



HARTNELL COLLEGE

**Academic Affairs Council  
Minutes  
March 11, 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, designee Maj-Britt Kimm	Administration	X	
Lyle Engeldinger (Interim)	Administration		X
Dr. Sachiko Matsunaga	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		
Robert Ehlers	ASHC	X	
Daniel Lamas	ASHC		X

**Others**

Name	Title or Representing	Present	Absent
Scott Faust	Administration	X	
Dr. Hetty Yelland	Faculty	X	
Sharon Albert	Administration	X	
Jennifer Moorhouse	Faculty	X	
Cheryl O'Donnell	Faculty	X	
James Beck	Faculty	X	
Carol King	Faculty	X	

**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.

## CALL MEETING TO ORDER

Lisa Storm

Meeting called to order at 3:07 pm.

Dr. Wilkinson introduced Maj-Britt Kimm, who is here as Dave Phillips designee. She also introduced Dr. Sachiko Matsunaga, Dean of Academic Affairs (Languages, Learning Support and Resources), and Dr. Francisco Arce, interim Dean of Academic Affairs (Social and Behavioral Sciences, Fine Arts, and Curriculum & Scheduling). Newest ASHC member, Robert Ehlers, introduced himself – he'll be with us for the rest of this semester.

## ACTION ITEMS

1. Consider Approval of Agenda Lisa Storm  
Dr. Glazier made a motion to add coronavirus as an agenda item; motioned approved and carried. Agenda was approved with the addition.
2. Consider Approval of Minutes of February 12, 2020 Lisa Storm  
**MOTIONED** (Gonzalez) Seconded (Glazier), unanimously approved.

## INFORMATION/DISCUSSION/PRESENTATIONS

1. [Coronavirus](#) Cathryn Wilkinson  
Dr. Wilkinson shared that she submitted an emergency plan to the Chancellor's Office today to put courses online. This temporary blanket request was made in the event that Hartnell would have to close campus due to the coronavirus outbreak. She stressed that this is simply an emergency situation scenario. There have been no outbreaks in Monterey County.

Mr. Faust shared that the Chancellor's Office stated in their webinar today schools should be placing their classes online, whether or not there is an outbreak in their county.

Ms. Storm inquired as to how soon the message will be sent to the campus community. Dr. Wilkinson shared that VPIT Phillips is working on this; Ms. Kimm added that Laura Otero is working on a training video for faculty. Ms. Storm strongly recommended that a message be sent out to faculty by tomorrow. Dr. Locke suggested a joint message from the Academic Senate and Office of Academic Affairs. This would help alleviate the panic of faculty who have not taught online.

Ms. Storm shared faculty concerns about how classrooms are being disinfected. She requested that a communication be sent. Ms. Gonzalez added that we need to consider sending communication to classes in high schools (dual enrollment) and inmate education.

Dr. Wilkinson stated that regardless of the health issue, we are committed to our students. She asked that all faculty, staff, and managers continue to do their best to help out students.

## **ACTION**

- Dr. Wilkinson will send a communication to all faculty.

- Dr. Wilkinson will work with Mr. Faust and VP of Administrative Services, Linda Wilczewski, on a communication to the entire campus community.
- Dr. Wilkinson asked the faculty to help by doing the following:
  - 1) Do your best to alleviate students' fears.
  - 2) Contact your dean if there are any issues.
  - 3) Do what you can to encourage students to stay home if they are sick.

2. Marketing for FA 2020 Semester

Scott Faust

Mr. Faust shared the plan to launch a marketing campaign in late April 2020 for Summer and Fall 2020 classes. He has a video that shows our students sharing their success in programs such as EOPS, DSPS, and others. He would like to do a TV campaign, followed by online campaign, and radio as well. After July 1, 2020, he'll work on the Fall 2020 campaign. This will include marketing for the new Soledad Center and expanded King City Education Center.

Dr. Wilkinson added that Mr. Faust will be marketing for our centennial celebration. She also requested that our campus community share good news with Mr. Faust, so he can follow up and report out.

3. College ReDesign Progress Update

Hetty Yelland

Dr. Yelland shared that the Implementation Retreat was last Friday, March 6, 2020. They shared the approved [CRD designs](#), which is posted on the council's website. She stated that there is a special assignment currently posted on the HR website. The deadline to submit a letter of intent is 3:00pm on Thursday, March 12, 2020. Dr. Yelland was excited to share that CRD has three hours to present at Convocation in August 2020.

