



HARTNELL COLLEGE

**Academic Affairs Council  
Minutes  
Wednesday, April 11, 2018, 3-5 PM  
E-112**

**Approved 5/09/18**

**MEMBERS**

<b>Name</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
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	
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	C.S.E.A.		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

**HARTNELL COLLEGE VISION STATEMENT**

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

**HARTNELL COLLEGE MISSION STATEMENT**

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

**Guests**

<b>Name</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Shawn Pullum	C.S.E.A.	X	
Rachel Failano	Full-Time Faculty	X	
Toni Gifford	Full-Time Faculty	X	
Nancy Schur-Beymer	Full-Time Faculty	X	
David Beymer	Full-Time Faculty	X	
Dr. Brian Lofman	Administration	X	
Dr. Layheng Ting	C.S.E.A.	X	

**CALL TO ORDER & INTRODUCTIONS**

Chris Moss

Meeting called to order at 3:08 pm. Members introduced themselves to Mr. Pullum, who is representing VPIT Phillips.

**ACTION ITEMS**

1. Consider Approval of Minutes – March 14, 2018 Chris Moss  
**Motioned** (Alarcon), **Seconded** (Wenger), unanimously approved.

2. Consider Approval of AP 4021,  
 Establishing Associate Degree in Vocational Nursing Rachel Failano/  
 Toni Gifford/  
 Nancy Schur-Beymer

**Motioned** (Anderson), **Seconded** (Maffei), unanimously approved to initiate the process. Mr. Moss will move the proposal forward to Academic Senate on April 24, 2018.

Ms. Schur-Beymer shared the report posted on the Council’s website. She stated that there is a significant pay differential when their community partners hire someone with an Associate’s Degree over someone with a Certificate of Achievement. Ms. Schur-Beymer noted that several of their students graduate with a certificate and enough units to have an Associate Degree, so there is a definite need. Ms. Failano added that there is only a 3 unit difference between the two awards, and their students would benefit in their job placement by graduating with the degree instead of the certificate.

Dean Alarcon advised that depending on the certain circumstance of each student, the counselors would need to look at the specific requirements for the degree. Mr. Pullum inquired whether the Nursing Department would reach out to past students to finish enough units for the degree. Ms. Schur-Beymer advised that they haven’t researched this avenue yet, but they are certainly open to helping students who are having difficulty placing in a job without a degree.

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Mr. Maffei asked if there's any downside to having a degree and certificate. There were no apparent downsides to offering both awards. Associate VPHR Pyer praised the group for their well written report.

Mr. Anderson and Ms. Wenger advised that the report should reflect a change in one class in the general requirements (under Humanities). The group noted and will make the correction.

## **INFORMATION/DISCUSSION/PRESENTATIONS**

### 1. Curriculum

Dr. Kelly Locke

Dr. Locke reported that the Curriculum Committee is wrapping up for the academic year. They have 56 courses scheduled for review (pending in the queue). Dean Mendelsohn posed the following question: When a course hasn't been offered in 3-5 years, what can we do? We have to show the number in the catalog versus the number of courses that have been assessed. She stated they are requesting that faculty review courses that should be cleaned out of our current inventory. Dr. Locke mentioned that the Curriculum and Scheduling Team will have to rebuild courses when the 16 week calendar is implemented. She requested that faculty who need courses to be deleted should do so now.

### 2. 2019-2024 PPA Cycle

Dr. Brian Lofman/  
David Beymer/  
Dr. Layheng Ting

Dr. Lofman shared that this is an opportune time for them to share their planning. He requested input from our members regarding the following questions:

#### How many reports for each period?

Mr. Anderson stated that he prefers a yearly report – he suggested that it would be helpful to have one day (for a few hours) for everyone to work on their PPAs. Dean Mendelsohn also prefers the review to be every year. She would like consideration regarding the deadlines – be a little more flexible with all the other important project deadlines. Dr. Locke commented that the comprehensive report appears to be outdated. Mr. Maffei would like to see it amortized. The consensus was the report should be annual.

#### Inventory of program required to conduct review

Mr. Anderson advised that we need to keep the liberal studies and general education programs.

#### Timeline

Consensus was in favor of the split between assessment and planning reports.

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### Review & Approval Process

Mr. Beymer explained that the department (faculty) prepares the report, it then goes to the appropriate dean/director for review/approval, and finally the appropriate VP for review. No additional comments from our members.

If any questions, please contact Dr. Lofman (blofman@hartnell.edu) or Mr. Beymer (dbeymer@hartnell.edu).

#### 3. Academic Calendars (2019-20 & 2020-21)

Chris Moss

Mr. Moss shared the draft academic calendars posted on the Council's website. Both 16-week calendars were approved at the April 3, 2018 Board of Trustees Meeting. The plan is to implement the 16-week semester calendar in 2019-20, provided the College receives approval in time to plan. If not, academic year 2019-20 will be an 18-week semester calendar, and the College will implement the 16-week semester calendar in academic year 2020-21.

#### 4. 16 Week Approval Packet

Chris Moss

Mr. Moss shared the approval packet posted on the Council's website. The application of approval was submitted to the Chancellor's Office in early February, and is waiting for a response.

### **OTHER ITEMS/BRIEF ANNOUNCEMENTS**

1. Mr. Anderson shared that the Pilipino event was well-attended.

### **NEXT MEETING(S)**

- Wednesday, May 9, 2018
- Wednesday, September 12, 2018
- Wednesday, October 10, 2018
- Wednesday, November 14, 2018
- Wednesday, December 12, 2018

### **ADJOURNMENT**

Chris Moss

Meeting adjourned at 4:20 p.m.]

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