



HARTNELL COLLEGE

Academic Affairs Council  
Minutes  
April 12, 2023, 3-5 p.m.  
Via Zoom

**MEMBERS**

Name	Representing	Present	Absent
1. Dr. Cathryn Wilkinson	Administration	X	
2. Dr. Jason Hough	Academic Senate/Faculty	X	
Vacant	Curriculum Committee/Faculty		
3. Sheila Hernandez	Administration	X	
4. Dr. Chelsy Pham	Administration	X	
5. Dianna Rose	Administration		X
6. Sharon Albert	Administration	X	
Vacant	Administration		
7. Moises Almendariz	Manager/Supervisor/Confidential	X	
8. Jessica Green	C.S.E.A.	X	
10. Fatima Barron	C.S.E.A.		X
Vacant	L-39		
10. Dr. Peter Gray	Faculty	X	
11. Kelley McClary	Faculty	X	
Vacant	Faculty		X
Vacant	Faculty		
Vacant	Faculty, Adjunct		
12. Laura Rivera	ASHC		X
13. Guillermo Menchaca	ASHC		X

**Others**

Name	Title or Representing	Present	Absent

**CALL MEETING TO ORDER**

Meeting called to order at 3:05 pm.

Dr. Cathryn Wilkinson

**ACTION ITEMS**

1. Consider Approval of the Agenda  
**MOTIONED** (McClary), Seconded (Albert), unanimously approved.

Dr. Cathryn Wilkinson

2. Consider Approval of Minutes of March 8, 2023  
**MOTIONED** (McClary), Seconded (Gray), unanimously approved.

Dr. Cathryn Wilkinson

**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.

## INFORMATION/DISCUSSION/PRESENTATIONS

1. Swim Digital Process Mapping Dr. Cathryn Wilkinson

Dr. Wilkinson shared that we are working with Swim Digital to review our process mapping for students. Swim Digital visited our campus in February, and interviewed key areas that impact student services. They are finalizing their report to us this month, and will share their recommendations to help us make improvements in the student journey. We will hear more details from the President's Office.
  
2. New Student Drop Timeline Dr. Chelsy Pham

Dr. Pham showed our current drop process where we typically drop students after the first day as a "no show." The second opportunity for faculty to drop a student is plus and minus 3 days from census, depending on when census is. The third opportunity to drop students is at 60% of the term, and lastly at 75% of the term plus or minus 3 days. These are the only opportunities to drop students with a "W." With the proposed new drop timeline faculty will be able to drop students with a "W" anytime between census and 75% of the term. Dr. Pham stated that if everyone likes this model and agrees, they will move forward with this new timeline in the fall. Dr. Wilkinson inquired as to the advantage of this new timeline. Dr. Pham advised that it will be easier for faculty to keep track of when to drop students, as well as making it easier for A&R to process. Dr. Hough added that instead of students languishing with their name recorded in the course, this new timeline will help motivate them by receiving a reminder. Ms. Green expressed her concerns about this timeline affecting the Fall 2023 schedule; Dr. Pham will discuss further with the Curriculum & Instruction Office.
  
3. [Academic Calendar for 2024-2025](#) Dr. Cathryn Wilkinson

Dr. Wilkinson shared the newly posted academic calendar, which was approved by the Board of Trustees on April 4, 2023. Dr. Hough inquired about switching the faculty flex days to one-day in January and two days in August – will this happen in Fall 2025? Dr. Wilkinson stated that the switch can be discussed further with HCFA, and if recommendation for revision is agreed upon it will be brought back to the Governing Board for approval.
  
4. Curriculum Committee Report, including overview of noncredit Dr. Jason Hough

Dr. Hough shared the committee's report, provided by Dr. Kelly Locke, which is posted on the council's webpage. Dr. Hough shared that the local degree requirements (CalGETC) will be considered at Academic Senate's next meeting. Once approved, the curriculum changes will be implemented as soon as possible.
  
5. Academic Senate Report (standing item) Dr. Jason Hough

Dr. Hough shared information on "Six to Sixty: Ed Plan Alternative for Part-Time Students." He stated that when they started working on Guided Pathways and education plans, they continued to plan for part-time students graduating in two years. The reality is that most of our students don't finish in two-years, so an alternative plan will be shared with students that includes a three year plus one semester plan (6 units per semester plus summer). Dean Albert commented that she liked the idea, and thought it would be good to include in the meta-major program. Dr. Gray and Ms. McClary added that they like the flexibility and think it would work well. Ms. Green added that she always supports options and inclusivity. Mr. Almendariz inquired if there is any consideration of those degrees that have many pre-reqs (e.g., sciences and math). Dean Albert

shared that they selected the paths that would not be offering pre-requisites, and the Math faculty are considering the impact for pre-reqs under AB 1705.

6. Governance Task Force Update

Dr. Jason Hough

Dr. Hough shared that the new governance model with everyone’s feedback was reviewed and approved at Academic Senate, and will have a 2<sup>nd</sup> reading at CPC next week. It is anticipated that the new model will pass.

7. Distance Education: Where do we go from here?

Dr. Jason Hough

Dr. Hough shared that the DE Committee would like to promote minimum quals and training for online instructors. An intensive 3-month course is provided by the state through the CVC-OEI. Dr. Hough took this course and was certified. He added that we need to start having broader conversations about this topic. President Gutierrez specifically listed online education as the “new normal” when he was applying for the job. There will be a call for disciplines to look at their data and decide what classes should be face-to-face, hybrid, and online. We have sister institutions that will be drawing students away from Hartnell if we don’t offer more classes online.

8. Items to be considered for future agendas

Dr. Jason Hough/

Dr. Cathryn Wilkinson

Please email agenda requests to [cwilkinson@hartnell.edu](mailto:cwilkinson@hartnell.edu) and [jhough@hartnell.edu](mailto:jhough@hartnell.edu) (cc: [dhayashi@hartnell.edu](mailto:dhayashi@hartnell.edu)). Dr. Hough will cover the new governance structure in detail at our last meeting.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Commencement: Friday, May 19, 4:00pm at RaboBank Stadium - Full-time faculty are required to attend.
2. Town Hall for DE Committee Recommended Standards for Online Teachers  
Tuesday, April 25, from 1:00-2:30pm via Zoom only. The link will be sent out to faculty the day before.

NEXT MEETING(S)

- May 10, 2023

ADJOURNMENT

Meeting adjourned at 3:40 pm.

Dr. Jason Hough