



HARTNELL COLLEGE

Academic Affairs Council
Minutes
May 10, 2023, 3-5 p.m.
Via Zoom

APPROVED/E-VOTE: 08/04/23

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		
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 3:03 pm.

Dr. Cathryn Wilkinson

ACTION ITEMS

1. Consider Approval of the Agenda

MOTIONED (Albert), Seconded (McClary), unanimously approved.

Dr. Jason Hough

2. Consider Approval of Minutes of April 12, 2023

MOTIONED (Albert), Seconded (McClary), unanimously approved.

Dr. Jason Hough

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 (baccalaureate degrees, associate degrees, certificates of achievement, and transfer to four-year institutions) in an environment committed to student learning, achievement and success.

INFORMATION/DISCUSSION/PRESENTATIONS

1. IT Updates & Plans

Dr. Chelsy Pham

Dr. Pham shared that there were over 60 participants at today's NeoEd Townhall. She shared that IT is looking ahead at an ERP Roadmap. This is a multimillion-dollar investment; we will look at processes in each division. The goal is to replace Colleague with a system that can communicate with all of our software. Ms. Hernandez inquired about the SIS that is being considered; Dr. Pham is looking at several systems and is sending out inquiries to other community colleges. Mr. Almendariz inquired if it is anticipated that we will implement a better workflow software; Dr. Pham advised that this is also being considered. Dr. Hough thanked Dr. Wilkinson for trying to implement a system to provide support to employees. Dr. Pham shared that the new Learning & Innovation Technologist (LAURA OTERO position), Katie Holt, has started. She will prepare a training for the campus community to introduce everyone to BOX as our new depository.

2. New Academic Affairs Success Council (AASC) logistics

Dr. Jason Hough

Dr. Hough shared that the new AASC will meet the 2nd Friday of each month from 9:00-11:00am. This council will meet jointly with the new Student Affairs Success Council (SASC) every other month; our first joint meeting for academic year 2023-2024 will be held on September 8, 2023. He explained that there is no delineation between academic affairs and student affairs, per the new accreditation standards. Therefore, after academic year 2023-2024, our councils will decide if the joint meetings work and should continue.

3. Update on Culturally Responsive Pedagogy & Practices for AY 23-24 and AY 24-25

Dr. Cathryn Wilkinson/
Dr. Jason Hough

a. Cultural Humility Toolkit

Dr. Hough stated that Cynthia Ainsworth and Nina Vazquez are the representatives for the cultural humility toolkit. The focus is for everyone to be honest about who they are, and to own their bias and move onward. The fall kick-off rally will be in Fall 2023. Trainings will be available for all staff.

b. Long Beach Curriculum Audit

Dr. Wilkinson shared that this started in Summer 2021. Long Beach developed an audit for community colleges to identify equity in curriculum. Dr. Kelly Locke has been leading the group of participants.

c. Distance Education best practices for equity and inclusion

Dr. Hough shared that the DE Committee is leading this topic in Academic Senate. They are looking forward to more online classes, and have decided that we need minimum training standards for faculty. The DE Committee will plan for training down the road.

d. New and Emerging Faculty Academy

We have funding for about 20 faculty to participate. It would be a year long process, meeting at least once a month. There isn't enough funding in the grant to pay a faculty member to lead, so Dr. Wilkinson will assign an administrator to lead the academy.

Dr. Wilkinson added that these four initiatives will be funded by a grant Hartnell has been awarded. This grant will fund faculty stipends for items a, b, and c.

Mr. Almendariz added that there is an additional \$1 million dollars to fund activities for continued work with AB 1705. He mentioned that the curriculum audit was noted in the latest HSI grant, so we have funding

available to cover expenses. He inquired if the curriculum audit is still being funded by the Hartnell Foundation. Dr. Wilkinson advised that the Foundation funded the first year of participation; Academic Affairs covered the faculty who continued in the second year. Mr. Almendariz stated that we have several grants that have funds available, so he encouraged everyone to reach out to him instead of using general funds. Dr. Gray inquired if there will be a rallying call for faculty to sign up for these projects. Dr. Hough advised that there are grant funds, many duplicative, so his recommendation is for there to be a grants coordination committee to oversee all grant funds available.

Dr. Gray mentioned that there is over \$500,000 available for AB 1705. Mr. Almendariz expressed concern that this could be one-time funds, so we need to be cautious in creating staff positions. Dr. Hough stated that he and Dr. Wilkinson can coordinate a call to faculty for participation this summer. Dr. Wilkinson shared that we could circle back to this topic; she needs to check in with student services to see how they are addressing this grant.

4. Academic Senate Report (standing item) Dr. Jason Hough
Dr. Hough shared that he will be stepping down at the end of this semester. Dr. Kelly Locke will be the Senate President effective August 2023. There are a couple of open Senate seats, as well as counseling positions.

5. Annual Flex Report to Chancellor's Office Dr. Jason Hough/
Dr. Cathryn Wilkinson
Dr. Hough shared that he has been working with Dr. Pham so faculty can easily enter their flex hours. Dr. Gray shared that he has entered his flex and it was very user friendly. The idea is to take this new flex reporting frame, and next year it will be open so faculty will see their accumulated flex hours. Dr. Wilkinson stated that one part of the flex report is due the 2nd week of May, and the second part is due at the end of June. She explained that the reason we are reporting in this manner is to record for the Chancellor's Office how faculty are using their "flex" days.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Dr. Hough thanked everyone for their service this year, and reminded everyone that the new tri-chair leads will reach out to see if members wish to continue.
2. Dr. Wilkinson thanked Dr. Hough for being a wonderful co-chair.

NEXT MEETING(S)

- September 8, 2023 combined with Student Affairs Success Council, E-112 and virtual option

ADJOURNMENT
Meeting adjourned at 4:05 pm

Dr. Jason Hough/
Dr. Cathryn Wilkinson