CALL TO ORDER & INTRODUCTION

1. Meeting called to order at 3:05 p.m. Introductions were made by all. Carol Kimbrough

2. Review of Vision, Mission & Values Lori Kildal
   Dr. Kildal requested that everyone revisit the current vision, mission, and values in the Council's handbook. She noted the emphasis on “students first” in the decisions made.

ACTION ITEMS

1. Approval of Minutes - May 14, 2014 All approved as submitted. Carol Kimbrough

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. Academic Affairs Council Handbook

Dr. Kildal asked everyone to review the handbook. Ms. Schur-Beymer questioned the "Duty Day activities" under "Council Recommendations" on Page 3. Dr. Kildal and Ms. Kimbrough shared that they did research prior to the meeting, but did not find anything that explained this term. Based on continued discussion, Ms. Kimbrough suggested everyone review the handbook and be prepared to discuss feedback at next month’s meeting.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Student Success & Support Program Plan (SSSP)

Dr. Jalomo provided background on the three long term plans of the college. He shared the “Timeline for Deliverables for All 3 Major Plans.” Dr. Sanchez explained the SSSP Plan replaced the College’s former “Matriculation Plan.” The SSSP Committee met every Thursday during Summer 2014 to develop the first plan draft by August 15, 2014. The SSSP Plan focuses on the College’s approach to serve incoming students in the following core areas: 1) Orientation, 2) Assessment testing, 3) Counseling the development of a student education plan (SEP), and 4) Follow-up services for at risk population students.

Dr. Lofman thanked Dr. Jalomo for following the timeline by presenting at all councils.

2. Student Equity Plan (SEP)

Dean Mendelsohn explained the purpose is for colleges to conduct a self-evaluation on their own improvement, or lack thereof, in improving successful outcomes for all students. The Plan components are: 1) Executive Summary, 2) Campus-based Research, 3) Goals, Activities, and Outcomes (completion date and parties responsible), 4) Budget (sources of funding), and 5) Evaluation of Schedule and Process.

3. Basic Skills Initiative Plan (BSI)

Dean Mendelsohn explained that the Chancellor’s Office, statewide Academic Senate, and other groups developed the BSI Plan to provide basic skills and ESL education to community college students who are underprepared for college-level courses.

4. 2015-2016 PPA Resource Request

Dr. Kildal explained the PPAs were submitted Spring 2014. Academic Affairs Deans/Director and Dr. Kildal met and prioritized from their PPAs. Academic Affairs Council will review and approve, and the request will move forward to the College Planning Council (CPC). The only column that will not go forward to CPC will be the “FT faculty;” this column will move forward to the Faculty Hiring Committee. Technology (Column 1) requests were sent to Matt, Coombs, VP of Information Technology. Facilities (Column 13) requests were sent to Al Munoz, VP of Administrative Services.

Dr. Kildal asked everyone to review and submit questions to Ms. Kimbrough and herself. We will move this to action item in October 2014, once approved by Academic Affairs Council.

5. 2014-2015 Enrollment Projections

Dr. Kildal explained that we are funded at 6957 FTES for 2014-2015, with our goal being 7100 FTES. Our goal for Summer 2014 was 809 FTES, but we only met 676 FTES. Fall 2014 predicted FTES is 3408 FTES; we are currently at 2922 FTES as of 09/08/14. She is looking at various options to add more classes for Spring 2015. Dr. Lofman thanked Dr. Kildal for considering all factors for growing enrollment, as it affects the institutional effectiveness of the college.
OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Update on 16 Week Semester Calendar
   Lori Kildal
   Dr. Kildal shared that the Governing Board of Trustees did not approve the 16 Week Semester Calendar last month. One of the Board members stated willingness to approve, if the negotiations with faculty is agreed upon. Once this is done, Dr. Lewallen has stated that this item will go back to the Board for second round for possible implementation in the 2016-2017 academic year.

2. Curriculum Deadlines
   Carol Kimbrough
   Ms. Kimbrough shared a handout of Curriculum Dates and Deadlines for 2014-2015. She explained that courses to be added for 2015-2016 catalog must be presented at Curriculum Committee no later than December 4, 2014.

3. Accreditation
   Lori Kildal
   Dr. Kildal shared that we were removed from Probation to Warning. Five of our 12 recommendations have been fully resolved. The 2007 report said that we have deficiencies; the current report says we have cleared all those deficiencies. Dr. Kildal said we are not done (we are never done!). We are going to be aggressive in addressing all the planning agendas for the March 15, 2015 Follow-Up Report. Accreditation Team Leaders are responsible for submitting all their narratives and evidence by mid-November.

   Dr. Kildal shared that the Accreditation Council will be reviewing and volunteering to work with the Team Leaders throughout this process.

4. Office Procedures
   Lori Kildal
   Dr. Kildal stated that per the December 2013 minutes of the Academic Affairs Council, the “Faculty Office Assignments” document was approved. She did follow up with the President’s Office, and was told that since the Faculty Office Assignments procedure was approved by this Council. It did not have to be approved at CPC. We are now using the policy.

   Mr. Castillo made the motion to reopen this policy; Ms. Natividad seconded. All approved reopening of “Faculty Office Assignments” policy.

   Sub-Committee: Lisa Storm, Nancy Schur-Beymer, Debra Kaczmar, Laura Zavala. Ms. Flynn made motion to approve these members of the Sub-Committee, Mr. Castillo seconded. All approved the sub-committee. Report to be made at next meeting.

NEXT MEETING(S)
- Wednesday, October 8, 2014
- Wednesday, November 12, 2014
- Wednesday, December 10, 2014

ADJOURNMENT
Lori Kildal/Carol Kimbrough
Meeting adjourned at 5:09 p.m.