



HARTNELL COLLEGE

**Academic Affairs Council  
Minutes  
October 14, 2020, 3-5 p.m.  
Via Zoom**

*Approved 12/04/2020*

**MEMBERS**

Name	Representing	Present	Absent
1. Clint Cowden, designee for 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		
12. Dr. Peter Gray	Faculty	X	
13. Kelley McClary	Faculty	X	
14. Violeta Wenger	Faculty	X	
15. Dr. Janeen Whitmore	Faculty	X	
16.	Faculty, Adjunct		X
17. Athena Michelle Ereno	ASHC	X	
18. Ana Cristina Garcia	ASHC	X	

**Others**

Name	Title or Representing	Present	Absent
Dr. Lisa Storm	Faculty	X	

**CALL MEETING TO ORDER**

Cheryl O'Donnell

Meeting called to order at 3:01 pm. Ms. O'Donnell welcomed new member, Kelley McClary. She mentioned that an adjunct faculty has also been appointed to our council, but is not present today.

**ACTION ITEMS**

1. Consider Approval of Agenda

Cheryl O'Donnell

**MOTIONED** (Locke), Seconded (Garcia), majority approved; Cowden and Ereno abstained.

**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 September 30, 2020 Cheryl O'Donnell  
**MOTIONED** (Locke), Seconded (Betancourt), majority approved; Cowden abstained.

#### INFORMATION/DISCUSSION/PRESENTATIONS

1. PPA Budget Requests Clint Cowden/  
Cheryl O'Donnell
- Dean Cowden provided a brief overview of the PPA Budget Requests (posted on the Council's webpage) submitted by the Academic Affairs division. He explained that each department submitted PPAs to their deans, and all the deans identified and presented their highest ranked priorities to Dr. Wilkinson. She will meet with the Executive Cabinet for further discussion.
2. Curriculum Committee Report Kelly Locke
- Dr. Locke shared that most DE addenda have been submitted. They will have a meeting tomorrow and will review another list of addenda. She hopes to be caught up after that. They have over 400 courses submitted; 75 outstanding – good number of those are no longer offered or not appropriate for online. Ms. O'Donnell acknowledged all the hard work of the Committee.
3. Ideas for Academic Calendar - AY 22-23,  
summer, inter-session, spring break ([STATE HOLIDAYS](#)) Clint Cowden/  
Cheryl O'Donnell
- Dean Cowden shared the legally mandated academic holidays and explained that while creating the academic calendar and 16-week class schedule, there would be consideration for an eight week inter-session and an eight week summer session. He opened up the conversation for feedback. Ms. O'Donnell shared that faculty like the idea of an eight-week inter/summer session rather than six-weeks. Dr. Locke mentioned that CurricUnet identifies a minimum amount of time needed for courses. Dean Ceja shared that this has a tremendous impact on Admissions & Records. They need enough time between sessions to notify students regarding financial aid.
- Ms. O'Donnell mentioned it would be nice to have a day to focus on Outcomes and Assessment. Dr. Locke inquired if this assessment day would be part of the faculty contractual obligation because there isn't enough flexibility with the 16-week calendar. Dr. Storm suggested having the assessment day during spring; one day for flex, and the next day devoted to assessment. Dr. Locke also asked if the calendar is still negotiated between the President and HCFA. Dean Cowden shared that Dr. Wilkinson was simply looking for ideas from our council. Dr. Locke added that HCFA usually asks their constituents for feedback, so she wanted clarification that we are looking at AAC for feedback on behalf of the district.
4. [Open Educational Resources](#) (3:30-3:50pm) Lisa Storm
- Dr. Storm shared her [PowerPoint presentation](#), which is posted on the Council's webpage. She recommended going to the [creative commons](#) licensing website for more information. She also recommended searching the Low-Cost Repositories for resources. Dr. Locke mentioned a free calculus resource, which is copyrighted and not on OER. She asked if this would be listed on Hartnell's website as zero-cost for students; Dr. Storm confirmed that it would. If anyone has questions, please contact Dr. Storm at [lstorm@hartnell.edu](mailto:lstorm@hartnell.edu).

Ms. O'Donnell asked Dean Cowden if his office continues to collect information about CTE book costs. He confirmed they do this every semester, and added that every dean is responsible for collecting this information and submitting to the Curriculum & Scheduling Office. Dr. Locke stated that she has been using zero-cost for a long time, and was not aware of the reporting through the deans' offices. She added that if comments about zero or low-cost resources are not viewable through the PAWS app, we need to consider how we can make the information visible for our students. Dr. Storm shared that we should be using a symbol for zero or low-cost resources. Ms. Ereno stated that she has seen a "\$" in the Ellucian app. Dr. Locke requested that we invite Director of IT, Bala Kappagantula, to tell us more about the symbol used for zero cost resources.

5. Guided Pathways and Program Mapper

Cheryl O'Donnell/  
Kelly Locke

Ms. O'Donnell shared that the co-leads of the Meta-Majors were scheduled to report out at Academic Senate but weren't ready. Co-leads Mark DeHart and Valerie Maturino discussed with Senate the development of a rubric for approving and confirming GE courses in our catalog. Different teams are doing different approaches, which is a concern. Ms. Wenger shared that counseling and instructor co-leads were all trained together, but they may be focusing on slightly different things based on the students' goals. Ms. O'Donnell clarified that we may need a presentation to our council.

Dr. Locke shared her concern about suggestions that some GE courses would not be used. Ms. Wenger stated her understanding was the discipline faculty make recommendations to the counseling faculty and then the faculty would collaborate. She added that with Guided Pathways, Dr. Hetty Yelland was the one who summarized information for everyone. Now, we only have co-leads and no one to pull the information together.

Ms. O'Donnell inquired if deans were asked to provide guidance to the co-leads. Dean Cowden confirmed and shared that he reached out to his two faculty leads and offered his support. Dr. Locked requested that Dean Cowden share the following concern with the other deans: When the program mapping is created on our website, who will be maintaining the information on the website? As Curriculum Chair, she does not want to see old information posted on our website. Dean Cowden will share her concerns with Dr. Wilkinson and the deans.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. None

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. Susanna Carney-Waddy's Canvas shell on Black Lives Matter.
- 2.

NEXT MEETING(S)

- December 4, 2020 in lieu of December 9

ADJOURNMENT

Meeting adjourned at 4:52 pm.

Motion to adjourn (Wenger); second (Obana).

Cheryl O'Donnell