



Academic Leadership Special Meeting
October 16, 2020, 1:00 pm
Google Meeting

Present: Melissa Cordova Lita Bernal, Maxine Hughes, Dr. Anita Roybal, Brenda Ortega, Francisco Apodaca, Breanna Gould, and Mary Duran (Liaison).

A quorum was established.

Call to Order. Chair Brenda Ortega called the meeting to order at 1:07 p.m.

Approval of Agenda. Breanna Gould moved to approve the agenda as presented; the motion was seconded by Lita Bernal. All were in Favor – motion carried.

Informational / Discussion Items Documents

- **Bylaws (Review & Revise)** Chair Brenda Ortega began with the following:
 - Article 1. Name and Purpose. Section 1 Name All agreed that this section is correct – no changes needed.
 - Section 2 Purpose. All agreed that this section is correct and in compliance with the Strategic Plan – no changes needed.
 - Article II. Membership – discussion was as follows:
 - The group discussed changing it to: “The voting members of the Academic Leadership shall be the Academic Directors. An Administrative Assistant Liaison will serve as minute-taker for the Committee, but will not have voting privileges”.
 - There removing the following wording: “manager of College and Career Readiness Institute, Satellite Director(s), Library Manager and Institutional Research Director. Member at large will be the Athletic Director.
 - Dr. Anita Roybal moved to change the above-mentioned items; motion was seconded by Breanna Gould. All were in favor – motion carried.

The following discussion continued:

- The group agreed to remove the Registrar as a committee member and be invited when needed as well as the others removed from membership.
- Dr. Anita Roybal amended her motion and moved to make the change; the motion was seconded by Lita Bernal. All were in favor – motion carried.

The following discussion continued:

- The wording should include, “or individual assuming duties as an academic director” or: as an administrative designee”
- Dr. Anita Roybal amended her motion and moved to make the mentioned wording change; the motion was seconded by Lita Bernal. All were in favor – motion carried.

- The group discussed the change of the group name “Academic Leadership Committee”. They agreed to remove “Committee” from its name – therefore its name will now be “Academic Leadership”. Dr. Anita Roybal entertained a motion to approve the change; the motion was seconded by Lita Bernal. All were in favor – motion carried.
 - Francisco Apodaca moved to table the continuation of the Bylaws Review and Update for another meeting; the motion was seconded by Breanna Gould. All were in favor – motion carried.
- **8-Week Courses** Francisco reported the following:
 - Call Center Stats:
 - Total Calls - 864
 - Interested - 74
 - About 12%
 - We had fewer number of callers (volunteers) which affected the positive (Interested Students) than the previous Calling at the beginning of the fall semester. The premise is the total number of calls is proportionate to the number of students Interested in Registering.
 - Proposed that in order to incentivize student Pre-Registration, we have students that preregister are automatically entered into a drawing, lottery, etc., for one of four iPad. In order to incentivize "volunteers" we have a drawing for those staff members who 'volunteer" to call students encouraging Pre-Registration, the winner to receive an iPad. So, we would need funding for the purchase of five (5) iPad ~ \$1500.

Action Items

- Bylaws Approval of Changes - tabled

Adjourn. Breanna Gould moved to adjourn the meeting; the motion was seconded by Lita Bernal All were in favor -motion carried. Chair Brenda Ortega adjourned the meeting at 2:10 pm