



HARTNELL COLLEGE

**Accreditation Council
Minutes
April 20, 2020, 3-4p.m.
Building E-112**

Members are encouraged to call in by zoom from a remote location to observe Shelter in Place.

**Connect via Zoom: <https://cccconfer.zoom.us/j/289347109>
+1 669 900 6833 (US Toll), Meeting ID: 289 347 109**

ZOOM Instructions: Please click on the "Participants" button at the bottom to view everyone on the right side column. This will also allow you to view the chat. Please use the "raise hand" feature to speak. You will be called on by Dr. Wilkinson or Mr. Beymer. Please be respectful of others and refrain from speaking unless you have been called on. There may be people waiting with their hands raised.

MEMBERS

Name	Representing	Present	Absent
Dr. Cathryn Wilkinson	Administration	X	
David Beymer	Full-Time Faculty	X	
Michael Hooper	Full-Time Faculty	X	
Lisa Storm	Academic Senate/Full-Time Faculty	X	
Dr. Brian Lofman	Administration	X	
Dr. Patricia Hsieh	Administration		X
Dr. Romero Jalomo	Administration	X	
Linda Wilczewski	Administration	X	
Alma Arriaga	Confidential		X
Vacant	CSEA		
Vacant	CSEA		
Vacant	L-39		
Tanya Ho	Full-Time Faculty	X	
Dr. Ann Wright	Full-Time Faculty	X	
Vacant	Full-Time Faculty		
Vacant	Part-Time Faculty		
Remel Gloria	Associated Student		X
Vacant	Associated Students		

CALL TO ORDER & INTRODUCTIONS

Cathryn Wilkinson/
David Beymer

Meeting called to order at 3:07 pm.

Hartnell College Vision Statement: *Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.*

Hartnell College Mission Statement: *Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.*

ACTION ITEMS

1. Consider Approval of Agenda
All approved as is. David Beymer

2. Consider Approval of Minutes of [February 3, 2020](#)
MOTIONED (Lofman), Seconded (Wright), unanimously approved. David Beymer

3. Consider [Proposed Timeline and Due Date](#); Term of Service
for faculty members (Academic Senate discussion) David Beymer
 - a) **MOTIONED** (Jalomo), Seconded (Ho), unanimously approved to move forward with draft timeline with changes to due dates.

Mr. Beymer reviewed the draft timeline and due dates. Dr. Jalomo stated that he was concerned about the timing, as we usually have two readings with the Board of Trustees. Mr. Hooper stated that he supports submission of our draft earlier rather than later, as we ran into last minute issues with our ISER. This allows time to make revisions, etc. Mr. Beymer advised that we can change the due date to accommodate a second reading for the Board of Trustees. Mr. Beymer will work with Dr. Wilkinson on the updated timeline and will share with our members next month.

- b) **MOTIONED** (Lofman), Seconded (Ho), unanimously approved to move forward with change in terms of service. Handbook revision will be brought forward for action at our next meeting.

Ms. Storm shared that she does not recall any opposition from Academic Senate regarding the term of service for faculty members. Mr. Beymer reminded everyone that our council handbook states if you are on the council as a co-chair of Standards, you remain a member until the next ISER.

Dr. Lofman made a motion that the handbook be revised to include language specifying membership terms according to the responsibilities of completing the midterm report and the ISER. Seconded by Ms. Ho. Discussion ensued and Dr. Wright made a motion that "faculty terms of service will be timed so that each serves for half of the accreditation cycle. The first term runs from the beginning of the accreditation cycle to the submission of the midterm report. The second term will start at that point and run through the submission of the ISER." Mr. Hooper wrote that "this does not leave time for transition of new faculty/administrator participants in the writing process. New faculty should be brought in at least six months before the document submission." Dr. Wright modified her motion as follows: "In the first half, faculty stay on until the midterm report has been accepted. Second half: start when the midterm is submitted and end when the response to the ISER is received."

Dr. Lofman stated that he would like to stay with his motion, which had been seconded by Ms. Ho. Members agreed, and voted. Mr. Beymer and Dr. Wilkinson will work on the wording for terms of service for our handbook, and will bring the item back to be considered for approval at our next meeting.

INFORMATION/DISCUSSION/PRESENTATIONS

1. [Link to Shared Drive for Contributors](#) David Beymer
Mr. Beymer stated that there is a shared drive created; currently, he and Mr. Hooper are the only ones with access at this time.

2. [Recommendation: Library Services at other sites](#) Cathryn Wilkinson
Dr. Jalomo shared that he and Dr. Sachiko Matsunaga are the co-chairs of this group. Dr. Wilkinson will bring Dr. Matsunaga up to speed on this recommendation.

3. [Recommendation: Technology Plan](#) David Beymer
Mr. Beymer spoke with VPIT Dave Phillips about the Technology Master Plan. The group had been formed prior to Shelter-in-Place, but hasn't been able to work on the Plan since then. They will regroup once things settle down.

4. QFE #1: Guided Pathways David Beymer
Mr. Beymer shared the following update from the Guided Pathways team:
 - Six designs vetted and approved by Academic Senate and College Planning Council
 - Transition to implementation during 2020-21, including:
 - Dissolution of inquiry and design teams/responses to survey re: interest in participating on implementation teams
 - Senior-level administrator responsibility
 - Three designs to specific committees
 - Three designs to meta-major teams with instructional and counseling faculty co-leads
 - Proposed timeline of due dates (for 2020-21) provided
 - Program mapping activity planned for Fall Convocation

5. QFE #2: Student Transfer David Beymer
Mr. Beymer shared the following update from Gabriela Lopez and Mercedes Del Real:
 - Counseling Department created UC/CSU transferable course: COU 9, Planning for Transfer Success (1 unit). Two sections were offered in Fall 2019, and two sections are planned for Fall 2020.
 - Taskforce met with stakeholders from CSUMB – they have opened a Transfer Center for incoming transfer students, and we are discussing opportunities to collaborate in bridging students to their center services.
 - Taskforce reviewed "Through the Gate" and discussed initiatives to address students "at the gate." Counseling department launched "Let's Talk" webinar series, and over 80 students tuned in on April 8, 2020 for its first topic: "Transfer Updates Amid COVID19 Crisis." Today at 3:00pm, they are hosting its second webinar on the topic of "Online Learning Tips and Resources."

6. [QFE #3: Career Placement](#)

Cathryn Wilkinson

Dr. Wilkinson reviewed the PowerPoint presentation posted on the council's website.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. [New Accreditation Basics Course](#) (On-line)

New members must complete the course and email their certificate of completion to Dina at dhayashi@hartnell.edu.

2. Congratulations and many thanks to everyone for pulling together in response to the Governor's Order to Shelter in Place.

3. Dr. Wilkinson shared that we're still trying to obtain responses from the invitations sent to the tri-chairs of the QFEs and Recommendations – most of the invitations have been accepted.

NEXT MEETING(S)

- May 18, 2020

MOTION TO ADJOURN

Cathryn Wilkinson/
David Beymer

Meeting adjourned at 3:54 p.m.