



Academic Affairs Council  
Minutes  
September 8, 2021, 3-5 p.m.  
Via Zoom

Approved 10/13/2021

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. Linda Beam	Administration		X
7. Dr. Debra Kaczmar	Administration		X
8. Julie Stephens-Carrillo	Administration		X
9. Ana Gonzalez	Manager/Supervisor/Confidential	X	
10. Chynna Obana	C.S.E.A.	X	
11. Dr. Lisa Fischler	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. Seren Lara	ASHC	X	
Vacant	ASHC		

CALL MEETING TO ORDER

Cathryn Wilkinson

Meeting called to order at 3:14 pm. All members introduced themselves.

ACTION ITEMS

1. Consider Approval of the Agenda

Cheryl O'Donnell

**MOTIONED** (Wilkinson), Seconded (Gonzalez), unanimously approved.

Dr. Wilkinson made a motion that item #9 on the agenda, "Consider Approval of Program Revitalization per AP 4021," be changed from action to discussion today. We will take action in October.

2. Consider Approval of Minutes of May 12, 2021

Cheryl O'Donnell

**MOTIONED** (Gray), Seconded (Ceja), majority approved.

3. Consider Approval of Adjustment to Meeting Schedule:

Cheryl O'Donnell

March 30, 2022 in lieu of April 13, 2022 (Spring Break)

**MOTIONED** (Gonzalez), Seconded (McClary), majority approved.

Ms. O'Donnell explained that March 30 is the 5<sup>th</sup> Wednesday of the month, so it would be a good date to change our April meeting. Calendar e-vites will be adjusted accordingly.

4. Consider Zoom format for Fall 2021 meetings

Cheryl O'Donnell

**MOTIONED** (Wenger), Seconded (McClary), unanimously approved.

Motion to use Zoom format for the academic year 2021-2022, until circumstances change with COVID.

Ms. O'Donnell explained that she discussed with Dr. Rodriguez how we should handle the format of our Fall 2021 meetings. Dr. Rodriguez advised that each council can make that determination. Ms. Wenger stated that Zoom is helpful for her since she is on the Alisal Campus. Ms. Gonzalez agreed since she is based at the Soledad Education Center. Ms. O'Donnell offered to be available in E-112 if some members wish to meet in person for a hybrid meeting. VPIT Phillips advised that it is difficult to make hybrid meetings work because of the camera and microphones in the room.

#### INFORMATION/DISCUSSION/PRESENTATIONS

1. Review charge in the Handbook for Academic Affairs Council

Cathryn Wilkinson

Dr. Wilkinson reviewed the handbook with the members, and focused on the responsibilities of our council. She advised members that they can be a big part of the bridge between academics and the community. Dr. Wilkinson reminded everyone that we will have a new governance design for our councils and committees next year.

2. Review results of Spring 2021 survey

Cathryn Wilkinson/

Cheryl O'Donnell

Ms. O'Donnell reviewed the strengths and recommended improvements from members at our last meeting in Spring 2021. She continued by further reviewing recommended improvements:

- a. Training

We could ask Carol Kimbrough to present on training regarding governance.

Ms. Gonzalez commented that she didn't feel the need for training since the co-chairs take the time to explain our agenda items.

- b. Action and recommendations

Dr. Wilkinson explained that she reviewed the handbook further regarding action items. She stated that our council makes recommendations to the CPC. Ms. O'Donnell added that we also make recommendations to the Professional Development Committee for Flex Days, so we could take action on these items.

- c. Member presentations

Dr. Wilkinson stated there may be other areas and data that members may want to share with our council. She advised that Dr. Trengove is always willing to provide data; he has requested planning ahead of time when making a request.

Ms. Wenger stated that the enrollment report from the VPAA used to be a standing report in previous years.

Ms. O'Donnell stated that she and Dr. Wilkinson can ask members for agenda items. She also reminded everyone that we have two council members who have been very involved with AB 705, Dr. Peter Gray and Dr. Kelly Locke. It would be interesting to have a presentation on AB 705 data for Hartnell.

Dr. Wilkinson advised that all members are welcome to email her and Ms. O'Donnell with agenda items.

