

Academic Leadership
April 3, 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, Henrietta Romero, 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. Geno Castillo moved to approve the agenda as presented; the motion was seconded by Brenda Ortega. All were in favor - motion carried.

Approval of Minutes - February 21, 2020. Lita Bernal moved to approve the minutes as presented; the motion was seconded by Henrietta Romero.

Informational/Discussion Items

Dr. Kenneth Patterson.

- Time and Effort Forms - Dr. Patterson reminded everyone to get their Time and Effort forms by Friday mid-day.
- Title 4 Issues - Dr. Patterson commended the group... He mentioned vocations online and the program. He noted a VA issue - need more online classes.
- HLC Update - The LCC report to HLC is now due July 30, 2020. The HLC visit will be September 9 and 10, 2020
- Spreadsheet for Students Not Continuing - If the student would rather receive an incomplete (I) grade, they must note that they will be returning, but try to minimize incompletes. We must also have specific information on students - including transitioning over. If they do not want to receive an I grade they must formally withdraw.
- Gary Martinez is working on trying to complete dual credit students. If you know of any dual credit students - try to provide more attention.
- Classroom Observation Forms. A PDF form was sent out to you all - please get these done and turned in.
- Program Review - We will be looking at a different end of year report template for a better approach- we will discuss this in weeks to come.
- Course Completion Form. The deadline for these forms is coming up, as well as personnel/staff evaluations. All will be done online.
- Dr. Patterson reminded the group to provide him a list of students not completing early in the week, as he needs for his BOT report.
- Syllabus Management. We may start - possibly in the Summer.

Group Discussion.

- Lita Bernal advised that School of Business students were contacted - most are overwhelmed with homework.
- The withdrawal rate will be less than usual. Henrietta Romero confirmed that the Registrar's office has seen less withdrawal (3 at this point in time).
- Dr. Roybal asked if the final schedule would remain the same. Henrietta Romero noted that she would send the final exam schedule out soon.

- Dr. Roybal had concerns about her faculty not being allowed on campus to pick up items needed to do their work. Matthew Cordova is not allowing anyone on campus grounds.
- There was a question on how contracts would work - answer: we will see when we get to that step.
- It was noted that the school would be closed next week on Holy Friday and Easter Monday.
- There was frustration expressed with procurement issues.
- Henrietta Romero questions if there is a list of can ceased courses; Dr. Patterson noted that he is giving it a few additional days, but working on it.
- There was concern as to who will fill in as Registrar. Henrietta advised the group that she is confident that her staff is in a secure place right now, however Michael Montoya will be filling in as well as Melissa Cordova.
- Brenda Ortega noted that her lead instructor Candice Tenorio is doing an excellent job. She has set up Class DoJo where she face-times each child and has a zoom session with four children at a time.
- Henrietta Romero's last day with LCC. Henrietta Romero said thank you to all for everything and for making her job easier, she enjoyed working with everyone. She encourages the group to keep doing what they are doing and focus on students.

Open Bills. - none

Action Items. - none

Follow-up Items. - looking at a plan on Shared Governance Key Committee meetings starting week after Easter break.

Next Meeting. April 17, 2020, 1:00 p.m. (zoom meeting)

Adjourn. Chair Maxine asked for a motion to adjourn the meeting. Vice-Chair Geno Castillo moved to adjourn the meeting; the motion was seconded by Lita Bernal. All were in favor - motion carried.