HARTNELLCOLLEGE

Academic Affairs Council
Minutes
Wednesday, March 14, 2018, 3-5 PM
E-112

Approved 4/11/18

MEMBERS

Name	Representing	Present	Absent
1. Dr. Lori Kildal	Administration	X	
2. Chris Moss	Academic Senate / Faculty	X	
3. Dr. Kelly Locke	Curriculum Committee Chair/Faculty	X	
4. Antonio Alarcon	Administration	X Leave 3:53	
5. Clint Cowden	Administration	X	
6. Ana Gonzalez	Administration		X
7. Kathy Mendelsohn	Administration	X	
8. Dave Phillips	Administration	X	
9. Terri Pyer	Administration		X
10. Renee Garcia-Tolson	CSEA		X
Vacant	L-39		
11. J. Tony Anderson	Full-Time Faculty	X	
12. Bob Maffei	Full-Time Faculty	X	
13. Jim Riley	Full-Time Faculty		X
14. Violeta M. Wenger	Full-Time Faculty	X	
15. Jeff McGrath	Part-Time Faculty		X
16. Neyda Cortes	ASHC	X	
17. Yajaira Garcia	ASHC	X	

Guests

Name	Representing	Present	Absent
Jason Hough	Full-Time Faculty	X	
David Beymer	Full-Time Faculty	X	
Sharon Albert	Administration	X	

HARTNELL COLLEGE VISION STATEMENT
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CALL TO ORDER & INTRODUCTIONS Dr. Lori Kildal/Chris Moss

Meeting called to order at 3:06 pm.

ACTION ITEMS

1. Consider Approval of Minutes – February 14, 2018 Chris Moss

   Motioned (Alarcon), **Seconded** (Kildal), majority approved, Locke abstained.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Enrollment Dr. Lori Kildal

   Dr. Kildal reviewed the "FTES by Type" document on the Council's website. She explained that our Fall FTES was 3348. Our Spring 2018 predicted FTES is 3281 – a significant drop from our weekly enrollments. We won't know positive attendance until the end of this semester; we have about 200 fewer students enrolled than last year. Dr. Kildal explained to our new members that in positive attendance classes students attend their classes at various times.

   We purchased 300 Public Safety FTES. We are short 162 base funding FTES, and short 239 base plus growth funding FTES. Dr. Kildal shared that the Academic deans have done a great job adding classes, and counselors have done a wonderful job guiding students to add classes.

2. Curriculum Dr. Kelly Locke

   Dr. Locke shared that this week the Curriculum Committee will have training on reviewing criteria. The reason for this particular training is due to the many factors that are noted in the PPAs (to be reviewed by Mr. Beymer during his presentation). In the fall semester, faculty will look closely at degrees and certificates, and what core classes students need to meet the criteria.

   Dr. Kildal shared that she just had a conversation with someone regarding the name for certificates for students who complete not-for-credit classes. She recommended "Certificate of Accomplishment," but requested input from this council. Dr. Kildal further explained that there are several not-for-credit courses under Strong Workforce, and our faculty have been working with Dean Cowden and Assistant Dean Sharon Albert on how to create stackable certificates for students. Mr. Anderson and Ms. Wenger requested information on how this works for the students they are advising. Dean Mendelsohn also noted that there needs to be a tracking system for noncredit courses.

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Dr. Locke shared that faculty with credit courses would like to combine these with low unit courses, and they would also need a name for a certificate. She stated that there are several people, outside of the Curriculum Committee, who should be involved in these decisions.

ACTION
Dr. Kildal will do further research on GOVERNET for noncredit and not-for-credit courses.

3. Guided Pathways Update — Hetty Yelland/ Jason Hough

Mr. Hough shared a handout created by Ms. Yelland. He reviewed the 7 elements that Hartnell decided will be the focus: 1) Cross-Functional Inquiry, 2) Integrated Planning, 3) Guided Major and Career Exploration Opportunities, 4) Improved Basic Skills, 5) Clear Program Requirements, 6) Integrated Technology Infrastructure, and 7) Strategic Professional Development. Mr. Hough noted that Ms. Yelland will work closely with Dr. Brian Lofman on the campus-wide focus on inquiry (students, faculty, staff, and administrators).

