



HARTNELL COLLEGE

**Accreditation Council  
Minutes  
November 19, 2018, 3-5p.m.  
Building E-112**

**Approved 01-28-19**

**MEMBERS**

Name	Representing	Present	Absent
Dr. Sonja Lolland	Administration	X	
Michael Hooper	Full-Time Faculty	X	
Lisa Storm	Academic Senate/Full-Time Faculty	X	
Ben Figueroa	Administration		X
Dr. Romero Jalomo	Administration		X
Dr. Brian Lofman	Administration	X	
Dr. Willard Lewallen	Administration		X
Alma Arriaga	Confidential		X
Dr. Lisa Fischler	CSEA		X
Julie Silveira	CSEA	X	
Vacant	L-39		
David Beymer	Full-Time Faculty	X	
Mark DeHart	Full-Time Faculty		X
Chris Moss	Full-Time Faculty		X
Dr. Ann Wright	Full-Time Faculty	X	
Linda Rios	Part-Time Faculty		X
Ryan Gloria	Associated Student		X
David Ramirez	Associated Students		X

**Others**

Name	Title or Representing	Present	Absent
Miriam Contreras	ISER Administrative Assistant	X	

**CALL TO ORDER & INTRODUCTIONS**

Sonja Lolland/  
Michael Hooper

Meeting called to order at 3:08 pm.

**ACTION ITEMS**

1. Consider Approval of Minutes of October 15, 2018  
**Motioned** (Beymer), **Seconded** (Storm), unanimously approved.

Michael Hooper

**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.

## INFORMATION/DISCUSSION/PRESENTATIONS

### 1. ISER Update

Sonja Lolland/  
Michael Hooper

Dr. Lolland shared that the report has gone through the “one-voice” editing, and now TMD Creative has been working on the layout. She showed some visuals of suggestions made by TMD; pictures were shared by our Communications & Marketing Director, Scott Faust, after receiving permission for use. ISER will go to the Board of Trustees for first reading tomorrow evening.

Dr. Lofman inquired if we really show that we have met the standards. Dr. Lolland shared that as a new person coming to Hartnell, her review of the current draft indicates that we have indeed met the standards. Mr. Hooper, as a narrative editor, stated that he noticed the ongoing improvements since we first began our report.

### 2. Review of the Timeline

Sonja Lolland/  
Michael Hooper

Dr. Lolland reviewed the updated timeline posted on the council’s website. We are on-track to meet the established deadlines – our goal is to send the ISER to ACCJC prior to winter break.

### 3. Visiting Team Planning

All

#### a. Pre-visit

We will be coordinating with Mr. Willy Duncan, president of the visiting team, very soon. Dr. Wright suggested that we ask ahead of time whether or not the team members have dietary restrictions. Dr. Lofman suggested we share something simple that shows a bit of Salinas culture – he pointed out that our local farmer’s market, agriculture fields and workers, etc. would be good examples.

#### b. Team room

We usually reserve A-105 (Community Room) for the team’s room. We will make sure that the IT Department is on hand at all times to handle any technical difficulties.

#### c. Accommodation and Travel

Everyone agreed that Residence Inn by Marriott is a good hotel location for our visitors.

#### d. Campus Preparation

Dr. Lolland inquired if we usually do anything specific to prepare the campus for the visit, or do we conduct “business as usual?” No one had anything in particular that they could recall. Mr. Beymer recommended that Dr. Lewallen host a lunch to prepare the campus community for the team’s visit. Dr. Lofman reminded everyone that the upcoming 2019 Spring Forum will

be held at each location (Main Campus, Alisal Campus, and King City Center), and will include information about accreditation.

e. King City Center Visit and Alisal Campus Visit

We will be scheduling visits at both locations.

f. Welcome Reception and Tour

We will host a reception for the visiting team. Suggestions for venue: Library lobby, STEM Building (classes will be in session), and Steinbeck Hall. We will decide who and how many should be invited.

Dr. Lolland inquired if anyone had a suggestion as to who would be best to host the tour. Dr. Wright stated that faculty would be good; Mr. Beymer and Ms. Storm recommended Mr. Faust and his student worker, Andrea.

g. Open Forum(s) at both Campuses?

Dr. Lolland asked if we should hold open forums at Main and Alisal Campus. All agreed that it would be nice to hold forums at both campuses. Dr. Wright stated that it would be nice to hold one forum during the day and one at night.

h. Visiting Team Report Out

We will reserve Steinbeck Hall for the visiting team to report out.

4. Student Success Conference Accreditation Update

Michael Hooper

Mr. Hooper shared that he and Dr. Lolland will introduce accreditation information at the upcoming Student Success Conference in January 2019. He will ask Dr. Lewallen, another administrator, and a faculty member to participate in a short activity to engage the faculty.

5. Team and Campus Guides

Miriam Contreras/  
Sonja Lolland

Dr. Lolland shared a rough draft of a campus guide. Dr. Lofman recommended that the guide be short and to the point. Dr. Lolland advised that Sacramento City College had a one-page guide, which was a good idea, but we may want to have a document with links and a one-page guide. Dr. Lofman stated that the guide would be great to share with our constituent groups so they can distribute with their members. He also recommended that we send out "fun facts" regarding accreditation.

## 6. Accreditation Webpage Update

Miriam Contreras/  
Sonja Lolland

Dr. Lolland and Ms. Contreras shared two websites (Foothill College and Chaffey College) that have good, clean visuals on their accreditation webpage. Foothill College's format was the members' preferred example. Historical documentation for Hartnell looks fine. We will follow Foothill's format, and use links to supporting documents.

## OTHER ITEMS/BRIEF ANNOUNCEMENTS

### 1. New Accreditation Basics Course (On-line) <http://www.accjc.org/>

New members must complete the course and email their certificate of completion to Dina at [dhayashi@hartnell.edu](mailto:dhayashi@hartnell.edu).

### 2. ACCJC Webinars – November 27 and 29, 2018

Please see the information on the council's website if you are interested in viewing the webinars.

### 3. Reschedule December 2018 meeting

Dr. Lolland inquired if the membership preferred to change the December meeting date. Members present requested that we cancel the December 17, 2018 meeting. Everyone agreed to electronic voting on any items that need to be reviewed in December.

Everyone agreed to the following dates for rescheduled meetings:

- January 28, 2019
- February 11, 2019
- February 25, 2019 (special meeting)

Dr. Lolland advised that these meetings will be sent to everyone's calendars, but we may not need the last meeting.

## NEXT MEETING(S)

- December 17, 2018 (cancelled)
- January 28, 2019 (changed due to holiday)
- February 11, 2019 (changed due to holiday)
- February 25, 2019 (special meeting)
- March 18, 2019
- April 15, 2019
- May 20, 2019 (may change due to finals week)

## ADJOURNMENT

Sonja Lolland/  
Michael Hooper

Meeting adjourned at 4:08 p.m.

### **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.*