

ACADEMIC COUNCIL MINUTES

December 4, 2008

Board Conference Room

3:30 pm

MEMBERS PRESENT

Holly Braden, Sarah Crewe, Bruce DeFoor, Ray Fleischmann, Dinah Hamilton, Jack McCaw, John McCullough, Steve Miller, Dawnn Moore, Cynthia Orozco, Chad Smith, and Anne Twite.

MEMBERS ABSENT

Larry Blank

GUESTS PRESENT

ACTION ITEMS

- **New Assessment Rubric** – Chad said standardization of the rubric that Ray is proposing is needed. Discussion was held, and it was decided to use it spring 2009 as a pilot and adopt it campus wide fall 2009 after Dr. Elrod's approval.
- **Spring Opening Program** - Typically the fall program is used to handle administrative details and the spring program consists of professional development. It was decided to hold an Adjunct Faculty Appreciation Potluck and invite the Dual Credit instructors to also attend the program. The one-hour faculty meeting was deemed very worthwhile and is scheduled from 5-6 pm. Other suggested topics included: rubrics, assessment, how to inspire students. Dinah suggested utilizing www.TED.com for inspirational videos. TED stands for Technology, Education, and Design.
- **Spring meeting day and time** – Preferences are: Thursday – 1st, Tuesday – 2nd, and Friday – 3rd. Everyone will email Chad with their preferences.

INFORMATION ITEMS

- **President's Comments** – Dr. Elrod thanked everyone for their efforts over the past semester. He noted that even though we have encountered some challenges they have been offset by many accomplishments. Everyone is encouraged to attend the Community Choir concert on Sunday, December 7, 4 p.m. at Ruidoso High School. The possibility of acquiring the Spencer Property is exciting. The Legislative session begins January 20. We are looking at reducing the current budget by \$150,000 without any RIFs occurring. No new positions will be filled next year.
- **Department Budgets** Chad reviewed budget spreadsheet and explained reductions in each department's budget. Enrollment counts will be closely monitored and classes with enrollments of less than five will be automatically cancelled.
- **Comments** – John asked for protocol on emailing rubrics, grade sheets and syllabi. The process is:
Rubrics – Go to Department Chairs then to Ray
Electronic Grade sheets – Go to Department Chairs then to Beth
Syllabi – Go to Department chairs then to Beth

Chad will send an email concerning:

- Assessment Rubric for this semester
- File naming conventions for grade book files
- Announce syllabus deadline
- All communication goes to department chairs
- Dual Credit correspondence

Announcements – Cynthia said the Hispanic Club will be holding a dance at the Dance Gallery on Saturday, December 13, 7-11 pm. Tickets are \$3 and everyone is invited to attend. Dinah Hamilton's Christmas Door was decorated by Camp Sierra Blanca. Bruce said the Student Art show will be on exhibit at the Treasures of Sierra Blanca held at River Crossing on Friday from noon – 6 pm and Saturday, 10 a.m. until 6 p.m. The Festival of Lights follows. Holly said two PTK members, Patrick McNulty and Neyma Ostos, have been chosen for the New Mexico All-State Academic Team and will be recognized by the Governor on February 6, in Santa Fe. Holly was requesting training on the COW in conjunction with the Rosetta Stone software. Steve and Tug will provide quick reference cards for the COW and Holly will handle the use of the software.

The next meeting is scheduled for January 15, 2009, at 1 p.m., Board Conference Room.

The meeting adjourned at 4:40 p.m.

Respectfully submitted for approval by:
Beth DeFoor
Executive Assistant to Dr. Michael Elrod
1-13-2009