

**Academic Leadership  
Regular Meeting  
July 16, 2021 10:00 a.m.  
President Martinez' Office**

**Present:** Dr. Edward Martinez, Maxine Hughes, Brenda Ortega, Melissa Cordova, Dr. Anita Roybal, Dr. John Thompson, Morris Madrid, Mary Duran (Admin. Assistant Liaison)

**Absent:** Francisco Apodaca

**Establishment of Quorum.**

**CTO.** Chair Brenda Ortega called the meeting to order at 10:05 am

**Agenda.** Chair Brenda Ortega announced that the meeting would be an informal meeting, therefore no approval needed for the agenda.

**Approval of Minutes - May 7,2021.** Minutes to be approved at the next regular meeting.

**Informational/Discussion**

**LCC President Edward Martinez:  
School Title or Department Titles**

President Martinez noted that he does not see consistency in staff titles or the department titles. He discussed uniform titles on the website directory. For example: Why are some "School of ....." and others are called "..... Department" or "Department of ....."?

There was discussion amongst the group about: Faculty titles / Director titles. President Martinez advised that a decision should be made on the titles such as "Director of ..." or "Dean of ..." He suggested that the members look at how other colleges reference the academic leadership and asked everyone to think about how to reference their departments and how to list their titles. He encouraged that the group make consistent naming of departments and titles for the AL an action item for the next meeting.

**Enrollment by School**

President Martinez asked the group to rethink the current models; he also asked if there are opportunities to condense courses? He brought up 4 week and 8-week courses and the possibility of having rolling courses instead of the traditional college model and shifting to a schedule that would soon accommodate the dominant student across the country.

President Martinez referred to a handout (*see attachment*) he provided to the group. The handout had enrollment scales for different departments. He suggested the group meet with the IR office because somewhere along the way somebody did not enter the numbers of students enrolled which are the numbers being sent to HED. President Martinez noted that we need to come together to fix this. The President noted that the previous Vice President of Instruction Dr. Sharon Lalla & previous President Ricky Serna brought this up with IR before and it is something we should continue to do every semester because it is not in the system correctly. President Martinez asked the group: "How can we fix these things without hurting the student?"

President Martinez asked if it would be possible for advisors to double check this information on each student and suggested an initial cleaning by department - we should be in collaboration

with all departments. President Martinez asked what the possibility would be if advisors went in to help the Registrar's Office. The next step would be to talk to Geraldine Saavedra or Denise Gibson

The following was discussed:

- Expediting the process for admission and registration: What can be done now while we work toward standardizing the process; the one in place is not being followed and does not work. It was noted that Academic Directors, faculty and advisors need to follow through with students and other departments including the fiscal office, the financial aid office and Veteran's Affairs to make the admission/registration process easier.
- President Martinez noted that he has spoken with different people throughout campus about holding workshops to align the processes.
- Maxine Hughes suggested creating a template for the admission and registration process and then have a discussion to review and finalize.
- Department Budgets - there were no meetings on what departments proposed.
  - Morris Madrid noted that we are always working with a finite budget so requests can only be made if we are getting new money. Therefore, new requests couldn't be considered. He asked the group to work on a strategic plan regarding their budget.
  - Discussed the possibility of Academic Directors doing two jobs or possibly combining other departments.
  - Morris Madrid provided an overview of this year's budget process. The first week he was here as the CFO was the same week that budget hearings were held. He said that the budget proposal format was ok but justifications were weak. There was an overall cut of 5%, therefore, what most of the budget requests that were submitted were not approved. However, Directors can always rearrange their budgets to meet their needs. Next year's hearings will have a lot more discussion and a lot more justification.
  - Decrease in enrollment and decrease in spending have to be decreased in kind; so far that is not happening - that was a big red flag when applying to be an Hispanic Serving Institution.
  - The last couple of years the Institution has over budgeted; next year's data should reflect better budgeting for spending - we need to be more specific; we need to be careful about over budgeting, underspending and overspending. With regards to salaries; it needs to be looked into it.
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### **Scheduling**

President Martinez referred to the last column on the chart of the handout. He noted that the Feds have a certain way of calculating how monies are allocated based on student enrollment in order for us to qualify for grants. We are spending too much per student in comparison to the dollars they bring in. This is a big problem.

Discussed the table attached on the handout - course enrollment should indicate whether more adjuncts or FT faculty are needed and whether the class should be offered or not. President Martinez believes we need to make a greater concerted effort to offer more classes on Saturdays and during the evenings. The block schedule was also discussed. President Martinez stressed to the group that he want to include key stakeholders such as the Academic Directors in the decision-making process. We need to plan for next and best moves together.

President Martinez referenced the enrollment chart - he urged the group to review it and to begin looking at the data in each department and where resources could best be allocated.

Maxine Hughes advised the group that Concourse is up and running. Directors need to advise their instructors to work on their syllabi via Blackboard.

**Adjourn.** Chair Brenda Ortega adjourned the meeting at 11:41 am.