



HARTNELL COLLEGE

## Academic Affairs Success Council

### Minutes

November 8, 2024, 9am-11am / E-112 & Zoom

*Approved 12/13/24*

MEMBERS	Constituent Group	Present	Absent
1. Ram Subramaniam, Tri-Chair	Administrator		X
2. Kelly Locke, Tri-Chair	Academic Senate	X	
3. Vanessa Meldahl, Tri-Chair	Confidential	X	
4. Marianne Fontes	Administrator	X	
5. Jason Garrett	Administrator	X	
6. Ana Gonzalez	Administrator	X	
7. Carla Johnson	Administrator	X	
8. Fatima Barron-Vargas	CSEA	X	
9. Miriam Contreras	Confidential	X	
10. Maria De Leon	CSEA		X
11. Shastina Sanchez, alternate for Jess Green	CSEA	X	
Vacant	Counselor		
Vacant	Meta Major Rep		
12. Sunita Lanka	Meta Major Rep	X	
13. Mohammed Yahdi	Meta Major Rep	X	
14. Alan Barron	ASHC	X	
15. Joshua Betts	ASHC	X	
16. Omar Campos	ASHC	X	
17. Emily Cruz	ASHC	X	

**Guests:** Katie Holt

#### 1. Call Meeting to Order

The meeting was called to order at 9:05am.

#### 2. Consider Approval of Agenda

Dr. Garrett made a motion to change agenda item #4 from action to discussion for 1<sup>st</sup> reading of the proposed BP/AP on student worker employment. Dr. Garrett motioned to approve the revised agenda. Dr. Lanka seconded the motion. The Council approved the agenda with the change.

#### 3. Consider Approval of Minutes

Mr. Campos motioned to approve the October 11, 2024 minutes. Ms. Barron Vargas seconded the motion. The Council approved the minutes.

#### 4. First Reading of BP/AP Student Worker Employment

Dr. Garrett recapped the topic that he brought forward at our September meeting regarding

hiring student workers. He met with interim VP of HR Kayla Valentine and Director of Financial Aid Jessica Tovar, and they pulled all documents regarding hiring student workers. They identified where in the education code student workers are governed, and Dr. Garrett prepared the proposal that is posted on the council's webpage. He encouraged everyone to add their feedback via the comments on the Google document. The most important piece that Dr. Garrett noted as a barrier for student employment is flexibility. Another major change is term date of employment – fall, spring, and bridge terms (winter and summer) are not governed by ed code. He proposed that we offer more work hours during bridge terms (i.e., change from 20 hours to 40 hours per week).

Dr. Locke will send Dr. Garrett the Community College League of California (CCLC) template for the BP and AP for student workers. Discussion ensued, and Dr. Garrett advised members who had questions to list in the comments.

Next step: We will bring this back for action next month.

#### **5. FT Faculty Hiring**

Dr. Locke shared that the Full-Time Faculty Hiring Committee met for an all-day work session in October. The committee recommended their ranked positions and the following seven were approved by President Gutierrez:

1. Physics
2. Communication Studies (Main campus, Rising Scholars, Speech Team hybrid)
3. Ethnic Studies
4. Counseling (Main campus, King City hybrid)
5. Computer Science
6. Advance Automotive Technology
7. Respiratory Care

#### **6. Status of BS degree implementation**

Ms. Holt shared a quick project update on the Bachelor's Degree of RCP. It will be our first BS degree program, so the project team has been discussing all aspects of implementation. They are currently in phase 2 of the project: technical set up. Once this is complete, phase 3 will begin: finalize billing rules in Colleague, create process for student applications, financial aid approval from the Department of Education, and opening applications for students.

#### **7. Consider Changing February 14, 2025 Meeting Date to February 28, 2025 due to holiday**

Ms. Gonzalez motioned to approve the change from February 14, 2025 to February 28, 2025. Dr. Yahdi seconded the motion. The Council approved the change in date.

#### **8. Administrative Procedures**

- a. Who does it serve?
- b. Who does it not serve?
- c. Is the district required to have this?
- d. Recommendation for edits

Dr. Locke reviewed the APs that our council will be updating (see “AASC Policy Information” on council’s webpage. She requested that members break off into small groups to brainstorm ideas based on the questions noted above.

These are the remaining APs that our council needs to review and revise (or create):

- AP 4020, Program, Curriculum, and Course Development
- AP 4022, Course Approval
- AP 4031, Academic Dishonesty
- AP 4100, Graduation Requirements for Degrees and Certificates
- AP 4105, Distance Education
- AP 4220
- AP 4222, Pre-Collegiate Basic Skills Coursework Limitation
- AP 4260, Prerequisites & Corequisites

Council members agreed to work on the following:

- AP 4031 – Dr. Yahdi stated that their breakout group would like to see if there’s an AP that has to do with Academic Honesty. He and Dr. Garrett agreed that there should be a taskforce to review and create a proposal. Dr. Garrett will contact potential members for this taskforce.
- AP 4222 – Dr. Fontes will take the lead on revising this AP with the ESL faculty.

#### **9. Closing Comments/Adjournment**

The meeting adjourned at 10:18am.

Ms. Gonzalez expressed her appreciation for the AP activity.

#### **NEXT MEETING(S)**

December 13, 2024

February 28, 2025

March 14, 2025

April 11, 2025

May 9, 2025