



HARTNELL COLLEGE

Academic Affairs Council  
Minutes  
October 12, 2022, 3-5 p.m.  
Via Zoom

Approved 11/09/2022

**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. Dianna Rose	Administration		X
7. Sharon Albert	Administration	X	
8. Dr. Jay Singh	Administration	X	
9. Moises Almendariz	Manager/Supervisor/Confidential	X	
10. Dr. Guy Hanna	C.S.E.A.	X	
Vacant	C.S.E.A.		
Vacant	L-39		
11. Dr. Peter Gray	Faculty	X	
12. Kelley McClary	Faculty	X	
13. Violeta Wenger	Faculty		X
Vacant	Faculty		
Vacant	Faculty, Adjunct		
16. Laura Rivera	ASHC	X	
17. Guillermo Menchaca	ASHC		X

**Others**

Name	Title or Representing	Present	Absent

**CALL MEETING TO ORDER**

Meeting called to order at 3:15 pm.

Dr. Cathryn Wilkinson

**ACTION ITEMS**

1. Consider Approval of the Agenda

**MOTIONED** (Ceja), Seconded (Gray), majority approved.

Dr. Cathryn Wilkinson

2. Consider Approval of Minutes of September 14, 2022

**MOTIONED** (Hanna), Seconded (McClary), majority approved with edits as discussed. Dr. Hanna was present; Mr. Almendariz was absent, but should have been listed as the replacement for Ana Gonzalez.

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. Welcome New Members Dr. Cathryn Wilkinson  
Dr. Wilkinson welcomed the following new members and encouraged each to provide a brief introduction: Dean Sharon Albert, Moises Almendariz, Laura Rivera, and Dr. Guy Hanna.
2. CSUMB 2+2 MOU for Transfer Programs Dr. Cathryn Wilkinson  
Dr. Wilkinson shared that the MOU for CSUMB 2+2 Transfer Programs was approved by the Governing Board of Trustees on October 4, 2022. This new MOU is broader than the previous one. It allows any program, where faculty approve a pathway, to articulate into finishing a bachelor's degree at CSUMB. Dr. Locke conferred with the administrator at CSUMB, who assured her that Math students will be able to transfer to CSUMB. Hartnell students are guaranteed a spot at CSUMB.
3. Student Equity Plan (SEP) - due Fall 2022 Dr. Jay Singh  
Dr. Singh shared that the current SEP, which is a requirement for receiving equity funding from the Chancellor, will sunset in 2022. He provided members with commenter access to his PowerPoint presentation, and will take all feedback to the SEP committee: [2022-25 Student Equity Plan HartnellCollege Final Draft - Google Docs](#)  
The new plan is due to the Chancellor on November 30, 2022.
4. Full-Time Faculty Hiring Update Dr. Jason Hough  
Dr. Wilkinson reported on behalf of Dr. Hough that the Academic Senate has appointed a subcommittee to review data and recommend new positions they would like the District to consider. The subcommittee hasn't finished their deliberations yet; Dr. Hough will bring their recommendations to the Superintendent/President for consideration. Faculty should reach out to their Academic Senate representative with their requests.
5. PPA Recommendations for Academic Affairs Dr. Cathryn Wilkinson  
Dr. Wilkinson shared that with the internet delays and outage, she has not been able to finish her review of all the PPAs submitted by the academic deans. She is hoping that we can adjust the timeline to November.
6. Outcome & Assessment Program Update Cheryl O'Donnell  
Dr. Hanna shared that we have 148 courses to assess. We are in a holding pattern at the moment, but they plan to do their reviews once they have internet access again. The number of courses is abnormally high due to the backlog from COVID. This assessment prepares us for the year of the program level outcomes (PLOs) next year.
7. OFAR (Open for Anti-Racism) award to Hartnell Team Kelly McClary  
Ms. McClary shared six faculty from Hartnell were selected to participate on a year-long OFAR team; there are full-time and part-time faculty from various disciplines (two from English, one from Art, one from Business, and two from STEM). They will go through a six-week course this semester, and the intent is to implement their action plans in Spring 2023. This was a very competitive program - there is room for only six to seven colleges. Participants will learn anti-racist pedagogy, and the use of Open Educational

Resources (OER). Dr. Marianne Fontes, Dean of Languages, Learning Support and Resources, is involved in this program as well.

8. Curriculum Committee Report, including proposed curriculum audit (standing item) Dr. Kelly Locke  
Dr. Locke reported that they have been able to slowly update CurricUNET. If the deans have faculty who need courses reviewed, please send them to the Curriculum Committee. Dr. Wilkinson inquired if we have any holdover proposals for courses or programs from last year. Dr. Locke confirmed that we do have some programs that didn't get all the external approvals (such as EMT). She explained that CTE and Associate Degree for Transfer courses need approval from outside institutions, and they also need local approvals.
  
9. Academic Senate Report (standing item) Dr. Jason Hough  
Dr. Wilkinson shared that Academic Senate organized a wonderful campus-wide presentation on governance by Ginnie May, Statewide Academic Senate president.
  
10. [Priority Registration Dates for Spring 2023](#) Dr. Maria Ceja  
Dr. Ceja shared that the Spring 2023 schedule is posted on the website. As of right now, priority registration is set to begin on October 28, 2022. In order for students to [qualify for priority registration](#), they must meet certain criteria. Dr. Locke inquired if students have been notified from A&R the process for dropping class; Dr. Ceja has the information posted on the website. Dr. Locked also inquired if there's a printed schedule of late start classes; Dr. Ceja advised that they don't have an updated printed schedule. Dr. Wilkinson advised that the academic deans have all of this information and she will work with them, the IT Department, and Dr. Ceja.
  
11. Enrollment Report Dr. Maria Ceja  
Tabled for next meeting when we have current data.
  
12. 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)).

#### OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. None

#### NEXT MEETING(S)

- November 9, 2022
- November 30, 2022

#### ADJOURNMENT

**MOTIONED** (Ceja), Seconded (Hanna), unanimously approved.  
Meeting adjourned at 4:07 pm.

Dr. Cathryn Wilkinson