



**HARTNELL COLLEGE**

**College Planning Council**

**Minutes**

**May 6, 2020, 3-5:00 p.m.**

**E-112/Via Zoom**

**MEMBERS**

Name	Representing	Present	Absent
1. Patricia Hsieh	Administration	X	
2. Lisa Storm	Academic Senate	X	
3. Linda Wilczewski	Administration	X	
4. Romero Jalomo	Administration	X	
5. Clint Cowden	Administration	X	
6. Cathryn Wilkinson	Administration		
7. Brian Lofman	Administration	X	
8. Jackie Cruz	Administration	X	
9. Mostafa Ghous	Administration	X	
10. Herbert Cortez	CSEA	X	
11. Christine Svendsen	HCFA	X	
12. Daniel Lopez	Faculty	X	
13. Emily Rustad	Faculty	X	
14. Mohammed Yahdi	Faculty	X	
15. Carol Kimbrough	Faculty, Adjunct	X	
16. Delia Edeza	CSEA	X	
17. Fanny Salgado	CSEA		X
18. Belen Gonzales	CSEA	X	
19. Guy Hanna	CSEA (Alternate)		X
20. Vacant	Associated Students		
21. Vacant	Associated Students		
22. Vacant	L-39		
23. Vacant	Faculty		
24. Vacant	Faculty		

**GUESTS**


**CALLED TO ORDER**

The meeting called to order at 3:04 p.m.

**1. Approve May 20, 2020 Agenda** **Patricia Hsieh/Lisa Storm**  
MSC: Lofman/Yahdi to approve agenda as written.

**2. May 6, 2020 Minutes (Action)** **Patricia Hsieh/Lisa Storm**  
MSC: Yahdi/Gonzales to approve minutes as presented.

**3. Emergency Management Team (Discussion)** **Linda Wilczewski**  
MSC: Yahdi/Cortez to move item to end of agenda.

**4. Review and Approve of Budget Limitation Information (Action)** **Patricia Hsieh/Lisa Storm**

MSC: Lofman/Kimbrough Moved so that the list be approved as a starting point for the ASC to finalize over the summer with budget details, and bring back a final list with recommendations to the CPC at its first meeting in the fall. With a friendly amendment from Belen Gonzales that ASC is given the power to form small groups to examine the different areas. The purpose of the groups will be to obtain facts and figures to help make informed decisions. The groups will seek input from those members of campus who have experience and information. Second friendly amendment, this ASC small groups have the ability to open up new items and scope in this chart.

**5. Fall 2020 Semester Schedule & Multiple Site Staffing (Information)** **Cathryn Wilkinson**  
(Item was not discussed)

**6. AP 4031 – Academic Dishonesty (Action)** **Lisa Storm**  
MSC: Svendsen/Cortez to approve AP 4031 as presented.

**7. Post COVID-19 Planning for Fall 2020 (Discussion)** **Mo Yahdi**  
Mo encouraged for proactive planning for the coming fall 2020 semester and for CPC to promote an innovative approach for student success and use best practices. To make intentional connections with students and to turn the challenges into opportunities.

**8. Proposal for Handling Information Items (Information)** **Brian Lofman**  
Brian proposed on having a more collegial process for handling information items at CPC meetings. He suggested the three following items as a guide:

1. Information items need to be proposed in writing with proper documentation provided at time of request.
2. A proposal is being discussed and is critiqued with balance perspective. Solution could be 2 stage approach so there is an allowance to honor the work the people have put into.
3. Commit to work in consensus, not that everyone has to agree but it is much better to come to consensus because we all feel better on what we are working as a community.

Jason commented on the request Cheryl made for fall 2020 to help institute Roberts Rules of Order in a more formal way. Committee experience is that they are followed loosely when followed properly it will resolve those issues.

Daniel agreed with Jason and commented on how much the CPC could benefit from following this approach.

Cheryl - echoed what Jason said and was glad to see this document come forward. She commented on having respect for others' opinions and having a level of professionalism. She is looking forward to moving in the fall and dealing with agenda items in a respectful and professional way.

**9. Proposed revision to terms for Accreditation Report (Information) Cathryn Wilkinson**

Cathryn explained the proposed revision to specify terms more precisely when it comes to mid-term report and ISER that starts after. They want to ensure that there is clarity on those different terms and it was thought it should come to CPC for information and approval to allow the council to make the changes in the handbook.

**10. Faculty/Student Surveys Brian Lofman**

Brian explained to the council that the faculty/student survey came out of a much larger study in respect to the pandemic for students, staff, and administrators. A part of this study was to survey certain groups to get their perceptions on how the pandemic and moving to online was impacting them.

Student surveys showed no issues accessing course materials, and most responses said they have a laptop or desktop which is consistent with other surveys conducted in the spring. It was mentioned that at this moment individual comments have not been scrubbed from sensitive information which consist in personal identifiers or derogatory comments. The full survey results with comments will be available to faculty by late June.

Faculty response: was 133 of 400 faculty responded to survey. The benefit is that most of the faculty have not had any issues adapting their classes during the transition. In conducting their classes, they faced significant challenges. The faculty found it more difficult to communicate with students now that we have transitioned to online learning.

Complete survey results will be forwarded to Lisa once the comments are scrubbed by late June 2020.

**11. CPC Goals and Objectives Patricia Hsieh/Lisa Storm**

**ADJOURNMENT**

Dr. Hsieh thanked Lisa for being co-chair to the CPC, she went on to say she appreciates her leadership, and looks forward to working with her in the future.

Meeting adjourned at 5:04 p.m. MSC: Svendsen/Yahdi

**NEXT MEETINGS**