If anyone has questions, please contact Dr. Yelland at [hyelland@hartnell.edu](mailto:hyelland@hartnell.edu).

4. Recommend [Request to Initiate Program Revitalization, Suspension or Discontinuance for Digital Web Design](#) in Spring 2020

Cathryn Wilkinson

Ms. Storm stated that the approved AP 4021 has never had a program go through on this basis. She shared that she was against this topic being added to today's agenda because Academic Senate was left out of the approved AP 4021. Ms. Storm requested that this topic be tabled until the Academic Senate proposal to revise AP 4021 is approved.

Dr. Wilkinson shared that she brought this item forward to the council in order to initiate a review to either revitalize or discontinue the program. This is a first reading since we did not have quorum at the December 11, 2019 meeting. Dr. Wilkinson stated that the materials prepared by Sharon Albert, Assistant Dean of Academic Affairs (CTE/Workforce Development) were submitted February 2017, and the program still is in need of revitalization or discontinuance.

Dr. Locke shared that the new program proposal was passed by Curriculum Committee in the 2017-2018 academic year. The first time it appeared in the 2019-2020 catalog, so she inquired if it's the new program that isn't flourishing or if it's the old program. Dr. Wilkinson stated that it wouldn't hurt for us to review the program in order to determine if this is a good use of District resources.

Dean Albert shared that the original request was submitted in 2017, but the data shows low enrollments for the program. Ms. O'Donnell stated that the CSS 65 and CSS 78 classes have done well. She believes there's potential for the newly updated classes.

Ms. Stephens-Carrillo inquired if this program is CTE, and was advised that it is not CTE. Dr. Glazier added that she has had the same issue with TAC, which should be CTE. Dr. Locke shared that the program's top code is CTE at the Chancellor's Office. She shared her concern about classes not being offered so students can't finish, and low enrollments lead to consideration of revitalization or discontinuance.

Dr. Wilkinson reminded everyone that our focus is "how can we serve our students best?"

### **ACTION**

Dr. Wilkinson requested that members review the documents posted on the council's website in preparation for consideration of approval at next month's meeting. She encouraged members to share this information with others as well.

5. Curriculum Committee Report Kelly Locke  
Due to lack of time, Dr. Locke stated she would forego her report.
  
6. Senate Proposal for Revising [AP 4021](#) Lisa Storm  
Ms. Moorhouse shared the proposed changes from Academic Senate posted on the council's website. Ms. Gonzalez requested that members will have a chance to ask questions when this item is brought for consideration next month.
  
7. AB 705 Team Report on Credit ESL James Beck/  
Carol King  
Mr. Beck shared that AB 705 requires ESL students to move through English within a certain timeframe. Their students have already been following this timeline. ESL has always paralleled the English courses. Mr. Beck and Ms. King are considering recommendation of students in ESL-255 into ENG-1A or 1AX. This would be a minor modification.  
  
Another thing they've done is change the written placement to online placements. This is in a pilot phase right now; they'd need to do research to make this "live." Ms. King added that this placement would not be mandatory – students can self-place. Dr. Wilkinson inquired how this will impact faculty in other programs. Mr. Beck stated that there aren't currently any ESL classes listed on certificates. The classes we offer haven't changed; they've always been in compliance before they've been required.
  
8. Plans for opening Soledad Center and expanded King City Center in SP 21 Cathryn Wilkinson  
Dr. Wilkinson tabled this item for next month.

#### OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Welcome and Introduction of Dr. Francisco Arce, Interim Dean of Academic Affairs for Curriculum and Instruction, Social & Behavioral Sciences, and Fine Arts.
2. Tenure Review Committee Update – Lisa Storm
3. Changes to [Spring 2020 final exam blocks](#) - Cathryn Wilkinson
4. Confirming [Spring break 2021](#) – Cathryn Wilkinson
5. Congratulations to Dr. Gray for achieving tenure at last night's Governing Board Meeting.

#### ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. Senate proposals for revising AP 7211 and AP 7212

#### NEXT MEETING(S)

- April 8, 2020
- May 13, 2020

#### ADJOURNMENT

Meeting adjourned at 5:00 pm.

Cathryn Wilkinson