### Academic Affairs Council

**Minutes**

**Wednesday, October 8 2014, 3-5 PM**

**E-112**

Approved 11/12/14

#### MEMBERS

<table>
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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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<tr>
<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>
<td>Administration</td>
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<td>Mark Sanchez</td>
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<tr>
<td>Laura Zavala</td>
<td>CSEA</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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<tr>
<td>Anthony Ben Castillo</td>
<td>Associated Students</td>
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<td>Nadine Natividad</td>
<td>Associated Students</td>
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**Others**

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<tr>
<th>Name</th>
<th>Title or Representing</th>
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<tr>
<td>Chris Moss</td>
<td>Academic Senate</td>
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<td></td>
<td>designee</td>
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### CALL TO ORDER & INTRODUCTION

1. Meeting called to order at 3:06 p.m.  
   Lori Kildal

### ACTION ITEMS

1. Approval of Minutes – September 10, 2014  
   Lori Kildal  
   All approved as submitted.

2. Academic Affairs Council Handbook  
   Lori Kildal  
   Dr. Kildal suggested our handbook should state if recommendations go to College Planning Council, but no action is taken, then they should still move forward to the Superintendent/President. This part is not addressed in any of the Council handbooks. Ms. Kimbrough, Dr. Kildal, and Mr. Moss will take this issue to CPC.

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**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.
Members reviewed “Council Responsibilities” in the handbook. Items of note are:

1. Council Recommendations:
   Dr. Kildal reported that “Duty Day activities” on Page 3 should be struck from the handbook. Council unanimously agreed that bullet #3 should say: “Make recommendations for Flex activities.”

2. Board Policies and Administrative Procedures – No changes.

3. Accreditation – No changes.

4. Budget – Leave #1 and #3, add “Facilities Council and CPC” at end of item #2.

5. Planning/Research – Council agreed that bullet #4 should say: “Review flex calendar activities.” They agreed that bullets #1, 2, and 3 are fine.

6. Program Review – Majority of Council agreed to leave bullet #1 as is; 3 members opposed. No issue with bullet #2. Bullet #3 – change language to “Review recommendations pertaining to establishing, revitalizing, or discontinuing Academic Programs and make recommendations for action to the College Planning Council.”

7. Student Learning Outcomes – No changes.


3. Approval of 2015-2016 PPA Resource Request
   Lori Kildal
   All approved unanimously. Document will move forward to College Planning Council, with the exception of the “FT Faculty” column. This column will move forward, in ranked order, to the Academic Senate President for the Full-Time Faculty Hiring Committee.

4. BP/AP 4021, Establishing, Revitalizing, or Discontinuing Academic Programs
   Lori Kildal/Chris Moss
   Mr. Moss shared that BP 4021 was approved at Academic Senate.
   
   Motioned (Anderson), seconded (Flinn), unanimously approved. Discussion ensued; all agreed with wording. Submit to CPC.

   Mr. Moss shared that AP 4021 was approved at Academic Senate.
   
   Motioned (Moss), seconded (Bliss), approved (one “no,” Storm). Discussion ensued and majority agreed with wording. Submit to CPC.

5. BP/AP 4040, Library and Other Instructional Support Services
   Lori Kildal
   
   BP 4040
   Motioned (Anderson), seconded (Moss), unanimously approved. Submit to CPC.

   AP 4040
   Motioned (Anderson), seconded (Flinn), approved. Discussion ensued and majority agreed with wording. Submit to CPC.
6. AP 4050, Articulation

Lori Kildal

Motioned (Moss), seconded (Natividad), unanimously approved. Discussion ensued and all agreed with wording as presented by Academic Senate. Submit to CPC.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Fall Enrollment

Lori Kildal

Dr. Kildal reviewed the “California High School & Monterey County High School Graduates” and “Hartnell FTES History 2010-11 to 2014-15” slides posted on the Council’s web. She also explained the 2014-2015 Enrollment Projections. Fall 2014 predicted FTES is 3131.66 FTES at 86% fill rate. We are currently at 2957 FTES as of 10/07/14. We are 174 FTES under; this doesn’t include positive attendance or Public Safety (JPA). Spring 2015 fill rate at 86%, 3278 FTES. If we hit that target, we will be right at our goal of 7100 FTES.

1. Office Procedures Update from SubCommittee

Lisa Storm/
Laura Zavala/
Nancy Schur-Beymer/
Debra Kaczmar

The SubCommittee just finalized their report. This will be posted for review, and addressed at next month’s meeting.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Assembly Bill 2558

Lori Kildal

Dr. Kildal shared AB 2558. Associate VP Pyer announced that the Professional Development Committee is prepared to act on this as soon as they receive more documentation.

2. Facilities Master Plan (Draft)

Lori Kildal

Dr. Kildal received the draft today, so we posted for the Council’s review. Send her/Dina questions/comments via email in two weeks from today. Dr. Kildal will compile and forward to VP Munoz.

NEXT MEETING(S)

- Wednesday, November 12, 2014
- Wednesday, December 10, 2014

ADJOURNMENT

Meeting adjourned at 4:59 p.m.

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