



HARTNELLCOLLEGE

**Advancement Council
Minutes
November 19, 2021, 12:00-1:00 p.m.
Zoom Video/Phone Meeting**

MEMBERS

Name	Representing	Present	Absent
Vacant	Faculty Co-Chair		X
Jackie Cruz	Executive Director of Advancement	X	
Dr. Debra Kaczmar	VP of Academic Affairs or designee		X
Daniel Teresa	Dean of Academic Affairs or designee	X	
Manuel Bersamin	Dean of Student Affairs or designee	X	
Al Muñoz	Interim VP of Administrative Service		X
David Techaira	Grant Accounting Manager		
Scott Faust	Director of Communications, Marketing & Public Relations	X	
Michele Peregrin	Director of Grants Development	X	
Moises Almendariz	Classified Manager, Supervisor or Confidential	X	
Gabriela Lopez	South County Representative		X
Dr. Marnie Glazier	Faculty Representative		X
Mary Rayappan	Faculty Representative		X
Jessica Tovar	Classified Representative		X
Vacant	Classified Representative		X
David Orta	Student Representative		X
Vacant	Student Representative		X
Ana Gonzalez		X	
Bronwyn Moreno			X
Carla Johnson		X	
Cesar Velazquez		X	
Clint Cowden			X
David Phillips			X
Debra Kaczmar			X
Hortencia Jimenez			X
Jason Hough			X
Jihan Ejan			X
Jon Selover			X
Jose Coria			X
Joy Cowden			X

HARTNELL COLLEGE VISION STATEMENT

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

HARTNELL COLLEGE MISSION STATEMENT

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

Name	Representing	Present	Absent
Laurencia Walker			X
Melissa Chin-Parker		X	
Mohammed Yahdi		X	
Paul Luciano			X
Romero Jalomo			X
Sam Pacheco			X

OTHERS

Name	Title or Representing	Present	Absent
Terri Ugale	Executive Assistant	X	
Carol Hobson		X	

1. CALL TO ORDER

Michele Peregrin

Meeting called to order at 12:03 PM by Michele Peregrin.

2. CONSIDER APPROVAL OF AGENDA

Approval of November 19, 2020 Agenda

MSC: (Manuel Bersamin/Melissa Chin-Parker) November 19, 2020 agenda was unanimously approved.

3. CONSIDER APPROVAL OF MEETING MINUTES

Approval of October 22, 2020, Meeting Minutes

MSC: (Manuel Bersamin/Moises Almendariz) The November 19, 2020 minutes were unanimously approved. Melissa Chin-Parker abstained as she did not attend October 22, 2020 meeting.

**4. IMPROVING ONLINE CTE PATHWAYS-
"READY, SET, GO"**

Carol Hobson

Michele introduced Carol Hobson, Business Instructor. Carol has been leading the Read Set Go Grant.

Carol shared that she has been working on the grant for 1.5 years. She helped write the grant, applied for the position, and became the dean/coordinator.

Carol presented the following:

Background:

Hartnell College OEI (Online Education Initiative) Consortium School since 2015:

- Provides quality courses
- Aligns 20% of online courses to statewide rubric
- Receives badge for quality
- Status in statewide course exchange

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Distance Education at Hartnell:

- Distance education was not on the radar
- Low number of online courses (5-11% reported)
- No institutionalized quality control
- Distance Education Specialist position, but no Distance Education Coordinator

Grant Projects- Distance Education Coordinator

- Move distance education forward
- Distance Education Coordinator position to work with cohort
 - Hold monthly meetings for DE faculty
 - Provide updates from statewide meetings
 - Review faculty courses to ensure quality, regular and effective contact, and accessibility compliance

Grant Project- DE Academy

- Create a Distance Ed Academy
 - Two-week training to teach online
 - Introduction to quality course design rubric
 - A lived or authentic experience (mirroring their students learning)
 - Mentorship with course design

COVID Messaging

- Had difficulty with messaging to faculty
 - No consistent message
 - No person or place to go for information
 - No one person providing online course-related answers
- DE needs its own forum
- No official role for DE Coordinator

COVID Support

- POCR Team and cohort faculty were ready to move fully online
 - Offer support to colleagues/office hours
 - Zoom/LMS tools training
 - Zoom sessions with Laura Otero
 - POCR Showcase sessions at Student Success Conference

Lessons Learned

- We need a full-time DE Coordinator to advocate, support and inform faculty
- The DE Academy should be offered before each semester
- Faculty want to see other faculty's work and hear their ideas to help improve their courses
- Need to institutionalize POCR Team
- New cohort each year to align courses

Final Grant Reporting

- Final grant report due January 31, 2021
- Beginning to pull data (including ZTC/Low-Cost)
- Will compare before and after course grades for students of faculty who trained

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- Hope to have data to support the continuation/institutionalization of these projects

Scott Faust stated the effort is driving horizontal integration of distance education, what he hopes for is vertical integration so more programs can be marketed in the area. Administration of Justice is the only one currently available totally online from Hartnell College.

