HARTNELL COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS COUNCIL HANDBOOK

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.

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.

VALUES STATEMENTS

• **Students First**
  We believe the first question that should be asked when making decisions is “What impact will the decision have on student access, learning, development, achievement, and success?”

• **Academic and Service Excellence**
  We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.

• **Diversity and Equity**
  We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds.

• **Ethics and Integrity**
  We commit to respect, civility, honesty, responsibility, and transparency in all actions and communications.

• **Partnerships**
  We develop relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

• **Innovation**
  Through collaboration, we seek and create new tools, techniques, programs, and processes that contribute to continuous quality improvement.

• **Stewardship of Resources**
  We commit to effective utilization of human, physical, financial, and technological resources.

• **Leadership and Empowerment**
  We commit to growing leaders through opportunity, engagement, and achievement.
**STRATEGIC PRIORITIES (will eventually become college goals)**

Strategic Priority 1 - Student Success  
Strategic Priority 2 - Student Access  
Strategic Priority 3 - Employee Diversity and Development  
Strategic Priority 4 - Effective Utilization of Resources  
Strategic Priority 5 - Innovation and Relevance for Educational Programs and Services  
Strategic Priority 6 - Partnerships with Industry, Business, Agencies, and Education

**MEMBERSHIP (and terms of service)**

◊ Vice President of Academic Affairs (co-chair, permanent)  
◊ Academic Senate President or designee (co-chair, permanent)  
◊ Dean of Student Affairs or designee (permanent)  
◊ Vice President of Information and Technology Resources or designee (permanent)  
◊ Associate Vice President of Human Resources or designee (permanent)  
◊ Accreditation Liaison Officer (permanent)  
◊ College Curriculum Committee Chair (permanent)  
◊ 2 Deans of Academic Affairs (2-year term, to be selected by the Vice President of Academic Affairs)  
◊ 1 Manager, Supervisor, or Confidential (2-year term, to be appointed by superintendent/president)  
◊ 4 Faculty (2-year term, to be appointed by Academic Senate)  
◊ 2 Classified Employees (2-year term, to be appointed by CSEA and L-39)  
◊ 2 Students, (1-year term, to be appointed by Associated Students)

**FREQUENCY OF MEETINGS**

Monthly during academic year

**PURPOSE**

Working collaboratively with other councils and committees, the Academic Affairs Council provides opportunities for educational access and student success by serving as a recommending body to the College Planning Council.

**RECEIVES INFORMATION FROM**

The following sources appropriate to the work of the Council, including but not limited to: Other Councils and Committees, Academic Senate, Program Reviews, SLOs, Accreditation, Performance Indicators, Site Visits, Institutional Effectiveness Outcomes, Existing Plans and Initiatives, Labor Market Information, Community and Partner Input, Other Trends and/or Forecasts.
MAKES RECOMMENDATIONS TO

◊ College Planning Council
◊ Other Councils, Committees, Academic Senate

COUNCIL RESPONSIBILITIES

1. COUNCIL RECOMMENDATIONS
◊ Provide leadership in the development, planning, preparation, and assessment of instructional programs.
◊ Recommend staffing needs based on data provided by the assessment of instructional programs.
◊ Make recommendations for Flex activities.

2. BOARD POLICIES & ADMINISTRATIVE PROCEDURES
◊ Review and recommend approval to the College Planning Council for new or revised Board policies and administrative procedures related to instruction.

3. ACCREDITATION
◊ Review and keep knowledge current regarding accreditation standards, eligibility requirements, and policies related to the Academic Affairs Council.
◊ Provide input when appropriate to accreditation processes.
◊ Promote a campus culture that is focused on accreditation, inclusive of but not limited to institutional activities that foster assessment, evidence building and continuous improvement.

4. BUDGET
◊ Make recommendations to the College Planning Council for the academic affairs budget.
◊ Identify priorities for instructional facilities and resources and make recommendations for allocations to Facilities Council and College Planning Council.
◊ Identify priorities for technology issues related to instruction and make recommendations to Technology Planning Council and College Planning Council.

5. PLANNING/RESEARCH
◊ Review Academic Affairs goals and key performance indicators regularly and report to the College Planning Council.
◊ Promote the use and understanding of data related to instruction as a basis for institutional decision-making and reporting requirements to state and federal agencies.
◊ Promote staff development activities for faculty and staff to improve their individual effectiveness consistent with the college mission, vision, and goals.
◊ Review Flex Calendar Activities.
6. PROGRAM REVIEW
◊ Provide leadership in the development and supervision of the timely review of instructional programs.
◊ Provide reports to the College Planning Council containing a summary of findings, goals and action plans resulting from program review.
◊ Review recommendations pertaining to establishing, revitalizing, or discontinuing academic programs and make recommendations for action to the College Planning Council.

7. STUDENT LEARNING OUTCOMES
◊ Support the development, implementation, and assessment of student learning outcomes at the course, program, and degree levels.
◊ Provide reports to the College Planning Council on student learning outcomes assessment.

8. EVALUATION OF COUNCIL EFFECTIVENESS
◊ Conduct annual evaluation of the effectiveness of the Council (spring semester).