MEMBERS:

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<th>Name</th>
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<td>Carol Kimbrough, President</td>
<td>Steering Committee</td>
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<td>Chris Moss, President</td>
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<td>Ann Wright, President</td>
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<td>Nancy Schur-Beymer, Secretary</td>
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<td>Liz Estrella, Senator At-Large</td>
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<td>Tony Anderson, Past-President</td>
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<td>Fernando Cabrera</td>
<td>Adjunct Faculty</td>
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<td>Melissa Hornstein</td>
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<td>Slava Bekker</td>
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<td>Salina Lopez</td>
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<td>Peggy Mayfield</td>
<td>Library</td>
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<td>Lisa Storm</td>
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<td>Steve Triano</td>
<td>Advanced Technology &amp; Applied Sci.</td>
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Guests: Moises Almendariz, James Beck, Eric Becerra, Megan Blevens, Lindsey Bertomen, Shannon Bliss, Mary Dominquez, Christina Esparza-Luna, Loyanne Flinn, Carol King, Willard Lewallen, Brian Lofman, Bronwyn Moreno, Celine Pinet, Cheryl O-Donnell, Daniel Perez, Mark Sanchez, Pam Wiese, Nancy Wheat, Marisol White

1) Call to Order and Welcome: President Carol Kimbrough called the meeting to order at 3:05PM.
2) Adopt Agenda: M/S/A (vote: unanimous) to approve the agenda.
3) Approval of Minutes, 4/28/2015 M/S/A (vote: unanimous) to approve minutes as corrected
4) Public Comments: ten minutes (3-minute maximum per person) are set aside to receive comments on agenda items or items not on the agenda but within the authority (10 + 1) of the Senate.
   a) Announcement by Loyanne Flynn, Bronwyn Moreno re: SIMA Grant
   b) Announcement/Update on Title V initiative: Cultivating Success Initiative by Moises Almendariz
   c) Shannon Bliss - Announcement about next Educator in Residence; nominations are due MAY 15th
   d) Pam Weise – Professional Development committee needs faculty members

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
5) Forum Discussion (30 minutes presentation, Q/A) Megan Blevans/DE Committee
Discussion centered on the possibilities of moving from Etudes to Canvas – reasons, benefits, concerns, implementation timelines. Presentation via electronic feed with Megan Blevens. Spring 2016 would be the earliest we could look at making the change.

6) Action Items:
   a) AP 5050, Student Success and Support Program
      Motion: M/S/A Anderson/Wright, (vote: 1- Nay – Hough) to approve AP 5050 as presented. Discussion: the requirement of the student to use tutoring and other success services.
   b) AP 5055, Enrollment Priorities
      Motion: M/S/A Anderson/Wright, (vote: unanimous) to approve with attachment of addendum: Request for Priority Enrollment form. Discussion: Priority Group 1 Mandated by Title 5; Priority Group 2 decided locally. Continuing students with 32-60.9 units are placed in Priority Group 3. There is a Request for Priority Enrollment form if a particular individual would like to request prioritized registration. Students may lose enrollment priorities if they are not maintaining academic success.
   c) AP 3435, Discrimination and Harassment Investigations
      Motion: M/S/A Hough/Lopez (vote: unanimous) to approve AP 3435 as presented. We have an approved policy on Discrimination and Harassment. This AP provides an outline of procedures when there is a need to investigate. Dr. Lewallen provided background information and encouraged expediting the approval process. Titles used match the State generic titles such as “Chief Instructional Officer” vs. VP of Instruction or VP of Academic Affairs. Attached to this AP is the complaint form developed by the California Community Colleges Chancellor’s Office.
   d) Recommend Faculty Appointments:
      i) Ron Waddy appointment to Safety Committee
         Motion: M/S/A Beymer/Anderson (vote: one abstention: Hough)
   e) Framework for Establishing Institutional Effectiveness Goals (Brain Lofman)
      Motion: M/S/A Anderson/Schur-Beymer (vote: unanimous) to approve the Short-Term Framework Goals required by the California Community Colleges Chancellor’s Office
   f) Transfer authority to Steering Committee as Described in Senate Bylaws
      Motion: M/SA Storm/Anderson (vote: unanimous)

