HARTNELL COMMUNITY COLLEGE DISTRICT

Academic Affairs Council
Minutes
Wednesday, February 11, 2015, 3-5 PM
E-112

Approved 03/11/15

MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Lori Kildal</td>
<td>Administration</td>
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<tr>
<td>Carol Kimbrough</td>
<td>Academic Senate/Faculty</td>
<td>X</td>
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<td>Shannon Bliss</td>
<td>Administration</td>
<td>X</td>
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<td>Matt Coombs</td>
<td>Administration</td>
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<tr>
<td>Loyanne Flinn</td>
<td>Administration</td>
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<tr>
<td>Debra Kaczmar</td>
<td>Administration</td>
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<td>Terri Pyer</td>
<td>Administration</td>
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<td>Mark Sanchez</td>
<td>Administration</td>
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<tr>
<td>Laura Zavala</td>
<td>C.S.E.A.</td>
<td>X</td>
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<tr>
<td>Vacant</td>
<td>L-39</td>
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<tr>
<td>Tony Anderson</td>
<td>Faculty</td>
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<td>Carol King</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>Anthony Ben Castillo</td>
<td>Associated Students</td>
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<td>Vacant</td>
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<td>Guests</td>
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<tr>
<td>Olivia Davalos</td>
<td>Administration</td>
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<td>Kathy Mendelsohn</td>
<td>Administration</td>
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<td>Augustine Nevarez</td>
<td>Administration</td>
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CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 3:07 p.m.

ACTION ITEMS
1. Consider Approval of Minutes – December 10, 2014
   Lori Kildal
   **Motioned (Anderson), Seconded (Kaczmar), one abstention (Zavala), unanimously approved**

INFORMATION/DISCUSSION/PRESENTATIONS
1. Enrollment
   Lori Kildal
   Dr. Kildal reviewed the FTES document with the Council. The document contains numbers as of
   February 5, 2015. The spring information will not be recorded until after the spring semester.
   Current numbers have shifted a bit due to student drops. The College is about 152 below the target.

**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.
The goal is 7,100 FTES. The Ed planning tool will assist in creating the schedule and assisting in higher enrollment numbers. Mr. Castillo stated he has received information from students who would like to see a more diverse group of classes in all departments.

2. Program Planning and Assessment (PPA)  
Lori Kildal  
Dr. Kildal directed the Council to the timeline and chart from Dr. Lofman’s office. Dr. Kildal would like to encourage the members to be familiarized with the PPA process, and inform her of their area processes. The PPAs are due to the Dean’s office at the end of March. They are then due to the Vice President’s office in April. Academic Affairs will prioritize the request, which will also begin the budget process. Ms. Kimbrough informed the Council about the “Research Home Page,” located on the Hartnell website, which contains resourceful information regarding PPA Data.

3. eLumen / Outcomes & Assessment  
Kathy Mendelsohn  
Dean Mendelsohn presented the concept of eLumen as a database to contain outcomes and assessments. There has been training to help the faculty and staff understand the different avenues available to them to enter the assessment result and receive the data that will be provided to them. Phase One of the training has been underway. Phase Two of the training will begin in April. Approximately 100 faculty members have attended the training. Adjunct faculty members are being paid to attend, and faculty members are getting two hours of flex time for training. There are 10 trainers available to assist faculty members during training sessions.

4. Accreditation Follow-Up Report #2  
Kathy Mendelsohn  
Dr. Kildal gave a brief discussion regarding Accreditation Follow-Up Report #2. The report will be presented to the Board of Trustees on February 17th for a 1st reading. It will then return to the Board in March for action and approval. The report must be submitted by March 15th to the ACCJC. The visiting team will arrive in April for review. Dean Mendelsohn stated over 80% of courses that have been offered at the College have been assessed. In all, we have gone from 50% to 65% assessed. Dr. Kildal requests the Council to email her with any questions or comments in regards to the accreditation report.

5. CTE Curriculum Academy  
Olivia Davalos/ Lisa Storm/ Carol Kimbrough  
Ms. Davalos began the group presentation by describing her role as Deputy Sector Navigator. She displayed the website: http://doingwhatmatters.cccco.edu/. In the Resource Map tool, there is a helpful table that gives a list of Resources by Sectors, which include contact information. The second website she displayed is: http://ict-dm.net/. This website contains information pertaining to the Information and Communication Technology – Digital Media sector. The Council watched the ICT-Digital Media Overview video located on the website. Ms. Davalos stated she is developing many pathways that are being implemented by several colleges. One pathway is the Business Information Worker, which is a job readiness pathway or college certificate for office workers, developed in conjunction with local employers. Additional pathways that may potentially be implemented are Web and Graphic Design, Health ID, and Retail ID. The pathways are currently not offered for credit.

Ms. Storm gave a brief presentation in regards to The Course Outline of Record (COR). The COR establishes the content, rigor, and consistency of the course. It serves as the basis of articulation agreements and C-ID approval, and also establishes CSU-GE and IGETC status.

6. Professional Development Calendar  
Terri Pyer  
Associate VP Pyer displayed the professional development program on the Hartnell website. She asked the Council to inform her of anything that would make training responsive and helpful.
7. Educator in Residence
   Shannon Bliss
   Dean Bliss informed the Council in regards to the Educator in Residence. An Educator in Residence is someone who is an educator and is invited to the college to share their knowledge in their specific area of expertise. Dr. Anne Benvenuti was a psychology and philosophy instructor. Her first visit was in January. Her next visit is March 11th – 13th, which will be a presentation about gender perspectives on coping with depression. Her staff talks will be a “Mental Health Spa Day,” which will address performance anxiety and mediation. Her last visit will be April 16th and 17th in which she will give a public lecture on her book. Ms. Esmeralda Montenegro will be announcing the events to the campus.

8. Supersites
   Ben Castillo/
   Augustine Nevarez

   Mr. Nevarez explained that the Office of Student Life has given out book vouchers. There are four options for students to purchase books: 1) Students can purchase a brand new book, 2) Students can purchase a new book with the online supersite, 3) Students can purchase the online book, or 4) Students can rent a book. Not all faculty members are using these options, and not all students are aware of the options. Mr. Castillo stated many students are on their parents’ income and are searching for options in purchasing books. He informed the Council about the book voucher that is offered through Associated Students of Hartnell College (ASHC). The vouchers are for students who do not qualify for the Pell grant, but qualify for other assistance services. Ms. Storm informed the council of the Open Educational Resources on the Hartnell College website: http://www.hartnell.edu/open-educational-resources-faculty. The link assists faculty with the selection and adoption of affordable materials. The link also includes compilations of open educational resources (OER), which are free online.

OTHER ITEMS/BRIEF ANNOUNCEMENTS
   None

NEXT MEETING(S)
   • Wednesday, March 11, 2015
   • Wednesday, April 8, 2015
   • Wednesday, May 13, 2015

ADJOURNMENT
   Lori Kildal/
   Carol Kimbrough

Meeting adjourned at 5:05 p.m.]