



HARTNELL COLLEGE

**Academic Affairs Council  
Minutes  
March 30, 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. Dr. Chelsy Pham	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
Carla Johnson	Administration	X	

**CALL MEETING TO ORDER**

Meeting called to order at 3:08 pm.

Cathryn Wilkinson

**ACTION ITEMS**

1. Consider Approval of the Agenda  
No action taken due to lack of quorum.

Cheryl O'Donnell

2. Consider Approval of Minutes of March 9, 2022

Cheryl O'Donnell

❖ Tabled for next month

**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. AB 705 Improvement Presentation (3:10-3:25pm) Carla Johnson

Dean Johnson reported that the state Chancellor's Office was pleased with our transfer level courses, but not with our throughput (placing students into transfer level courses the first year). We were tasked with setting up transfer courses for students to start immediately. Our implementation plan states we will try to move as many students as possible to transfer courses, but we will not completely eliminate our pre-transfer courses (due to DSPS student needs). Ms. O'Donnell inquired as to the timeline since we were given until Fall 2022 to complete this task. Dr. Wilkinson advised that we will default students into transfer level English and Math, but it won't be done by Fall 2022. If anyone has questions or would like to join the workgroup, please contact Dean Johnson at [cjohnson@hartnell.edu](mailto:cjohnson@hartnell.edu).
  
2. Feedback on Governance ReDesign Cathryn Wilkinson/  
Cheryl O'Donnell

❖ Tabled due to lack of quorum

Dr. Wilkinson advised members to review the supporting materials posted on the council's webpage, and bring forward questions at our next meeting.
  
3. Curriculum Committee Report, including proposed curriculum audit Kelly Locke

No report from Dr. Locke.
  
4. Schedule-Building Process Cathryn Wilkinson

Dr. Wilkinson shared that the current schedule is built 9 to 12 months in advance. We started on the Summer and Fall 2022 schedules in May 2021. We generally build the schedules twice a year: one batch is the spring schedule and the other is summer and fall. Dr. Wilkinson requested input from members as to her proposal to build the class schedule one year at a time. The idea would be that we would have more cohesion when the deans build their schedules. Ms. O'Donnell stated that she loves the idea – it would allow us to see the big picture of sequence of courses, and it would be more efficient for our students. Ms. Wenger questioned if there is flexibility; she stated that it might be difficult for students who don't pass a class. Dr. Wilkinson advised that the wait list would still be in place, and we could set dates by which we would no longer allow cancellations. One advantage of building a schedule by year is that we could assign classes to adjuncts and not have to scramble to assign faculty to classes. Ms. Obana shared that her previous jobs entailed scheduling classes a year or two in advance, and it worked well as long as you plan ahead. Please send comments to Dr. Wilkinson at [cwilkinson@hartnell.edu](mailto:cwilkinson@hartnell.edu). This will be an ongoing conversation.
  
5. Academic Senate Report Cheryl O'Donnell

Ms. O'Donnell shared big news: Yesterday they voted to update their constitution. It passed unanimously, and next steps include working on the details in Fall 2022. Senate also decided to represent by meta majors. Senate is sending a team of four representatives (Dr. Jason Hough and Dr. Lisa Storm will be attending in person) to the Plenary session; Ms. Wenger will be attending virtually. Ms. O'Donnell also reported that Dr. Hough will be the Academic Senate President starting Fall 2022, and Dr. Locke will continue as the first Vice President.

6. Enrollment Report - Spring 2022

Cathryn Wilkinson

Dr. Wilkinson shared that we are at 6,228.77 FTES for this year - Summer 2021, Fall 2021, and Spring 2022. She projects we will end up with 6,500-6,600 FTES, which is considerably less than previous years. We are still meeting student demand for classes. There is consideration as to whether or not we will receive as much FTES from the South Bay Regional JPA. Dr. Ceja inquired as to our plans for JPA for next year; Dr. Wilkinson advised that we will reduce again by a small amount (reduction of JPA FTES has been gradual).

7. Items to be considered for future agendas

Cheryl O'Donnell

- Respiratory Care bachelor's degree (requested by Dr. Kaczmar)

Dr. Wilkinson advised that Dr. Kaczmar will give an overview of this proposal. It will officially be brought to our council for review when it is submitted through AP 4021.

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

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Dr. Wilkinson introduced our new member, Dr. Chelsy Pham. This is her second week as the VP of Information Technology and Resources.

NEXT MEETING(S)

- May 11, 2022

ADJOURNMENT

Meeting adjourned at 4:01 pm.

Cathryn Wilkinson