



**Academic Affairs Council
Minutes
December 11, 2019, 3-5 p.m.
E-112**

MEMBERS

Name	Representing	Present	Absent
Dr. Cathryn Wilkinson	Administration	X	
Lisa Storm	Academic Senate/Faculty		X
Dr. Kelly Locke	Curriculum Committee/Faculty		X
Maria Ceja	Administration	X	
Dave Phillips	Administration		X
Erica Rowe (designee for AVP HR)	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		
Dr. Marnie Glazier	Faculty		X
Dr. Peter Gray	Faculty	X	
Violeta Wenger	Faculty		X
Dr. Janeen Whitmore	Faculty		X
Vacant	Faculty, Adjunct		
Joshua Flores	ASHC		X
Nicole Polo	ASHC		X

Others

Name	Title or Representing	Present	Absent
Sharon Albert	Administration	X	

CALL TO ORDER & INTRODUCTIONS

Cathryn Wilkinson

Meeting called to order at 3:00 pm. Dr. Wilkinson welcomed everyone, introduced herself, and reviewed the membership with those present.

ACTION ITEMS

1. Consider Approval of Minutes of November 13, 2019

Cathryn Wilkinson

Due to lack of quorum, minutes could not be approved. Dr. Wilkinson requested that everyone review the minutes and let Dina know if there are any edits.

2. Membership and vacancies

Cathryn Wilkinson

Dr. Wilkinson reviewed the membership listed in the council handbook. She will work with Ms. Storm to fill our vacancies.

3. Revitalization of Digital Web & Design

Sharon Albert

For reference: [AP 4021](#)

Due to lack of quorum, Dr. Wilkinson advised that Dean Albert will only share information today. Dean Albert shared a packet of handouts with the members, and stated that she has a variety of reports for our region indicating there is a significant undersupply of workers. This type of training is in high demand. Dean Albert shared that this program was originally brought forward for Revitalization, Suspension, or Discontinuance, under AP 4021, in February 2017. She reviewed the multiple indicators for the request:

- No Advisory Committee
- Decreasing enrollment trends
- Poor rate for student achievement of program goals
- Poor success and retention within program courses
- Changes in community/student needs or interests

Dean Albert shared that Dr. Matthew Trengove provided updated data on Digital Web and Mobile Development. She reviewed the data of enrollments from 2015 to 2019. Dean Mendelsohn inquired as to what is being done differently to grow enrollment. Dean Albert advised that she is merely presenting the information on behalf of the area dean. Dr. Gray inquired as to who the faculty is/are; Dean Albert advised that we have one full-time faculty and two part-time faculty for the program. Dr. Wilkinson advised that, in general, we need to stay current with our programs and have to look at what is available and in demand. Dean Albert continued by sharing her own experience with CTE courses that were under revitalization when she arrived; these program are now thriving.

Dean Albert stated that there is concern about students being able to successfully pass a fully online class. If it was a CTE program under her supervision, she would recommend hybrid classes. Dr. Wilkinson explained that courses are coded by the Chancellor's Office; this particular program is coded as CTE.

Dr. Wilkinson inquired about the handout from the 2018-2019 catalog. Dean Albert stated that this is most likely the reason for the decline in enrollment. She confirmed that the note regarding revision has been removed from the current catalog.

Ms. Stephens-Carrillo shared that K-12 STEM enrollments have increased and their numbers are full. Dean Albert added that there is no clear path from high school to Hartnell. Dr. Wilkinson shared that her experience has been the faculty drive our curriculum. Dean Albert added that we have currently rewritten noncredit programs in Business; it's possible that this particular program would do well under a different discipline. Dr. Gray inquired if it would make sense for this program to move back to CTE; Dean Albert stated that it would make sense because it would have full support from CTE.

Dr. Wilkinson suggested that we add this topic to the "Future Agenda Items" heading. She acknowledged Dean Albert's hard work in gathering the data per Dr. Kildal's request.

INFORMATION/DISCUSSION/PRESENTATIONS

1. FTES Report

Cathryn Wilkinson

Dr. Wilkinson shared that she had one meeting with the strategic enrollment team. She inquired if any members had suggestions on how we can improve enrollments. Ms. Gonzalez shared that the noncredit numbers on the report are not accurate; they look low. She clarified that Irene Haneta in Admissions & Records processes the 320 Report, and the numbers don't match. Dr. Wilkinson explained that the 320 Report looks at a few different factors compared to our enrollment report, so it doesn't always line up to our predicted FTES. She will follow up the Curriculum & Instruction Office to see if we can align our data better.

Dean Mendelsohn suggested that we make a more concerted effort to encourage current students to register for Fall classes now. Last year, she worked with the previous dean of enrollment services to hold a registration rally. She also suggested that we try to figure out a way to keep low enrolled classes so the students who are graduating can finish on time. Dean Ceja shared that there are issues with ESL registering at the last minute. Ms. Gonzalez added that she also has to deal with noncredit classes needing to be registered manually (paperwork).

Dr. Wilkinson advised there are some districts in the state that schedule so well they do not have to cancel classes. Her goal is to get our schedule as close to what students need. Dean Mendelsohn shared that with AB 705, we can't easily predict with the current math and English data.

Ms. Gonzalez shared that her previous experience encompassed being a "recruiter" (marketing by sharing flyers with students) to help students register for classes. Dean Mendelsohn shared past practice where flyers would be printed, and commented that we spend a lot of time trying to figure out when to schedule classes.

ACTION

Dr. Wilkinson requested Ms. Ceja to take our council's feedback to her team for consideration.

2. Curriculum Committee

Kelly Locke

No report.

3. AB 705 Update

Kelly Locke

Dr. Gray shared a link with Dina to post for the members' information.

ACTION

Dina will post the PowerPoint presentation on the council webpage.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Ms. Ceja shared that final grades are due on December 17, 2019. She requested everyone share this deadline with faculty, as this makes a big difference for our students.
2. Today is Dean Mendelsohn's last meeting, as she is retiring as of January 2, 2020. She thanked everyone for all of their good wishes. Dr. Wilkinson shared that we hope to have a new dean join us soon.

FUTURE AGENDA ITEMS

1. Minutes of November 13, 2019 and December 11, 2019
2. Revitalization of Digital Web & Design
3. AB 705 Updates and Forecast
4. Enrollment Management Update

NEXT MEETING(S)

- February 12, 2020
- March 11, 2020
- April 8, 2020
- May 13, 2020

ADJOURNMENT

Meeting adjourned at 4:11 pm. |

Cathryn Wilkinson