

**ACADEMIC COUNCIL MINUTES**  
**December 11, 2007**  
**ENMU-Ruidoso – Room 105**  
**3:30 pm**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Karen McCort

**GUESTS PRESENT**

Jim Pawlak.

**INFORMATION ITEMS**

- Department Reports
  - John McCullough – Requested more communication concerning personnel changes.
  - Bruce DeFoor – The Winter Choir concert was a success. Lucy's Mexicali Restaurant mural is complete. Room 105A will soon be moved in preparation for the new facility.
  - Ray Fleischmann – An instructor from El Paso Community College has been recruited to teach an online Math 119 during the Fall 08 semester.
  - Larry Blank – The Construction Trades workshop has moved to a new location. A new AutoCAD instructor may be hired. A construction trades student that builds log homes has hired a fellow student and may hire more.
  - Sarah Crewe – Has just been certified as a level II swim coach and will be taking her level III test this week.
  - Jim Pawlak – There are a lot of desperate students in the library. Test proctoring seems to be going smoothly. Chad noted that Jim has made changes to the website.
  - Anne Twite – Twelve online instructors attended the Impatica Workshop held on Friday, November 30. She has received input concerning online evaluations and will be putting together a synopsis. During the 2<sup>nd</sup> weeks, she will be offering a hybrid course on how to teach online.
  - Cynthia Orozco – the first internship at the Hubbard Museum is being completed. Chad said he appreciated Cynthia's work with the Hubbard Museum and the city of Ruidoso Downs and that an internship has been added to all the disciplines.
  - Dinah Hamilton – Liz Maines will be teaching a forensic psychology class in the spring. Portales has requested that the class be offered via Polycom. New psychology sections are being opened up.
  - Holly Braden – Student work is being published in the Ruidoso News and on our online newsletter. Two students have been hired to hold a writing lab. Holly is looking for someone to fund the Anthology publication.
- Committee Reports
  - Assessment – Dr. Ray asked if everyone would review the exit interview process and submit questions to him. The committee has been meeting regularly and is still working on global outcomes.
- Spring 2008 class enrollment – Chad said there are over 350 students currently enrolled and registration is going extremely well. Thanks to everyone for their hard work

- Defensive Driving – Ginger Creighton from the Portales Campus will be holding a class in Room 112 on Friday, January 11, 9:30 am-noon.
- Inclement Weather Policy – Chad distributed our current policy and asked for any suggestions. He will continue to call all lead faculty when weather causes a delay or closing.
- 403(b) and flex spending account – John explained the advantages and disadvantages of authorizing deductions from your paycheck for dependent care or medical expenses. He said the main advantage is that amounts are deducted before taxes are calculated. One disadvantage is if you don't spend the amount you authorize to be deducted then you lose it. He also researched a 403(b) which equates to a 401(k). These are voluntary plans allowing an individual to tax shelter up to \$15,500 annually. Also, mutual funds are another option to save for retirement. Chad will call Human Resources to schedule an informational meeting for faculty in these areas.
- Online book buy-back – Through a link on our web page, distance ed students can receive a UPS label to mail back their books in order to receive a refund in the mail. This will also work for local students.
- P-card – Training will be held on Wednesday, December 12 at 11 am, 1 pm, 2 pm.
- DFW report – Chad handed out a report that tracked Spring 2007 classes with 30% or above of Ds, Fs, and Withdrawals. This information will show any trends and areas that need to be worked on.

### **ACTION ITEMS**

1. Approval of minutes - Minutes will be sent via email for approval.
2. Pre-nursing Certificate – Christy Neill has been working with the Roswell Campus Nursing Department to create a certificate program. Once the certificate is approved through the Board of Regents and the Higher Ed Department, students will be able to receive a certificate of completion for taking ENMU-Ruidoso nursing courses. By general consensus faculty moved to approve.
3. Employee Evaluation process – Performance evaluation forms are online, and completed forms are due by January 25. Create an attachment stating 2008 Goals and 2007 Goals and accomplishments showing percentage complete. Anne and Sarah are exempt from this evaluation. A committee will be formed next semester to review reward recognition, salary structure, career path, etc. and create a proposal.
4. 2008-09 Budget – Instructional Budgets are due to Chad by January 7. Items can include supplies, professional development workshops, books, memberships, subscriptions, etc. An item to be discussed at the January meeting will be the proposal to hire an academic administrative assistant.
5. Faculty/department web site – This topic will require a meeting of its own, so Anne will schedule a time in January.
6. Full-time instructor's office hours – Tabled until next meeting.

The next meeting is scheduled for January 15, 2008, at 3:30 p.m., Room 105

The meeting adjourned at 5:05 p.m.

Respectfully submitted for approval by:

Beth DeFoor

Administrative Assistant to Dr. Mike Elrod

12-21-07