



**Academic Affairs Council
Minutes
October 13, 2021, 3-5 p.m.
Via Zoom**

Approved 11/10/2021

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. Mariana Downie	C.S.E.A.	X	
11. Chynna Obana	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		

Others

Name	Title or Representing	Present	Absent
Peter Calvert	Faculty	X	
Richard Chapman	Faculty	X	
Michael Davis	Faculty	X	
Clint Cowden	Administration	X	

CALL MEETING TO ORDER

Meeting called to order at 3:03 pm.

Cathryn Wilkinson

ACTION ITEMS

1. Consider Approval of the Agenda

MOTIONED (Wilkinson), Seconded (Gray), unanimously approved.

Cheryl O'Donnell

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.*

2. Consider Approval of Minutes of September 8, 2021 Cheryl O'Donnell
MOTIONED (Gray), Seconded (McClary), unanimously approved.

3. Consider Approval of Program Revitalization per AP 4021 Cathryn Wilkinson
a. Welding
b. Manufacturing

Dr. Wilkinson explained that this is an initial step to recommend revitalization. Dean Cowden reviewed his [PowerPoint presentation](#), which is posted on the council's webpage. He explained that the state identified areas that would make California competitive – advanced manufacturing was the 2nd sector, behind health care. Dean Cowden shared state labor market data that provides the number of graduates from public and private schools, as well as job openings in the region for CTE programs. This data included Monterey, Santa Cruz, and San Benito Counties. As a region, Hartnell and Cabrillo are the only community colleges that supply welding students. Regarding manufacturing, Hartnell has a massive deficit of students we supply to the industry, and Hartnell is the only community college that has this program in our region. Our number one program with the most articulation with high schools is the manufacturing program, followed by the welding program. Dean Cowden cautioned that it is difficult to interpret the fill rates because caps for class sections are set in the system based on estimates of expected enrollment in advance of each semester.

MOTIONED (Locke), Seconded (Ceja), majority voted no – welding program will not move forward for revitalization.

Motion to forward the welding program into the next step (Academic Senate) for AP 4021 process for revitalization. Dr. Locke stated that she would make the motion for the purposes of discussion, with the caveat that she does not agree, and seconded by Dr. Ceja. Welding instructor Michael Davis shared that he had a 33% cancellation rate due to one less year of teaching face to face during COVID. He stated that in 2017, Hartnell had statewide recognition of our program. Mr. Davis shared that he's a former Hartnell student who learned his welding craft locally, and he advocated for keeping the welding program at the community college level. He recommends that no action be taken on the welding program.

Dr. Locke echoed what Mr. Davis shared, and she added context – the Curriculum Committee reviewed all CTE programs in 2018, and Mr. Davis worked hard to get his newly revised welding program to the committee. The newly revised program became available to students in 2019-2020, so the new program was only available to students during the majority of COVID. Dr. Locke emphasized that they just did all the work to revitalize the welding program, and it hasn't had a chance to show that it works. She advocated for not putting the program through another revitalization.

Dr. Ceja inquired about the numbers that Dean Cowden looks at for the programs. Dean Cowden stated that he looks at job openings in Monterey, Santa Cruz, and San Benito Counties, and he also looks at numbers of completers. He added that students who take one class to increase their current wage look at their class completion as a success. Other students may not take classes to increase their wages, but ensure that they have a steady job to provide a stable home.

Ms. Wenger stated that the completion of an associate degree isn't a level of success for welding students, because they come for the skill building. Ms. Gonzalez agreed with Dean Cowden that targeted marketing is key, and the ESL students she works with have expressed interest in welding. Ms. O'Donnell stated that

CTE is not your standard transfer-type program where we look at the same ratios as other classes (e.g., history).

Dr. Wilkinson commented that the fork in the road before this council is to make a recommendation whether or not the program should go through revitalization. Mr. Davis stated that what he learned from COVID was a change in the direction for the welding program – they’ve incorporated hybrid for open labs, and he’s become more open to other changes. Dr. Locke added that the deans are the ones who should work with their faculty to help them incorporate changes to enhance their programs.

MOTIONED (Ceja), Seconded (McClary), majority voted no – manufacturing program will not move forward for revitalization.

