



**Academic Affairs Council  
Minutes  
October 9, 2019, 3-5p.m.  
E-112**

**MEMBERS**

Name	Representing	Present	Absent
Dr. Lori Kildal	Administrations	X	
Lisa Storm	Academic Senate/Faculty	X	
Dr. Kelly Locke	Curriculum Committee/Faculty	X	
Maria Ceja	Administration	X	
Dave Phillips (Maj-Britt Kimm, designee)	Administration	X	
Terri Pyer	Administration	X	
Kathy Mendelsohn	Administration		X
Julie Stephens-Carrillo	Administration	X	
Ana Gonzalez	Manager/Supervisor/Confidential		X
Vacant	C.S.E.A.		
Vacant	C.S.E.A.		
Vacant	L-39		
Marnie Glazier	Faculty	X	
Peter Gray	Faculty	X	
Violeta Wenger	Faculty	X	
Janeen Whitmore	Faculty		X
Vacant	Faculty, Adjunct		
Joshua Flores	ASHC	X	
Nicole Polo	ASHC		X

**Others**

Name	Title or Representing	Present	Absent
Cheryl O'Donnell	Faculty/Academic Senate	X	
Laurencia Walker	Administration	X	
Yeraldiny Jose Alonzo	C.S.E.A.	X	
Matt Trengove	Administration	X	

**CALL TO ORDER & INTRODUCTIONS**

Meeting called to order at 3:06pm.

Lori Kildal

**ACTION ITEMS**

1. Consider Approval of Minutes of September 11, 2019 Lori Kildal  
**MOTIONED** (Pyer), Seconded (Locke), unanimously approved with changes. Dr. Locke advised that on discussion item #2, "CV" codes should be "CB codes."

**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. Curriculum Committee

Kelly Locke

Dr. Locke shared that she could use assistance from the deans to remind faculty about courses needing revision. There are few courses ready for the next Curriculum Committee meeting. If anyone has any questions, please contact Dr. Locke at [kl Locke@hartnell.edu](mailto:kl Locke@hartnell.edu).

### 2. AB 705 Update

Kelly Locke

Dr. Locke shared that they will be holding a collaboration meeting this Friday with MAT/ENG/COU faculty. The idea is to share experiences with the AB 705 process. Faculty teaching 1AX classes, as well as others involved in the process, will be asked what does and doesn't work. Counselors are going to ask faculty for feedback on how students are doing. Dr. Locke shared that they also have much to prepare to make noncredit successful. Dr. Kildal shared that many of the administrators are aware of the issues with automating registration of noncredit and not-for-credit students, but there are issues that need to be addressed internally.

### 3. Enrollment Update

Lori Kildal

Dr. Kildal reviewed the document on the council's webpage. She explained to new members that FTES stands for "Full-Time Equivalent Student." Summer 2019 target was met. For Fall 2019, we are looking good – positive attendance and noncredit classes won't be added until the end of the semester. Dr. Kildal congratulated everyone for their hard work in helping us get closer to our target FTES.

Dr. Kildal advised that low spring enrollments tend to be a trend at all schools around the country. Since we are doing so well in the fall, this gives us a little cushion in case we don't hit the target FTES in the spring.

### 4. Tenure Review (3:30-3:50pm)

Cheryl O'Donnell

Ms. O'Donnell reviewed her PowerPoint presentation on the council's webpage. She shared that there have been many probationary faculty that go through the process of tenure review every year. There was discussion amongst the Tenure Review Committee and at Academic Senate about the possibility of changing the process from hard copy binders to electronic format. Ms. O'Donnell explained that the evaluation process has not changed – the only difference is the method of submission from binders to USBs.

If anyone has questions, please feel free to contact Ms. O'Donnell at [codonnell@hartnell.edu](mailto:codonnell@hartnell.edu).

### 5. Dual Enrollment Update (3:50-4:15pm)

Laurencia Walker/  
Yeraldiny Jose Alonzo

Ms. Walker shared the PowerPoint presentation on the council's webpage. She stated that the auto class at San Benito High School, our newest partner, is the only class that has been approved for this academic year. As she reviewed the slides on achievement data, Ms. Walker shared that Rancho Cielo has the

#### **Hartnell College Mission Statement**

*Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.*

lowest retention rates, but they were excited by the success rates of their students. Dr. Locke stated her concern that faculty at Hartnell's campuses may feel pressured to lower their rigor in order to achieve the high success rates as the high schools. Dr. Glazier inquired if there have been talks about Hartnell faculty mentoring the high school teachers. Ms. Walker shared that there have been proposals brought forward by herself and HSI Director, Moises Almendariz, to the Academic Affairs deans and directors. High school faculty have expressed interest in being mentored by our faculty, so Ms. Walker and Mr. Almendariz will bring the proposals forward for consideration again.

If anyone has questions, please contact Ms. Walker at [lwalker@hartnell.edu](mailto:lwalker@hartnell.edu).

6. Hanover Research Student Satisfaction Survey (4:15-4:45pm)

Matt Trengove

Dr. Trengove shared that we commissioned a student satisfaction survey from Hanover Research; this is the last survey to be conducted by Hanover. He reviewed the recommendations on slide 4, and emphasized that the main difficulty for our students is balancing personal responsibilities with academic ones.

Dr. Trengove also reviewed the students' feedback at the end of the PowerPoint presentation. Ms. Storm inquired as to what was going to be done with the feedback. Dr. Trengove stated that Student Services commissioned this survey, and hopefully will use the feedback. Dr. Locke advised that caution must be taken when considering the feedback.

If anyone has questions, please contact Dr. Trengove at [mtrengove@hartnell.edu](mailto:mtrengove@hartnell.edu).

#### OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Due to the number of new members joining us today, Dr. Kildal had everyone go around the room and introduce themselves.

#### NEXT MEETING(S)

- November 13, 2019
- December 11, 2019

#### ADJOURNMENT

Lori Kildal

**MOTIONED** (Locke), Seconded (Gray), unanimously approved.

Meeting adjourned at 4:52pm.