



HARTNELL COLLEGE

**Academic Affairs Council  
Minutes  
April 8, 2020, 3-5 p.m.  
Via Zoom**

**MEMBERS**

Name	Representing	Present	Absent
Dr. Cathryn Wilkinson	Administration	X	
Lisa Storm	Academic Senate/Faculty	X	
Dr. Kelly Locke	Curriculum Committee/Faculty	X	
Maria Ceja	Administration	X	
Dave Phillips	Administration	X	
Lyle Engeldinger	Administration		X
Dr. Sachiko Matsunaga	Administration	X	
Julie Stephens-Carrillo	Administration		X
Ana Gonzalez	Manager/Supervisor/Confidential	X	
Vacant	C.S.E.A.		
Vacant	C.S.E.A.		
Vacant	L-39		
Dr. Marnie Glazier	Faculty	X	
Dr. Peter Gray	Faculty	X	
Violeta Wenger	Faculty	X	
Dr. Janeen Whitmore	Faculty	X	
Vacant	Faculty, Adjunct		
Robert Ehlers	ASHC	X	
Daniel Lamas	ASHC	X	

**Others**

Name	Title or Representing	Present	Absent
Clint Cowden	Administration	X	
Brian Lofman	Administration	X	
Christine Svendsen	Faculty	X	
Carol Kimbrough	Faculty	X	
Cheryl O'Donnell	Faculty	X	
Jennifer Moorhouse	Faculty	X	

CALL MEETING TO ORDER

Lisa Storm

Meeting called to order at 3:03 pm.

**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.

## ACTION ITEMS

1. Consider Approval of Agenda Lisa Storm  
Dr. Locke made a motion to add Senate’s proposed AP 7211 and AP 7213 as informational agenda items; motioned approved and carried. Agenda was approved with the addition.
  
2. Consider Approval of Minutes of March 11, 2020 Lisa Storm  
**MOTIONED** (Whitmore) Seconded (Ehlers), unanimously approved.
  
3. Consider Approval of Request to Initiate Program Revitalization,  
Suspension or Discontinuance for Digital Web Design in Spring 2020 Cathryn Wilkinson  
**MOTIONED** (Whitmore) Seconded (Matsunaga), motion not approved – 4 yes, 7 no votes.

Dr. Whitmore made a motion to put this program into revitalization, and this was seconded by Dr. Matsunaga. Dr. Locke shared that she reviewed the timeline again – the program as it currently exists was approved in December 2017; Chancellor’s Office approved in Fall 2018. The program was first published in the 2019-2020 catalog; students were dissuaded from choosing this program as a major in 2018-2019 as it hadn’t been published yet. Dr. Locke stated that the new degree and certificates are different, and she pointed out the document that is posted for today’s meeting has old data from the previous program (December 2017). She reminded everyone that students couldn’t register for classes until Spring 2019. There is an overlap of four courses; the old program had a total of 42 units required, new program has 32 units required. Dr. Locke also shared that the labor market data shows there are 303 annual openings in the field, and there is an undersupply of 150 students. This labor market data was prepared for City of San Francisco. Dr. Locke concluded that she is concerned that the request brought forward today is based on the status of the program from December 2017.

Ms. Svendsen shared that the schedule wasn’t available to students until two days before the Spring 2019 semester started. Dr. Wilkinson shared when the Bay Area Consortium does their report, they take a very broad view of the labor market analysis. Ms. Svendsen shared that she has data for job postings for Santa Cruz County, which had several jobs open. Ms. O’Donnell commented that she supports Ms. Svendsen’s statement about the schedule of classes being made available for students later than it should have been. She would like to see the posting of classes tightened up so students can enroll. Dr. Wilkinson added that all programs should have schedules posted in advance of registration.

Ms. Storm stated that this request is premature. She stated that from her perspective, the current AP 4021 is not legal. She requested that everyone consider this. Ms. Svendsen added that she had requested this program be moved to CTE, which is why it went through the AP 4021 process.

Dr. Wilkinson noted that AP 4021 is current and will be followed for this decision today. She thanked everyone for their input, and restated the motion that we consider the revitalization of this program. This would give us a very broad look at what our students need from the program. There is not a conclusion that the program would go through suspension or discontinuance. Dr. Wilkinson commended the faculty for their efforts in helping to get this program moving in the right direction.

Ms. Storm called for the vote:

YES – initiate program revitalization (4 votes)

- Ceja
- Ehlers
- Phillips
- Wilkinson

Ms. Storm inquired whether Dr. Wilkinson is allowed to vote. Dina checked the handbook and it does not state that the VPAA is not a voting member.

NO – don't initiate (7 votes)

- Glazier
- Gonzalez
- Gray
- Locke
- Storm
- Wenger
- Whitmore

4. Consider Recommending Senate's Proposed Revision of AP 4021 to Superintendent/President for routing

Lisa Storm

**MOTIONED** (Wenger) Seconded (Locke), unanimously approved as presented. Dina will send council's recommendation to Lucy.

Dr. Wilkinson stated that this council can send the proposed revision as a recommendation to the Superintendent/President, who will consider whether to initiate routing through shared governance.

