



HARTNELL COLLEGE

**Academic Affairs Council
Minutes
February 10, 2021, 3-5 p.m.
Via Zoom**

Approved 3/10/2021

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. Maria Ceja	Administration	X	
5. Dave Phillips, designee – Laura Otero	Administration	X	
6. Lyle Engeldinger	Administration		X
7. Dan Teresa	Administration		X
8. Julie Stephens-Carrillo	Administration	X	
9. Ana Gonzalez	Manager/Supervisor/Confidential	X	
10. Chynna Obana	C.S.E.A.	X	
Vacant	C.S.E.A.		
Vacant	L-39		
11. Dr. Peter Gray	Faculty	X	
12. Kelley McClary	Faculty	X	
13. Violeta Wenger	Faculty	X	
14. Dr. Janeen Whitmore	Faculty	X	
15. Vanessa Quiroz-Carter	Faculty, Adjunct		X
16. Athena Michelle Ereno	ASHC	X	
17. Daisy Ortiz-Matiaz	ASHC	X	

Others

Name	Title or Representing	Present	Absent

CALL MEETING TO ORDER

Meeting called to order at 3:08 pm.

Cathryn Wilkinson

ACTION ITEMS

1. Consider Approval of the Agenda

MOTIONED (Locke), Seconded (Wenger), 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.*

2. Consider Approval of Minutes of December 9, 2020
MOTIONED (Gray), Seconded (Obana), majority approved.

Cheryl O'Donnell

INFORMATION/DISCUSSION/PRESENTATIONS

1. Tenure Review Committee Update

Cheryl O'Donnell

Ms. O'Donnell was pleased to report the committee completed the reviews of 32 probationary faculty. The team consisted of Dr. Wilkinson, Dr. Romero Jalomo, Dr. Jason Hough, and Ms. O'Donnell. The summaries were sent to Dr. Rodriguez ahead of schedule, and he will share the reports with the Board of Trustees after his review. Board members will make the final recommendations on March 2, 2021.

2. Curriculum Committee Report

Kelly Locke

Ms. O'Donnell commended Dr. Locke for her recognition from Dr. Rodriguez for the hard work on the DE project. Dr. Locke shared exciting news that the leadership of the Curriculum Committee, Academic Senate, Outcomes & Assessment (O&A) Committee, and Student Success & Equity Committee (SSEC) started discussions last fall regarding equity initiatives. The Curriculum Committee decided on two projects for this semester. The first project will be the creation of a curriculum guide, similar to Glendale College, with a lens towards equity. They will look at textbook options (online or open educational resources), course content and objects (include any cultural materials that apply to that discipline), course description (written in a friendly and welcoming way for students) with Glendale as an example. The second project is to create jointly with the Senate, O&A, and SSEC to have a cultural curriculum audit. They would like to make this a regular occurrence, and faculty would change their course outline to follow the equity guidelines.

3. Scheduling Timeline for SU and FA

Cathryn Wilkinson

Dr. Wilkinson shared the timeline to build classes for Summer and Fall 2021. The plan is to have the schedule go "live" for students to view on March 22, 2021. Priority registration begins on April 22, 2021. First day of summer session is June 5, 2021.

Ms. O'Donnell inquired if we will be on campus in Fall 2021. Dr. Wilkinson stated that due to the constantly changing news about whether our County is safe to re-open or not, the only guarantee is once the schedule is published and students start to register, we will not change the type of class. For example, if a student registers for an online or hybrid class, it will proceed as advertised. Dr. Locke inquired if there are any contingencies; faculty are wondering how to plan for their classes. Dr. Wilkinson advised that some classes will continue online, and she will be working with the deans on the format for hard to convert classes.

4. [Equivalency Process Memorandum – EO 20-01](#)

Cathryn Wilkinson/
Cheryl O'Donnell

Dr. Wilkinson shared that this memorandum came from the Chancellor's Office in December 2020. This memo is about how we make decisions on who can teach at community colleges. The minimum qualifications that some instructors have aren't the same degrees on the Chancellor's list. We have to determine what types of experience qualifies as "equivalent experience." Ms. O'Donnell shared that AP 7211 was brought forward in 2019-2020, but was stalled due to various changes in leadership. She

discussed this AP with Dr. Rodriguez, and he will be sending a formal memo. Ms. O'Donnell will work with the Senate to review the memo.

Dr. Wilkinson added that hiring all employees (faculty, staff, and managers) from a diverse population would show that we are deliberate about not excluding people. Dean Ceja added that this is a good opportunity to review our 100 year old policies. She shared information from San Diego State University regarding their [diversity initiatives](#) and hiring practices.

5. Guided Pathways Implementation; Summary of Statement of Adoption Progress (SOAP) for 2020 Cathryn Wilkinson/
Cheryl O'Donnell

Ms. O'Donnell shared that the College reports to the state each year, and addresses the four pillars of Guided Pathways. There are different categories within each pillar. There are no punitive actions for the report; it's just a guide outlining what we are doing. Dr. Wilkinson inquired if the annual report is posted somewhere that we can easily access.
6. Academic Year Calendar 2022-23 and 2023-24 Cathryn Wilkinson

Dr. Wilkinson shared that the calendars are currently under discussion. She and VPHR Engeldinger are collaborating with HCFA representation. They are anticipating both calendars being agreed upon and approved by the Board this Spring. We are looking at continuing 16-week terms, with enough lead time between semesters for A&R to process grades. Dean Ceja requested consideration be made to allow at least two weeks between the end of Fall semester and her staff returning from winter break to process grades. Her suggestion is to end the semester two weeks before winter break. Dr. Wilkinson thanked Dean Ceja for her input.
7. Chancellor's Competency-Based Education (CBE) Pilot Cathryn Wilkinson/
Cheryl O'Donnell

Ms. O'Donnell explained that there is a grant for pilot districts, and Hartnell would like to submit an application. The deadline to apply was extended from February 5 to March 5, 2021. Dean Clint Cowden presented at Academic Senate and shared an example such as "show me what you can do."

Dr. Wilkinson added that we need faculty to be on board in order for this pilot to succeed, if we were to receive the grant. Dr. Gray shared a [brief background on some issues around adoption for CBE](#).

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Dr. Wilkinson welcomed new ASHC member, Daisy Ortiz-Matias, who shared that she is a freshman in college.
2. Dr. Wilkinson shared that she will be offering open office hours again this semester. It will start on February 19, and will be from 1:00-2:00pm every Friday during Spring 2021.

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. None

NEXT MEETING(S)

- March 10, 2021
- April 14, 2021
- May 12, 2021

ADJOURNMENT

Meeting adjourned at 4:48 pm.

MOTIONED (Whitmore), Second (Ceja), unanimously approved.

Cathryn Wilkinson