3. Curriculum Committee Report, including proposed curriculum audit Kelly Locke  
In Dr. Locke's absence, Dr. Wilkinson shared that we are implementing a new software system, Courseleaf, for curriculum. We are currently working on the catalog elements of Courseleaf. She added that if faculty want approval for distance ed courses, the emergency approval expires in December. Ms. Gonzalez shared that some students have taken to the DE modality, so she inquired if the DE approval process can be expedited for Spring 2022 offerings. Ms. O'Donnell advised that in order to approve a class for DE, there is a more extensive addendum that must be submitted by the faculty member. This does not have to go to the Chancellor's Office, so faculty could submit in Fall 2021 for the DE class to take effect in Spring 2022. Dr. Wilkinson mentioned that Carol Hobson could possibly do some training on DE pedagogy; she will contact Ms. Hobson to see what can be done.

4. Consider Approval of Program Revitalization per AP 4021 Cathryn Wilkinson
- Welding
  - Manufacturing
  - Digital Web and Mobile Development

This agenda item was moved from action to discussion.

Dr. Wilkinson advised that AP 4021 was revised by the Academic Senate last year. She reviewed all PPAs with the deans and brought to the Executive Cabinet programs of most concern in April 2021. AP 4021 requires that both our council and Senate bring forward the programs for consideration of review. Step 1 happened in May 2021, and Dr. Wilkinson received updated data from Dr. Trengove last week. This revised data was shared with the deans and faculty in the programs. Dr. Wilkinson added that the digital web and mobile development program has now improved enough to where it has fewer negative indicators. For welding and manufacturing, the data show that those programs have multiple low indicators; some of the indicators are enrollments, efficiency ratio, and completion.

Ms. Wenger commented that she is well-versed in the welding and manufacturing programs. Welding went without teaching a class for a whole year. It's not a big program, so small factors make a difference for the program. She requested data that indicated when the program started having problems. Dr. Wilkinson thanked Ms. Wenger for her input and reviewed the data provided through the IPRE webpage (see link on our council's webpage "[Data for AP 4021](#)"). Ms. O'Donnell advised that new Manufacturing faculty, Richard Chapman, was hired in Spring 2021 and the PPAs were completed in Fall 2020. Ms. Wenger shared that the Alisal Campus works really hard to help CTE students complete quickly, but sometimes it is difficult because classes are cancelled and students can't finish on time. She stated that it feels punitive for these small CTE programs. Dr. Wilkinson spoke on behalf of Cabinet, and they are looking at whether or not we are supporting the most effective programs. VPIT Phillips agreed with Ms. Wenger, and added that we can't only look at the data from IPRE. He used the nursing program as an

example; they are a small program, but we need nurses so it is effective for us to provide this program. He added that while it does seem punitive, the district needs to take a look at how we can best help the programs under consideration of revitalization.

Dr. Wilkinson stated that all programs reflected on their progress/success in their PPAs. She added that programs with red flags in their data should have taken the time to reflect on the reason for the red flag. Ms. Wenger inquired if it was based on the recommendation of the dean of the program for revitalization. Dr. Wilkinson advised that it was a combination of a dean recommending (not all did), her observations, and Cabinet’s review. Ms. O’Donnell shared the report that faculty review so they can comment on their particular programs in the PPA. She added that while it is nerve-wracking for faculty who have programs brought forward under AP 4021, this is a positive process to help revitalize a program, not discontinue it.

5. Introduction of Faculty Professional Development Coordinator,  
Jennifer Baumback Cathryn Wilkinson  
Dr. Wilkinson shared that Ms. Baumback was unavailable to join us today. We will bring this agenda item forward next month.

6. Academic Senate Report Cheryl O’Donnell  
Ms. O’Donnell sent a summary report to all constituent groups today. It summarizes all actions taken by the Senate last year. She shared that they plan to do some strategic planning for this year.

7. Items to be considered for future agendas Cheryl O’Donnell
- Professional development - October
  - Continuation of AP 4021 - October
  - AB 705 presentation – later in Fall

**OTHER ITEMS/BRIEF ANNOUNCEMENTS**

1. None

**NEXT MEETING(S)**

- October 13, 2021
- November 10, 2021
- December 8, 2021
- February 9, 2022
- March 9, 2022
- March 30, 2022
- May 11, 2022

**ADJOURNMENT**

Meeting adjourned at 4:40 pm.

**MOTIONED** (Phillips), Seconded (Wenger), unanimously approved.

Cathryn Wilkinson