



HARTNELL COLLEGE

Academic Affairs Success Council

Minutes

December 13, 2024, 9am-11am / E-112 & Zoom

Approved 02/28/25

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. 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: Carol Hobson, Ben Grainger

1. Call Meeting to Order

The meeting was called to order at 9:00am.

2. Consider Approval of Agenda

The Council approved the agenda.

3. Consider Approval of Minutes

The Council approved the minutes.

4. DE Plan

Dr. Hobson reviewed the final draft of the DE Plan (posted on the council's webpage). It was approved in Academic Senate on November 26, 2024. The DE Committee is pleased that they now have a dean, Ana Gonzalez, overseeing distance education. The Committee plans to focus on the onboarding process for new faculty, as well as provide training for all faculty. Dr. Yahdi inquired if there is a way to show that faculty who attend the training were engaged in the training. Dr. Hobson advised there are benchmarks that need to be reached to show the faculty have been successfully trained. Dr. Subramaniam stated that the hybrid classes need

to have the same level and quality of training as the fully online classes. Mr. Campos inquired how the training will affect the student experience; Dr. Hobson advised the training is set up to benefit the students. Dr. Subramaniam added that the plan encourages regular and substantive interaction (RSI) so our students have the same experience online as they do in the classroom. Dr. Hobson stated that the team overseeing online classes will be checking on the integrity of the class, and students will be able to provide feedback as well.

5. 7th/8th grade students enrolling in classes

Mr. Grainger shared that BP 5010, Admissions and Concurrent Enrollment, was last updated in 2012. Recently, requests have been received from students in 7th and 8th grade to enroll in Hartnell classes. Previously, students were only able to enroll in children's theater productions or academic camps. We receive about 3-4 requests a year from middle school students. Students in 7th or 8th grade and age 13 or higher can enroll in colleges classes; under age 13 can't use CCC apply so they can't enroll. Dr. Yahdi inquired if there are program specific rules, can it supersede the eligibility criteria in place? Mr. Grainger advised that it would be best for each program to have their eligibility criteria in place. Dr. Locke stated that we may want to consider the environment for younger students (i.e., there may be some classes that are not appropriate to mix younger students and older students). Dr. Subramaniam suggested adding "program specific exceptions may apply" to the BP and APs. Ms. Johnson suggested adding the requirement that students must see a counselor before enrolling in classes. Dr. Yahdi suggested adding "Program and course level restrictions may apply." Mr. Grainger shared that the BP and APs require the signature of the Vice President of Student Affairs or designee, so the student's application must be approved before enrolling in a class.

For reference, council members can review the drafts of BP 5010 (Admissions and Concurrent Enrollment), AP 5010 (Admissions), and AP 5011 (Admission and Dual (Concurrent) Enrollment of High School and Other Young Students), posted on the council's webpage. Mr. Grainger will present this information at the Student Affairs Success Council and Hartnell College Council today. He will present at Academic Senate in early Spring 2025, and will return to our council with revised versions. If anyone has additional feedback, please add to the documents posted on our webpage.

6. Closing Comments/Adjournment

The meeting adjourned at 10:06am.

Dr. Locke shared that she updated the AASC Policy Information document, which is posted on the council's webpage for the November meeting. If anyone is updating an AP, please notify her.

Dr. Subramaniam thanked everyone for attending the meeting today, and wished everyone a wonderful winter break.

NEXT MEETING(S)

February 28, 2025

March 14, 2025

April 11, 2025

May 9, 2025