



HARTNELL COLLEGE

Academic Affairs Council  
Minutes  
May 11, 2022, 3-5 p.m.  
Via Zoom

**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. Dr. Maria Ceja	Administration	X	
5. Dr. Chelsy Pham	Administration	X	
6. Linda Beam	Administration	X	
7. Dr. Debra Kaczmar	Administration	X	
8. Julie Stephens-Carrillo	Administration	X	
9. Ana Gonzalez	Manager/Supervisor/Confidential	X	
10. Mariana Downie	C.S.E.A.		X
11. Chynna Obana	C.S.E.A.	X	
Vacant	L-39		
12. Dr. Peter Gray	Faculty	X	
13. Kelley McClary	Faculty	X	
14. Violeta Wenger	Faculty	X	
Vacant	Faculty		
15. Vanessa Quiroz-Carter	Faculty, Adjunct		X
16. Lorena Vargas	ASHC		X
Vacant	ASHC		

**Others**

Name	Title or Representing	Present	Absent

**CALL MEETING TO ORDER**

Meeting called to order at 3:01 pm.

Cathryn Wilkinson

**ACTION ITEMS**

1. Consider Approval of the Agenda

**MOTIONED** (Locke), Seconded (Ceja), majority approved.

Cheryl O'Donnell

2. Consider Approval of Minutes of March 9, 2022  
**MOTIONED** (Wilkinson), Seconded (McClary), majority approved. Cheryl O'Donnell

3. Consider Approval of Minutes of March 30, 2022  
**MOTIONED** (Wilkinson), Seconded (Obana), majority approved. Cheryl O'Donnell

#### INFORMATION/DISCUSSION/PRESENTATIONS

1. Update on annual PPA Process and report out Cathryn Wilkinson  
Dr. Wilkinson informed that the deans have received 49 narratives on the PPA process this spring. Every program was asked to look at specific data on how their student achievement broke out in gender and ethnicity. Dr. Matt Trengove previously shared data regarding gender and ethnicity. Faculty were also asked to review their outcomes based on modality. There was positive feedback and finding good experiences with setting up or learning new features of Canvas. Faculty were also asked to indicate areas of growth. Budget requests will be finalized in the fall.

2. Draft of Academic Calendar AY 24-25 Cathryn Wilkinson  
Dr. Wilkinson shared a proposal for the 2024-25 Academic Calendar draft. Once approved by the Board, calendars are located on the Academic Affairs website.

3. Curriculum Committee Report, including proposed curriculum audit Kelly Locke  
Dr. Locke shared Curriculum Committee has been working on approving all the Distance Education courses. There are two new chairs to the committee next year: Dr. Locke will be co-chair, and Violeta Wenger has been elected as co-chair as well. The cultural curriculum audit sent a team to Long Beach last year and has been contacted to work as either developers, facilitators, or both. There are plans to make the curriculum audit a semester long community of practice rather than a three week course. There have been discussions of changing the name from audit to something more positive. Dr. Guy Hanna will work to get contracts going for those who will be doing the developing and facilitating. Dr. Wilkinson informed that the Chancellor allocated funds to support culturally competent faculty professional development through June 30. Some of those funds can help to pay for the trainers who are providing the training. Interim VPHR Beam stated that classified employees are not eligible for stipends. There may be issues if faculty can be compensated but classified cannot. Dr. Locke discussed how it would be nice to be able to find a way to provide compensation. If assignments are outside of normal work hours it is considered overtime for classified employees. Please contact Dr. Locke at [klocke@hartnell.edu](mailto:klocke@hartnell.edu) with any questions or concerns.

4. Proposal for Bachelor's Degree in Respiratory Care Debra Kaczmar  
Dean Kaczmar stated they are moving forward with the program establishment proposal. They are looking at a 2 plus 2 track which would allow students to obtain their AA degree, go to work, and then return to get their Bachelors. They are also working on writing outcomes. There are advisory meetings next week for the community and the respiratory care groups. Please contact Dean Kaczmar at [dkaczmar@hartnell.edu](mailto:dkaczmar@hartnell.edu) with any questions or concerns.

5. AP 4021, Establishing, Revitalizing, or Discontinuing Academic Programs Cathryn Wilkinson

Dr. Wilkinson shared that the official process when changing an Administrative Procedure (AP) is that the President's Office will route to the constituent groups. AP 4021 has been routed to Academic Senate so far. There are slight changes to the AP to include bachelor's degrees as an academic program: transcript awards, programs that can be discontinued, evaluating proposal to establish new degrees. Ms. O'Donnell stated the only issue that was suggested at Academic Senate was the inclusion of a BA next to the BS program indication.

