

Minutes from Academic Leadership Meeting
November 5, 2019 @ 10:00 am
STEM Conference Room

In attendance

Anita Roybal
Francisco Apodaca
Joseph Salas
Lita Bernal
Linda Salazar
Maxine Hughes
Brenda Ortega

Call Meeting to Order/ Establish a Quorum.

Meeting called to order 10:05 a.m. by Maxine Hughes, a quorum was established.

Approval of Agenda.

Francisco Apodaca moved to approve the agenda with modifications that allowed Anita Roybal to report first. Seconded by Linda Salazar, all in favor, motion passed.

Approval of Minutes.

Francisco Apodaca moved to table the minutes from October 1, 2019, seconded by Joseph Salas, all in favor, motion passed.

Old Business.

No discussion on old business.

New Business: Review of new initiatives.

Francisco mention the Vice President would like someone from Leadership to attend Shared Governance. Francisco Apodaca, Joseph Salas, Lita Bernal, and Maxine Hughes plan to attend.

Upcoming event, Veterans Day Celebration on November 11.

Maxine asked which of the new initiatives, brought to our attention by Dr. Patterson, would the group like to address first?

1. *HED is reporting an average of 3.2 years to complete an Associates at LCC.*

Discussion on students completing their programs in 2 years. Part-time students, nontraditional, athletes, and students taking remedial courses tend take a little longer. Full-time students should complete in 2 years, but that is not always the case due their family situation, working etc.

The group emphasized that Advisors should have constant communication with students, tracking their progress every step of the way. They should contact students to register ahead of

time. The Athletic Department is working on the previously discussed changes for athlete advisement as are the department based advisors. It was suggested that we look at the data at the end of the academic year to see if any of the previously mentioned changes have made a difference, and then report the findings.

Anita Roybal asked to give her department report now so she could be dismissed. She reported that the Humanities Department, Reading on the Hill will take place Wednesday, November 20, 2019 at 11:00am. She is in the process for hiring a full time Criminal Justice instructor. The Media Program is also an area she is working on enhancing and would like to show High School students the importance of the program.

2. Having a course minimum of 17 students.

Discussion about 17-student minimum per class, some felt this will hurt departments. Some felt that having several sections would be necessary to accommodate some student schedules. Some classes cannot hold 17 students due to lab space. Doing a cost analysis of each program at the end of the semester was mentioned as way to analyze the breakeven number for each program, as programs are in different tiers of reimbursement. Lita Bernal mentioned she has a template for cost analysis from last year, she will send that out to everyone. Once the data is collected it can then be reported in the annual department reports.

3. End of year evaluation tools.

Francisco Apodaca talked about end of the year evaluation tools requested by Dr. Patterson. There are many options, HR faculty evaluations, course/instructor evaluations, and classroom observations. Not all directors have a template for the course observation evaluations, Maxine Hughes will forward what she uses to the group.

4. Accountability for snow days.

Discussion about snow days, Maxine Hughes asked for suggestions on how we will monitor the faculty and staff on those days. Possibly email contact with faculty and staff can occur. It was mentioned that not all have access to the internet at home. Francisco Apodaca stated HLC requires a plan, he suggested that Luna is connected to the public schools snow days. Lita Bernal asked for clarification on how on-line courses be handled on snow days; Francisco stated class that are 100% online should go on as planned. Face to face of hybrid courses will be cancelled.

Shared Governance Report.

Joseph Salas reported that the Shared Governance Council met and Breanna Gould was elected chair. The group needed new membership, as many have left the organization. They are in the process of reestablishing the membership. The Next Meeting is November and all are encouraged to attend as the new Shared Governance Model will be proposed.

Department Reports.

Linda stated the library has created additional areas for students to study. They also had the coloring contest, which went well.

Maxine stated Nursing has 31 students; they are doing clinicals right now. TEAS Prep courses are in session and will be done in time to have some testing dates before the end of the semester, the classes are being taught by instructors in each area of study. The graduates from spring 2019 are doing well with the NCLEX, currently at an 85% pass rate. The SNA will sponsor a blood drive on November 7, 2019

Lita stated she is preparing for the Veterans celebration, she is preparing a PO for Nacata, and Melissa is calling students for registration.

Brenda reported:

11-6-2019 - Brenda stated that she attended her first meeting of the Lab School Collaborative which is a group of people from NM colleges and universities who have preschool lab-schools who meet to discuss shared concerns, goals and objectives. Her department is working on the budget and will schedule a strategic planning meeting with the CFO and Dr. Patterson. The Task force and Deans/Directors meetings she attends have been addressing the need to raise wages for Early Childhood educators. Tycie and Rick Baca are working with the state General Education committee to certify all of LCC's gen. ed. classes. They are helping instructors with their required narratives. Martha Trujillo submitted her letter of resignation for the end of January. Nursing students will be doing three separate presentations for the Preschool children. She is in the process of hiring a new Preschool teacher.

Francisco informed the group that a new science instructor as be hired. He motioned that this semester the attendance for classes are low, he is not sure why that is happening.

Joe stated that his office is starting early registration, advising students. Working on protocol entries.

Francisco informed everyone to submit their project related needs to him before Thanksgiving. Requests must be small items, a onetime order. Looking into mentorship program for STEM and Trades. West Las Vegas Dream Maker Club coming November 14. Nurses will talk to students about the health field.

Meeting Date, Time & Place.

Maxine stated that the meetings might change to Fridays as proposed by Shared Governance Council. Next meeting December 3, 2019 at 10:00am

Adjourn.

Meeting adjourned at 11:32 a.m. by Maxine Hughes