HARTNELL COMMUNITY COLLEGE DISTRICT

Academic Affairs Council
Minutes
Wednesday, February 12, 2014, 3-5 PM
E-112

Approved 03/12/14

MEMBERS

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<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Lori Kildal, Co-Chair</td>
<td>Administration</td>
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<td>Carol Kimbrough, Co-Chair</td>
<td>Academic Senate/Faculty</td>
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<td>Shannon Bliss</td>
<td>Administration</td>
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<td>Matt Coombs</td>
<td>Administration</td>
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<td>Loyanne Flinn</td>
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<td>Debra Kaczmar</td>
<td>Administration</td>
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<td>Terri Pyer</td>
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<td>Mark Sanchez</td>
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<td>Lourdes Sanchez</td>
<td>CSEA</td>
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<td>Vacant</td>
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<td>Tony Anderson</td>
<td>Faculty</td>
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<td>Carol King</td>
<td>Faculty</td>
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<td>Nancy Schur-Beymer</td>
<td>Faculty</td>
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<td>Lisa Storm</td>
<td>Faculty</td>
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<td>Elaine Duran</td>
<td>Students</td>
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<td>Andrea Rivera-Sanchez</td>
<td>Students</td>
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Others

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CALL TO ORDER & INTRODUCTION

1. Meeting called to order at 3:14 p.m.  Lori Kildal/Carol Kimbrough

ACTION ITEMS

1. Approval of Agenda – February 12, 2014  Lori Kildal

   Lisa Storm questioned Renata Funke as presenter of DE Plan since she wasn't able to attend today's meeting. Lisa asked to remove Renata's name and add her name to the agenda.

   All approved unanimously.

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.
2. Approval of Minutes – December 11, 2013
Lori Kildal
Lisa Storm made correction to the “OTHER” section of the minutes as follows: “Their recommendation is to be placed on CPC agenda for Dec. 18, 2013 meeting.”

All approved as submitted with corrections; Loyanne Flinn abstained since she was not present.

3. AP 4070 – Course Audit (1st Reading)
Lori Kildal
Carol Kimbrough added one bullet point as follows: “Course Outline of Record must reflect the course is eligible for audit.” Dr. Kildal showed the Routing/Tracking form to be returned to Lucy Serrano for CPC after Council’s decision. Carol Kimbrough asked if there’s a second reading, and Dr. Kildal verified that there is none.

All approved unanimously with changes.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Spring Enrollment
Lori Kildal
Dr. Kildal announced the target goal to be met for Spring 2014 is 3000 FTES; 6833 Total FTES for the year. Target for next year hasn’t been approved yet. Slight increase will be proposed by Dr. Kidal and VP Al Munoz at next week’s Cabinet. Dr. Kildal will report back to the Council in March.

Dr. Kildal shared that Summer 2014 Production Timeline is in process. Fall 2014 Production Timeline will begin shortly.

2. Academic Affairs Office PPA Resource Request – Revised 01-23-14
Lori Kildal
Dr. Kildal referred to Column 6 of the PPA Summary and Prioritization. She shared the proposal for a new Assistant Dean of Academic Affairs, with emphasis in Curriculum and Instruction. This document is on the next CPC meeting agenda.

3. DE Plan
Lori Kildal/Lisa Storm
Dr. Kildal wanted Dean Renata Funke to present points regarding the DE Plan. However, since she was unavailable, Dr. Kildal requested everyone to read, review, reflect, and be ready to provide feedback at the March meeting. Once all members have done this, action can be taken to move the Plan forward to CPC.

Lisa Storm explained the Faculty Liaison Resolution. The intention was for the position to begin this Spring, funded at 40% Release Time (Appendix N in the DE Plan Handbook). She shared that the DE Plan Committee needed clarification on the process to select the faculty liaison. VP Matt Coombs explained that all plans need to align with our Strategic Plan. Funding for Resource Requests must be identified before approved.

Dr. Kildal, Terri Pyer, and Dr. Romero Jalomo will be meeting to implement a process for all reassigned time.

1st Reading of the DE Plan will be on the Council’s March agenda as an Action item.

4. Catalog Development Process – Production Timeline
Carol Kimbrough
Ms. Kimbrough announced that March 20, 2014 is the deadline for the Curriculum Committee to approve courses. She stated that a venue is needed to review the catalog. Dr. Kildal shared that the Council will read, review and assist in the production of the catalog at the April 9, 2014 meeting. Review of the Catalog Production Timeline showed the review date as April 19th; Dina will ask Ruby Garcia for correction, which will be reposted on web.

Dr. Kildal stated that the minimal amount of catalogs will be printed for certain areas. Catalogs are currently being sold in the bookstore for Counseling students. She is awaiting a final count from Student Affairs.

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5. Schedule Development Process – Summer/Fall 2014 Production Timeline
   Lori Kildal
   a. Summer 2014
      Dr. Kildal explained that since the Summer 2014 Production Timeline is in process, the Council is not able to review.

   b. Fall 2014
      Dr. Kildal stated that the Council will be able to learn the process and review the Schedule.

      Some hard copies will be printed. Dr. Kildal is waiting for the number needed from VP of Student Affairs (approximately 50 to 100 were printed last time).

      VP Matt Coombs approved the request for IT to archive sections on the web for historical purposes. He will have his department work on this project.

      Dr. Kildal announced that all schedule changes are currently handled by Ruby Garcia and Joanne Trevino.

6. CurricUNET Process
   Carol Kimbrough
   Ms. Kimbrough shared the PowerPoint handout posted on the web and explained the process. She then presented CurricUNET and explained the electronic approval process.

   Ms. Kimbrough shared the link: www.CurricUNET.com.hartnell. Dean Shannon Bliss suggested a link from the Hartnell website; VP Matt Coombs thought it might be a good idea from the Academic Senate web. Topic tabled for now.

   Ms. Kimbrough shared one last item: Adjuncts can go to “ACTIVE Courses” to find course SLOs. This was recently updated; if any errors found to notify either Ruby Garcia or Carol Kimbrough.

OTHER ITEMS/BRIEF ANNOUNCEMENTS
   None

NEXT MEETING(S)
   • Wednesday, March 12, 2014
   • Wednesday, April 9, 2014
   • Wednesday, May 14, 2014

ADJOURNMENT
   Lori Kildal/Carol Kimbrough
   Meeting adjourned at 4:56 p.m.