



Academic Affairs Council
Minutes
September 30, 2020, 3-5 p.m.
Via Zoom

Approved 10/14/20

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. Jessie Betancourt | C.S.E.A. | X | |
| 11. Chynna Obana | C.S.E.A. | X | |
| Vacant | L-39 | | |
| Vacant | Faculty | | |
| 12. Dr. Peter Gray | Faculty | X | |
| 13. Violeta Wenger | Faculty | X | |
| 14. Dr. Janeen Whitmore | Faculty | X | |
| Vacant | Faculty, Adjunct | | |
| 15. Athena Michelle Ereno | ASHC | | X |
| 16. Ana Cristina Garcia | ASHC | | X |

CALL MEETING TO ORDER

Meeting called to order at 3:04 pm.

Cathryn Wilkinson

ACTION ITEMS

1. Consider Approval of Agenda
MOTIONED (Gray), Seconded (Whitmore), unanimously approved.

Cheryl O'Donnell

2. Consider Approval of Minutes of September 9, 2020
MOTIONED (Locke), Seconded (Betancourt), majority approved with change; Gonzalez abstained.
Dr. Gray stated that in action item 3, we need to switch the wording of the first bullet point to say "September 30 in lieu of November 11."

Cheryl O'Donnell

3. Consider Approval to Record Meetings

Cheryl O'Donnell/
Cathryn Wilkinson

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

Yes, majority

No, Whitmore

Abstained, Ceja and Obana

INFORMATION/DISCUSSION/PRESENTATIONS

1. Open Educational Resources (OER) and Campus Liaison

Cheryl O'Donnell

Ms. O'Donnell shared that Academic Senate has been involved in the OER initiative for quite some time. She explained that students have been spending too much money on books, so faculty have researched low or no cost textbooks to help our students. However, not all disciplines have low or no-cost books available.

Dr. Wilkinson shared the link to [California Virtual Campus Open Educational Resources](#). She mentioned the Hartnell programs that have the most resources are administration of justice (ADJ) and engineering (EGN). If we are considering the needs of our students, it would be nice to include resources from all disciplines. Ms. O'Donnell shared that another issue we must consider is accessibility of these resources. Dr. Locke added that we also need a process to identify which courses will be taught with OER.

Lisa Storm, who teaches ADJ, has been the liaison for Hartnell and would like to present her work to our members at the next meeting. Ms. O'Donnell shared that the upcoming Academic Senate Steering Committee will be voting on a liaison for the statewide initiative. She will share the results at our next meeting, along with Ms. Storm's presentation.

2. Curriculum Committee Report

Kelly Locke

Dr. Locke shared that the three sub-groups met and discussed course outlines. The second meeting tomorrow will continue reviews – they are looking at 412 DE addenda; a few are outstanding and faculty have been notified. Priority is those courses being offered in Spring 2021.

3. Faculty Office Assignment: [Request process, form](#), and due dates

Cathryn Wilkinson

October 15, 2020 is the deadline for faculty who would like to request a different office space. Joseph Reyes has reported that he doesn't need to vacate Building E right now. Notification will be sent out to faculty affected when moves are required due to construction.

Ms. O'Donnell inquired if there will be faculty offices at the new centers. Dr. Wilkinson advised that there are no permanent faculty offices at KCEC or the new centers; however, space is available for those who work at the centers.

4. Spring 2021 Campus status due to COVID-19 and synchronous/asynchronous formats

Cathryn Wilkinson

Dr. Wilkinson referred to Dr. Rodriguez' communique on keeping Hartnell remote for Spring 2021. Unlike the emergency approval, we do have some courses that will be synchronous and asynchronous.

Ms. Wenger inquired if we have a deadline for the uncertain courses (e.g., CTE). Dr. Wilkinson advised that if we advertise a class is fully online for Spring 2021, it will remain fully online even if the campus is open.

