



HARTNELL COLLEGE

**Academic Affairs Council
Minutes
September 9, 2020, 3-5 p.m.
Via Zoom**

Approved 9/30/20

MEMBERS

Name	Representing	Present	Absent
Dr. Cathryn Wilkinson	Administration	X	
Cheryl O'Donnell	Academic Senate/Faculty	X	
Dr. Kelly Locke	Curriculum Committee/Faculty	X	
Maria Ceja	Administration	X	
Dave Phillips	Administration		X
Lyle Engeldinger	Administration		X
Dr. Sachiko Matsunaga	Administration	X	
Julie Stephens-Carrillo	Administration		X
Ana Gonzalez	Manager/Supervisor/Confidential	X	
Jessie Betancourt	C.S.E.A.	X	
Chynna Obana	C.S.E.A.		X
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		
Athena Michelle Ereno	ASHC		X
Ana Cristina Garcia	ASHC	X	

Others

Name	Title or Representing	Present	Absent
Carol Hobson	Faculty	X	

CALL MEETING TO ORDER

Meeting called to order at 3:06pm.

Cathryn Wilkinson

ACTION ITEMS

1. Consider Approval of Agenda

Cheryl O'Donnell

MOTIONED (Gray) Seconded (Glazier), majority approved with the addition of introducing new members; Garcia, Betancourt, Ceja, Gray abstained.

Dr. Wilkinson requested to add an item between item #2 and #3 to introduce our new members.

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.*

2. Consider Approval of Minutes of May 13, 2020 Cheryl O'Donnell
MOTIONED (Locke) Seconded (Matsunaga), majority approved; Garcia, Betancourt, Glazier abstained
3. Consider Approval of Adjustment to Meeting Schedule Cheryl O'Donnell
 Remove November 11 (holiday) and add September 30, 2020
MOTIONED (Locke) Seconded (Gray), majority approved; Garcia abstained.
 In addition to the proposal to change our November meeting to September 30, Dr. Wilkinson requested that members consider changing the December 9 meeting, to accommodate the Academic Senate resolution for finals week. Discussion ensued and Dr. Locke recommended Friday, December 4, 2020, and amended her original motion to include the following:
- September 30 in lieu of November 11
 - December 4 in lieu of December 9, 3:00-5:00pm – we could choose to amend the time at a later date

INFORMATION/DISCUSSION/PRESENTATIONS

1. Welcome new members
 Students:
 Ms. Garcia introduced herself and shared that she is graduating this fall semester, majoring in communication studies. She has always been a part of ASHC, and decided to be a part of our council to give student input. Ms. Ereno was not available to join us today.
- Classified Staff:
 We welcomed Mr. Betancourt, who shared that he is the Program Assistant in the Transfer and Career Center. Ms. Obana couldn't join us today.
2. Review of AAC Handbook Cheryl O'Donnell
 Dr. Wilkinson advised that if we do have recommendations to make changes to the handbook, we should take our proposed changes to CPC. No changes were recommended by members.
- Ms. O'Donnell noted that we are responsible for providing reports to CPC and Dr. Wilkinson agreed. Co-chairs will collaborate on reports to bring forward to CPC.
- Dr. Locke recommended that we consider taking more action in our council. Dr. Wilkinson and Ms. O'Donnell thanked Dr. Locke for her recommendation, and they will take this into consideration when building the agenda.
3. Curriculum Committee Report Kelly Locke
 Dr. Locke shared they had their first meeting, and subsequent meetings will be subgroups modifying the DE addenda. Two projects for this semester: 1) High school equivalency curricula – initial purpose is to work with HEP program, and eventually noncredit, and 2) Agriculture degrees – approved degree with several different emphases – they would like to submit new degrees to the Chancellor's Office.

Dr. Locke also shared that they have about 125 proposals submitted, and over 300 courses to be reviewed. Faculty deadline is September 10, 2020. “Drop dead” deadline is September 24, 2020 to get distance ed classes submitted and approved. Dr. Wilkinson thanked Dr. Locke for the committee’s hard work, as we quickly increased the number of DE courses in a short amount of time.

4. Distance Education Programs at Hartnell AP 4105;
AP 5075 Distance Ed Committee

Cheryl O’Donnell

Ms. O’Donnell shared that the 72-hour drop period has been of concern for faculty when we moved to the online environment due to Shelter-in-Place. She shared that [AP 4105, Distance Education](#), speaks to contact but doesn’t talk about the 72-hour timeframe. This timeframe is listed in [AP 5075, Course Adds and Withdrawals/Drops](#). This AP makes clear what types of activity a student can show to exhibit participation. Ms. Hobson stated the seasoned DE instructors put a lot of thought in determining that 72-hours is a sufficient time period to allow, and it would be good to keep the 72-hour policy as is. Members agreed.