7) Discussion and information items:
   a) Noncredit Curriculum: Minimum Qualifications
      Spring 1999, Resolution 10.01 (State ASCCC) opposed reducing standards in the basic skills area to less than a Master’s degree. Current Minimum Qualifications/Discipline list provides non-credit qualifications as less than a Master’s degree. District pay for noncredit instruction is set well below Master’s Level pay rate. A task force will look at a local procedures and other California Community Colleges pay rates (MPC, SFC, College of Marin, and others were cited as possible resources) and make recommendations to the HCFA for negotiation. (TASK FORCE James Beck, Carol King, Carol Kimbrough, Kathy Mendelsohn).
   b) Student questionnaire for faculty evaluation process, Chris Moss (TABLED)
c) Year-end reports: standing committees:
   (i) Pam Weise, Faculty Professional Development & Flex Committee
   The committee Chair provided a list of accomplishments for this year and goals for the coming year (see handout appended)
   (ii) Ann Wright, Full Time Faculty Hiring Committee
   The committee made recommendations to the College Planning Council for faculty hires. Data used for determining priorities included discipline enrollment, staffing, FTE's, efficiency and subjective considerations. Current data collection methods require scrutiny to ensure accuracy. The committee will start meeting earlier in Fall, and wish to have interviews of discipline faculty requesting FT hires within their discipline. The recommendations of this committee were considered by Dr. Lewallen –especially the top 5-6. Goals: increase transparency, and lend more opportunity for discussion.
   (iii) Jason Hough, Student Success Committee (Hand out)
   (iv) Cheryl O'Donnell, Outcomes & Assessment Committee (Hand out)
   (v) Christina Esparza-Luna, DE Committee (Handout)
   (vi) Carol Kimbrough, Curriculum Committee
   Approximately 236 courses were reviewed, 33 courses inactivated, 3 new programs developed.
   (vii) Carol Kimbrough, Academic Senate (Handout on Action Items)
   Goals from Senate Retreat were largely met; another retreat will be planned for late summer/early fall. Faculty appointments ensured that the faculty voice was present in major decisions impacting the college. Some goals (eg. Faculty chairs task force) will continue into next year.

d) Appointments to College Governance Councils to commence Fall 2015
   Participatory governance councils will need replacement/reconfirmation for fall including the College Planning Council.

e) Continued Topics and Goals for 2015-16
   Some goals (e.g. Faculty chairs task force) will continue into next year.

8) Announcements (Senators): updates on standing committee/shared governance activities: NONE
9) Adjournment 5:10 PM
Primary accomplishments for the year:

- Clarified the roles of the FPDFC and the Flex Coordinator
- Coordinated 33 on-campus professional development activities to count toward flex (not counting FRC offerings and mandatory meetings)
- Evaluated 76 Requests for Approval of Flex Activity and 24 Flex Program Proposals
- 4th Annual Student Success Conference (January flex day)
- Updated the FPDFC pages for the Committee Handbook
- Migrated the FPDFC website to Drupal

Goals for the coming year:

- Prepare calendar of professional development activities for the year with at least 1 flex offering every 2 weeks (not counting FRC and mandatory meetings)
- Offer at least 2 Flex Fridays per semester (afternoons with 2-3 hours of flex-approved workshops)
- Provide training for faculty in flexible calendar implementation (what counts for flex & what doesn't, creative approaches to flex, etc.)
- Provide access to professional development accounting to all faculty
- Work with the HCFA to clear up the language in the contract regarding flex
Student Success Committee: Year End Review

Jason Hough, SSC Coordinator

- SSC Coordinator position filled
- Strong Math and English faculty recruitment
- EduWizard and Net Tutor
- New partnership with Margie Wiebush/Foster Care
- Accuplacer immersion
- Accuplacer workshops

...Looking forward!

- End of year reporting
- Habits of the Mind Workshop (November)
- Relocation of Tutoring Center
- Design and implementation of the new Learning Center
1. Facilitate college-wide discussions among instructional and non-instructional areas on the development and implementation of outcomes and assessment processes.

   - Fall 14 Convocation: Round table discussions regarding Graduate Survey results and CCSSE.
   - Committee expanded to include non-instructional members.
   - Verification of outcomes on the R: drive to CurricUNET to Elumen – still in progress.
   - Verification of assessment calendars by discipline
   - Presentation of outcome assessment by Assessment Specialist at Flex Day
   - Workshop at Student Success Conference on Elumen and Mastery Levels

2. Develop and recommend the outcome and assessment processes and documentation for instructional and non-instructional areas.

