

**Academic Leadership  
Regular Meeting  
March 5, 1:00 a.m.  
Google Meeting**

**Present:** Lita Bernal, Larry Paiz, Francisco Apodaca, Geraldine Saavedra, Breanna Gould, Brenda Ortega, Maxine Hughes, Dr. John Thompson, Sharon Martinez, Dr. Anita Roybal. and Mary Duran (Liaison)

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

**Call to Order.** Chair Brenda Ortega called the meeting to order 1:00 pm

**Approval of Agenda.** Dr. John Thompson moved to approve the agenda as presented; Breanna Gould seconded the motion. All were in favor - motion carried.

**Approval of Minutes – February 5, 2021.** Breanna Gould made a motion to approve the minutes as presented; the motion was seconded by Lita Bernal. All were in favor - motion carried.

**Informational/ Discussion Items**

- **Sharon Martinez - Introduction General Information.** Francisco Apodaca reminded the group that per the Academic Leadership bylaws the IR person was removed as an Ad Hoc member, therefore would be included at the meetings by invitation only.
- **Revisit (3) Bills.** Brenda Ortega asked the group to review the bills and let her know if anything needs to be revised.

**Bill #2020-01-24-02-14-2 & 2020-02-14-2 - Classroom Evaluation of FT Faculty.** As per Academic Leadership on January 29, 2021, certain items should be added. The group returned the Bill to Shared Governance for clarification.

The classroom evaluation being discussed is by supervisors. Chair Brenda Ortega noted that the notes should have reflected the bill being returned to Faculty Senate for clarification.

Maxine Hughes noted that the Assessment Committee is reviewing the bill and will return to Shared Governance noting that that Assessment Committee has reviewed.

Maxine Hughes suggested that Chair Brenda Ortega assign a couple of people from the Academic Leadership to review the Bill and return to the group with their findings at the next Academic Leadership meeting.

There was discussion about possibly looking at it from a student perspective, adding two elements to the bill, and requirement of accreditation.

Chair Brenda Ortega asked for two or three volunteers to look over this information. Dr. John Thompson volunteered, Breanna Gould volunteered & Chair Brenda Ortega added

herself to the group. The group will schedule a meeting and then present to the rest of the group possibly by Friday March 26<sup>th</sup>.

**Bill #2020-01-24-03FT Faculty Teaching Experience** – As per Academic Leadership on January 29, 2021 they felt it would not be right to approve until the rubric is passed 2020-01-24-03, but maybe recommend one year which is enough. It was also noted that if decreasing qualifications, it may also decrease salary.

There was discussion on the following: decreasing the years and If decrease the minimum would need to be two- year experience with the one degree at least above the requirement. Chair Brenda Ortega referred to HLC requirements stating it did not necessarily have to be an HR decision

Francisco Apodaca noted that departments utilizing tested experience could include the skillset "Process.

Dr. John Thompson questioned the pay scale – answer: that is where HR & Board would have to come into it for levels of pay for credentials versus degrees.

Dr John Thompson moved to approve the Faculty teaching Experience bill; the motion was seconded by Lita Bernal. All were in favor – motion carried. Academic Leadership has approved Francisco Apodaca's submission of processes and procedures of tested experience.

**Bill 32020-01-24-07 Recurrent Faculty/ Staff Training.** Breanna Gould noted that this bill was already voted on. At the January 29, 2021 meeting with the word change of "requiring to "recurring".

#### **New Bills –**

**Real Time Student Survey** – There was a short discussion about the survey and who it should be conducted by. At this point in time Larry Paiz monitors all student surveys. The bill proposed reflects some changes and decrease in the number of questions. The bill came from the Assessment Committee through Faculty Senate and now to Academic Leadership. Every course will have a Blackboard component and tutors will also be embedded as well. Instructors are happy they do not have to use class time to have students complete the survey.

**Asynchronous Survey.** It was noted that for some questions were changed for on-line classes and decreased the number of questions. Maxine Hughes feels the initiative should go to the Assessment Committee as an annual review and then to IR Sharon Martinez for her involvement. Maxine Hughes will mention the annual review of assessment forms to Rachael Lucero.

**Budget Proposals** –Everything that was turned in yesterday went to the BOT in their packet; they were printed off by Evelyn Montoya and will be reviewed by April 13<sup>th</sup>. Academic Directors were asked to defend their budgets on March 16<sup>th</sup> &17<sup>th</sup> with the new CFO, Evelyn Montoya, Interim Vice President Maxine Hughes and Interim President Dr. Kenneth Patterson and to answer questions on their proposal.

**Advisor role / responsibilities.** The group discussed the fact that Advisors have different job descriptions and salaries are also different. Dr. John Thompson noted that the CTE Advisor's job description is different or interpreted different than the other departments and the pay is different. Dr. John Thompson noted that he thought Advisors are the key people, as we need to put all the resources we can on recruitment and enrollment that we can. Maxine Hughes noted that each advisor or department may have developed their own job description; when they were hired they were hired under R & C funds. Maxine Hughes suggested creating a bill to make advisors more effective.

Francisco Apodaca refers to House Bill 2 - last year was \$520,000; this year \$480,000 = 6% cut. He also noted that he made calls to Senate Finance asking them to restore, however he has not heard back from anyone. If they do not adjust we will need to adjust somewhere.

## **Action Items**

### **Bills**

#### **Real Time Survey.**

Francisco Apodaca moved to approve the Real Time Survey as amended, but revisit the participation numbers. Lita Bernal seconded the motion. All were in favor – motion carried.

#### **Asynchronous Survey.**

Francisco Apodaca moved to approve the survey as amended but revisit the participation numbers; Dr. John Thompson seconded the motion. All were in favor – motion carried

**Adjourn.** Dr. John Thompson moved to adjourn the meeting; it was seconded by Maxine Hughes. All were in favor – motion carried. The meeting adjourned at 2:33p.m.