Mr. Hough shared a handout of "foundations" for which he's drafted proposals. He explained that he will be working closely on the Guided Pathways mapping with Dr. Kildal. Mr. Hough stated that from "Fall 2010 through Summer 2017, Hartnell College awarded 5,013 Associate's degrees. Of those, 42% were General Studies or Liberal Arts; with the majority not transferring." He is passionate about lowering the number of general studies/liberal arts majors, and having students choose a meta-major ("School of..."). He shared that he recently worked with students and asked them to come up with names for specific departments – they excitedly came up with creative names such as "School of Communicators and Creators" and "School of Healers and Protectors." He stressed that Guided Pathways needs students engaged in this initiative.

Mr. Hough shared that he will be working with all the disciplines for more in depth information. For further questions, please contact him at jhough@hartnell.edu.

ACTION
VPIT Phillips will assist Mr. Hough in obtaining data.

4. PPA Template and Process — David Beymer

Mr. Beymer shared the 3 templates that are to be used for 2017-2018 (all posted on the council's website). He first reviewed the instructor's template ("Strategic Initiative Report"), which is located in eLumen. He noted that the question regarding degree and certificate programs will help Dr. Locke in guiding the Curriculum Committee. She added that faculty reviewing and answering these questions in Spring 2018 will help them be prepared for the discussions to occur in Curriculum Committee in Fall 2018.

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Mr. Beymer stated that the questions are Guided Pathways driven. Next year's PPA will focus on mapping, and the following year will focus on Program Learning Outcomes (PLOs). Dr. Locke shared that the Curriculum Committee will be reviewing programs in anticipation of the upcoming PPAs.

Mr. Beymer reviewed the non-instructional template, and shared that there is also a non-instructional template specifically for counselors.

Dr. Locke shared that the name "Program Planning and Assessment" was intentionally chosen to indicate both the review of the past and planning for future. She expressed her concern that the name of the templates not be arbitrarily changed by administration. Mr. Beymer clarified that the planning part has not been left out; the planning and reviewing were just split between two forms.

For further questions, please contact Mr. Beymer at dbeymer@hartnell.edu.

5. Full-Time Faculty Hiring Committee Process Update — David Beymer

Mr. Beymer shared that he was asked by Academic Senate President, Mr. Moss, to get the faculty more involved in the hiring process. He shared the document on the council's website, and explained that the committee decided to focus on Full-Time Equivalent Faculty (FTEF). The committee voted that they would consider the needs of disciplines for new Full-Time Faculty hires. They voted that the following disciplines need:

1) SPA 2.2
2) LIB 2.0
3) MUS 1.8
4) ART 1.5
5) COM 1.3

6. Perkins and Strong Workforce Update & Process — Sharon Albert

Dean Albert shared her PowerPoint presentation, posted on the council's website. She stated that of the $19.3 million Strong Workforce regional funds that we share, $16 million will go directly to colleges. Dean Albert stated that Ms. Farias, Hartnell's Professional Expert overseeing Perkins and Strong Workforce, requests everyone to utilize their approved Perkins funds in a timely manner. If Perkins funds aren't used, we lose the funding.

VPIT Phillips suggested that we consider going into the classrooms to survey students taking CTE classes. He currently has online surveys set up, but they are able to skip the question.

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OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Dean Mendelsohn shared that she saw an ad in the theater stating that students must take an assessment test. She suggested we notify Ms. Esmeralda Montenegro that they are running an old ad.

NEXT MEETING(S)

- Wednesday, April 11, 2018
- Wednesday, May 9, 2018

ADJOURNMENT

Dr. Lori Kildal/Chris Moss

Meeting adjourned at 4:56 p.m.

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