



HARTNELL COLLEGE

**Academic Affairs Council
Minutes
February 12, 2020, 3-5 p.m.
E-112**

MEMBERS

Name	Representing	Present	Absent
Dr. Cathryn Wilkinson	Administration	X	
Lisa Storm	Academic Senate/Faculty	X	
Dr. Kelly Locke	Curriculum Committee/Faculty	X	
Maria Ceja	Administration		X
Dave Phillips	Administration	X	
Lyle Engeldinger (Interim)	Administration		X
Joy Cowden (Interim)	Administration	X	
Julie Stephens-Carrillo	Administration		X
Ana Gonzalez	Manager/Supervisor/Confidential	X	
Vacant	C.S.E.A.		
Vacant	C.S.E.A.		
Vacant	L-39		
Dr. Marnie Glazier	Faculty	X	
Dr. Peter Gray	Faculty	X	
Violeta Wenger	Faculty		X
Dr. Janeen Whitmore	Faculty		X
Vacant	Faculty, Adjunct		
Joshua Flores	ASHC		X
Nicole Polo	ASHC		X

Others

Name	Title or Representing	Present	Absent
Clint Cowden	Administration	X	
Jessica Green	C.S.E.A.	X	

CALL TO ORDER & INTRODUCTIONS

Lisa Storm

Meeting called to order at 3:18 pm.

Ms. Storm requested the December 11, 2019 agenda be amended to reflect that she wasn't in attendance. Dr. Wilkinson advised that this should be motioned as an action item. Dr. Glazier motioned to discuss the December 11, 2019 agenda as an action item today, Dr. Locke seconded, unanimously approved to amend today's agenda to include consideration of the December 11, 2019 agenda.

Hartnell College Vision Statement: *Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.*

Hartnell College Mission Statement: *Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.*

ACTION ITEMS

1. Consider Amending of December 11, 2019 Agenda Lisa Storm
Ms. Storm stated that she would like to propose removing Dr. Locke's name next to Curriculum Committee and AB 705 Update. Dr. Locke commented that she sent notification she would not be in attendance at the meeting; she'd like this to be reflected correctly for future. Ms. Storm also requested that her name be removed from the agenda to reflect that she wasn't in attendance.

Dr. Wilkinson commented that the work of this council is very important; she prefers amendments to be made in minutes rather than the agenda. Our focus moving forward should be on the business needing the council's review, discussion, and/or approval.

No consensus on this action item. December 11, 2019 agenda will remain as posted.

2. Consider Approval of Agenda Lisa Storm
MOTIONED (Cowden), Second (Gonzalez), unanimously approved.
3. Consider Approval of Minutes of November 13, 2019 Lisa Storm
MOTIONED (Gonzalez) Seconded (Gray), abstention Wilkinson & J. Cowden, majority approved.
4. Consider Approval of Minutes of December 11, 2019 Lisa Storm
MOTIONED (Locke), Seconded (Gray), abstention Storm & Locke, majority approved to remove Dr. Locke's name from the December 11, 2019 minutes next to Curriculum Committee and AB 705 Update.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Revisions to Schedule Change Forms Clint Cowden
Dean Cowden shared background information about the process for using schedule change forms. Faculty communicate with their deans about changes to their schedule, and the dean for each area is responsible for submitting the forms. The Curriculum and Scheduling Office does not process these forms unless they have been signed by the appropriate dean and the VP of Academic Affairs, and VP of Student Affairs as applicable.

We currently have one form for all actions needed (e.g., add, change, cancellation) for class sections. Jessica Green, Curriculum and Scheduling Specialist, was tasked with creating a draft revision to require pertinent information. Ms. Green stated that as one of the team members who keys in data from the current schedule change forms, the proposed revisions would provide helpful information for her team.

Dr. Glazier commented that this puts more work on their deans, and faculty don't have a voice in the changes to their classes.

VPIT Phillips shared that the administrative assistants and deans do not have access to key in any changes. There's a timing issue involved, and the only ones who have access to input are the three members of the Curriculum and Scheduling Office. He added that this is not a new process; the form has been in use for at least four years.

2. Encouraging on-time grade submissions

Cathryn Wilkinson

Dr. Wilkinson shared that there were several hundreds of grades missing (approximately 700 grades). She gave kudos to the many Admissions & Records staff and the deans for their hard work in getting the grades in order to meet the reporting deadline.

Dr. Locke shared that she happened to be one of the instructors who was missing grades. She teaches in the Math L series, which is 13 sections of students, and she may have missed certain areas to enter the students' grades. She suggested that it would be helpful to get a message saying that a student's grade was missed. Dr. Wilkinson agreed that as a former faculty member, she would receive messages from Colleague that grades were entered but not that grades were missed.

VPIT Phillips stated that we aren't talking about a few grades that were missing; some instructors just don't submit their grades. He suggested that someone should work with Director of IT, Bala Kappagantula, to improve the code.

