



HARTNELL COLLEGE

**Academic Affairs Council
Minutes
March 10, 2021, 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. Maria Ceja	Administration	X	
5. Dave Phillips	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
Daniel Scott	Administration	X	
Dr. Matt Trengove	Administration	X	
Dr. Jason Hough	Administration	X	

CALL MEETING TO ORDER

Meeting called to order at 3:04 pm.

Cathryn Wilkinson

ACTION ITEMS

1. Consider Approval of the Agenda

Cheryl O'Donnell

MOTIONED (Ceja), Seconded (Whitmore), majority approved with addition to the agenda.

Motion was made to modify the agenda to add the Student Success & Equity Committee (SSEC)

Institutional Self-Assessment for Equity.

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 10, 2021
MOTIONED (Locke), Seconded (Wilkinson), majority approved.

Cheryl O'Donnell

INFORMATION/DISCUSSION/PRESENTATIONS

1. Re-opening Update (3:10-3:25pm)

Daniel Scott

Mr. Scott shared that he meets with the County every week, and for any special circumstances such as Athletics reopening. He shared that Keenan COVID specific training and personal hygiene training have been written in the planning process. Information for these trainings are from the Centers for Disease Control (CDC), so the information is the most up-to-date available. The return to campus working group has transitioned to meeting on a weekly basis to discuss regulations, issues on campus, etc.

Mr. Scott advised that there will be a COVID town hall on March 23 with medical experts available to answer questions. This will be open to the entire campus community; an e-vite has not been sent out yet. Since this is during spring break, Dr. Wilkinson advised that they will make an effort to provide a recording to everyone. Ms. O'Donnell suggested that questions be allowed prior to the town hall since faculty will be off. If anyone has questions about the COVID town hall or anything related to the return to campus plan, please contact Mr. Scott at dscott@hartnell.edu.

2. Update on Student Success & Equity Dashboards* (3:30-3:50pm)

Matt Trengove

Dr. Trengove showed everyone the FlexIt dashboard. He advised that everyone should have access, but if they don't to contact him. The link is: <https://flexit.hartnell.edu/#analysis/success-analysis>
You must be signed into your virtual desktop or on-campus computer.

Dr. Trengove shared an example of data for MAT-13, starting with Summer 2018 through our current semester, and explained the data in each column. Ms. O'Donnell inquired if this was the tool developed in conjunction with the SSEC; Dr. Trengove confirmed that it was. Dr. Locke commended Dr. Trengove for putting this tool together. She asked if there can be a filter to select how many years to go back. Dr. Trengove stated that it doesn't change the data, just how it is displayed. The plan is to use this tool as a platform for discussion (see [potential gatekeeper courses](#) document on council's webpage). He added that having these discussions and taking a look at specific courses will aid in the PPA process. Ms. O'Donnell recommended that Dr. Trengove present this at Academic Senate. She also commended him for being proactive with the data. Dr. Trengove advised that he plans to bring this information to Academic Senate in Fall 2021 when the PPAs are discussed.

Dr. Locke noted that she saw in the newsletter from Bala Kappagantula, IT Director, that said these existing reports will be transitioned to FlexIt. Dr. Trengove explained that COGNOS information was migrated to FlexIt (see page 3 of the [IT Newsletter – Spring 2021](#)).

If anyone has questions, please contact Dr. Trengove at mtrengove@hartnell.edu.

3. Curriculum Committee Report

Kelly Locke

Dr. Locke reported that she alerted the deans as to which of their areas have courses coming up as due for review (anything 5 years or older). There are several certificate proposals from the CTE area that are

waiting to be approved. Their goal is to have everything reviewed and approved in a timely manner. Last update was that the curriculum audit and guide are still in the planning stages.

4. Requests for new faculty offices ([relocation request form](#); [policy](#)) Cathryn Wilkinson
Dr. Wilkinson shared that the Office of Academic Affairs sent out an email to full-time faculty to submit a request for office relocations. Deadline is March 15, 2021. Soon after that deadline, Dr. Wilkinson's office will send an email to Building D faculty regarding packing in Building N.

5. Future focus for online instruction and info from Senate survey Jason Hough
Dr. Hough shared a [PowerPoint](#) on Academic Senate's return to work survey. The survey was sent to all full-time and part-time faculty members on February 18 and closed on February 27, 2021. They had a robust response from both full-time and part-time faculty.

Dr. Locke mentioned that two years ago, this council was looking at DE data. The data at that time indicated that students were not as successful with online classes. She suggested that our council could propose data being collected to determine the success of our students. Dr. Wilkinson stated that the data Dr. Trengove shared from FlexIt doesn't show the type of data that Dr. Locke recommends, so she will have to check into the best way to present these data.

Ms. O'Donnell inquired if and when we do this type of student survey, will we ask questions such as how students did with synchronous/asynchronous learning? Dr. Wilkinson advised that this is a good point. Dr. Locke added that for enrollment management purposes couldn't the college send the survey to all students about their future preferences. She asked if Dr. Wilkinson can advocate for this with Dr. Lofman.

6. Status on Competency-Based Education (CBE) Cathryn Wilkinson/
Cheryl O'Donnell

Ms. O'Donnell shared that the CBE grant has not moved forward for Hartnell. Dr. Wilkinson added that CBE is directly assessing someone's ability and there are many models available. She appreciates the constituent groups on campus reviewing the grant application. She added that it is a 5-year pilot, and right now Title 5 doesn't allow us to direct assessment.

Dr. Locke stated that we have the opportunity to award credit through credit for prior learning (CPL). She cautioned that we not confuse CBE with CPL. We recently passed the administrative procedure for CPL ([AP 4235](#)), but we don't currently have the infrastructure to implement the CPL innovations. Dr. Wilkinson added that another piece of CPL under Title 5 is the fact we are now responsible to notify students that we have CPL available.

7. Student Success & Equity Committee (SSEC) Cathryn Wilkinson/
Cheryl O'Donnell
Institutional Self-Assessment for Equity
Ms. O'Donnell shared that the SSEC is gathering information from different councils and committees on things that are being done to promote equity on campus. She reviewed SSEC's document with our members, and proposed a couple of ways that the council can provide feedback (either a small work group or we could download a copy for our members to add their feedback). Consensus was to download

a copy of the document, and have a Google doc for our council members to add their feedback. We will allow feedback until Monday, March 29, 2021. Ms. O'Donnell will review council feedback with Dr. Wilkinson, and final feedback will be submitted to Nina Vazquez by April 4, 2021.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Dr. Wilkinson shared that she will be offering open office hours from 1:00-2:00pm on Friday during Spring 2021 (Zoom link: <https://cccconfer.zoom.us/j/98355144507>).

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. None

NEXT MEETING(S)

- April 14, 2021
- May 12, 2021

ADJOURNMENT

Meeting adjourned at 4:52 pm.

Cathryn Wilkinson