Carol Hobson said business is in process and hoping to have EMT online as well. She said there was not a lot of support for distance ed in the past and there were not a lot of resources. Once resources were provided and student's showed interest then things began to move forward.

Mo Yadi said there is no institutionalized quality control. He asked how and by whom; How to reinforce it; and How to get all faculty engaged, not just the same few?

Carol Hobson said Hartnell College can do this. She stated the distance ed coordinator can have the availabilities through canvas to review courses and provide items that show what a course should look like. Carol is trying not to present this as a punitive way as helping faculty. Faculty can help faculty.

Mo Yadi said it is important to have the senate involved.

Manuel Bersamin stated most of the first generation, low income students do not do very well with asynchronous courses where there is no relationship with the instructor or with their student peers. Many of them are afraid of the upcoming grading after a full semester of asynchronous courses. TRIO students prefer the synchronous courses, but there are not enough synchronous courses being offered.

Carol Hobson said there are tutoring services and online support. Students need to reach out when they need assistance. Canvas shows when students are not turning in work or missing classes, and faculty can reach out to help.

Melissa Chin-Parker said the estimated time to set up DE course is 200+ hours.

Carol Hobson said this can be done in 100 hours.

Mo Yadi said there is an initial cost, with a much lower marginal cost, where cost= time/effort. The whole needs to be looked at.

Jackie Cruz questioned the scale. She said if funding could be provided for faculty, how could the work be honored by faculty? How would investment in one faculty affect students?

Carol Hobson said generally that is the case.

Jackie Cruz said if it was paid to have something designed, how many students would that affect?

Carol Hobson said classes with high enrollment would be approached.

Manuel Bersamin asked if instructors are assisted, does grading come up, especially when moving from in person to asynchronous?

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Carol Hobson met with faculty and showed them how to navigate online teaching. There is a need to teach faculty how to better assess students.

Michele Peregrin asked when students from all over state go to the exchange, when they choose a class from Hartnell College, are they considered Hartnell FTES?

Carol Hobson explained if the student is in the exchange the teaching credit is given to the teaching college. Students need to have a home college designated.

5. PROGRAM PLANNING & ASSESSMENT REQUEST

Jackie Cruz

Michele Peregrin shared the PPA summary. The Office of Advancement focused on making one request in the PPA for a Communications/Alumni Coordinator.

Jackie Cruz asked the council for their support.

Michele Peregrin spoke about grants post award and mentioned administrative services asked for support in back-filling the accounting manager position that was vacated in the summer.

6. GRANTS TRAINING

Michele Peregrin

Michele Peregrin is working with Hanover. The training will be made available to faculty, staff and anyone across the College that is interested. The main components of a grant proposal (narrative, budget, etc.) will be presented. Michele asked what else would be useful and when should it be offered.

The objective is to attract folks that have not been grant seekers and/or those that need help with the process. The target audience includes faculty and other administrators who have not been active in pursuing grants in the past.

7. GRANTS REPORT/ROUNDTABLE

All

Michele Peregrin shared the grants report and asked the committee to add.

Cesar—developing the Talent Search grant and waiting for the announcement. The grant is for \$250K per year for 5 years. Anticipating grant will be due late December or mid-January.

Michele updated on private grant developments, including: A Giannini grant to the teacher pathway via Community Foundation of Monterey County for \$100K; College Futures Foundation \$250K grant received; Chevron support of \$135k for STEM, WELI/MILE, Ag Tech Summit and the Salinas Valley Promise received.

Jackie added that giving for the centers is at \$1,185,000 of the \$3.5M goal in one month and one week. Funding is going well. Donors are responding to the college and the need during

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COVID time. Advancement has launched a community online giving campaign to support students. There is a waiting list of students that don't qualify for CARES.

8. COMMUNICATIONS UPDATE

Scott Faust

No major updates.

9. ADJOURNMENT

Michele Peregrin

Michele Peregrin adjourned the meeting at 1:17 PM.

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