Motion to forward the manufacturing program into the next step (Academic Senate) for AP 4021 process for revitalization. Manufacturing instructor Richard Chapman shared that they have adopted five noncredit courses – two of these courses will be offered in Spring 2022. He is working on six credit courses – four in advanced ag processing, and two in advanced ag production. He is currently attending a course at MIT on dynamic smart manufacturing, and he’s recently become certified in various programs that will allow him to certify his students. Mr. Chapman stated that he hopes the changes they are incorporating make a difference to the manufacturing program, and looks forward to teaching local high school students and industry workers. Mr. Chapman added that they are looking at competency based education similar to Cal Poly’s.

Dr. Locke provided history on the manufacturing program, which went through a degree revision in 2018 (for academic year 2019-2020), so the program not only went through revisions but through the revitalization process. Much time and effort was spent by the revitalization committee and the faculty in the program, so she stated that the district should have considered this when hiring a new faculty member. She has been working closely with Mr. Chapman to work on the revised manufacturing curriculum. Ms. Obana asked for clarification on the timeframe for improvement. Dr. Wilkinson explained that the Program Evaluation Committee (PEC) reviews and determines the timeframe for improvement. Dr. Locke reminded everyone that it’s about a year long process from the time something is approved by the Curriculum Committee to when it is implemented in the catalog.

Dr. Wilkinson thanked both faculty for their input. She advised for future program reviews faculty need to do their best to improve their programs so it doesn’t go to Cabinet for review – pay attention to the red highlights in the data provided by the IPRE Department. She thanked all members for their participation in this process. Ms. O’Donnell thanked Dr. Wilkinson for her leadership, and mentioned that it would be great to have collaboration between our council and Academic Senate to review IPRE’s data before reports go to Cabinet.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Training: Robert’s Rules (3:15-3:30pm)

Peter Calvert

Mr. Calvert presented a brief training on Robert’s Rules of Order. He will send Dina his PowerPoint presentation and his script for posting on the council’s webpage. He recommends the book [Robert’s Rules of Order In Brief](#) for members who are interested in learning more. If anyone has further questions, please contact Mr. Calvert at pcalvert@hartnell.edu.

2. PPA Budget Requests

Cathryn Wilkinson
Cheryl O'Donnell

Dr. Wilkinson explained the PPA process – faculty submit their requests to their dean, and the deans ranked based on the highest need. She explained that the full-time faculty requests are pulled out to be reviewed by the Full-Time Faculty Hiring Committee (FTFHC), and recommendations move forward for review by Cabinet. She is fairly confident that we will be able to fund the majority of other number one ranked requests. There were also many items that the deans can purchase through other sources, such as CARES funds or a grant. Ms. O'Donnell asked about the [PPA timeline](#); Dr. Wilkinson advised that the deans should have funds in their accounts by December 7, 2021. This is why she advised the deans to utilize other funding, if available, to purchase requested items.

Ms. Wenger voiced her concern about the CTE faculty positions. Dr. Wilkinson encouraged faculty to contact Dr. Jason Hough to provide input for the Senate's Full-Time Faculty Hiring Committee.

3. Introduction of Faculty Professional Development Coordinator

Cathryn Wilkinson

❖ Tabled for November

4. PAWS Self-Serve: Add Authorization, Drops, and Grades

Maria Ceja

Dr. Ceja shared an [explanatory video](#) and explained that the self-serve option will enable faculty to add students without the issues previously experienced with add codes. On the student end, students can find a class and, if there is an opening, they can click on an option to request to be added. Dr. Wilkinson asked if faculty can use this option to add students above the course cap; Dr. Ceja advised that they don't have this option. Dr. Ceja added that they are working on migrating the drop process in the self-serve. They are very excited to offer this option to faculty in the near future.

Ms. O'Donnell inquired if faculty have offered to be a part of the pilot program for Add Authorization this fall. Dr. Ceja stated that a few faculty have volunteered, and asked for other faculty volunteers. If anyone has questions or would like to volunteer, please contact Dr. Ceja at maceja@hartnell.edu.

5. Curriculum Committee Report, including proposed curriculum audit

Dr. Kelly Locke

❖ Tabled due to lack of time

6. Enrollment Report

Cathryn Wilkinson

❖ Tabled due to lack of time

7. Academic Senate Report

Cheryl O'Donnell

❖ Tabled due to lack of time

8. Items to be considered for future agendas

Cheryl O'Donnell

Dr. Wilkinson requested that members email her and Ms. O'Donnell for future agenda items.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. None

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. AB705 Presentation

NEXT MEETING(S)

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

ADJOURNMENT

Meeting adjourned at 5:01 pm.

MOTIONED (Obana), Seconded (McClary), unanimously approved

Cathryn Wilkinson