Academic Affairs Council
Minutes
May 12, 2021, 3-5 p.m.
Via Zoom

Approved 9/8/2021

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. 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
Carol Hobson	Faculty	X	
Dr. Brian Lofman	Administration	X	
Dr. Matt Trengove	Administration	X	
Dr. Mohammed Yahdi	Administration	X	
Christine Svendsen	Faculty	X	
Laura Otero	C.S.E.A.	X	
Michael Davis	Faculty	X	
Sharon Albert	Administration	X	
Carla Johnson	Administration	X	
Scott Faust	Administration	X	

CALL MEETING TO ORDER   Cathryn Wilkinson
    Meeting called to order at 3:06 pm.

ACTION ITEMS
1. Consider Approval of the Agenda   Cheryl O'Donnell
    MOTIONED (Gray), Seconded (Wenger), majority approved.

2. Consider Approval of Minutes of April 14, 2021   Cheryl O'Donnell
    MOTIONED (Gonzalez), Seconded (Locke), majority approved.

3. Consider Approval of Responses to Governance Survey Results   Cheryl O'Donnell/
                                                                         Cathryn Wilkinson
    MOTIONED (Wilkinson), Seconded (McClary), majority approved to accept the summary report of
    strengths and improvements to be submitted to Dr. Rodriguez.

    Strengths of the Council identified through the evaluation:
    ● Members feel this is a welcome, comfortable, and safe environment to have their voices heard.
    ● Overall, meetings run efficiently with required materials.
    ● Very organized group

    Improvements for the Council, if any, to be implemented:
    ● Need training
    ● More action items
    ● To increase participation, invite members to present data items (for action or no action necessary)

    Dr. Gray recommended as an improvement that Council members be able to suggest agenda items. Dr.
    Wilkinson and Ms. O'Donnell do have a category at the end of every agenda (Items to be Considered for
    Future Agendas), but acknowledged they could explain that section to the members. Dr. Wilkinson advised
    that the Co-chairs will ask for future agenda items, as listed on every agenda, before each meeting ends.
    She added that all members are welcome to email both Co-chairs with agenda items.

INFORMATION/DISCUSSION/PRESENTATIONS
1. Curriculum Committee Report, including proposed curriculum audit   Kelly Locke
    Dr. Locke reported that they have tentative dates for the cultural curriculum audit cohort at Long Beach
    City College. Funding has been secured for Phase I; they are looking for funding for the remaining phases.
    Information has been sent to members at Curriculum Committee, Outcomes & Assessment Committee,
    Student Success & Equity Committee, and Academic Senate. Dr. Locked added that they also will be
    looking for a diverse group of ten faculty, who are interested in continuing after the cohort, to create the
    course for Hartnell and then use the course to conduct our own cultural curriculum audit. Dr. Wilkinson
    encouraged Council members to volunteer to be a part of the cohort, as this is an important project. Please
    email Dr. Locke at klocke@hartnell.edu if you are interested or have questions.

Dr. Locke also shared that she attended a workshop regarding the California State University "area F" requirement (ethnic studies) approval process. Many CSU and Community College counselors and ethnic studies instructors are not happy with the denial of the majority of ethnic studies submissions. Only one of our ethnic studies classes (ETH 4, Chicano Culture) was approved by the Chancellor's Office. We can resubmit in Fall 2021, with the potential of approval being backdated. Overall, there is much confusion about the process for approval.

2. Year of the Adjunct - ideas   Cheryl O'Donnell/
                                                                 Cathryn Wilkinson
Dr. Wilkinson shared that this topic is on the agenda due to discussion at last month's meeting. She and Ms. O'Donnell encouraged members to share their ideas. Ms. Gonzalez inquired if Dr. Trengove has any data on adjuncts. He shared that they did a survey on remote experience, but adjunct response was fairly low compared to the entire campus community. Ms. Hobson added that it would be fun to support adjuncts by mentoring them, and making them feel welcome and appreciated at Hartnell. Ms. Gonzalez added in the chat: "*I encourage us to look for ways to recognize them. Maybe this can include data during convocation regarding the importance of PT faculty at our campus*."

ACTION
Dr. Wilkinson requested members submit more ideas. Dina will figure out the best way to submit ideas and notify everyone.

3. Virtual Convocation (August 27) and
New Faculty Orientation (August 24 and 25)   Cathryn Wilkinson
Dr. Wilkinson shared that Convocation will be completely virtual again for Fall 2021. We will also host a virtual New Faculty Orientation prior to Convocation. Dr. Wilkinson added that, per the terms of the most recent CBA, adjuncts received an increase in stipends to attend these events. Due to the lack of time, Dr. Wilkinson requested members to share their ideas via today's chat function or via email (cwilkinson@hartnell.edu).

4. Distance Education Academy   Carol Hobson
Ms. Hobson shared that the Distance Education Academy was the best way to train our faculty last summer. Feedback was generally very good; faculty liked the idea of "learning by doing," but would have liked more time (they only had two weeks). Most faculty haven't taken online classes, so having them do this as a student was helpful for faculty to feel what our students feel.

