HARTNELL COMMUNITY COLLEGE DISTRICT

Academic Affairs Council
Minutes
Wednesday, December 11, 2013, 3-5 PM
E-112

Approved 02/12/14

MEMBERS

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<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>
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<td>Loyanne Flinn</td>
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<td>Debra Kaczmar</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>Tony Anderson</td>
<td>Faculty</td>
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<td>Nancy Schur-Beymer</td>
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<td>Lisa Storm</td>
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<td>Vacant</td>
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<tr>
<td>Elaine Duran</td>
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<td>Andrea Rivera-Sanchez</td>
<td>Students</td>
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Others

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<tr>
<th>Name</th>
<th>Title or Representing</th>
<th>Present</th>
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<tbody>
<tr>
<td>Zahi Atallah</td>
<td>Dean of Academic Affairs (Advanced Technology &amp; Applied Science)</td>
<td>X</td>
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<tr>
<td>Molly Lewis</td>
<td>Director (Community Collaborative &amp; Artication)</td>
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CALL TO ORDER & INTRODUCTION
1. Meeting called to order at 3:12 p.m.  Lori Kildal

ACTION ITEMS
1. Approval of Minutes – November 13, 2013  Lori Kildal
   Correction of “David Beymer to be notified as Chair of FT Faculty Hiring Committee” (regarding FT Faculty Priorities List on PPA Summary & Prioritization document).

   All approved as submitted with corrections.

Hartnell College Mission Statement
Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.
2. Approval of “Faculty Office Assignment”  
   Lori Kildal  
   All approved as submitted.

INFORMATION/DISCUSSION/PRESENTATIONS

1. AB 86 (Adult Education)  
   Zahi Atallah/Molly Lewis  
   Dr. Atallah explained background of AB 86. Ms. Lewis further explained that it is a reform of education in the State at all levels (K-12 and higher). This helps students in the system prepare for their careers; complements common core standards of State system. Not Chancellor’s Office fund; our task would be to work with other schools collaboratively to determine local needs.

   $25 million will be devoted to developing adult education programs.

2. SB 1070  
   Zahi Atallah/Molly Lewis  
   Dr. Atallah explained that SB 1070 picks up where SB 70 stops (helps middle and high school students to explore careers).

   Ms. Lewis shared that the focus is building infrastructure. The point is for the region to work together to figure out how to track students (high school to community colleges).

3. Enrollment Updates  
   Lori Kildal  
   Dr. Kildal reviewed last year’s FTES and reported we are currently short. Our target goal is 6833 FTES; 6633 FTES is funded. Currently for Spring 2014, we are at 2047 FTES. We were at 2130 FTES for Spring 2013. As of today, we have added 44 additional sections. Ruby Garcia is updating this afternoon; we will get predicted FTES soon. Updated information will be distributed as soon as possible.

   More accurate planning data will become available once the college transitions to COGNOS.

   Criteria used to determine what course sections to add are based upon a campus-wide approved matrix. In the near future, the use of automated educational plans for students will greatly facilitate the schedule planning process.

4. SB 440/1440  
   Carol Kimbrough  
   Ms. Kimbrough presented information about SB 1440 and 440. SB 1440 created the C-ID system to align courses statewide to enable students to transfer to CSUs more easily. SB 1440 also created the Transfer Model Curriculum process to enable students to complete an associate degree in 60 units and transfer all courses to a CSU. Currently, there are 26 finalized “TMCs“ with several potential programs currently under review. According to SB 440, we are required to create an Associate Degree for Transfer (ADT) for each discipline in which the college currently offers an AS or AA degree. In addition, TMCs will be developed for “areas of emphasis.” At this time, the UC system is not accepting these transfer degrees. However, CSUs are accepting students with this new degree preferentially. In 2013, we reported to the Chancellor’s Office that we will offer 14 AA-T/AS-T degrees by Fall 2014. There are currently plans to develop AA-T degrees in the areas of Kinesiology, Music and Theatre Arts.
5. **Student Learning Outcomes (SLO) / Service Area Outcomes (SAO)**
   Lori Kildal
   Dr. Kildal explained that all areas are involved with assessments: non-instructional, as well as instructional.

   Only 30% of SLOs reports are in evidence on the “R” drive. Less than 10% of SAOs have documented evidence. These data don’t address PLOs or Institutional Learning Outcomes.

   On Jan. 17, 2014, the 3rd Annual Student Success Conference will be devoted to SLO, SAO, and PLO discussions and results analysis.

**OTHER ITEMS/BRIEF ANNOUNCEMENTS**
Carol Kimbrough

Faculty Office Assignments: Policy was reviewed by Council members and will be moved forward to the College Planning Council. As this policy was not in place prior to the assignment of offices for Fall 2013, Nancy Schur-Beymer and Lisa Storm made a recommendation to implement the Faculty Office Assignment policy for Fall 2013. Their recommendation is to be placed on CPC agenda for Dec. 18, 2013 meeting.

**NEXT MEETING(S)**
- Wednesday, February 12, 2014
- Wednesday, March 12, 2014
- Wednesday, April 9, 2014
- Wednesday, May 14, 2014

**ADJOURNMENT**
Lori Kildal/Carol Kimbrough

Meeting adjourned at 5:11 p.m.

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