

## ACADEMIC COUNCIL MINUTES

January 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, Chad Smith, and Anne Twite.

### MEMBERS ABSENT

### GUESTS PRESENT

### INFORMATION ITEMS

- Department Reports
  - Dinah Hamilton – PSY 134 has low enrollment. Other than that enrollment is good.
  - Ray Fleischmann – All of the math classes have large enrollments. Chad said additional Gen Ed sections need to be considered in the future.
  - Jack McCaw – Things are going well but felt he needed more orientation.
  - Sarah Crewe – The majority of HPE classes have great enrollment. Sarah is planning on adding a variety of classes next semester and staggering the semester classes are offered.
  - Bruce DeFoor – Art currently has low enrollment in some of the classes.
  - Larry Blank – Mark Younger is teaching AutoCAD. Mark Stewart has enrolled in the Trades Program and will be helping in the plumbing area. Enrollment is up to 12-15 students.
  - Anne Twite – Enrollment looks good for online classes. Anne requested that she be made aware of all new online classes and any being redeveloped so she can keep tabs on them. Anne needs to be notified before Pam sets up a shell. Chad will follow up with Pam and request that she not set up a class until approval comes from Anne.
  - John McCullough – John asked everyone to remind their instructors about the make up policy.
  - Cynthia Orozco – Two new classes: Mescalero Apache History and Middle East History have good enrollment. An intern is still needed.
  - Holly Braden – A French instructor and two new English instructors have been hired. Two tutors, Susan Toller and Guillermo Quarte, are available to help students writing non-English papers.
- Committee Reports
  - Assessment – Dr. Ray distributed a list of missing Fall 07 Rubrics. He didn't receive any responses on suggestions for the Exit Interview as requested by the Student Advising Center. Chad questioned whether the exit interview is needed for graduating students since yearly surveys are done. Chad asked Dr. Ray to focus on the global outcomes assessment instead.
- Spring 2008 class enrollment – Chad pointed out that as of this afternoon headcount and FTE are up 11% and 17%, respectively, and that this is phenomenal growth. Chad provided a handout that compared fall 2006 to fall 2007 enrollments. In addition to being up overall the number of fulltime students increased by almost 33%. The makeup of the student body is shifting from a “night school” population to a more traditional composition.
- Defensive Driving – There is still time to sign up for the class on February 22.

- NM HEAR Conference – The date is February 28 & 29 at the Old Town Sheraton in Albuquerque. Cynthia will be presenting. Chad encouraged everyone to attend if possible.
- Santa Fe CAO Meeting – Tabled until next meeting
- Instructor Survey – Tabled until next meeting

### ACTION ITEMS

1. Approval of December 11<sup>th</sup> minutes – Bruce moved to approve and Dinah seconded.
2. Office Hours – Cynthia presented information regarding other institutions that require less than ten faculty office hours per week. She said additional faculty create a crowded office making it difficult to use a computer or talk with students. Chad requested that Bruce and Cynthia get input from the faculty and put together a proposal with a justification for a decrease.
3. Master Syllabus – Holly said required policy in the master syllabus makes for a lengthy document and redundant review in every class. Chad said the purpose of the information was originally intended to create a binding contract between faculty and students. After some discussion Chad said the information was more appropriate for the Student Handbook. A statement such as, “All students must abide by university policies as found in the Student Handbook available at \_\_\_” could be added to the syllabus. Chad will revise the master syllabus to reflect this addition and other changes and have a copy available at the next Academic Council meeting.
4. New Faculty Orientation – Lead faculty need to instruct new faculty on Banner, Gradekeeper, rubrics, syllabi, how to pull rosters, etc. A formal orientation will be held in the fall.
5. Other dates – Holly said PTK Orientation will be Tuesday, February 5, 4-6 pm. Students with a GPA of 3.5+ are invited to attend to learn about the benefits PTK has to offer.

The next meeting is scheduled for February 12, 2008, at 3:30 p.m., Room 112

The meeting adjourned at 4:57 p.m.

Respectfully submitted for approval by:

Beth DeFoor

Administrative Assistant to Dr. Mike Elrod

1-18-08