



**Academic Leadership  
Regular Meeting  
December 11 2020, 1:00 p.m.  
Google Meeting**

**Present:** Dr. John Thompson, Francisco Apodaca, Geraldine Saavedra, Maxine Hughes, Brenda Ortega, Breanna Gould, Dr. Anita Roybal, & Lita Bernal. (meeting was recorded)

**Establishment of Quorum.** A Quorum was established

**Call to Order.** Chair Brenda Ortega called the meeting to order at 1:01 pm

**Approval of Agenda.** Chair Brenda Ortega entertained a motion to approve the agenda. Breanna Gould moved to approve the agenda as presented; Lita Bernal seconded the motion. All were in favor – motion carried.

**Approval of Minutes- 12/04/2020.** Chair Brenda Ortega entertained a motion to approve the minutes. Breanna Gould moved to approve the minutes as presented; the motion was seconded by Dr. Anita Roybal. All were in favor -motion carried.

It was noted that on the minutes it is stated to send the CLOAs to Mary Duran, but at the CLOAs training they were told to send them to the Assessment team. Maxine Hughes will check into that. The group discussed emailing them to Mary Duran and Rachel Lucero.

The group also discussed the evaluations and where they should go and where they should be filed away.

**Informational/ Discussion Items**

- **Mid-Year Reports due 12/18/20** – The group was reminded turn in their reports to Maxine Hughes no later than 1/4/21 or earlier if possible.
- **Collection of CLOA Reports/Assessment and Continuous Quality Improvement Forms**  
It was questioned to as to who the information should go to. The information should be sent to both Mary Duran and the Assessment team; reason being -Mary Duran will house them and the Assessment team will use the data for instructor trainings.
- **Student Course Evaluations data has been sent by Larry Paiz** –  
There was a question whether the information should be sent to the assessment team as well. Maxine Hughes responded that it will not, as the director will discuss the information with each individual instructor on how to improve teaching, the department, and the program. Therefore, each director will keep their own data. Maxine Hughes will ask Larry Paiz how the long the date should be kept.

It was noted that some instructors didn't get sufficient feedback from students because of the current Covid situation. Instructors should evaluate themselves/conduct self-reflection evals for professional growth.

Revising the student course evaluation was discussed and agreed that the Academic Leadership will be working on doing so early in the upcoming semester in order to have the evaluation form done in time for end of the Spring 2021.

- **Call Center Update/ Data** – It was noted that the information Maxine Hughes provided to advisors is different from the call center data. The binders need to be returned to Maxine Hughes at the beginning to mid-January. The data compiled should be incorporated into the Mid-term reports.

Francisco Apodaca reported that they are done with telephone calls and are now assisting Student Services make 50-60 calls every two hours or so, in the afternoons.

- **Phase 1 Evaluation of Department Objectives for the Strategic Plan Evaluation FY20-21 due 1/8/21** – The group was reminded of the following:
  - Introduction of open Bills for review, discussion, and action in January 2021.
  - Classroom Evaluation of FT Faculty – How about adjunct; we need to look at all faculty;
  - FT Faculty Teaching Experience – already a committee; bill died because there was not enough research to move forward. An HLC Reviewer provided information regarding tested experience policy; *“academic teaching and hands-on teaching must be considered in terms of experience when looking at tested experience”*.
- **Recurrent Faculty/Staff Training** – The following was discussed:
  - Removing some mandatory trainings out of the Faculty Senate’s responsibility; an example given was FERPA training- should be Human Resources responsibility, etc.
  - Changing the term recurrent to annual required trainings.
  - How can we help our faculty and staff move forward together toward the same goals so that everyone is on the same page.
  - Training or Professional Development for the whole school is different than the specific department trainings that are provided.
- Brenda Ortega will send a summary of the bills to the Academic Leadership members. Brenda Ortega and Breanna Gould will input the bill information into the Shared Governance Committee approved format; bills will be ready for review, discussion and action in January 2021.

**New or Follow-up Items for Next Meeting’s Agenda.** Nothing was noted.

**Adjourn.** Chair Brenda Ortega entertained a motion to adjourn the meeting. Francisco Apodaca moved to adjourn; the motion was seconded by Dr. Anita Roybal. All were in favor - motion carried. The meeting adjourned at 2:05 p.m.