



HARTNELL COLLEGE

**Academic Affairs Council  
Minutes  
April 14, 2021, 3-5 p.m.  
Via Zoom**

*Approved 5/12/2021*

**MEMBERS**

Name	Representing	Present	Absent
1. Dr. Cathryn Wilkinson	Administration	X	
2. Cheryl O'Donnell	Academic Senate/Faculty	X	
3. Dr. Kelly Locke	Curriculum Committee/Faculty	X	
4. Maria Ceja	Administration	X	
5. Dave Phillips	Administration		X
6. Lyle Engeldinger	Administration		X
7. Dan Teresa	Administration	X	
8. Julie Stephens-Carrillo	Administration		X
9. Ana Gonzalez	Manager/Supervisor/Confidential	X	
10. Chynna Obana	C.S.E.A.		X
Vacant	C.S.E.A.		
Vacant	L-39		
11. Dr. Peter Gray	Faculty	X	
12. Kelley McClary	Faculty	X	
13. Violeta Wenger	Faculty	X	
14. Dr. Janeen Whitmore	Faculty		X
15. Vanessa Quiroz-Carter	Faculty, Adjunct		X
16. Athena Michelle Ereno	ASHC		X
17. Daisy Ortiz-Matiaz	ASHC		X

**Others**

Name	Title or Representing	Present	Absent
Carol Hobson	Faculty	X	

**CALL MEETING TO ORDER**

Meeting called to order at 3:10 pm.

Cathryn Wilkinson

**ACTION ITEMS**

1. Consider Approval of the Agenda  
**MOTIONED** (Locke), Seconded (Gonzalez), majority approved.

Cheryl O'Donnell

2. Consider Approval of Minutes of March 10, 2021  
**MOTIONED** (Locke), Seconded (Gray), majority approved.

Cheryl O'Donnell

**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.*

3. Consider Approval of AP 4051, HS Articulation

Cheryl O'Donnell/  
Kelly Locke

**MOTIONED** (Locke), Seconded (Wilkinson), majority approved to recommend as is.

Dr. Locke explained that she, Dean Clint Cowden, and Director of Dual Enrollment Laurencia Walker reviewed the old high school administrative procedure (AP). They agreed that the old AP was difficult to follow, and updated the AP to make the process easy for our partner high schools. There will be a regular review process by the Curriculum Committee, so there will be documentation of all completed reviews. Ms. Wenger applauded the role to be played by the Curriculum Committee, and confirmed with Dr. Locke that the Office of College Readiness (Dual Enrollment) will be collecting the paperwork from the high school students. Dr. Locke mentioned that in addition to their role as liaison with the high schools, Director Walker's office will also adhere to the deadlines in the AP.

Dina will submit the routing form to the President's Office with Council's approval "as is."

INFORMATION/DISCUSSION/PRESENTATIONS

1. Curriculum Committee Report

Kelly Locke

Dr. Locke reported the Committee has received presentations about course outline of record. Integrated into the information received are details on equitable curriculum. The ultimate goal for the Curriculum Committee is to create a curriculum guide that has diversity, equity, and inclusion infused into our curriculum process. Their other project, a Curriculum Audit, entails a cohort with Long Beach City College at Hartnell College. They don't have a date(s) yet, but can accommodate a group of ten participants for this "train the trainers" session. The ten participants will come from the Curriculum Committee, Student Success and Equity Committee (SSEC), Outcomes & Assessment (O&A) Committee, and potentially Senate. Dr. Locke will be reaching out to Dr. Wilkinson and others for possible funding. Dr. Wilkinson stated that she is thrilled with this upcoming project, and thanked Dr. Locke for all of her efforts with the Curriculum Committee. She added that the Committee's efforts are incredibly valuable for our students' experiences. Dr. Wilkinson also suggested that we might line up some of these groups with the respective Meta-Majors; this would be one way for Dr. Locke to organize the training. Dr. Locke thanked Dr. Wilkinson for this suggestion, and plans to implement this into the cohort. Ms. O'Donnell emphasized that Academic Senate is fully supportive of this project.

