



**Academic Affairs Council
Minutes
February 9, 2022, 3-5 p.m.
Via Zoom**

Approved 03/09/2022

MEMBERS

Name	Representing	Present	Absent
1. Dr. Cathryn Wilkinson	Administration	X	
2. Cheryl O'Donnell	Academic Senate/Faculty	X	
3. Dr. Kelly Locke	Curriculum Committee/Faculty	X	
4. Dr. Maria Ceja	Administration	X	
5. Bala Kappagantula	Administration	X	
6. Linda Beam	Administration		X
7. Dr. Debra Kaczmar	Administration	X	
8. Julie Stephens-Carrillo	Administration	X	
9. Ana Gonzalez	Manager/Supervisor/Confidential		X
10. Mariana Downie	C.S.E.A.	X	
11. Chynna Obana	C.S.E.A.	X	
Vacant	L-39		
12. Dr. Peter Gray	Faculty	X	
13. Kelley McClary	Faculty	X	
14. Violeta Wenger	Faculty	X	
Vacant	Faculty		
15. Vanessa Quiroz-Carter	Faculty, Adjunct	X	
16. Lorena Vargas	ASHC		X
Vacant	ASHC		

Others

Name	Title or Representing	Present	Absent
Carol Hobson	Faculty	X	

CALL MEETING TO ORDER

Meeting called to order at 3:04 pm.

Cathryn Wilkinson

ACTION ITEMS

1. Consider Approval of the Agenda
MOTIONED (Locke), Seconded (Gray), majority approved.

Cheryl O'Donnell

2. Consider Approval of Minutes of December 8, 2021
MOTIONED (Quiroz-Carter), Seconded (Downie), majority approved.

Cheryl O'Donnell

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. [Proposed Revision to AP 4022 Course Approval](#)

Cathryn Wilkinson

Dr. Wilkinson reviewed the proposed revisions that are in green font (see document linked above). She opened the floor for suggestions/comments/observations. Ms. O'Donnell shared that there was a section that we needed to sign off on equipment and facilities. Dr. Locke confirmed this is for new courses or ones with significant changes. Dr. Locke sent minor changes to Dr. Wilkinson. In addition, Dr. Locke mentioned fee-based courses that compete with courses on campus. Dr. Wilkinson asked for feedback on how we should deal with this issue; Dr. Locke suggested that it goes to the Curriculum Committee as an information item before it goes to the Board of Trustees for consideration of approval. Ms. O'Donnell inquired if this needs to be routed through Academic Senate; Dr. Wilkinson advised that APs could go to Academic Senate as a courtesy review. Dr. Locke recommended review at the Curriculum Committee.

2. Spring Distance Education Academy – overview

Carol Hobson/

Ms. O'Donnell and Ms. Hobson provided an overview of the Distance Education Academy. Ms. Hobson stated that it was intended as an experiential academy. Faculty were asked to do a backwards design, which meant they had to think about the end result (what the students should learn). The goal included accessibility and equity. Ms. O'Donnell added that the [Bitmoji](#) of the facilitators were used throughout the course. Dr. Locke shared that Math is one area needing improvement in Student Learning Outcomes (SLOs), which makes it difficult to do a backward design until new SLOs are in place. She also inquired as to the possibility of cutting the academy into two sessions that offer different content to avoid the commitment to the full four weeks.

If anyone has further questions, please feel free to contact Ms. Hobson at chobson@hartnell.edu.

3. Curriculum Committee Report, including proposed curriculum audit (standing item)

Kelly Locke

Dr. Locke reported that the curriculum audit stipends are still pending. She is looking into offering the curriculum audit in the summer. Dr. Wilkinson stated that we need to generate interest. Dr. Locke advised that we can send Hartnell employees to the actual Long Beach cohort.

Dr. Locke also shared that the committee is having difficulty with the volume of curriculum proposals. She mapped out all the courses needing DE approval, plus courses needing approval for other reasons. The committee is unable to review and approve all the curriculum in one semester. One of the ideas is to schedule a couple of “boot camp” sessions to help faculty prepare and clean-up their curriculum, so they are ready to be reviewed and approved.

4. Faculty

Cathryn Wilkinson

- Searches – Spring 2022
- Tenure & Promotion review

Dr. Wilkinson shared that we have three faculty searches underway – two are in Ethnic Studies and one is in Agriculture Manufacturing (Mechatronics).

Regarding tenure and promotion review, probationary faculty submitted their required materials. The Tenure Review Committee (Dr. Wilkinson, Ms. O'Donnell, Dr. Locke, and Dr. Jalomo) is on track to meet the deadline to present their recommendations to the Board of Trustees in March.

5. Year of Adjunct – acknowledgement and recognition for Spring

Cheryl O'Donnell

Ms. O'Donnell opened the floor for ideas on how we can honor our adjuncts. As an example, Ms. O'Donnell suggested a dean could put forward an adjunct name. We would like suggestions in today's Zoom chat, or you can email Dr. Wilkinson and Ms. O'Donnell.

Ms. McClary suggested dedicating a week every semester (or once a year) to celebrate and honor all of the adjuncts. Ms. Obana suggested a "Meet the Adjuncts" section in the President's Weekly Report. Dr. Wilkinson advised that Scott Faust is open to suggestions for articles.

Dr. Gray suggested making a more concerted effort to include adjunct faculty members in various (ongoing) projects. As an example, he shared that they had good success recruiting adjuncts to help with AB705 faculty development efforts in English. Based on Ms. McClary's suggestion, Ms. O'Donnell noted that we could send a survey to the adjuncts to ask what would make their experience better. Dr. Wilkinson made a note to follow-up with the deans, who are the first point of contact for new adjuncts.

ACTION

Ms. O'Donnell will take this topic to the Academic Senate Steering Committee for consideration, and will bring back feedback to our group.

6. Academic Senate Report (standing item)

Cheryl O'Donnell

Ms. O'Donnell shared exciting news about equity work done by the Outcome and Assessment (O&A) Committee, the Student Success and Equity Committee (SSEC), and the Curriculum Committee. As a result, there is a team (Ms. O'Donnell, Dr. Guy Hanna, Seniorina Vazquez, and David Beymer – Dr. Locke is part of the team but unable to present) that will be presenting on Hartnell's faculty-driven equity work on February 16 via a national webinar hosted by eLumen.

Ms. O'Donnell reported that the Senate approved governance redesign, and discussed student success and upcoming PPAs. Plenary Session is going to be in-person and virtual this year. The Senate will be working on equivalency review (looking through a lens of equity), per the Chancellor's Office request.

7. Late start sections and Add Authorization

Maria Ceja

Dr. Ceja shared that the late start sections are posted on the website and our [council's webpage](#). A few sections started this week, as well as 8-week courses that start in March. Ms. O'Donnell inquired about the length of the two-week add period; Dr. Ceja advised that the Chancellor's Office provides guidelines through the [Contracted District Audit Manual \(CDAM\)](#).

Dr. Ceja acknowledged the willingness of faculty to pilot the new add authorization self-serve program. If anyone has any feedback or particular issues, please contact Dr. Ceja at maceja@hartnell.edu. Also include

Bala Kappagantula at bkappagantula@hartnell.edu so he can assist. Dr. Wilkinson thanked Dr. Ceja and her team for all of their efforts in making this new program successful.

8. Items to be considered for future agendas

Cheryl O'Donnell

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

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. None

NEXT MEETING(S)

- March 9, 2022
- March 30, 2022
- May 11, 2022

ADJOURNMENT

Meeting adjourned at 4:58 pm.

Cathryn Wilkinson