HARTNELL COLLEGE

College Planning Council
Minutes
March 1, 2023, 3 p.m. / E-112
https://cccconfer.zoom.us/j/87885035575

APPROVED 3-15-23

MEMBERS	Representing	Present	Absent
1. Jason Hough, Co-Chair	Academic Senate		X
2. Michael Gutierrez, Co-Chair (non-voting)		X	
3. David Beymer	Faculty	X	
4. Mostafa Ghous	Administration		X
5. Delia Edeza	CSEA	X	
6. Ben Grainger	Administration	X	
8. Romero Jalomo	Administration	X	
9. Brenda Jones	CSEA	X	
10. Debra Kaczmar	Administration	X	
11. Carol Kimbrough	PT Faculty	X	
12. Brian Lofman	Administration	X	
13. Daniel Lopez	Faculty	X	
14. Graciano Mendoza	Administration		X
15. Cheryl O'Donnell	Faculty	X	
16. Shawn Pullum	CSEA President	X	
17. Apolonia Preciado Castillo	Associated Students	X	
18. Elijah Ruelas	Associated Students		X
19. Nancy Schur Beymer	HCFA President	X	
20. Cathryn Wilkinson	Administration	X	

Guests: Marianne Fontes, Dean of Academic Affairs, Kristen Arps, Director of Academic Affairs, Carla Johnson, Dean of Student Affairs, Peter Gray, English, Mo Yahdi, Math

1. **Call Meeting to Order**
   Co-Chair Jason Hough was not able to attend the meeting due to personal reasons, and President Gutierrez stepped away for an important matter, and he asked Cheryl O'Donnell to facilitate the meeting. The meeting was called to order at 3:07 p.m.

2. **Approval of Agenda**
   Dave Beymer motioned to approve the agenda. Delia Edeza seconded the motion. Cathryn Wilkinson made a friendly motion to add an agenda item regarding the Governance Redesign Proposal. Dave Beymer agreed to the friendly motion and the Council voted. The agenda was approved as amended with no opposition.

3. **Approval of Minutes – December 7, 2022 and February 1, 2023**
   Dave Beymer motioned to approve the meeting minutes of December 7, 2022. Shawn
   Pullum seconded the motion. The Council voted and the minutes were approved as
   submitted with no opposition. Cathryn Wilkinson abstained because she was not present at
   the meeting.

   Debra Kaczmar motioned to approve the meeting minutes of February 1, 2023. Dave Beymer
   seconded the motion. The Council voted and the minutes were approved as submitted with
   no opposition. Cathryn Wilkinson abstained because she was not present at the meeting.

4. **Tribal Land Acknowledgement**
   Cathryn Wilkinson VP spoke about a tribal land acknowledgment by the District. She stated
   that she presented a proposal to CSEA and Academic Senate, and plans to present it to the
   Associated Students. She is seeking volunteers from constituents to form a task force to
   work on the next steps. She would like to gather names between now and the next meeting.
   Shawn Pullum stated that CSEA is supportive and asked that the task force consider how the
   college can support local tribes.

5. **Guided Pathways Work Plan**
   Brian Lofman presented the Guided Pathways Work Plan 2022-2026 development template
   provided by the Chancellor's Office and he shared the institutional timeline for this work. He
   stated that the template includes 10 question groups that the college must respond to in
   order to receive one-time funding. He stated that workgroups will be established this year
   and will meet throughout next year to implement the work of the plan. Invitations will
   forward and if anyone else is interested, please contact Hetty Yelland or him. There was
   some discussion about Guided Pathways funding, and setting local goals.

6. **Enrollment Management Concerns**
   Nancy Schur Beymer stated that she keeps hearing from faculty about issues with enrollment
   management and that this topic keeps coming up. She stated that she believes the college
   needs to reinstitute an enrollment management team/committee to collaboratively look at
   the instructional schedule. Further, she believes the college needs to address the issue now
   and not wait – that it is too important because it impacts students. Dave Beymer noted that
   the new accreditation standards state that, "*The institution holds itself accountable for
   students' success by scheduling courses in a manner that ensures degree and certificate
   programs can be completed in the expected period of time*." Dave asked about the
   reasonable expectation for time-to-completion and whether the college has established this.
   Romero Jalomo stated that enrollment management is complex and involves a lot of areas
   (registration, marketing, IT, etc.); there is enough work for everyone to be involved; however,
   it needs to be kicked off by the President. Cathryn Wilkinson recalled that the enrollment
   management team agreed to disband in December 2020 because it was not producing good
   results. She agreed that deans and faculty should be communicating and working together
   to determine course offerings factoring in student needs and efficiencies, and that schedule
   changes due occur because of various reasons. The practice is a two-year rotation and it is
   difficult to pull analytical data; however, the college is looking at a predictive analytics
   software that would help, but we are not there yet. After discussion, the Council suggested
   that the CPC form a task force to talk about what can be done and recommend ideas on how

to move forward. Cheryl stated that she would speak to Co-Chairs Jason Hough and President Gutierrez about the request so that the discussion could return to the Council.

7. **Operational Memoranda Next Steps**
   Cheryl O'Donnell recalled that the Council approved an operational memoranda system to codify college practices that are not administrative procedures. She asked the Council to think about any future OMs and forward them to Lucy.

8. **Governance Redesign Proposal**
   Marianne Fontes reported that the governance redesign proposal has been vetted across constituent groups, and college councils/committees, except the Academic Affairs Council, which is scheduled next week. To gather feedback, the task force developed two questions: what works well in the proposal and specific recommendations for improvement. The deadline to submit feedback is March 6th. The task force will meet to review the feedback and incorporate changes into two modified models.   A town hall is scheduled for March 13, 2023, at 1 p.m., at Steinbeck Hall where the proposed governance model and two other models slightly modified will be presented. A final model will forward to the Senate and CPC for a vote. The hope is that the final model will be a reflection of what the campus wants. Shawn Pullum suggested that all review the narrative because it better outlines the proposal as opposed to the graphics.

9. **Closing Comments/Adjournment**
   The meeting adjourned at 4:13 p.m.

   NEXT MEETING(S)
   March 15, 2023   May 3, 2023
   April 19, 2023   May 17, 2023