



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

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
Joy Cowden	Administration	X	

CALL MEETING TO ORDER

Meeting called to order at 3:08 pm.

Cathryn Wilkinson

ACTION ITEMS

1. Consider Approval of the Agenda

MOTIONED (McClary), Seconded (Ceja), 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 February 9, 2022
MOTIONED (Ceja), Seconded (Gray), majority approved.

Cheryl O'Donnell

INFORMATION/DISCUSSION/PRESENTATIONS

1. Metamajor activities and [Metamajor web pages](#) Cathryn Wilkinson
Dr. Wilkinson has requested each academic dean speak with their faculty regarding Metamajor activities. As an example, STEM faculty were interested in following up with their alumni, as several had participated as interns in various fields while at Hartnell. Each dean's area has also been tasked with keeping their webpages updated (see link in this topic). Dr. Wilkinson requested feedback or ideas from council members. Ms. O'Donnell shared her experience when she was a student at Cal Poly, and suggested having a Metamajors fair for Hartnell students. Dr. Wilkinson advised if anyone has additional ideas/feedback, please contact her at cwilkinson@hartnell.edu.
2. Overview of process for Catalog, curriculum pages, and
Timeline for CourseLeaf software (3:25-3:40pm) Joy Cowden
Interim Dean Cowden reviewed the process for the catalog and curriculum approval, as well as the timeline for CourseLeaf software implementation (see [PowerPoint presentation](#)). Dr. Locke mentioned the program map is pulling data from Concentric Sky; Interim Dean Cowden confirmed that is correct, and once we create the program map on our side we don't need the input from Concentric Sky. Ms. O'Donnell inquired if faculty will have the ability to align course objectives to learning outcomes in the new curriculum management system; Interim Dean Cowden advised that she can bring a request to the consultant. If anyone has questions, please contact Interim Dean Cowden at jcowden@hartnell.edu.
3. Curriculum Committee Report,
including proposed curriculum audit (standing item) Kelly Locke
Dr. Locke reported there is a system in place to do a full review of the courses in their queue. They have about twelve courses per Committee meeting. The agendas are set up to address current business, as well as the backlog of courses. Dr. Locke shared that the Long Beach Cultural Curriculum audit (phase two) has been approved with funding. She discussed with Interim Dean Guy Hanna to plan for participants who are interested in attending.
4. Assessment – status for current academic year Cheryl O'Donnell
Ms. O'Donnell gave a brief update on Outcomes & Assessment (see [PowerPoint presentation](#)). If anyone has questions, please contact her at codonnell@hartnell.edu.
5. Construction updates & requests Cathryn Wilkinson
Dr. Wilkinson reported that Building E, 2nd and 3rd floor, will be vacated at the end of May. Faculty in those offices will be notified by the Academic Affairs Office. Regarding construction in 2nd floor of Building B – MiCasa and ESL are already set up. Everyone from Nursing & Health Sciences is now in Building O.

Office relocation requests: Memo will be sent by Dr. Wilkinson in March for requests that would happen in Fall 2022. There are very few available offices, but if requests are submitted there is a committee

consisting of the VPAA, IT representative, HR representative, and one faculty appointed by Academic Senate. There are three faculty positions that are in recruitment, so offices have been assigned for them.

6. Academic Senate Report (standing item) Cheryl O'Donnell
Ms. O'Donnell reported that they just started the process for updating the constitution and bylaws – last time it was updated was in 2014. One update is having representatives by metamajors rather than areas. Cheryl stated that the Senate Plenary is coming up: It's offered both live and virtual. Dr. Wilkinson inquired as to when new senators are coming on board. Ms. O'Donnell advised that she will discuss further with Dr. Jason Hough, and will report out when a decision has been made.

7. Enrollment Report Cathryn Wilkinson
Dr. Wilkinson shared the enrollment report as of March 7, 2022. We are currently at 84% of our annual FTES target. The state is holding us harmless for revenue; our district has had an impact from the COVID vaccination mandate, which affected enrollment. AB 705 has also affected enrollment since students don't have to stay in school as long as they previously did. Regarding term comparisons, Spring 2022 are at 19,282 enrolled versus 22,501 enrolled for Spring 2021. There is no drastic swing down in enrollments.

Link to [FlexIT](#): You must be signed in through your Hartnell.edu email address at your office computer or through the virtual desktop.

8. International Baccalaureate (IB) and CLEP Cathryn Wilkinson/
Maria Ceja
Dr. Wilkinson explained that the Chancellor's Office sent out a [memo](#) (also see link on the council's webpage) to ensure that community colleges have up-to-date information for students to apply IB and CLEP credits. Dr. Ceja shared that counselor Gabby Lopez is currently working on this. Dr. Locke commented that IB and College-Level Examination Placement (CLEP) examinations are two items that the Curriculum Committee will be reviewing. She wants to make sure that all faculty are aware of credit for prior learning and include this information in their COR. Dr. Wilkinson will make sure that the deans are aware of credit for prior learning as well.

9. Items to be considered for future agendas Cheryl O'Donnell
 - Respiratory Care bachelor's degree (requested by Dr. Kaczmar)Please email agenda requests to cwilkinson@hartnell.edu and codonnell@hartnell.edu (cc: dhayashi@hartnell.edu).

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Dr. Ceja shared that the Veterans event went well.
2. Mr. Kappagantula sent an email to academic deans regarding faculty observers and deans in Canvas. Dr. Wilkinson explained to members that there are various ways that access can be granted in Canvas. Mr. Kappagantula clarified that you cannot give access to students; only observers or peers.

NEXT MEETING(S)

- March 30, 2022
- May 11, 2022

ADJOURNMENT

Meeting adjourned at 4:41 pm.

Cathryn Wilkinson