

ACADEMIC COUNCIL MINUTES

January 15, 2009

Board Conference Room

3:30 pm

MEMBERS PRESENT

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

MEMBERS ABSENT

Larry Blank, Sarah Crewe, and Dawnn Moore.

GUESTS PRESENT

INFORMATION ITEMS

- **Opening Program Agenda** – Chad reviewed the January 15, Opening Program agenda. Dr. Elrod will give his President's Report. Student enrollment figures will be covered as well as the student survey results. New staffing will also be discussed. A Professional development activity will take place followed by department meetings.
- **Department Meetings** – Topics to be covered: Assessment, general housekeeping, and peer evaluations.
- **Classroom on Wheels** - Steve reviewed a draft handout concerning COW procedures. He requested feedback so he can have a finished document by January 20.

ACTION ITEMS

- **New Assessment Rubric** – Dinah moved to approve the new Assessment Rubric and Bruce seconded.
- **Full-time Faculty Handbook** – Chad reviewed the ENMU-Roswell handbook and will provide a Word version to everyone. The handbook was divided into sections for each department chairs to review and make changes. Comments are due to Chad by April 10. A committee consisting of Dawnn, Jack, Larry, and Sandy Stambaugh will work on the Adjunct Faculty Handbook this semester.
- **Proposed Grade Review Process** – Holly moved to approve and Cynthia seconded.

STANDING COMMITTEES

Technology – Shannan was added to the membership. Steve requested suggestions for a student member. The committee meets the third Thursday of each month with a commitment of nine to twelve months.

Announcements –

Discussion was held and the meeting date was changed to Tuesdays. The next meeting is scheduled for Tuesday, February 3, 2009, at 3:30 p.m., Board Conference Room.

The meeting adjourned at 2:15 p.m.

Respectfully submitted for approval by:
Beth DeFoor
Executive Assistant to Dr. Michael Elrod
2-3-2009