Ms. Gonzalez inquired if Dr. Locke could incorporate trauma informed practices. She was made aware of this through her work with the Rising Scholars program. Dr. Locke thanked Ms. Gonzalez for her suggestion and agreed that this is an important topic. Dr. Locke will keep it in mind when she meets with the representatives from Long Beach City College. She also suggested the possibility of bringing Tim Amaral to our "train the trainer" sessions.

2. Convocation Plans for Fall

Cathryn Wilkinson/  
Cheryl O'Donnell

Dr. Wilkinson shared that Convocation will be held on Friday, August 27. The plan is to hold it virtually for all faculty, staff, and managers. She hopes to have a fairly tight draft agenda by the second week of May, so faculty will have it before they leave for summer break. There is no firm theme yet; she is open to suggestions. Dr. Wilkinson is leaning towards having a local home-grown presentation and/or speaker.

Ms. O'Donnell inquired if there is a deadline to share suggestions. Dr. Wilkinson stated that May 3 would be fine, and also welcomed suggestions in today's meeting.

Suggestions:

- Ms. O'Donnell suggested, as a home-grown approach, presentations on the work being done at Hartnell on equity initiatives. As an example, she mentioned a recent presentation at Academic Senate by the President's Task Force on curriculum modifications, courageous conversations, and other targeted areas of focus.
- Ms. Hobson suggested that adjuncts be honored (e.g., "year of the adjunct") or have something done for them. Dr. Wilkinson thanked Ms. Hobson for her suggestion, and advised that adjuncts are invited to all events and offered a stipend to attend. She will discuss further with Ms. O'Donnell when they plan next month's agenda.
- Dr. Wilkinson added that we may be able to include new items such as Cornerstone and other programs that are being incorporated by the District. Ms. O'Donnell mentioned the new self-serve option for students as a possible agenda item; faculty may need access and training.

If anyone has additional suggestions, please email Dr. Wilkinson at [cwilkinson@hartnell.edu](mailto:cwilkinson@hartnell.edu).

3. Distance Education Moving Forward

Chery O'Donnell

Ms. O'Donnell shared that one of the responsibilities of our Council is to set goals. She noted that since we have gone through a whole year of distance education (DE) due to COVID, we may want to consider how to move forward with DE. Ms. Hobson will begin her special assignment tomorrow as the *Faculty Pedagogy Liaison for Distance Education/Online Instruction*. Ms. O'Donnell inquired if the members have any thoughts about continuing with DE and possibly creating a DE program.

Ms. Hobson shared that she recently met with Interim Dean Joy Cowden, and is reviewing the responsibilities of her new assignment. She will be reaching out to faculty soon. Dr. Locke shared that she and Ms. Walker noted that the high school students will have a different idea of what DE is. She stated that we need to make sure the high school students understand the difference between remote high school learning versus online learning at the community college level. Ms. Hobson shared that she does have information set up in Canvas, but hasn't yet determined where the information should live.

Dr. Wilkinson stated that the Distance Education Committee is under the purview of the Academic Senate. She added that we need to mesh the experience from our Council members with the efforts of the DE Committee. Ms. O'Donnell thanked Dr. Wilkinson for her acknowledgement of the Committee. She added that the DE Committee has had issues in the past, and needs support to become an effective group. She recently had a conversation with Dr. Rodriguez, and she proposed the following: 1) possibly have faculty present information about DE to our Board, and 2) have reassign time available for the chair of the DE Committee (and maybe OER). Dr. Wilkinson added that moving forward it is important for the District to offer more training for DE delivery and increase the standard for online teaching.

4. Governance Survey

Cathryn Wilkinson/  
Cheryl O'Donnell

Ms. O'Donnell explained that the governance survey is provided to each Council and Committee for feedback from members. She advised everyone to click the link on the agenda or Council's webpage, and take a few minutes to fill out the survey. We will review the results of the survey at the next meeting.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Dr. Wilkinson shared that she will be offering open office hours from 1:00-2:00pm on Friday during Spring 2021 (Zoom link: <https://cccconfer.zoom.us/j/98355144507>).

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. None

NEXT MEETING(S)

- May 12, 2021

ADJOURNMENT

Cathryn Wilkinson

Meeting adjourned at 4:30 pm.

MOTIONED (Gonzalez), Seconded (McClary), unanimously approved.