   - Elumen project: collaboration with Elumen Pilot Group on processes and recommendations
   - 22 workshops on Elumen training conducted by Elumen Pilot Group

3. Review outcome and assessment status/progress and make recommendations to the Accreditation Council.

   - Accreditation Progress Report included in Recommendation 4. Vetted through various councils and the Senate by the Dean of LLS&R.
   - Annual ACCJC Report

4. Serve as a resource regarding outcomes and assessment issues.

   - Collaboration with Elumen Pilot Group on implementation processes and assessment mastery levels and criteria.
   - Collaboration with Elumen Pilot Group on action plans and continued implementation into Fall 15

5. Ensure documentation of Outcomes and Assessment Committee activities.

   - Agendas and Minutes
   - Calendars of Assessment on R: drive
   - Elumen Training Materials

6. Ensure that all members of the Outcomes and Assessment Committee are knowledgeable concerning the Accreditation Commission for Community and Junior Colleges (ACCJC) standards and State Academic Senate positions regarding outcomes and assessment.

   - Membership includes faculty and management who have served on visiting teams and who have contributed to self-evaluation report and progress reports.
Distance Education Committee Summary

Academic Year 2014-2015

Committee Mission Statement
In responding to the learning needs of its expanding communities, Hartnell College supports innovative applications of technology and methodology to create accessible, inspiring, and measurably effective learning opportunities for an increasingly diverse student population. The mission of the Hartnell College Distance Education Committee is to address the changing educational environment and students' needs by growing and enhancing the Hartnell College Distance Education Program.

This year the Distance Education Committee has worked on initiatives and polices at the local and statewide level to support the mission statement of the committee. Below are the specific initiatives completed or in process at this point in time.

Completed:

- **DE Attendance Policy**: A continuing project from last year was the attendance policy for distance education courses. Last year a policy was developed by the DEC and approved by the AS. This year, we saw that policy implemented into an Administrative Policy (AP 4105).
- **Faculty Survey**: Earlier in the year, a faculty survey was conducted to assess if faculty was satisfied with the Etudes platform. In general, faculty were satisfied with Etudes (the Discussions features continue to be one of the areas faculty like best), but the biggest complaints were regards to the Gradebook. The Gradebook is being revised by Etudes this summer (Summer 2015). A minority of faculty were extremely displeased, but this number seemed to be small. This survey will be considered when discussing if faculty would like to move to the Canvas platform through OEI in the future.
- **Student Survey**: A student survey was also sent out to assess student satisfaction with the Etudes platform. Students were overall satisfied and most student complaints were related to how the instructor managed the course rather than the Etudes platform.
- **DEC Webpage**: With the help of Alicia Ramirez, we now have a webpage decided to the DEC with agendas, meeting minutes and other information relevant to the committee.
- **DE Plan**: The DE Plan has gone through some minor revisions this year. The goal of the committee is that DE will be a program, not just a set of courses offered in this modality. The plan is now completed and scheduled to be approved at the 5/12 meeting.
- **DE Specialist**: Based on a request from last year, we now a DE Specialist in place to support the completion of additional initiatives and projects.

In Process:

- **Online Education Initiative (OEI)**: OEI is a statewide initiative to expand the quality and quantity of online courses. Hartnell is a pilot school and two faculty (Lindsey Bertomen and Tina Esparza-Luna) have courses in the pilot. The course exchange piece of OEI is scheduled to launch in Spring 2016. Within this, we are also contemplating changing from our current CMS Etudes to
the OEI CMS of Canvas. This is a decision that will not be made until the 2015-2016 year. Given the scope of this initiative, it will continue to be in process for the next few years.

- Regular and Effective Contact Policy: The committee is currently working to recommend a more formal regular and effective contact policy. The target completion date is Fall 2015.
- Online Student Resources: To provide more resources to students online, a tab in the left navigation bar will be added into Etudes with links to online student resources such as online counseling and online tutoring. The target completion date is Summer 2015.
- DE Best Practices FIG: In the 2015-2016 year, there will be a FIG focusing on DE Best Practices in conjunction with Gavilan College. The goal is to develop a best practices guide that can be used as a reference for faculty and give faculty more resources to offer the highest quality online courses possible. The target completion date is Spring 2016.
- Hybrid Policy: Recently there have been questions about what constitutes a hybrid course. This question will be explored by the committee and a policy will be recommended to define a hybrid course. The target completion date is TBD.