



HARTNELL COLLEGE

### Academic Affairs Success Council

#### Minutes

September 13, 2024, 9am-11am / E-112 & Zoom

MEMBERS	Constituent Group	Present	Absent
1. Ram Subramaniam, Tri-Chair	Administrator	X	
2. Kelly Locke, Tri-Chair	Academic Senate	X	
3. Vanessa Meldahl, Tri-Chair	Confidential	X	
4. Marianne Fontes	Administrator	X	
5. Jason Garrett	Administrator	X	
6. Ana Gonzalez	Administrator	X	
7. Carla Johnson	Administrator		X
8. Fatima Barron-Vargas	CSEA	X	
9. Miriam Contreras	Confidential	X	
10. Maria De Leon	CSEA	X	
11. Jess Green	CSEA	X	
Vacant	Counselor		
Vacant	Meta Major Rep		
12. Sunita Lanka	Meta Major Rep	X	
13. Mohammed Yahdi	Meta Major Rep	X	
14. Alan Barron	ASHC	X	
15. Joshua Betts	ASHC	X	
16. Omar Campos	ASHC	X	
17. Emily Cruz	ASHC	X	

**Guests:** Carol Hobson and Tina Esparza-Luna

**1. Call Meeting to Order/ Reading of Council Charge**

The meeting was called to order at 9:00am.

**2. Approval of Agenda**

Dr. Garrett motioned to approve the agenda. Dr. Locke seconded the motion. The Council voted and the agenda was approved with no opposition or abstention.

**3. Approval of Minutes from April 12, 2024**

Ms. Green motioned to approve the minutes from April. Dr. Fontes seconded the motion. The Council voted and the minutes were approved with no opposition or abstention.

**4. First Reading of Faculty Hiring Resolution**

Dr. Locke explained to our new members that resolutions are used in Academic Senate to bring forward items needed or wanted to resolve an issue or problem – this helps to urge policies or practices. Dr. Subramaniam also provided context for this resolution for our new members. He explained that each year Hartnell hires a certain number of full-time faculty,

and there is a large group that gets together to rank requests for full-time faculty. This resolution is requesting the ranking and hiring process start and complete by the end of the spring semester, rather than continuing in the summer when faculty and students are not regularly available.

Dr. Yahdi asked for clarification regarding full-time faculty – is this referring to tenure track faculty, or temporary full-time faculty who are hired due to “emergency” situations? Dr. Locke advised the intent is that hiring committee screening processes for tenure track faculty would happen by the end of April, and thus avoid emergency situations. Dr. Garrett inquired how this affects the Business Office process – if we adopt this resolution, does this affect how things are processed? Dr. Subramaniam advised we will have to figure this out as we put this practice in place. Dr. Fontes inquired if this affects spring hires as well. Dr. Locke advised that this doesn’t necessarily preclude spring hires; they would not be a part of the prioritization process. Mr. Betts inquired about the number of full-time faculty we can hire; Dr. Subramaniam advised that we can hire three full-time faculty this year. Mr. Betts shared that it would be nice for a student to be a part of the Full-Time Faculty Hiring Committee; there aren’t enough instructors in the STEM area and many students are on the wait lists.

**NEXT STEPS:**

- This resolution will be brought back to our council next month for a 2<sup>nd</sup> reading.
- Send any questions to Dina for consideration next month.
- ASHC will have a student representative on the committee if someone volunteers.

**5. AB 1705 Report Update**

Dr. Fontes provided context regarding AB 1705 for our new members. Students must be placed in transfer level English and math classes – we can no longer place students in pre-transfer or remedial English and math. The funds received from the State Chancellor’s Office is helping us research, develop, and implement support for our students. Dr. Fontes provided an update that the math department, English department, and academic support met and discussed creation of communities of practice to support students. They are committed to continuing with the professional development, based on cultural relevancy in the classroom; they considered if the projects worked. Math implementation will take place in 2025. Standards based grading has been incorporated in exams. Prerequisite materials are also being imbedded in requisite courses such as calculus. Calculus faculty will be using the funding to attend conferences to learn more tools.