Dean Ceja stated that from A&R’s perspective, we need to allow students time to participate in the asynchronous environment. She shared that some faculty were not being flexible and were operating by synchronous rules. She added that establishing criteria for faculty to follow is a great idea. Ms. O’Donnell suggested that communications be sent out to faculty and students so they are informed about the deadline. Dean Ceja offered to send additional communication to inform everyone about the 72-hour deadline. Dr. Wilkinson advised Academic Affairs Office has messages in PAWS.

5. Spring 2021 Scheduling Deadlines

Cathryn Wilkinson

Dr. Wilkinson shared that the deans have been working on the 2nd draft of the spring schedule, to be completed by September 15. The schedule has four categories: 1) online course, student has guarantee, 2) courses we’d like to offer hybrid, but we don’t know how we will build face-to-face, 3) hard-to-convert courses – this will not happen for Fall 2020, except for Nursing, and 4) courses that we cannot offer. The schedule will then go out live on October 23. Dr. Wilkinson added that County Shelter-in-Place will govern whether we have classes online or face-to-face.

Ms. O’Donnell inquired if we decide to go fully online for Spring 2021, will there be definite times or locations listed in PAWS. Dr. Wilkinson stated that what we publish is what we will stand by. Ms. Hobson inquired if we are aware of what other colleges are doing for face-to-face classes. Dr. Wilkinson stated that our Nursing & Allied Health (NAH) program looked at what has been done when they planned to offer their face-to-face courses – NAH was approved first due to the critical need for healthcare workers.

6. Online Pedagogy Training Status

Cathryn Wilkinson

Dr. Wilkinson shared the MOU regarding COVID-19 and explained that Laura Otero provided training when we went quickly online. Over the summer, faculty who wanted to teach received more training through the PDC and received a stipend for their training. There was also a robust training offered through the DE grant managed by Ms. Hobson., and additional DE training at Convocation. This is an ongoing process. Dr. Wilkinson added that faculty will be required to go through online training (Teaching 102) before they can teach for Fall 2020 or Spring 2021.

7. Tenure Track Evaluation Process AY 20-21 Timeline Cheryl O'Donnell
Ms. O'Donnell shared that there are fewer people in the tenure track pipeline this academic year. All peers have been approved and confirmed through Academic Senate. The Tenure Review Team (TRT) consists of Dr. Wilkinson, Dr. Jalomo, Dr. Hough, and Ms. O'Donnell. The team will be looking into different questions and considerations for our online environment.

8. Convocation 2020 – Debrief and survey results Cathryn Wilkinson
Dr. Wilkinson shared that she doesn't have formal survey results to share today, but she would like input from everyone. Dr. Gray stated that it was really well organized, and the topics were broad; overall really well done. Ms. O'Donnell agreed with Dr. Gray – she was really impressed with how the day turned out. The sessions were engaging, and she learned a lot. Ms. O'Donnell and Dr. Wilkinson gave kudos to Dean Clint Cowden, who was the brains behind the use of Canvas for the entire day. Assistant Dean Sharon Albert worked with her staff to create the student videos.

Dr. Wilkinson asked for feedback on how we can make it better. Dr. Gray stated that we could cohort the whole group into one Canvas shell – make it more of a community of practice. He added it would be nice to send out a reminder that the sessions are available for viewing for a while.

Ms. O'Donnell asked Dr. Whitmore if we could reach out to faculty to see what they would like to learn at a flex day. Dr. Wilkinson added that there are Canvas bytes we could use to make a quick recording. Dr. Wilkinson shared that we are looking into Cornerstone, from the Chancellor's Vision Resource Center, which will help us keep track of faculty professional development. Dr. Whitmore added that this will be a good way for faculty to have hands-on experience with recording their flex time.

9. College ReDesign Report Cathryn Wilkinson
Dr. Wilkinson shared that we are moving into the execution phase of the plan. We have several faculty taking the lead for the Meta-Majors.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Dr. Glazier shared that she has been moved to the College Planning Council, so this is her last meeting with us. Ms. O'Donnell advised that there will be one opening for full-time and one for part-time faculty.

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. Focus on Equity and Call to Action
2. 16-week calendar de-brief
3. Metrics for program review
4. Program Planning & Assessment

NEXT MEETING(S)

- September 9, 2020
- September 30, 2020 (in lieu of November 11)

- October 14, 2020
- December 9, 2020

ADJOURNMENT

Meeting adjourned at 4:59 pm.

MOTIONED (Locke), Seconded (Glazier), unanimously approved.

Cheryl O'Donnell