



HARTNELL COLLEGE

**Academic Affairs Council  
Minutes  
November 30, 2022, 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	
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	
11. Jessica Green	C.S.E.A.		X
Vacant	L-39		
12. Dr. Peter Gray	Faculty	X	
13. Kelley McClary	Faculty	X	
14. Violeta Wenger	Faculty	X	
Vacant	Faculty		
Vacant	Faculty, Adjunct		
15. Laura Rivera	ASHC		X
16. Guillermo Menchaca	ASHC		X

**Others**

Name	Title or Representing	Present	Absent

**CALL MEETING TO ORDER**

Dr. Cathryn Wilkinson

Meeting called to order at 3:05 pm. Dr. Wilkinson thanked Dr. Singh for his hard work and wished him well in his future endeavors.

**ACTION ITEMS**

1. Consider Approval of the Agenda

Dr. Jason Hough

**MOTIONED** (Almendariz), Seconded (Ceja), unanimously approved with amendment to not have the enrollment report until further notice.

2. Consider Approval of Minutes of November 9, 2022

Dr. Jason Hough

**MOTIONED** (Hanna), Seconded (Gray), unanimously approved.

**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. Association of College and University Educators (ACUE) Professional Development Dr. Cathryn Wilkinson

Dr. Wilkinson stated that ACUE is a national organization contracted with the Chancellor's Office to train faculty on best teaching practices. There is no cost to faculty who sign up from this registration link on the agenda. Dr. Wilkinson shared the informational video and encouraged faculty to register for the Spring cohort, which runs from January 30 to March 27, 2023. Ms. McClary shared that she trained with ACUE a couple of years ago and she highly recommended the course.
2. Student Success Conference Dr. Jason Hough  
January 19-20, 2023

Dr. Hough shared a draft of the agenda with members. He explained the topic to be discussed by keynote speaker, Dr. Gina Garcia. Mr. Almendariz shared that his office ordered 100 copies of Dr. Garcia's newest book – primarily for faculty – but he will order more copies for staff if there is interest. Dr. Wilkinson shared that the conference is in person at the Main Campus. On Thursday, all Hartnell campuses and centers will be closed from 8:00am-2:30pm in order to attend the sessions. Dr. Wilkinson acknowledged the work of the Professional Development Committee.
3. Update on Priority Registration for Spring 2023 Dr. Maria Ceja

Dr. Ceja shared that priority registration began on November 4, 2022 – so far, we have 3,160 students registered for Spring 2023. It's slightly down from this time last spring, but we are still in good shape. Starting next week, high school students will register for classes. Dr. Wilkinson added her thanks to Dr. Singh and his staff for all of their efforts in assisting students with signing onto DUO and changing their passwords.
4. PPA recommendations from Academic Affairs Dr. Cathryn Wilkinson

Dr. Wilkinson shared the process used by her and the academic deans to review and rank PPA requests. She stated that she took as many high ranked requests and applied them to other sources of funding, such as block grants and others. Reduced from \$2 million to \$580,000 in tier 1 requests – not all will be funded, but she will speak to these requests when reviewed by Cabinet.
5. Cultural Humility Toolkit Dr. Jason Hough

Dr. Hough shared that this is a toolkit for colleges to use in discussions regarding social equity. Faculty members and SSEC members, Nina Vazquez and Cynthia Ainsworth, will be presenting on this topic at the upcoming Student Success Conference.
6. Enrollment Report – Fall 2022 Dr. Maria Ceja  
Tabled until we have access to the data.
7. Update on ZTC/OER project funding Dr. Cathryn Wilkinson

Dr. Wilkinson shared that we have received funding for the Zero Textbook Cost (ZTC) / Open Educational Resources (OER) project. Faculty member, Lisa Storm, is heading the project, and has a Canvas course available to help faculty choose zero textbook cost (ZTC). Dr. Hough shared that there are many quality

textbooks available in various disciplines. He encouraged faculty to reach out to Ms. Storm at [lstorm@hartnell.edu](mailto:lstorm@hartnell.edu) for guidance. Mr. Almendariz added that faculty need to keep cultural relevance in mind when they discuss ZTC with Ms. Storm. Dr. Hough advised that Academic Senate agreed that our local low cost threshold is \$40 or below for textbooks.

8. Governance Task Force Update Dr. Jason Hough  
Dr. Hough reported that there is an initial draft of the governance redesign model currently going through the councils for consideration. It is being recommended that Academic Affairs and Student Affairs be combined as a Student Success Committee. Dr. Hough shared that the governance task force will present the model to our council in Spring 2023. He added that President Gutierrez supports an equal number of representatives from administration, faculty, staff and students.
  
9. Curriculum Committee Report, including proposed curriculum audit (standing item) Dr. Kelly Locke  
Ms. Wenger reported on behalf of Dr. Locke that TAC has two certificates; ESL is revamping their program due to low enrollment – mirror their credit and noncredit courses; MFG added two certificates. CurricUNET will continue to be used since CourseLeaf did not work out. Dr. Wilkinson added that we were behind in implementing CourseLeaf prior to the ransomware attack. Dr. Hough mentioned that many faculty aren't comfortable with or knowledgeable about adding their courses into CurricUNET. Therefore, he asked if Ms. Wenger would pass on a request to provide guidance.
  
10. Academic Senate Report (standing item) Dr. Jason Hough  
Dr. Hough shared that the Academic Senate Plenary is an opportunity for senators to meet. One main takeaway from the recent session is about noncredit opportunities, and this will be presented in a breakout session during the Student Success Conference.
  
11. Items to be considered for future agendas Dr. Jason Hough/  
Dr. Cathryn Wilkinson  
Dr. Wilkinson requested future agenda items. Dr. Hough requested that we add the new governance redesign model as the top agenda item at our first meeting in Spring.

Please email any 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)).

#### NEXT MEETING(S)

- February 8, 2023
- March 8, 2023
- April 12, 2023
- May 10, 2023

#### ADJOURNMENT

Meeting adjourned at 4:09 pm.

Dr. Jason Hough