**6. DE Plan**

Dr. Subramaniam provided context for our new members. DE stands for distance education (online classes) and we have a DE Committee that primarily consists of faculty who teach online. Ms. Hobson and Ms. Esparza-Luna presented the first draft of the DE Plan last academic year, and based on feedback they received, they are back to share their update with our council. Dr. Subramaniam explained that regular and substantive interaction (RSI) means that the instructor must be available on a regular basis. Ms. Hobson shared that they brought the plan to the Student Success Conference in August and received more feedback from faculty. Ms. Esparza-Luna stated that they need buy-in from all members of our campus community to make this plan successful.

Ms. Esparza-Luna shared that they removed the Associate Vice President (AVP) position, as this is not on the table at this point. Also, due to the Accrediting Commission for Community and Junior Colleges (ACCJC) requirements for online classes, we may need to separate RSI and accessibility for now and emphasize RSI to meet the ACCJC requirements. We will have an onsite visit from the ACCJC team in Spring 2027, and they will be looking at our classes from academic year 2025-2026. Ms. Hobson shared that she has accessibility training available for faculty.

The point of the Student Services section is that we need to offer comparable services to online students. As a side note, Dr. Garrett shared that Dr. Subramaniam tasked him and Ms. Gonzalez to create a DE Hub at the King City Education Center (KCEC). Dr. Subramaniam shared more information about this pilot at KCEC – there is a room (DE Hub) that is available for online students to go for tutoring and assistance with their classes.

Ms. Hobson shared that they received much positive feedback on the web-enhanced courses portion. For the tenure/faculty observation process, she added that peer reviewers and deans must be trained to evaluate online classes.

The DE Committee will be reviewing the draft at their meeting today. Next step is for the DE Plan to go to the Academic Senate for approval.

## **7. Summer Term Length**

Dr. Subramaniam shared that the academic affairs deans are trying to determine the appropriate length of time for summer term. Some classes currently run for 8 weeks or 6 weeks, and we are considering changing the term for Summer 2025 to be 8 weeks only. The exception would be for the Upward Bound program, which needs to have 6-week classes for their students.

Dr. Garrett shared that he had difficulty hiring tutors this summer for the Panther Learning Lab because their student workers weren't enrolled in summer classes. He noted that this is a direct conflict with our mission to support student success, especially since summer courses are difficult to complete successfully without the ability to build a lot of time out of class – it's problematic to expect our tutors to be enrolled in summer classes and be able to support academic success. Dr. Subramaniam thanked Dr. Garrett for his input and recommended that we bring the topic of student workers as an agenda item to this council.

Ms. Green shared that it is difficult to schedule classes when the number of weeks is inconsistent. She advocated for the same number of weeks in the summer, so they can build a consistent block schedule – this would help students by not having overlapping classes and rooms would also be available.

Dr. Lanka suggested considering the types of students who take summer classes. Often, students are retaking classes because they couldn't finish the fall or spring classes due to extraneous circumstances or they didn't pass with the grade they expected.

Mr. Barron inquired as to the reason for 8-week or 6-week classes. Ms. Green explained that

the normal term is 16 weeks, so half of that works well for summer. Dr. Subramaniam explained further that from a faculty member's point of view, they can easily organize a class for an 8-week session.

Dr. Subramaniam asked the students what offerings they would like to see for the summer. Mr. Barron shared that he'd rather focus on internships or clubs because the summer classes seem more unorganized to him. Ms. Cruz shared that she took BIO in the summer, and she felt that she didn't learn as much as she would during a regular semester. Mr. Betts shared that we should offer more classes in the summer. Dr. Garrett mentioned that we can analyze data about classes that are missing for students to complete their education path. He agreed with the students that we shouldn't overload them with difficult classes in the summer. Dr. Subramaniam summarized that we should offer traditionally high enrolled classes.

**NEXT STEPS:**

Bring the topic of student workers to next month's meeting.

**8. Closing Comments/Adjournment**

Council members introduced themselves.

The meeting adjourned at 10:42am.

**NEXT MEETING(S)**

October 11, 2024

November 8, 2024

December 13, 2024