Dr. Moorhouse reviewed the changes made by Ms. O'Donnell, Ms. Kimbrough, and her. They clarified the role of the Program Evaluation Committee (PEC); this committee can decide whether or not to recommend changes to the program. Academic Senate was removed from step 2, and the rest of the document didn't reflect that removal. This has been corrected by adding Academic Senate back in. In the event of a tie, the PEC would be the tie breaker. Ms. O'Donnell shared that she has reviewed the document several times, and she wants to make sure that it makes sense to everyone. Ms. Storm stated that she feels the proposal is fine the way it is written.

#### INFORMATION/DISCUSSION/PRESENTATIONS

1. Coronavirus Future Planning

Cathryn Wilkinson

Ms. Storm inquired if faculty could receive 12 hours of flex for their work during spring break and beyond to transition fully face-to-face courses online. 95% of classes are offered face-to-face, so the vast majority of faculty had to make this transition.

Dr. Wilkinson responded that Flex credit must be outside of contracted work. She shared that the emergency request for Distance Education this summer is due to the Chancellor's Office, and will require a plan to train instructors who will teach online during the summer. Those who have already been trained would not need to be trained again. Dr. Wilkinson stated that faculty should have the best training

available. Ms. Storm asked if the Chancellor's Office guidelines superseded the HCFA contract. Ms. Svendsen stated that unless there's a type of evaluation that has been done, faculty can't be required to go through training. Ms. Storm agreed with Ms. Svendsen based on Article 22 of the HCFA contract.

Dr. Locke shared a couple of items happening in Curriculum Committee.

- 1) One item in the blanket DE addendum at the Chancellor's Office: Fall courses must go to the Curriculum Committee for approval. These approvals have standards that must be met if courses are to be offered in the fall. For fall, we have courses that are appropriate for online delivery – she has asked faculty to think carefully about what they plan to offer.
- 2) The second item is pass / no pass – Chancellor has extended the deadline.

VPIT Phillips shared that the executive order is merely extending the deadline for classes that have pass/no pass. No one is asking the Curriculum Committee to review the P/NP designations. Dr. Locke added where we can do this, the Curriculum Committee will review to take the burden off of our students.

Ms. Wenger stated that sometimes the quality of how we carry out our work depends on the quality of technology we have available. Dr. Wilkinson added that each moment we have to help someone, we should help where we can. She commended the IT Department for all of their work in assisting everyone while we work from home.

2. Plans for opening Soledad Center and expanded King City Center in SP 21 Cathryn Wilkinson  
Dr. Wilkinson reminded everyone that this item was tabled last month due to time constraints. She shared that we will be opening a new center in Soledad and an expanded center in King City. She thanked those who attended the forums. The deans will start on Spring 2021 schedule planning soon. Ms. Storm inquired if the deans will reach out to faculty when building their schedules. Dr. Wilkinson advised that deans work with their faculty when building schedules every semester.

Ms. O'Donnell commented that only two faculty were in attendance to answer questions at the forum. She stated that she hopes faculty will be able to speak in a knowledgeable way at another forum. Dr. Wilkinson added that the community comments are welcome, but she reminded everyone that there are a lot of factors to consider when building schedules. Dr. Locke inquired about the location of the community comments. Dr. Wilkinson will have Dina link it in the minutes that we post.

Ms. Svendsen inquired if there will be a dean at the centers. Dr. Wilkinson advised that there are no plans at the moment, although a dean will be overseeing the centers.

### **ACTION**

PowerPoint presentation will be sent via email to all council members.

It can also be found at this link: [Measure T Presentation](#)

3. Curriculum Committee Report Kelly Locke  
See report in Discussion #1 above.

4. Senate Proposal for [AP 7211](#) (Equivalency), First Reading

Ms. Storm shared that this procedure is simply to establish equivalency for academic personnel. Dr. Locke shared that the creation of the board policy was a collaboration of Academic Senate and HR and the deans around 2011. She stated that she would appreciate having this as an official administrative procedure on our website.

**ACTION**

We will bring Senate's proposal for this AP forward for consideration as an action item at next month's meeting.

5. Senate Proposal for [AP 7213](#) (Setting Local Min Quals), First Reading

Ms. Storm shared that this procedure will help us set local minimum qualifications for academic personnel. Dr. Wilkinson inquired if the Academic Senate reviewed CCLC models in developing proposals. Dr. Locke helped with this AP, and stated that they checked with many other community colleges since CCLC did not have any guidelines.

**ACTION**

We will bring Senate's proposal for this AP forward for consideration as an action item at next month's meeting.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Congratulations and many thanks to everyone for pulling together in response to the Governor's Order to Shelter in Place.
2. VPIT Phillips shared that he has worked with several hundreds of students over the last few weeks and they are having a hard time. Dr. Wilkinson read out loud a heartwarming email sent to VPIT Phillips from one student. We thank all members of the IT Department for their hard work in providing Chromebooks, hot spots, and general IT assistance to our students, staff, and faculty.

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. Dr. Gray shared that he wrote a report about how many faculty use online resources. He would like to bring this forward at next month's meeting.

NEXT MEETING(S)

- May 13, 2020
- September 9, 2020
- October 14, 2020
- November 11, 2020
- December 9, 2020

ADJOURNMENT

**MOTIONED** (Gray), Seconded (Ehlers), unanimously approved.  
Meeting adjourned at 4:44 pm. |

Cathryn Wilkinson