6. BP 4025/AP 4025, Philosophy and Criteria for Associate Degree and General Education

Cathryn Wilkinson

Dr. Wilkinson shared the document and reviewed it with the council. The Superintendent/President's Office is routing changes to this BP/AP amongst the constituent groups, as well as submitting for board approval. Changes to these documents include the addition of a baccalaureate degree. The draft changes to AP 4025 will be going to the Curriculum Committee in the fall.

7. Academic Senate Report

Cheryl O'Donnell

Ms. O'Donnell shared there were three resolutions that were passed, and they will be included in the board report. 1) PPA, 2) Professional Development, and 3) Enrollment Management. The faculty recognize they are 10+1 items and they want to work with the incoming president, administrators, and stakeholders to see how to improve the process and work together. Academic Senate voted in the new officers for the upcoming year: Dr. Jason Hough, president; Kelly Locke as 1<sup>st</sup> vice president, 2<sup>nd</sup> VP, Cynthia Ainsworth, member at large. Ms. O'Donnell will continue as past president in the steering committee. The constitution was changed to allow for membership by Meta Majors - they plan to update bylaws by Meta Majors next year. There were good conversations regarding the AB705 issues. Please contact Ms. O'Donnell at [codonnell@hartnell.edu](mailto:codonnell@hartnell.edu) with any questions or concerns.

8. AB 1705 – Amendment of Seymour-Campbell Student Success Act

Peter Gray

Dr. Gray informed that the proposed Assembly Bill 1705 is an update to AB 705, which currently exists underneath what's called the Seymour-Campbell Student Success Act of 2012. Its intent is to increase California community college student access and success. The bill requires California community colleges to maximize the probability that students will enter and complete transfer-level coursework in English and Mathematics within one year. Dr. Gray stated there is a limited amount of data due to the pandemic. Previous to AB 705, 19% of students placed in English 253 made it to all the way through English 1A. If students were placed in English 101, 42% made it all the way through to English 1A. After AB 705, when almost all students were placed in English 1A or English 1AX, the throughput was up to 55%. The same outcomes were recorded for Math. The Assembly did assessments of the analysis of impacts of AB 705 and noticed positive improvement with student completion and transfer level courses. They found that students are much less likely to complete transfer-level English and Mathematics courses within a one-year timeframe when local placement practices require, encourage, or allow those students to enroll in pre-transfer coursework.

Under the proposed AB 1705, the intent is to increase California community college student access and success. The requirements begin July 1, 2023 and propose to reassert getting students into transfer level coursework without the option to go below transfer level. High school transcript data is now to be the primary means for placement into transfer English and Math. Previously the college has been using multiple measures, and a guided self-paced online tool. The biggest change is that all new and continuing US high school graduates and those who have completed GED, who plan to pursue a certificate, degree, or transfer program, are to be directly placed into transfer level English and Math courses. Previously

certificated programs were not required to need transfer level coursework. AB 1705 has passed through the assemblies committee on higher ed. It now goes to appropriations and the floor for debate and a vote by May 27, 2022. The faculty Association of CA Community Colleges stated that more students have dropped out and the impact has been disproportionately negative for Black and Latino students due to AB 705. Dr. Locke stated the Curriculum Committee and Academic Senate were concerned for the certificate students. It was voted and passed at the Academic Senate on May 10, 2022, that Hartnell remove the long-standing practice of Math and English competency requirements for certificates. In the 2023-2024 catalog, none of the certificates will have Math and English requirements unless the discipline specifically believes that a particular Math or English class is appropriate. Please contact Dr. Gray at pgray@hartnell.edu with any questions or concerns.

9. Enrollment Report - Fall 2022

Cathryn Wilkinson

Dr. Wilkinson shared the fall enrollment report, which was pulled on May 10 from the Colleague dashboard. The data will update at 10am every day. Comparing summer enrollments in 2021 and 2022, summer enrollments are close after 19 days in summer as well as showing a steady increase over several years. Fall enrollments show a substantial increase in enrollment compared to last year. For the full academic year (2021-2022) there are 2,333 sections that have generated 6,262 FTES which yields a 14.85 productivity ratio. There has been a decline in productivity, due to lower enrollments in face- to-face courses and lower class caps for Fall 2021. The concern would be if the productivity ratio dipped to or under 13.0.

10. Items to be considered for future agendas

Cathryn Wilkinson/  
Cheryl O'Donnell

Please email agenda requests to cwilkinson@hartnell.edu and codonnell@hartnell.edu (cc: dhayashi@hartnell.edu).

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1.

NEXT MEETING(S)

- September 14, 2022
- October 12, 2022
- November 9, 2022
- December 14, 2022

ADJOURNMENT

Meeting adjourned at 4:28 pm.

Cathryn Wilkinson