



**Academic Affairs Council
Minutes
October 10, 2018, 3-5p.m.
E-112**

Approved 11/14/18

MEMBERS

Name	Representing	Present	Absent
Dr. Sonja Lolland	Administrations	X	
Lisa Storm	Academic Senate/Faculty	X	
Dr. Kelly Locke	Curriculum Committee/Faculty	X	
Clint Cowden	Administration		X
Ana Gonzales	Administration	X	
Kathy Mendelsohn	Administration	X	
Dr. Luz Ortega	Administration		X
Dave Phillips	Administration		X
Terri Pyer	Administration		X
Marina Reyes	C.S.E.A.	X	
Vacant	L-39		
J. Tony Anderson	Faculty		X
Bob Maffei	Faculty	X	
Jim Riley	Faculty	X	
Violet Wenger	Faculty	X	
Vacant	Faculty, Adjunct		
Estefania Escalante Solis	ASHC	X	
Ricardo Morales	ASHC	X	

Others

Name	Title or Representing	Present	Absent
Shannon Bliss	Administration	X	
Layheng Ting	C.S.E.A.	X	

CALL TO ORDER & INTRODUCTIONS

Sonja Lolland/
Lisa Storm

Meeting called to order at 3:08pm.

ACTION ITEMS

1. Consider Approval of Minutes of September 12, 2018
MOTIONED (Maffei), Seconded (Escalante Solis), majority approved with changes, abstention (Gonzales).

Lisa Storm

Dr. Locke noted that there is a typo in the first sentence under “Enrollment” (“are” should be “our”). Correction will be made.

Ms. Storm noted that her statement regarding anti-quorum was not included. She requested that the following be added to the minutes (under “Review of Council Handbook”): Ms. Storm spoke about the anti-quorum clause in the council’s handbook, under “Voting to Recommend Action/Approval.” She also spoke about anti-disparagement, under “Member Responsibility and Expectations for Participating in Governance.”

INFORMATION/DISCUSSION/PRESENTATIONS

1. AB 705 Decision Rules & Proposed Curricular Changes

Kathy Mendelsohn/
Shannon Bliss

Dean Bliss and Dean Mendelsohn reviewed the PowerPoint on the council’s website. They shared that English and Math faculty will be meeting regarding AB 705 next Friday at the College Transition Summit. Dean Mendelsohn added that Hartnell first found out about AB 705 in Fall 2017. Many discussions happened and the English Department decided to encourage students to move from ENG 253 to ENG 1A (challenge process). Dean Bliss added that basic skills are still crucial, but the idea is to help students by not requiring them to take too many basic classes.

If anyone has questions, please contact Dean Bliss at sbliss@hartnell.edu and Dean Mendelsohn at kmendelsohn@hartnell.edu.

2. Enrollment

Sonja Lolland

Dr. Lolland reviewed the “Summary” – target goal takes a look at our actual FTES for Summer 2018, Fall 2018, and Spring 2019 and multiplies by 3% growth to obtain our total target goal of 7374 FTES. We are actually up by 88 FTES. The good news is that we are growing in some areas. The efficiency measures are staying steady. Dr. Lolland stated that we are trending up by 7 FTES.

Mr. Maffei inquired if there is data on the growth in online versus face-to-face classes. Ms. Storm responded that our accreditation report states that we offer 5% of our courses via distance education (DE). Dean Mendelsohn stated that the deans were asked not to increase DE classes in the past. Dr. Locke stated that the research group was asked to look specifically into DE classes.

3. Curriculum

Kelly Locke

Dr. Locke reported that the Curriculum Committee started the degree review process – they have BIO, ADJ, EGN, NRN, and updated their descriptions. There was a little glitch with none of the disciplines being prepared to answer questions. After she contacted the disciplines, they have all submitted their information to her.

ACTION

Dr. Locke will send Dina the link to her Google folder for sharing with the council.

4. Update on Handbook Changes

Sonja Lolland

Dr. Lolland shared that Dr. Lewallen confirmed the changes to the handbooks were approved in the College Planning Council. He advised that the intent of the last bullet point (under “Member Responsibility”) was not to disallow conversation, but rather for members to support the decision made by the council.

Ms. Storm stated that the anti-quorum rule was not approved in the CPC minutes. She doesn’t like the current quorum rule, and encourages everyone to speak up about it.

5. Noncredit Strategic Plan

Ana Gonzales

Ms. Gonzales reviewed the Chancellor’s definition of noncredit; there are 10 different categories of noncredit. She also reviewed the funding formula – Hartnell has been approved for enhanced funding for noncredit ESL courses. Ms. Storm asked if a course is offered in the inmate education program, do we receive more funding? Ms. Gonzales needs to check further into this.

Ms. Wenger inquired how students are notified about classes. Ms. Gonzales stated that flyers are shared with parents of current Hartnell students. Potential students also find out through word of mouth.

Webinars doc: Pages of interest – page 9 (Credit ESL) and page 11 (Corequisite Noncredit Course) – Dr. Locke added that the Curriculum Committee considered offering noncredit support courses (Math Academy) and were denied by the Chancellor’s Office. She stated that the follow up items were the reason for denial (i.e., title, content, etc.). Mr. Maffei questioned when the denials happened; Dr. Locke stated that this was recently – post AB 705 implementation.

Dr. Lolland inquired as to the members of the Task Force. Dr. Locke stated that members included: Mary Dominguez (Admission & Records), Dave Phillips (Information Technology), Herbert Cortez (Curriculum & Scheduling), Kathy Mendelsohn (Languages, Learning Support & Resources), Ana Gonzales (Noncredit), Kelly Locke (Curriculum Committee/Math faculty), Bronwyn Moreno (Student Affairs, Special Programs), Laura Zavala (HEP), James Beck (ESL faculty), and Steve Ettinger (Music faculty). Dr. Lolland suggested that it might be helpful to reconvene the task force.

ACTION

- Dr. Lolland will meet with Dr. Locke to follow up on the denied noncredit support courses. They will also discuss a reconvening of the Noncredit Task Force.
- We will bring noncredit support courses back to the council for discussion.

6. CCSSE 2018 Findings for Hartnell College

Layheng Ting

Dr. Ting shared that we administer CCSSE every four years. She compared the 2014 CCSSE with 2018 CCSSE. Dr. Ting advised that if anyone would like to see the raw data, please contact her at

lting@hartnell.edu. The new Director of Institutional Research will start on October 22, 2018, and further questions can be directed to him.

7. Project for the Council All
Dr. Lolland recommended that we table this topic for our next meeting. All agreed that we will move this to the top of the November agenda.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Accreditation Update Sonja Lolland
Dr. Lolland shared that they met with Richard Mahon who is an accreditation expert. There are a couple of areas that need updates, but overall our report looks good. She commended Dean Mendelsohn and her committee for their great work on Student Learning Outcomes. Our goal is to gather the remainder of information recommended by Mr. Mahon, so it can be moved forward to Academic Senate.

Ms. Storm encouraged everyone to provide feedback on the ISER at: [Accreditation Feedback](#)
Dr. Lolland advised that a couple of the standards need additional content.

NEXT MEETING(S)

- November 14, 2018
- December 12, 2018

ADJOURNMENT

Sonja Lolland/
Lisa Storm

Meeting adjourned at 4:59pm.

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.