion, and formally implementing the finalized syllabus policies on email response time and the student chain of command.

VI. Action Items

- A. Syllabus and Policy Updates
- B. Finalizing details for the Academic Programmatic Review discussion.

VII. New or Follow-up Items for Next Meeting

- C. Key items confirmed for immediate follow-up include resolving issues with third-party resources (**Cengage, Caduceus**) impacting Financial Aid and Dual Credit students.
- D. Finalizing details for the Academic Programmatic Review discussion.

- E. Formally implementing the finalized syllabus policies on email response time and the student chain of command.

Next Regular Meeting:

Thursday October 2, 2025 3:15pm.

VIII. Adjournment- Motion to Adjourn by Erick Kraig seconded at 4:15 pm