Ms. Hobson proposed another summer DE Academy to Dr. Wilkinson and Interim Dean Joy Cowden. She suggested a four-week academy for fifty faculty, which would include more reviews on accessibility. Dr. Wilkinson shared that she has been working with Dean Cowden on the plans.

5. Academic Senate Report   Cheryl O'Donnell
    Ms. O'Donnell reported that ASCCC members of the Guided Pathways team presented at a recent Academic Senate meeting. It was an informative presentation by Ginny May, VP of the ASCCC, and Jeff Hernandez, Senate President from East Los Angeles College.

    Ms. O'Donnell also shared that Senate has been utilizing its new diversity protocol for making faculty appointments to hiring committees.

6. Program Revitalizations recommendations per AP 4021 (est at 4:00pm)   Cathryn Wilkinson
    Dr. Wilkinson shared that the following three programs have raised concerns by either the discipline faculty or their administrators through the PPA process. She invited comment from the faculty for each program.

    a. Welding
        Michael Davis stated that he has been at Hartnell for eight years, and never received any negative feedback for his program. He shared that he received zeroes on his enrollments since he wasn't able to teach online due to the pandemic. He included the fact that his enrollments are lower because his classes are more units, and there are less students due to the specialized content. He added his concern that he wasn't advised about the issues with his program until the Friday before this meeting. Dr. Wilkinson stated that she became aware of the issues with this program when she reviewed the PPA in April. She added that it was important to get the conversations started, so we can continue discussion at the beginning of Fall 2021. Ms. Wenger stated that she knows Mr. Davis' program very well, and it would be a loss to our institution if we were to lose this important program. Dr. Trengove added that the bulk of the data under discussion is pre-pandemic (data is from 2017-2018, 2018-2019, and 2019-2020). Dr. Wilkinson reminded everyone that this process is not intended to discontinue the program, but rather to review and try to make it more vital.

    b. Manufacturing
        Dr. Locke commented that we just hired a FT faculty member in this program, so she is curious what the dean's plan was when the faculty was hired. She has been working with the new faculty member on curriculum, so she is embarrassed that the program is up for revitalization. Ms. Wenger added that since it went through revitalization, it has consistently had low enrollments and cancelled classes. She stated that the program needs a chance to find its audience. Dr. Wilkinson stated that conversations have been going on between the dean and the new faculty member, who is aware that revitalization may need to be done to strengthen the program. Dr. Locke shared her hope that the program faculty receives institutional support should revitalization be recommended and approved.

    c. Digital Web and Mobile Development
        Ms. Svendsen shared enrollment data for her courses. She stated that students will not succeed with classes continually being cancelled. She added that she has requested for the last three years for her program to be moved from STEM to CTE. Ms. Svendsen stated she worked with Assistant Dean Sharon Albert, and information presented at the CTE Expo has received positive feedback. She stated that this has been her third time before the Council. Dr. Yahdi, Interim Dean of STEM, assured everyone that the PPA was based on data only. He stated that this process is exactly what is needed to determine what is best for the program and the students. Dr. Ceja inquired if we will be providing data for members to review before action is taken. Dr. Wilkinson advised that today is just a preliminary discussion. Ms.

O'Donnell stated that she will work with Dr. Wilkinson on outlining the factors that may not necessarily be indicated in the data.

ACTION
Data will be shared with members.

7. College ReDesign – status on program mapping and integrated webpages   Carla Johnson/
                                                                                      Scott Faust

Dean Johnson shared that they have been working with the CREST team on program mapping. They have also been working with an outside consultant, Concentric Sky, who is going to be hosting our program maps. Program maps are by certificate and/or by degree. Dean Johnson shared the link for the new Meta-Major landing page: https://hartnell.preview.programmapper.ws/academics
A survey was sent out to faculty to help find errors before the webpage goes live.

Dr. Lofman stated that the idea is for students to complete on a timely basis. If we can't do this, we need to adjust accordingly. At some point the institution may not be able to offer certain courses and may need to review. Dr. Locke inquired about finding errors through a survey – it's not ideal or efficient because this is a second database. She asked who will be maintaining the website and making changes if errors are found. Dr. Wilkinson stated that the expectation is for the C&I Office to maintain the website. Dean Johnson added that her team, Interim Dean Joy Cowden, and the C&I team will be able to correct errors after going live.

Mr. Faust shared that he is working with James Fitch and the CREST team to fill out the webpages. They have completed the initial versions, which he showed to the Council.

On behalf of CREST, Dr.Lofman stated in the chat: *"Many thanks to Carla, Norma, and the meta major co-leads for all the program mapping work this year! I've also asked Scott and James Fitch to give a presentation at next week's CPC meeting. Perhaps they'll have more at that time... the intention is to publish all integrated college redesign web pages prior to the fall 2021 term."*

OTHER ITEMS/BRIEF ANNOUNCEMENTS
1.   Ms. O'Donnell thanked everyone for their efforts and commitment to the Council.
2.   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.   AB705 presentation

NEXT MEETING(S)
- September 8, 2021
- October 13, 2021
- November 10, 2021
- December 8, 2021

ADJOURNMENT   Cathryn Wilkinson
Meeting adjourned at 5:15 pm.