

## **ACADEMIC COUNCIL MINUTES**

**February 12, 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, Chad Smith, and Anne Twite.

### **MEMBERS ABSENT**

### **GUESTS PRESENT**

### **INFORMATION ITEMS**

- Career Fair – Carrol Price distributed information concerning the Career Fair scheduled for April 18, 10 am-3 pm on the ENMU-Ruidoso campus. Currently, twenty employers from across the state are scheduled. All schools are invited to attend. Carrol encouraged faculty to be in attendance.
- Department Reports
  - Anne Twite – Anne expressed appreciation to Fred Reed for the workshop he taught enabling faculty to create their own website. She also asked that paperwork be completed in a timely manner for those teaching a new online class.
  - Holly Braden – The Writing Lab is up and operating in the Library. Students are still getting opportunities to write about the college and have their work published in the paper.
  - Dinah Hamilton – The search is on for a “live” Political Science instructor.
  - Sarah Crewe – Disc golf and power Yoga are new classes being offered this summer. She is pursuing a Power Yoga certificate.
  - Jack McCaw – Jack has been working on the budget for the new science lab.
  - Cynthia Orozco – This summer two Hubbard interns will be needed. This fall two new classes will be offered: Environmental History taught by Dr. Earl Pittman and Museum Studies taught by Jay Smith.
  - John McCullough – He took the workshop taught by Fred Reed and created his own website.
  - Ray Fleischmann – A math tutor is being hired. This fall two online classes will be offered: Math 107 taught by Bob Hemphill and Math 119 taught by Dr. Joanne Peeples.
  - Larry Blank – Larry and Christy Neil will be traveling to Cloudcroft on March 28, to meet with high school staff on Dual Credit. Cindy Lynch is working with the Homebuilders Association to help pay for our first graduate’s GB98 license.
  - Bruce DeFoor – Mural painting students will be creating two murals at the Ruidoso Regional Council for the Arts mArti-Gras to be held at the Convention Center on Saturday, February 16, 6-10 pm.
- Committee Reports
  - Assessment – Dr. Ray said the committee is identifying courses in which global assessment outcomes are currently covered and assessed. The results will formalized and reported.

- NM Hear Conference – Six staff will be attending the conference on February 28 & 29 in Albuquerque.
- Defensive Driving – There is still time to sign up for the class on February 22.
- Overview of Early College Program – tabled until next meeting.
  - Online Instructor Training – Chad said that training in the form of a credit class, CIS 268, will be available the Spring II term. Training will be done in a hybrid format – face to face as well as online with the face-to-face portion taking place on Friday mornings. Remuneration for the design of an online class is \$500 for first time instructors and \$750 thereafter.

### **ACTION ITEMS**

1. Review master syllabus changes – The Council discussed information that could be removed and placed elsewhere but still provide needed communication with students. Items considered:
  - a. Remove policy on cell phone, student code of conduct, smoking, ADA compliance, and course cancellations and place in catalog or other document.
  - b. Lead instructors will be advised of Business Office deadlines to ensure timely payroll processing. They will create their own deadlines for syllabi submission and, following review and approval of the syllabi, will forward them to Beth DeFoor for archiving.
  - c. Chad proposed adding a “Commitment” paragraph advising students of estimated time commitment to successfully complete the course. The Council agreed to leave it in.
  - d. Make faculty home address optional.
  - e. Instructor Survey – Results were reviewed and the Council agreed to recommend an increase in the adjunct faculty rate of pay to Dr. Elrod. Other recommendations were also discussed. The survey will be reviewed further at the next meeting.
2. Fulltime Faculty Office Hours – Cynthia Orozco will address the Council at the next meeting.

The next meeting is scheduled for March 4, 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. Mike Elrod

2-14-08