

**Academic Affairs Council
Minutes
September 11, 2019, 3-5p.m.
E-112**

MEMBERS

Name	Representing	Present	Absent
Dr. Lori Kildal	Administrations	X	
Lisa Storm	Academic Senate/Faculty		X
Dr. Kelly Locke	Curriculum Committee/Faculty	X	
Laura Zavala	Administration	X	
Dave Phillips (Bala Kappagantula, designee)	Administration	X	
Terri Pyer	Administration	X	
Kathy Mendelsohn	Administration	X	
Julie Stephens-Carrillo	Administration		X
Ana Gonzalez	Manager/Supervisor/Confidential	X	
Vacant	C.S.E.A.		
Vacant	C.S.E.A.		
Vacant	L-39		
Marnie Glazier	Faculty	X	
Peter Gray	Faculty	X	
Violeta Wenger	Faculty		X
Janeen Whitmore	Faculty	X	
Vacant	Faculty, Adjunct		
Vacant	ASHC		
Vacant	ASHC		

Others

Name	Title or Representing	Present	Absent
Marina Reyes	C.S.E.A.	X	
Cynthia Ainsworth	Faculty	X	
Carol Hobson	Faculty	X	
Lindsey Bertomen	Faculty	X	
Sharon Albert	Administration	X	
Celine Pinet	Administration	X	

CALL TO ORDER & INTRODUCTIONS

Lori Kildal

Meeting called to order at 3:12pm. Dr. Kildal advised that Ms. Storm is returning as council co-chair, but unavailable today.

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.*

ACTION ITEMS

1. Consider Approval of Minutes of April 10, 2019
MOTIONED (Mendelsohn), Seconded (Pyer), unanimously approved. Lori Kildal
2. Consider Approval of Minutes of May 8, 2019
MOTIONED (Pyer), Seconded (Locke), unanimously approved. Lori Kildal

INFORMATION/DISCUSSION/PRESENTATIONS

1. Review of Council Handbook
Lori Kildal
Dr. Kildal asked how many members are new this year, and if everyone knows each other. All agreed that they knew each other. Dr. Kildal reviewed the change to Robert's Rules of Order, as well as the quorum. She explained that quorum had been changed two years ago due to the lack of attendance at a few councils.

Dr. Kildal requested that new members review the handbook. She advised that although members may serve on other councils, each council has items specific to them.

2. Curriculum Committee/AB 705
Kelly Locke
Dr. Locke shared that they had their first Curriculum Committee meeting recently. One important project is making sure all of our courses are coded properly. There are more than a dozen CV codes; there is one code that is changing and will affect Math, English, and ESL. She explained that if the codes aren't accurately assigned, then we won't receive accurate data from the Chancellor's Office Data Mart. Dr. Locke also shared that due to the 2018-2019 project to review all AS and AA degrees, we still have 94 courses scheduled to review in 2019-2020. Dr. Kildal inquired if there is a schedule for faculty to review. Dr. Locke advised that each discipline has a tab on the spreadsheet that indicates what needs to be reviewed and when. Each dean has been given the information so they are aware of the courses to be reviewed this year, and must be submitted to Curriculum Committee.

AB 705 Update: The four leads (Dr. Locke, Dr. Gray, Gabby Lopez, James Beck) have been working on compliance in each of their areas. ESL now has a placement tool available for students. Overall, we are in the "boots on the ground" phase – reviewing what is and isn't working. Dr. Gray added that they haven't determined how many students will be placed for Spring 2020. He stated that late start classes will also be a factor. Dean Mendelsohn stated that they have four ENG 1A late start classes that have been filling, but it's hard to tell right now why students are enrolling in these classes.

3. Meta Majors
Marina Reyes/
Cynthia Ainsworth
Ms. Ainsworth explained that she and Ms. Reyes are on the entering students guided pathways team. She reviewed the key elements on their principles document posted on the council's website. Ms. Reyes reviewed the list of clusters; they took the data and created an academic roadmap. She stated that their

Hartnell College Mission Statement

Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.

team wanted feedback from our council, and they will also reach out to students for feedback. Ms. Reyes also reviewed the PowerPoint presentation on the council's website. Their timeline: presented at Joint Deans/Directors on September 5, 2019, Open House planned for faculty in late October-early November, student survey for feedback. Dr. Glazier stated that she liked the idea of a faculty open house, but suggested that the team reach out to other teams to make sure there isn't more than one open house.

If anyone has feedback, please contact Ms. Reyes (mreyes@hartnell.edu), Ms. Ainsworth (cainsworth@hartnell.edu), or their team members Jessica Tovar (jtovar@hartnell.edu) and Valerie Maturino (vmaturino@hartnell.edu).

4. CTE DE Pathways

Carol Hobson/
Lindsey Bertomen

Mr. Bertomen introduced himself and Ms. Hobson, as well as their distance education (DE) supervisor Dr. Celine Pinet. He reviewed their PowerPoint presentation on the council's website, and stated that the data came from the Chancellor's Office Data Mart. He shared that since 2014-2016, Hartnell implemented "Finish Faster Online" through the [California Virtual Campus - Online Education Initiative](#). Ms. Hobson added that Hartnell received a \$500,000 [one-year grant](#), which will be used to expand and improve distance education. Mr. Bertomen stated that they anticipate that there will be grant funds available next year. Ms. Hobson clarified that all the work they are doing through the grant for the entire college, not just CTE.

Dr. Locke stated that it's been brought up in Curriculum Committee that we need a system for zero or low text book cost. Mr. Bertomen advised that the law says colleges must place this statement prominently on their webpages, as well as list courses available. Dr. Locke added that it should really list the sections.

If anyone has questions or feedback, please contact Mr. Bertomen (lbortomen@hartnell.edu), Ms. Hobson (chobson@hartnell.edu), or Dr. Pinet (cpinet@hartnell.edu).

5. Enrollment

Lori Kildal

Dr. Kildal directed everyone to the document posted on the council's website. She stated that it appears that we will hit the 2% growth, but it's very early in the fall semester.

6. Curriculum Institute Report Out

Attendees

Dr. Pinet, Ms. Gonzalez, and Ms. Albert attended the Curriculum Institute in July 2019. Ms. Albert reviewed the report posted on the council's website. If anyone has questions or feedback, please contact Ms. Albert (salbert@hartnell.edu), Ms. Gonzales (agonzalez@hartnell.edu), or Dr. Pinet (cpinet@hartnell.edu).

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Mr. Kappagantula quizzed faculty about their knowledge of “Finish Faster.” He advised that there’s a bigger picture involved in this online option. If anyone has any IT related questions, please contact Mr. Kappagantula at bkappagantula@hartnell.edu.

NEXT MEETING(S)

- October 9, 2019
- November 13, 2019
- December 11, 2019

ADJOURNMENT

Lori Kildal

MOTIONED (Gonzalez), Seconded (Whitmore), unanimously approved.

Meeting adjourned at 5:04pm.