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.

### Academic Affairs Council
**Minutes**
**November 30, 2022, 3-5 p.m.**
**Via Zoom**

**Approved 3/08/2023**

**MEMBERS**

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<tr>
<th>Name</th>
<th>Representing</th>
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<tbody>
<tr>
<td>1. Dr. Cathryn Wilkinson</td>
<td>Administration</td>
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<td>2. Dr. Jason Hough</td>
<td>Academic Senate/Faculty</td>
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<td>3. Dr. Kelly Locke</td>
<td>Curriculum Committee/Faculty</td>
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<td>4. Dr. Maria Ceja</td>
<td>Administration</td>
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<td>5. Dr. Chelsy Pham</td>
<td>Administration</td>
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<td>6. Dianna Rose</td>
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<td>7. Sharon Albert</td>
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<td>8. Dr. Jay Singh</td>
<td>Administration</td>
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<td>9. Moises Almendariz</td>
<td>Manager/Supervisor/Confidential</td>
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<td>10. Dr. Guy Hanna</td>
<td>C.S.E.A.</td>
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<td>11. Jessica Green</td>
<td>C.S.E.A.</td>
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<td>Vacant</td>
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<td>12. Dr. Peter Gray</td>
<td>Faculty</td>
<td>X</td>
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<td>13. Kelley McClary</td>
<td>Faculty</td>
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<td>14. Violeta Wenger</td>
<td>Faculty</td>
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<td>Vacant</td>
<td>Faculty, Adjunct</td>
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<td>15. Laura Rivera</td>
<td>ASHC</td>
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<td>16. Guillermo Menchaca</td>
<td>ASHC</td>
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**Others**

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### CALL MEETING TO ORDER

Meeting called to order at 3:05 pm. Dr. Wilkinson thanked Dr. Singh for his hard work and wished him well in his future endeavors.

### ACTION ITEMS

1. **Consider Approval of the Agenda**

   - Dr. Jason Hough
   
   **MOTIONED** (Almendariz), Seconded (Ceja), unanimously approved with amendment to not have the enrollment report until further notice.

2. **Consider Approval of Minutes of November 9, 2022**

   - Dr. Jason Hough
   
   **MOTIONED** (Hanna), Seconded (Gray), unanimously approved.
INFORMATION/DISCUSSION/PRESENTATIONS

1. Association of College and University Educators (ACUE)  
   Dr. Cathryn Wilkinson  
   Professional Development  
   Dr. Wilkinson stated that ACUE is a national organization contracted with the Chancellor’s Office to train faculty on best teaching practices. There is no cost to faculty who sign up from this registration link on the agenda. Dr. Wilkinson shared the informational video and encouraged faculty to register for the Spring cohort, which runs from January 30 to March 27, 2023. Ms. McClary shared that she trained with ACUE a couple of years ago and she highly recommended the course.

2. Student Success Conference  
   Dr. Jason Hough  
   January 19-20, 2023  
   Dr. Hough shared a draft of the agenda with members. He explained the topic to be discussed by keynote speaker, Dr. Gina Garcia. Mr. Almendariz shared that his office ordered 100 copies of Dr. Garcia’s newest book – primarily for faculty – but he will order more copies for staff if there is interest. Dr. Wilkinson shared that the conference is in person at the Main Campus. On Thursday, all Hartnell campuses and centers will be closed from 8:00am-2:30pm in order to attend the sessions. Dr. Wilkinson acknowledged the work of the Professional Development Committee.

3. Update on Priority Registration for Spring 2023  
   Dr. Maria Ceja  
   Dr. Ceja shared that priority registration began on November 4, 2022 – so far, we have 3,160 students registered for Spring 2023. It’s slightly down from this time last spring, but we are still in good shape. Starting next week, high school students will register for classes. Dr. Wilkinson added her thanks to Dr. Singh and his staff for all of their efforts in assisting students with signing onto DUO and changing their passwords.

4. PPA recommendations from Academic Affairs  
   Dr. Cathryn Wilkinson  
   Dr. Wilkinson shared the process used by her and the academic deans to review and rank PPA requests. She stated that she took as many high ranked requests and applied them to other sources of funding, such as block grants and others. Reduced from $2 million to $580,000 in tier 1 requests – not all will be funded, but she will speak to these requests when reviewed by Cabinet.

5. Cultural Humility Toolkit  
   Dr. Jason Hough  
   Dr. Hough shared that this is a toolkit for colleges to use in discussions regarding social equity. Faculty members and SSEC members, Nina Vazquez and Cynthia Ainsworth, will be presenting on this topic at the upcoming Student Success Conference.

6. Enrollment Report – Fall 2022  
   Dr. Maria Ceja  
   Tabled until we have access to the data.

7. Update on ZTC/OER project funding  
   Dr. Cathryn Wilkinson  
   Dr. Wilkinson shared that we have received funding for the Zero Textbook Cost (ZTC) / Open Educational Resources (OER) project. Faculty member, Lisa Storm, is heading the project, and has a Canvas course available to help faculty choose zero textbook cost (ZTC). Dr. Hough shared that there are many quality
textbooks available in various disciplines. He encouraged faculty to reach out to Ms. Storm at lstorm@hartnell.edu for guidance. Mr. Almendariz added that faculty need to keep cultural relevance in mind when they discuss ZTC with Ms. Storm. Dr. Hough advised that Academic Senate agreed that our local low cost threshold is $40 or below for textbooks.

8. Governance Task Force Update Dr. Jason Hough
Dr. Hough reported that there is an initial draft of the governance redesign model currently going through the councils for consideration. It is being recommended that Academic Affairs and Student Affairs be combined as a Student Success Committee. Dr. Hough shared that the governance task force will present the model to our council in Spring 2023. He added that President Gutierrez supports an equal number of representatives from administration, faculty, staff and students.

9. Curriculum Committee Report, including proposed curriculum audit (standing item) Dr. Kelly Locke
Ms. Wenger reported on behalf of Dr. Locke that TAC has two certificates; ESL is revamping their program due to low enrollment – mirror their credit and noncredit courses; MFG added two certificates. CurricUNET will continue to be used since CourseLeaf did not work out. Dr. Wilkinson added that we were behind in implementing CourseLeaf prior to the ransomware attack. Dr. Hough mentioned that many faculty aren’t comfortable with or knowledgeable about adding their courses into CurricUNET. Therefore, he asked if Ms. Wenger would pass on a request to provide guidance.

10. Academic Senate Report (standing item) Dr. Jason Hough
Dr. Hough shared that the Academic Senate Plenary is an opportunity for senators to meet. One main takeaway from the recent session is about noncredit opportunities, and this will be presented in a breakout session during the Student Success Conference.

11. Items to be considered for future agendas Dr. Jason Hough/ Dr. Cathryn Wilkinson
Dr. Wilkinson requested future agenda items. Dr. Hough requested that we add the new governance redesign model as the top agenda item at our first meeting in Spring.

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

NEXT MEETING(S)
● February 8, 2023
● March 8, 2023
● April 12, 2023
● May 10, 2023

ADJOURNMENT Dr. Jason Hough
Meeting adjourned at 4:09 pm.