HARTNELLCOLLEGE
ACADEMIC AFFAIRS COUNCIL
Minutes
September 14, 2022, 3:00-5:00pm
Connect via Zoom:
https://cccconfer.zoom.us/j/87896274035
+1 669 900 6833 (US Toll) / Meeting ID: 878 9627 4035

MEMBERS

Name	Representing	Present	Absent
1. Dr Cathryn Wilkinson	Administration	X	
2. Dr Jason Hough	Academic Senate/Faculty	X	
3. Dr Kelly Locke	Curriculum Committee/Faculty	X	
4. Dr Maria Ceja	Administration	X	
5. Dr Chelsy Pham	Administration	X	
6. VP Dianna Rose	Administration		X
7. Dean Sharon Albert	Administration		X (later arrival)
8. Dr. Jay Singh	Administration		X
9. Ana Gonzalez	Manager/Supervisor/Confidential	X	
10. Dr. Guy Hanna	C.S.E.A		X
11. Vacant	C.S.E.A		
12. Vacant	L-39		
13. Dr. Peter Gray	Faculty	X	
14. Kelley McClary	Faculty		X
15. Violeta Wenger	Faculty	X	
16. Vacant	Faculty		
17. Vanessa Quiroz-Carter	Faculty, Adjunct		X
18. Vacant	ASHC (2 representatives)		

Guest:	Carol Hobson	Faculty	

CALL MEETING TO ORDER

Meeting called to order at 3:10   Cathryn Wilkinson

ACTION ITEMS
1. Consider Approval of Agenda
   MOTIONED (Maria Ceja), Seconded (Peter Gray), majority approved
2. Consider Approval of Minutes
   MOTIONED (Guy Hanna), Seconded, (Chelsy Pham), majority approved
3. Fall meeting schedule - move December 14 to November 30, 2022
   MOTIONED (Guy Hanna), Seconded, (Chelsy Pham), majority approved
4. Meeting format for future meetings. Moving meetings to hybrid modality. Completely in person only if necessary.
   MOTIONED (Cathryn Wilkinson), Seconded, (Guy Hanna), majority approved

INFORMATION/DISCUSSION/PRESENTATIONS

1. Welcome New Members.
Dr. Wilkinson introduced Dr. Jason Hough who talked about his professional experience, current position and academic achievements. Dr. Wilkinson welcomed back Dr. Kelly Locke and Ana Gonzalez to the committee and introduced VP Dianna Rose (absent), Dr. Chelsy Pham, Dean Sharon Albert and Dr. Guy Hanna as new members.

2. Presentation of Technology Plan-Updated IT Mission Vision for equity (3:20-3:45)   Dr Chelsy Pham

Dr. Chelsy Pham shared a [powerpoint] and a draft of the [Technology Master Plan] to accomplish the following: ITR organizational structure, network, infrastructure, and security, site technology, website, academic affairs technology, administrative services technology, human resources technology, institutional research technology, disaster recovery and business continuity. Dr. Jason Hough asked if there was a timeline to accomplish these goals in which Dr. Pham said she will add it by December. Dr. Kelly Locke asked if the hardware for all the new upgrades will be replaced to support such changes; the answer was yes. Ana Gonzalez asked if there were plans to get new software to make the schedule, and the answer was positive. Dr. Wilkinson congratulated Dr. Pham on her accomplishments and asked her about the status of the curriculum management production. Dr. Pham reiterated that the deadline for that task was July 2024. Dr. Hough commented on the need of new hardware to support the changes to which Dr. Pham answered that there was a plan acquire new hardware and dispose of the old.

3. Propose plan for schedule build AY 2023-2024 (3:45-4:15)   Dr Cathryn Wilkinson

Dr Wilkinson commented on the idea of building the schedule one year at a time, from Summer to Spring so that students can plan for a whole year. This would allow student planning, but students would still register by term. Dr. Locke questioned if the curriculum will have all the needed approvals this far in advance. Violeta Wenger asked if the schedule would be guaranteed and Dr Wilkinson replied that it cannot be guaranteed but that there are strict rules regarding canceling. Dr. Hough commented that it would be a good idea to introduce this as a project instead of a formal process. Dr. Locke was concerned about the extra workload that such a process would bring to scheduling because of all the changes in between semesters. Dr. Pham answered that with the new software, this would not be an issue. Dr. Locke also mentioned about the bad reputation that

canceling classes already planned by students would bring to the institution. Dr. Ceja said that many students register for classes depending on the instructor and questioned if that information was going to be available. Dr. Wilkinson said that she would like to assign instructors for the whole year as well. Dr Hough suggested asking for support from sister institutions.

Within this topic, Dr. Wilkinson also mentioned the idea of 8-week classes. Many students do better in these classes. Dr. Hough commented that he researched this topic and it has been a success in other colleges. Dr. Locke brought the issue of the week needed to process grades for classes that have a prerequisite. Dr. Wilkinson will look into different options hat can help us accomplish these changes.

4. Curriculum Committee Report, including proposed curriculum audit (4:15-4:24)   Dr. Kelly Locke

Dr. Locke spoke about the current course numbering system plan. She mentioned that she will have information for curriculum approval in Fall2023 for implementation planned in 2024. Lastly, there are proposed changes to align our local AA to GE for transfer. If approved, the uniform GE will take place in 2024-2025.

5. Academic Senate Report   Dr. Jason Hough
Dr. Hough talked about the 10+1 and the Academic Senate Priorities: anonymous hiring, bylaws updates, committee handbooks updates, equivalency process, and minimum qualifications. He also mentioned better support to improve Distance Education through the support from experienced instructors.

6. Enrollment Report   Dr. Maria Ceja
Dr. Ceja gave a snapshot of the Fall 2022 enrollment: Headcount down from 2021 but up in classes taken, and an increase in dual enrollment. Dr. Hough asked Dr Ceja if there was a report to know the results of the modality of the classes taken and she said that she will look into more detail. To this Dr. Wilkinson added that the college is looking for balance between DE and in-person classes. Dr. Ceja mentioned that starting 2023 there will not be a third week to add classes. Dr. Locke commented on making this a consistent change and to check into student needs before final decision.

7. Items to be considered for future agendas.
Dr. Maria Ceja- Deadline for late enrollment.
Please email agenda request to cwilkinson@hartnell.edu and copy Araceli, jalvarezgomez@hartnell.edu (before 10/07/2022) or Dina, dhayashi@hartnell.edu after 10/07/2022.

Announcements:
None

Next Meetings
October 12, 2022
November 9, 2022
November 30, 2022

ADJOURNMENT
Meeting adjourned at 5:03