

Academic Leadership
April 17, 2020- 1:00 p.m.
Google-Hangout Meeting

Present: Chair Maxine Hughes, Vice-Chair Geno Castillo, Lita G. Bernal, Brenda Ortega, Francisco Apodaca, Dr. Anita Roybal, Dr. Kenneth Patterson and Mary Duran (Liaison)

Quorum: A quorum was established.

Called Meeting to Order. Chair Maxine Hughes called the meeting to order at 1:12 pm.

Approval of Agenda. Francisco Apodaca moved to approve the agenda as presented; the motion was seconded by Vic-Chair Geno Castillo. All were in favor - motion carried.

Approval of Minutes - February 21, 2020. Brenda Ortega moved to approve the minutes as presented; the motion was seconded by Lita Bernal. All were in favor-motion carried.

Informational/Discussion Items

Dr. Kenneth Patterson.

- Vice-President Patterson Update
 - **Classroom Evaluations** should be in by the end of the month.
 - **Dual Credit MOU's-** Geraldine Saavedra is in the process of sending them out for the next two years. Items on the MOU to be aware of: the local schools provide the student textbooks and ask that we use same book for 3 years (we will try our best), classroom evaluations, HED Learning Outcomes, and same test out as class final exam.
 - **Academic Department Reviews (End of Year Reports)** Dr. Kenneth Patterson noted that he sent out a proposed template for end of year department reviews. The reasoning for change is it ties back to the Strategic Plan to see if goals work for each program. Dr. Patterson explained the form and which items will not be on this new form that were on the last form and data they will be provided from College Scorecards.
 - **Student Evaluations of Instructors.** There was lengthy discussion on how the evaluations could be done and the student would remain anonymous. Maxine Hughes noted that the Nursing Department uses Google Survey. It was agreed by all that the item be placed on next week's agenda as an action item.
 - **Transitioning from Blackboard to Canvas.** Dr. Patters noted that the transfer will take place after this semester and will be on for the Summer 2020. There will be a helpdesk available and Matt Bowie will set up trainings. It will begin through the Summer and we should be completely transitioned over by the Fall. There was a lot of concern on this issue – lengthy discussion. It was agreed that this item would be put on next week's agenda as an action item.

- **Concourse Syllabus Management Program.** This item should be set up between Summer and Fall 2020.
- **Block Schedule.** The new block schedule will begin this coming Summer. There was some discussion on the block schedule and how it could or could not work for particular programs. It was agreed that the Summer is the best time to start it.
- **Advising and Registration of Students Summer and Fall.** Dr. Patterson sent out the following Summer Registration Planning list:
 - April 28, 2020 – SU2020 Schedule Releases to Media/Public
SU2020 Schedule and basic instructions (How to Register) and link to policies and procedures published in Las Vegas Optic and other relevant newspapers, promoted on area radio, published on social media. Printed handouts for Post Offices only. SU2020 Schedule and basic instructions (How to Register) and Policies and Procedures document published on luna.edu website (prominent link on front page). Instructors forward a standard online in-class announcement to all enrolled students. Athletics send email to student athletes informing of SU2020 registration.
 - Monday, May 4 – Registration opens SU2020 Registration opens for online and telephone registration only. Students are not allowed on campus for registration (exceptions regarding Accuplacer Exams?). Specific Faculty/Staff allowed on campus only with prior clearance (ideally, Department Director and Department Advisors. Rear gate monitored for clearance?
 - Monday, June 3, 2020 – Classes Start SU2020 Classes start (online and distance learning only). Students are not allowed on campus for registration (exceptions regarding Accuplacer Exams?).
- **Telephone System.** In the next two weeks the telephone system will change – so there will be training on this when we return to work.
- **Upcoming Incomplete / 6-Week Time Frame.** The Incomplete form has a 6-week time frame for students to work on what is required to receive a grade. There was discussion on the time-frame and what would be the best procedure for being flexible. Incompletes will not be presented until the end of the Summer.
- **Shared Governance Representative at Board of Trustees Meetings.** There was discussion on the Board of Trustees decision to remove Academic Leadership as part of the Shared Governance. The group questioned why the Board should have a say in removing Academic Leadership from the Shared Governance. Maxine Hughes explained

that they are not wanting to remove us completely – it is only from the reporting table. There was lengthy discussion on the matter on when the policy was written (Francisco), is this part of HLC criteria, maybe ask to be put on the BOT agenda that Academic Leadership group all go to monthly BOT meetings, maybe we should just write back stating our opinion, maybe it is a lack of understanding or lack of training on the Boards part. Apparently Board Member Maxine Salas thought she had made a motion to removed Academic Leadership, but action was never taken – Dr. Patterson remembers it coming up at the BOT meeting, but never any action taken.

- Maxine Hughes went to each group member and asked their opinion; after everyone provided their opinion, everyone agreed that our Shared Governance Representatives Lita Bernal and Geno Castillo take this item to the next Shared Governance meeting and report back to Academic Leadership.

Group Discussion.

- Maxine Hughes noted that Elaine Luna is working on a Career Academy through AHEC.
- Francisco Apodaca will send out a link on a Tobacco-Free Initiative Scholarship for \$20k.
- Maxine Hughes noted the last day to withdraw is April 24, 2020.
 - Lita Bernal noted she is having problems with students who refuse to withdraw.
- Brenda Ortega noted that she has a student who has not participated in the online class, but sends in all the completed work; the student may not pass due to participation being a big part of the grade for the class.

Open Bills. - none

Action Items.

- Transition from Blackboard to Canvas
- Student Evaluation of Instructors

Follow-up Items. - None

Next Meeting. Friday, April, 24, 2020, 1:00 p.m. (google-hangout meeting)

Adjourn. Chair Maxine asked for a motion to adjourn the meeting at 2:58 p.m. Francisco Apodaca moved to adjourn the meeting; the motion was seconded by Vice Chair Geno Castillo. All were in favor - motion carried.