



Academic Leadership
Minutes -June 4, 2019
STEM Conference Room

Present: Lita Bernal, Francisco Apodaca, President Rolando Rael, Brenda Ortega, Maxine Hughes, Jose Salas, Jessica McGee and Mary Duran (Liaison).

Called Meeting to Order

Maxine Hughes called the meeting to order at 10:37 a.m.

Approval of Agenda

Francisco Apodaca entertained a motion to approve agenda as presented; it was seconded by Lita Bernal. All present were in agreement - motion carried.

Approval of Minutes - May 7, 2019

Francisco Apodaca entertained a motion to approve the Minutes as presented; it was seconded by Brenda Ortega. All present were in agreement - motion carried.

Shared Governance Report

Nothing was reported.

Academic Report - President Rolando Rael

- Maxine Hughes brought up the title of the said report. President. Rael suggested it be called the Academic Administrative Report.
- President Rael noted: the VP of Instruction position for a new VP will be posting soon. He explained that it has taken time due to the fact that in the staff handbook all job descriptions were removed. Changes he'd like to make is instruction. Student services. Is waiting for board meeting to ask board for permission to make the changes.
- President Rael advised that he would like for academic departments to look at reducing cancellation of courses. He continued on that when we have a new VP of Instruction we will look at student pre-registering and pre-enrollment of classes, and we should try to get returning students registered early. President Rael suggested having two of the same class at same days and time but with different instructors. There was also mention of Monday, Wednesday, and Friday classes; if there are no Friday classes possibly meetings or other activities.
- President Rael has asked Faculty senate to look at faculty serving on committee. He believe they should all set on a committee. There was some discussion about adjunct serving on committees.

- President Rael noted that he will suggest to the new VP of Instruction that they have an orientation with all adjunct to discuss rules & regulations.
- President Rael also touch on the subject of making classes kept to standard time schedules. There lengthy discussion on this item.
- President Rael reminded the group that end of year report should still be collected using same format. Mary to send reminder to academic directors.

Old Business

- **Dual credit wrap up -**
- Maxine Hughes reported for Amanda Ortiz as she was not able to be present. She noted that Amanda Ortiz has been receiving feedback from the high schools and they love the plans. MOU's are coming in and going very well. Francisco explained a problem with chemistry classes.
- **Bylaws**
There was no discussion on bylaws. It was suggested having a bylaw work session. Maxine Hughes to send a schedule out.

New Business.

There was no new business.

Department Reports

Francisco reported the following:

- STEM has moved the ace lab to the once IT Department offices. He noted Raymond Varela who oversees the Ace Lab now has his own office. He went on to say that they will be developing a remote tutoring lab. They will have different activities such as writing sessions.
- The once Ace Lab is now set up as the STEM Conference Room.
- The summer STEM camp will begin on July 8th through August 9th. The group will consist of 5th thru 9th graders. At this point in time there are 40 students registered.

Jessica McGee reported the following:

- The LCC Car Show is this Saturday, June 8, 2019, 10 am - 3 pm at Melody Park.
- Jessica McGee noted that she is helping the New Mexico Ag Association with the use of LCC facilities. There will be people present from all over the state; they will be hosting a conference/ trainings here at LCC. President Rael to talk at one of the events.

Maxine Hughes reported the following:

- The Nursing Department does not have any summer classes, however they are busy with TEAS testing (Pre-admission Exam).
- The students are still studying for their state licensure.
- We are also busy checking all student transcripts.

- Thirty-Eight students have applied for the nursing program. The Selection committee sent out letters on June 17th and those interested have until July 12th to respond.
- We have faculty who are in and out - they are working on their Masters/PhD.
- We will be having stem lab trainings.
- Will be going on radio soon to recruit for nursing- increasing enrollment is a goal
- Maxine Hughes noted that she would be attending the State-wide Task Force on June 20th in Albuquerque.
- The Nursing department will be painted soon
- Maxine Hughes noted that the New Mexico General Education has changed for nursing pre-reqs. Maxine explained what she would like to do.
- Maxine Hughes noted that only two BSN candidates from WNMU, have passed the TEAS.

Lita Bernal reported the following:

- Lost one full-time faculty member: Leticia Griego, therefore she is now looking for accounting/finance instructor.
- Lita Bernal noted that she $\frac{3}{4}$ done with her Peer reviewers' exam, and Brenda Wagoner will start her testing today. Lita Bernal noted that she will now peer review internally all of school of business.
- The School of Business summer numbers are great for the summer; there are ten to eleven students in each of the classes.
- Next week She (Lita) and Brenda will be down town do a survey inquiring if any of the local businesses will take internship for LCC School Of Business.

Jose Salas reported the following:

- Has two face to face summer classes in Mora.ENG 106 being taught by Sara Vigil and a PE/ furniture classes.

Meeting Date, Time & Place

- The next meeting will be Tuesday, July 2, 2019, 10:30 a.m., STEM Conference Room.

Adjourn

- Maxine Hughes adjourned the meeting 12:17 p.m.