



**Academic Affairs Success Council**  
**February 28, 2025, 9:00-11:00am / E-112**  
**Minutes**

MEMBERS	Constituent Group	Present	Absent
1. Ram Subramaniam	Administration	X	
2. Marianne Fontes	Administration	X	
3. Jason Garrett	Administration	X	
4. Ana Gonzalez	Administration	X	
5. Carla Johnson	Administration		X
6. Vanessa Meldahl	Classified	X	
7. Fatima Barron Vargas	Classified		X
8. Miriam Contreras	Classified		X
9. Maria De Leon	Classified	X	
10. Jess Green	Classified	X	
11. Kelly Locke	Academic Senate	X	
12. Sunita Lanka	Academic Senate		X
13. Alan Barron	A.S.H.C.		X
14. Joshua Betts	A.S.H.C.	X	
15. Omar Campos	A.S.H.C.	X	
16. Emily Cruz	A.S.H.C.	X	

**Guests:** Ben Grainger, Lisa Storm, Cheryl O'Donnell

**1. Call Meeting to Order**

The meeting was called to order at 9:07am.

**2. Reading of the Four Pillars of Guided Pathways**

The four pillars were read.

**3. Approval of Agenda**

The Council approved the agenda.

**4. Approval of Minutes**

Mr. Betts motioned to approve the December 13, 2024 minutes. Dr. Garrett seconded the motion. The Council approved the minutes.

**5. BP/AP Student Worker Employment (second reading and vote)**

Dr. Garrett shared the BP and AP with other groups and received favorable reviews. He stated that we work toward marketing and soliciting awareness to all Hartnell students, and there are opportunities for Hartnell to expand student employment. He shared that the Panther Learning Lab (PLL) does a “spring clean” as his students graduate and move on, and then the PLL provides employment experiences to a fresh set of students. The purpose of the AP is to allow more students to work without the rigid policies

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currently in place. For example, students often do not graduate in two years, and our guidelines do not allow students to work more than two years in one department if they prefer to continue in the same assignment.

Dean Gonzalez inquired about supervision of student workers; Dr. Garrett advised that they could add a section about supervision of student workers. He added that President Gutierrez specifically requested supervisor training. Ms. De Leon inquired about training for student workers handling confidential information; Dr. Garrett advised that HR is working on compliance training with Keenan.

Dean Gonzalez motioned to approve the new BP and AP for Student Worker Employment. Mr. Campos seconded the motion. The Council approved the new BP and AP.

#### **6. Dual enrollment students, BP 5010, AP 5020, AP 5011 (second reading and vote)**

Dr. Subramaniam reminded everyone that the purpose of these BP/APs is to lower the age requirements. Mr. Grainger stated that the change in the BP is allowing students in grades 7-8 to enroll in classes, if they meet the strict requirements. For grades 6 and below, there are no changes. He added there are two small changes that came about from his presentations to other councils: 1) AP 5011 – section outlining procedures – clarification was added that consultation should be made with the faculty; 2) new legislative language was added regarding CCAP.

Ms. Meldahl inquired how the student is chosen – are we recruiting or does the student advocate? Mr. Grainger advised that we are not recruiting 7<sup>th</sup> graders. These are rare examples – oftentimes the student is recommended by the school counselor. Mr. Betts inquired if these students would be on the registration priority list. Mr. Grainger stated that these students are given the lowest priority (e.g., they would not be given priority over groups such as TRIO or EOPS). The number of young students enrolling is very low; Ram stated there was only one request last year.

Ms. Meldahl motioned to approve the revised BP and APs for dual enrollment students. Mr. Betts seconded the motion. The Council approved the revised BP and APs.

#### **7. Common course numbering (CCN), AB 1111**

Dr. Locke shared that this legislation led to a team from the Chancellor's Office and Academic Senate working on the details for implementation. Many elements in courses are going to be standardized. Locally, colleges can add their specific elements, but all community colleges need to have the same numbering system. Dr. Locke shared the list of courses that went through the Curriculum Committee. She also reviewed various aspects of the new course numbers: Four letter designator (e.g., for English, ENGL instead of our current ENG), the letter "C" will indicate that this is the common course numbering that students will find at any other college, and the number at the end. If there is an "E" as part of the numbering, that means there is embedded extra support available for students. "L" indicates lab courses. "H" is for honors courses, which we currently do not have.

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Mr. Betts inquired as to how students will find out about the new course numbers. Dr. Locke advised that they are working on a communication campaign to notify students. Counselors will also guide students as to the changes. Dr. Garrett advised our student members that the intent of this common course numbering is to assist students as they transfer to other colleges; students will now be able to show that the courses they took at Hartnell align with the same course at their new college. Dr. Subramaniam advised that all 115 community colleges will have the same course numbers. Ms. De Leon thanked Dr. Locke and the team for their work – this will greatly assist the Rising Scholars students as they move on to other colleges. Dr. Locke concluded by sharing the timeline: Phase I list of courses (seven most popular classes) will be ready in Fall 2025; Phase II list of classes will happen in Fall 2026; Phase III list of classes will happen Fall 2027.

#### **8. Preview ZTC webpage**

Dr. Storm shared that there are several new webpages on hartnell.edu regarding zero textbook cost (ZTC). She reviewed the types of textbooks and explained open educational resources (OER), which are free and distributed by the instructor. She reviewed the ZTC course list – these disciplines have textbooks that are free – and low-cost textbooks course list – these disciplines have textbooks that cost less than regular textbooks. Dr. Storm advised our students they can view the video she created to show them how to find only ZTC classes. She also mentioned that students can review the OER webpage; this information is for the faculty but will allow students to review the materials if they are interested in taking the course with the instructor using OER. Dr Storm shared that Hartnell is the only college with an AP stating we need to provide ZTC. Ms. De Leon inquired if the OER materials can be printed; Dr. Storm advised that these resources are not copyrighted so students can print. She cautioned that students should also refer to the materials online, if they are able, so they can enjoy the interactivity.

Ms. Cruz and Mr. Betts stated that they can share this information at ASHC, but inquired how all students will be notified about these free and low-cost resources. Dr. Subramaniam shared that we haven't engaged in an active marketing campaign, but we are now ready to share the information widely.

#### **9. Closing Comments/Adjournment**

Dr. Fontes shared that the group reviewing AP 4222 is planning to propose that not using this AP. She requested guidance and was advised to check with Lucy Serrano.

The meeting adjourned at 10:37 a.m.

#### **Next Meeting(s)**

March 14, 2025

April 11, 2025

May 9, 2025

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