5. Distance Education training and support Cathryn Wilkinson
Dr. Wilkinson shared that we are inviting faculty to apply for a special assignment to be a DE peer lead. The plan is for the work to start in early October, and we would like to have at least five faculty. Interim Dean Joy Cowden is developing a proposal for the need for a faculty DE Coordinator. Dr. Wilkinson requested feedback for ways to support our faculty online.

Ms. O'Donnell suggested consideration be made to have an actual program (similar to TRIO or EOPS) that has the means to support distance education. Dr. Gray suggested that it be housed in the Professional Development Center, and possibly collaborate with Laura Otero. Dr. Wilkinson added that there are several divisions that are affected, such as Human Resources, Information Technology, Student Affairs, etc. Dr. Locke cautioned that it would be difficult if we had a DE program, and courses are siloed away from the larger departments. She requested that this aspect be considered, should a program be created specifically for DE.

6. Cornerstone Professional Development – expected district roll-out Spring 2021 Cathryn Wilkinson
Dr. Wilkinson shared that Cornerstone will provide a new dashboard for faculty, staff, and administrators to see what kind of professional development opportunities are available. Dr. Whitmore added that this program will be very helpful for everyone to report and keep track of their professional development activities. Dr. Wilkinson added that Cornerstone will interface with Colleague, so our pertinent information will be uploaded.

Ms. O'Donnell inquired about training when the roll-out happens. Dr. Whitmore stated that she envisions initial training to happen during the Student Success Conference.

7. Flex Day and Student Success conference Cheryl O'Donnell
Ms. O'Donnell requested recommendations from members for the upcoming Student Success Conference in January 2021. Dr. Whitmore shared that she sent out a survey to find out what topics interest faculty. Ms. O'Donnell shared a couple of ideas for activities: 1) Have faculty review the six standardized rubrics for General Education core competencies, and 2) Have the larger body of faculty review the global engagement rubrics. Ms. Gonzalez inquired if we will include equity and social justice in the rubrics. Ms. O'Donnell advised that these aspects are embedded into the rubrics – these are used for assessment purposes. Dr. Locke shared [Hartnell's Equity Rubric](#), created by the Student Success & Equity Committee.

Dr. Whitmore shared that last year we committed to two Educators-in-Residence: 1) Ben Percy, who was scheduled in March (but had to cancel due to COVID-19) to present on “perseverance,” and 2) Jean Foxtree, who came in March before Shelter-in-Place. Ben Percy would like to be a guest speaker at our Student Success Conference via Zoom.

Dr. Whitmore will bring recommendations back to the Student Success Conference Planning Committee, which is a sub-committee of the Professional Development Committee.

8. New Title 5 regulations for Credit for Prior Learning Cathryn Wilkinson
Dr. Wilkinson shared that we currently have a policy for “credit by exam.” Credit for Prior Learning is tied to equity because the Chancellor’s Office has identified several areas where students have taken classes in areas where they already knew the material. Ms. Wenger advised that the CTE area has many students who will benefit from this. Dean Ceja inquired if faculty need to be identified to work on this project. Dr. Wilkinson advised that it will be an administrative procedure, still to be created.
9. Academic Senate report Cheryl O’Donnell
Ms. O’Donnell shared that Senate had discussions about the call to action to address the six items in the Chancellor’s Office letter. She also advised Senate members not to hold students to the synchronous timeframe for taking exams.

[2020 Academic Academy Virtual Event will be October 8-9](#). Deadline to register is October 2, 2020.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Dr. Wilkinson shared the exciting news that Hartnell was chosen as one of two finalists for the John W. Rice Award.
2. Dr. Wilkinson shared that Susannah Carney-Waddy has developed a Canvas shell on [Black Lives Matter](#). Dr. Wilkinson acknowledged the hard work by Ms. Carney-Waddy, and noted that we will bring this back for consideration as a future agenda item.

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. Susannah Carney-Waddy’s Canvas shell on Black Lives Matter.
2. Our preferences on the academic calendar for next semester.

NEXT MEETING(S)

- October 14, 2020
- December 4, 2020

ADJOURNMENT

Meeting adjourned at 4:44 pm.

Cathryn Wilkinson