



HARTNELL COLLEGE

**Academic Affairs Council  
Minutes  
March 13, 2019, 3-5p.m.  
E-112**

**Approved 04/10/19**

**MEMBERS**

Name	Representing	Present	Absent
Dr. Sonja Lolland	Administration	X	
Lisa Storm	Academic Senate/Faculty	X	
Dr. Kelly Locke	Curriculum Committee/Faculty	X	
Clint Cowden	Administration	X	
Ana Gonzales	Administration		X
Carla Johnson	Administration	X	
Kathy Mendelsohn	Administration	X	
Dave Phillips	Administration		X
Terri Pyer	Administration	X	
Marina Reyes	C.S.E.A.	X	
Vacant	L-39		
Vacant	Faculty		
J. Tony Anderson	Faculty	X	
Jim Riley	Faculty		X
Violet Wenger	Faculty		X
Vacant	Faculty, Adjunct		
Estefania Escalante Solis	ASHC		X
Ricardo Morales	ASHC		X

**Others**

Name	Title or Representing	Present	Absent
Lashanta Mitchell	Follett Bookstore	X	
Celine Pinet	Administration	X	
Carol Hobson	Faculty (DE)	X	
Lindsey Bertomen	Faculty (DE)	X	
Mary Dominguez	Administration	X	
Cheryl O'Donnell	Faculty (guest)	X	

**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.

## CALL TO ORDER & INTRODUCTIONS

Sonja Lolland/  
Lisa Storm

Meeting called to order at 3:09 pm.

## ACTION ITEMS

1. Consider Approval of Minutes of February 13, 2019 Lisa Storm  
**MOTIONED** (Anderson), Seconded (Pyer), unanimously approved with change.  
Ms. Pyer noted that the "Vacant" position had an "X" in the present column – change will be made by Dina.

## INFORMATION/DISCUSSION/PRESENTATIONS

1. Text Book Order Process (3:00-3:30pm) Lashanta Mitchell  
Ms. Mitchell shared that the ordering process is through the Bookstore's website. Faculty would then go to faculty adoptions, enter user ID (or create new account), and follow the instructions provided by Ms. Mitchell's email. She also advised that if faculty click as "submitter," the order doesn't post right away. If faculty click as "approver," the order will go straight to Ms. Mitchell. Dr. Locke stated that she regularly receives error messages, and ends up sending her orders directly to Ms. Mitchell. Other faculty agreed that they have also had difficulty, and have had to go straight to Ms. Mitchell for assistance. Ms. Mitchell advised that the errors are most likely due to accounts already being set up, but there may be other information technology issues that need to be addressed.

Ms. Mitchell stated that orders for summer are due March 15, 2019; however, she understands the summer schedule isn't complete yet. Ms. Storm queried if orders are already set to be processed, could Ms. Mitchell just roll over previous orders to save time? Ms. Mitchell advised that there isn't just one button to push to process the order; she has to process the order manually.

Dr. Lolland summarized ways to problem solve:

1. Faculty provide additional information to Ms. Mitchell when errors are received (for sign-in, orders submitted, etc.).
2. Dr. Lolland can send out emails with FAQs to faculty.
3. Workshop set up by Follett to train new faculty/refresh for seasoned faculty on how to submit book orders.

Ms. Mitchell shared the Follett one-page flyer posted on the council's webpage. This is an online adoption service, which is user friendly. She also shared a few slides from her PowerPoint presentation. includED is a new program that was just reviewed by Ms. Mitchell.

If anyone has further questions, please email Ms. Mitchell at [smitchell@hartnell.edu](mailto:smitchell@hartnell.edu).

## **ACTION**

- Ms. Mitchell will send Dr. Lolland the Follett Discover documentation that is awaiting approval by the Business Office.
- Ms. Mitchell will work with Dr. Lolland on setting up a demonstration of Follett Discover for a small committee.

## 2. DE Project (3:30-4:30pm)

Celine Pinet/All

- ❖ Tabled from February 13, 2019

Dr. Pinet reviewed her PowerPoint presentation. She stated the distance education (DE) section counts were kept the same for summer/fall/spring over the last few years. However, Dr. Pinet recently increased the number of DE classes based on the needs of students in her area. Mr. Anderson queried as to how the decision was made; Dr. Pinet stated that the directive was given by our previous VP of Academic Affairs, Dr. Lori Kildal, based on the recommendation of the Enrollment Management Team.

Ms. Hobson stated that the Online Education Initiative (OEI) provides students the opportunity to finish school faster through the large number of courses offered online. This is the reason she is advocating for more DE classes being offered to our students. Mr. Bertomen agreed and added that the numbers from 2018 show most of the students are DE, which affects our FTES.

It was mentioned that Dr. Pinet's graphs appear to be upside down; Ms. Storm and Dr. Lolland requested that Dr. Pinet revise and send to Dina for posting. Due to the questions regarding the percentages, Dr. Locke quickly researched and shared that the success rates for Hartnell's DE students over the last few years are: 55%, 60%, 61%, 65%, 65%, and 68%.

Dr. Lolland noted that she would like to see the following question addressed: "How do we bring back DE/Hybrid success and retention rates by discipline?" Dr. Locke stated that she'd also like to see data on which courses fill quickly, as they have difficulty filling Math DE classes quickly.

## **ACTION**

- Ms. Hobson will check with Laura Otero as to the number of students using Canvas. Data will be sent to Dr. Lolland.
- We will bring this topic back to update our members.

3. Double Counting for Degrees, Residency for Degrees and Auto Awarding (4:30-5:00pm) Mary Dominguez  
Dean Dominguez shared her PowerPoint presentation, which will be posted later on our webpage. She reviewed the proposed plan to increase awards, and shared that she has been working with the Curriculum Committee and Academic Senate to remove barriers for students. As a result of the changes implemented thus far, we have the potential to grow between 37% to 41%.

Dean Dominguez advised that she is presenting at various constituent groups: President's Cabinet, Counseling Faculty, Academic Senate, and Operational Planning. Next steps will be to identify a task force and resources needed.

If anyone has further questions, please contact Dean Dominguez at [mdomingu@hartnell.edu](mailto:mdomingu@hartnell.edu).

4. Curriculum Kelly Locke  
Nothing to report.
5. Accreditation Update Sonja Lolland  
Dr. Lolland shared that Accreditation Council will be debriefing next Monday, March 18, 2019. We will be taking notes of what worked and what didn't work regarding evidence shared with the visiting team. She requested if anyone has ideas to share, please email Dina at [dhayashi@hartnell.edu](mailto:dhayashi@hartnell.edu).
6. AB 705 Update Kelly Locke  
Dr. Locke shared that they have over 617 students who have gone through the placement tool. The majority of students are being placed in transfer level classes for Fall 2019. There is potentially a big change for faculty in co-requisite support classes. The team is looking into how to use the placement tools for returning and non-traditional students. They have a set of rules for dual enrollment, which they created with Dual Enrollment Director, Laurencia Walker. Dean Johnson also has a draft letter for high school counselors.

#### OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. N/A

#### NEXT MEETING(S)

- April 10, 2019
- May 8, 2019

ADJOURNMENT

Meeting adjourned at 5:02 pm.

Sonja Lolland/  
Lisa Storm

***Hartnell College Mission Statement***

*Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.*