

ACADEMIC COUNCIL MINUTES

April 15, 2008

ENMU-Ruidoso – Room 112

3:30 pm

MEMBERS PRESENT

Larry Blank, Holly Braden, Sarah Crewe, Bruce DeFoor, Ray Fleischmann, Dinah Hamilton, Jack McCaw, John McCullough, Cynthia Orozco, and Chad Smith..

MEMBERS ABSENT

Anne Twite

GUESTS PRESENT

Sandy Stambaugh

INFORMATION ITEMS

- Department Reports
 - Dinah Hamilton – Things are running smoothly. A political science instructor is needed.
 - John McCullough – John is disappointed in enrollment this semester. Business classes do better in the fall. A Basic Income Tax class will be offered in the fall.
 - Ray Fleischmann – Bob Hemphill will be teaching his last class this summer. Joanna Peebles will be teaching online in the fall. Calculus I will be offered this fall and II in the spring.
 - Jack McCaw – More science classes for majors will be offered in the future.
 - Holly Braden – There has been a change in tutors. Patrick McNulty the Writing Lab tutor. The lab is seeing a large amount of usage by non-English majors. Movies as Literature will be offered in the summer and German and Sign Language in the fall.
 - Larry Blank – Construction Trades students will be participating in the Career Fair on Friday, April 18. Jobs are holding well and summer looks promising. The housing market in Ruidoso looks good even though the national market is in a downtrend.
 - Bruce DeFoor – The Student Art Show reception will be held Monday, April 21, 5:30 pm near the snack area. The mural at Camelot Storage is almost complete.
 - Cynthia Orozco – Dr. Earl Pittman will be teaching Environmental History and Jay Smith will be teaching Museum Studies this summer. She is seeking an instructor in Ethics and a World History instructor for high school students. Also an intern for the Hubbard Museum is needed. Cynthia has been appointed by the City of Ruidoso Downs to serve on a local History Advisory Board. The NM Humanities Council just finished organizing their Regional History Day Fair in Ruidoso and is working to increase participation.
 - Sarah Crewe – Three instructors will be certified in Yoga Fit in Albuquerque and will be required to provide eight hours of community instruction. Chad recommended working with Coda to accomplish this requirement. Sarah will be teaching HPE 142, which is a non-activity course, is required by ENMU-Portales for most of their bachelor's programs.
- Committee Reports

- Assessment – Global outcomes will be a topic at the next council meeting. Six hours of release time each semester is being offered for any full-time faculty interested in working on assessment. Amy Bertramsen will be assisting with assessment beginning July 1, and no longer in the Student Advising Center.
- Academic Work Evaluation (AWE) – Cynthia, Holly, and Bruce have been working for the last two months on policies and what kinds of rewards should be in place in regards to contracts, salaries, professional development, recognition, office hours, and evaluations. A document has been forwarded to Chad for his review.
- Updates:
 - Performance Evaluations – Evaluations will be reviewed by Dr. Elrod and then Chad will schedule a time with each faculty member to review theirs.
 - 2008-09 Budget – There have been major changes to the budget. Professional Development is now under travel rather than located in Chad's budget. The budget is on the agendas for approval by the College Board on April 17, and the Board of Regents on April 25. Once approval is given, Chad will provide departmental budgets beginning with the summer.
 - New Personnel – There are nine full-time positions in the budget.
 - Construction – A revised timeline has been presented in light of the groundwork delay. Once the plumbing is completed, progress should happen quickly. It is imperative that classrooms be complete since they are scheduled for occupation in the fall.
- Student Evaluations – Chad disbursed fall evaluations and asked that lead faculty review and return to their instructors.
- Student Survey Results – The information was used in the creation of the fall schedule. The results will be put on our website for student review.

ACTION ITEMS

1. Catalog – Sandy Stambaugh informed the group the deadline is May 6 for all changes. She handed out a sample guide on how changes were handled last year. Chad indicated that dropped or added courses will require approval on May 6. Minor changes not requiring approval can be turned in later in the month. These would include amending a course description that did not require a change of a pre or co-requisite. Changes should be emailed to Chad and he will collect. The council indicated a preference with continuing with a one-year catalog instead of a two-year.
2. Approval of March 4th minutes – Ray moved and Holly seconded to approve the minutes with one correction. Amy Bertramsen attended the HEAR conference in place of Juanita Garcia.
3. 2008-09 Academic Council – Chad noted changes to the calendar. Fall classes will begin on Wednesday rather than on Monday. There will be a Fall Break for students and faculty the week of Thanksgiving. Faculty Orientation will be held August 18. The spring semester has a late start making graduation fall on May 16. Discussion was held on suggested locations for the 2009 graduation since the convention center will not be available. Suggestions included: Alto Lakes Country Club Pavilion, Bonita Park, RHS stadium, Spencer Theater (outside) and Inn of the Mountain Gods. Ray moved and Dinah seconded to approve with a change to include finals week, December 7-13.
4. Course and Lab Fee Review – Fees have to be approved by the Regents. Dr. Elrod has asked for an audit of all course and lab fees for accuracy. Approval will be requested at

the June Board of Regents meeting. Amy will run a list of all courses over the last years that have associated fees and Chad will forward that list.

5. Announcements – Dinah reminded everyone that the Career Fair will be held on April 18, 10 a.m. until 3 p.m. The lead faculty for the career tech programs should be attending to encourage attending students to enroll in those programs. Chad requested each faculty to send him an email with their hours of attendance.

The next meeting is scheduled for May 6, 2008, at 3:30 p.m., Room 112

The meeting adjourned at 5:03 p.m.

Respectfully submitted for approval by:
Beth DeFoor
Administrative Assistant to Dr. Michael Elrod
5-2-08