Dr. Glazier mentioned that there's an issue with being timed out. VPIT Phillips agreed that it would be helpful to change the time of inactivity to 30 minutes. Dr. Locke stated that PAWS doesn't count entering grades as activity. VPIT Phillips stated that they could change the inactivity time to 45 minutes to an hour.

Dr. Wilkinson inquired if any of our members have suggestions on how we can help the deans keep track of grade submission. Dr. Locke stated that there is disciplinary action for not submitting grades.

Ms. Storm stated that there used to be a one-week reminder that grades are due. VPIT Phillips stated that this can be discussed with Mr. Kappagantula.

ACTION

- Dr. Wilkinson and Dr. Glazier will meet with Bala Kappagantula to see how they can improve the code.
- Dr. Wilkinson will work with Dean Ceja on Admissions & Records' notices regarding grade submission deadlines.

3. Enrollment Management and FTES Update

Cathryn Wilkinson

Dr. Wilkinson shared the [dashboards](#) that she uses to check our enrollments. We're moving into a period of our new student funding model where we need to keep a close eye on our enrollments. The Enrollment Management Team will be meeting tomorrow.

VPIT Phillips commented that normally the first week we see a bump up of student enrollments; this year is the first time we have seen a decrease of student enrollments in the second week. We're not sure why there's a decrease (it's about 10 FTES). Dr. Wilkinson shared that the President's Executive Cabinet believes that we can aim for higher than 2% growth.

Dr. Glazier shared her concern about continuing growth. She inquired if we can think more in terms of service rather than growth. Dr. Wilkinson stated we can't assume the increase in growth; we will reach a plateau at some point. She clarified that the Executive Cabinet is focusing on strategic growth. Ms. Storm

added that distance education helps our students, and advocates for increase in DE classes. Dr. Wilkinson stated that she is supportive of both distance education and face-to-face classes.

VPIT Phillips shared that we can grow the college more, and Cabinet is fully supportive of this idea. Dr. Gray inquired if we can plan for more students with the prediction of the economy turning. Dr. Wilkinson advised our Institutional Effectiveness Office has been collecting data that should help us plan.

Ms. Gonzalez inquired about the inmate education data under noncredit on the [Enrollment](#) report. Dr. Wilkinson stated that we know the numbers will be in the high 20s, however, the data for noncredit and positive attendance is not available now.

4. Curriculum Committee report

Kelly Locke

Dr. Locke shared that at the last meeting, the committee finished all of the courses and programs that are eligible to be offered in fall 2020 catalog. However, she cautioned that these courses and programs may not necessarily be approved by outside agencies. There is a subcommittee that has mapped the GE areas for Hartnell's general education to the core competencies. They are now working on a rubric to develop standards for general education courses. As courses come back through for revision, they will use the rubric to guide committee members on whether the course is considered general education. Dr. Locke also mentioned that faculty who have identified changes to Program Learning Outcomes (PLO) are submitting to the committee this spring. It is possible that some of these changes can make it into the 2020-2021 catalog.

The committee is also working with the Online Education Initiative (OEI) and Carol Hobson to have the Distance Education (DE) addendum revised. It is out-of-date, and the OEI can have the online course review standards applied. Dr. Locke anticipates using the DE addendum sometime next fall.

Dr. Wilkinson inquired if there's an update on the new CurricUNET replacement. Dr. Locke shared that the first vetting will be done through Hartnell's Core Team, and then they will look at other databases. Dr. Wilkinson shared with council members that the reason for this change is CurricUNET will no longer support its software.

5. [AB 705 Update](#) and Forecast

Kelly Locke/
Peter Gray

Dr. Gray reviewed the PowerPoint posted on the council's website. He shared that students are happy with the pilot ESL Placement Tool.

Dr. Locke shared that in 2017-2018, Math was using the placement tools for their students. She advised that the 2018 precalculus course success rate is an anomaly.

ACTION

Dr. Gray will send Dina an updated version of his PowerPoint to replace the one currently posted on the council's webpage.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. AB 463 Public Service Loan Forgiveness (PSLF) takes effect January 1, 2020:
 - a) [PSLF Fact Sheet](#)
 - b) [PSLF Frequently Asked Questions](#)
 - c) [PSLF Application](#)Dr. Wilkinson shared that the information is also posted on the council's webpage.

FUTURE AGENDA ITEMS FOR CONSIDERATION

1. Revitalization of Digital Web & Design (For reference: [AP 4021](#))
2. Discussion of Senate proposals for AP 7211 and AP 7212
3. Forum for focus of programs at centers in Soledad, Castroville, and expansion of King City

NEXT MEETING(S)

- March 11, 2020
- April 8, 2020
- May 13, 2020

ADJOURNMENT

Meeting adjourned at 4:59 pm.

Cathryn Wilkinson