



HARTNELL COLLEGE

**Academic Affairs Council
Minutes
May 13, 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
Dr. Romero Jalomo	Administrations	X	
Cheryl O'Donnell	Faculty	X	
Deborah Stephens	Faculty	X	

CALL MEETING TO ORDER

Lisa Storm

Meeting called to order at 3:05 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
MOTIONED (Gray) Seconded (Stephens-Carrillo), majority approved.
Ms. Storm shared that she asked to have item #6 agendaized as action, so she will not be approving the agenda.

YES: 8

NO: 4

Abstained: Locke, Whitmore, Ehlers

2. Consider Approval of Minutes of April 8, 2020 Lisa Storm
MOTIONED (Whitmore) Seconded (Matsunaga), unanimously approved.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Report on how faculty are using online resources Peter Gray
Dr. Gray reviewed the report that is posted on the council's webpage. He inquired with Hartnell's English department, and they reached out to their colleagues at Monterey Peninsula College (MPC). A small portion of our English faculty are using a common textbook to help students with low-cost books. The main concern is to keep the costs low for our students. Ms. Storm advised that our Bookstore is very supportive with Open Education Resource (OER) low cost textbooks.

Ms. Gonzalez asked if all English instructors can use these or do they need department approval, or are they included in the Course Outline of Record (COR)? Dr. Locke responded that some classes have OER in the COR. Since the student materials in the COR are "textbook similar to" the exact text doesn't need to be in the COR.

If anyone has any questions, please contact Dr. Gray at pgray@hartnell.edu.

2. Summer 20 and Fall 20 Emergency planning Cathryn Wilkinson
Dr. Wilkinson stated that Summer 2020 registration opened April 23, 2020. There is notice on the registration page that courses are online due to the COVID-19 emergency. The District is considering how to compensate faculty for training.

Ms. Storm inquired if flex credit will be offered, or would it just be a stipend. Dr. Whitmore stated that the Professional Development Committee's next meeting is Monday, May 18, and they can discuss at that time. Dr. Wilkinson thanked Student Services for all of their assistance with Summer registration arrangements.

Dr. Wilkinson shared that the fall schedule went live on May 8, 2020, and we are way ahead on enrollments compared to last year. This indicates that we are off to a good start for Fall 2020. The Distance Education Ad Hoc Committee, led by chair Dean Clint Cowden, has been hard at work planning online training for Summer and Fall 2020. Dr. Locke has prepared the local plan for the DE addendum for approval of summer and fall courses. She has received good, thoughtful responses from faculty on how they will meet the online requirements. They will be prioritizing the courses for DE approval – they

reviewed it at their last Curriculum Committee meeting, and will review for approval at their last meeting of this semester. Dr. Wilkinson thanked Dr. Locke and the Curriculum Committee for getting everything ready in record time.

Dr. Wilkinson stated that some courses are listed internally as “hard to convert.” Ms. Wenger asked: When can we know what courses are on that list? It would be helpful for us in counseling.

Dr. Locke shared that the webinar she viewed advised that the courses to be taught only face-to-face should be shared with faculty as soon as possible. Dr. Wilkinson advised that they are working on finalizing and submitting our plan for summer DE emergency instruction to the Chancellor’s Office soon.

Dr. Glazier asked about classes for Fall 2020 and Spring 2021. Even though the cap is set very high for classes such as video and theater, they are designed to be smaller. She’s concerned that smaller classes will be cut due to the budget cuts. She asked what’s the plan for these smaller classes? Dr. Wilkinson shared that this was a concern before Shelter in Place; balancing the cost of classes with the number of students enrolled. She stated that this should be discussed between the faculty and their deans.

Ms. Wenger inquired about asynchronous teaching in Summer and Fall – has it been communicated to all faculty that courses are expected to be taught that way? She mentioned that she fears not all faculty know this and may hold synchronous lectures. Dr. Wilkinson shared that she has communicated that students can be encouraged to meet online for a synchronous session; however, students should not be penalized if they are “absent” from a synchronous session. Alternative activities should be provided for students.

Ms. Gonzalez inquired if [a copy of this communique](#) can be shared. Dr. Wilkinson will attach to minutes.

Ms. Storm inquired if there is a threshold number that a section must meet before it is cut from the schedule. Dr. Wilkinson advised that there is language in the faculty contract. She used as an example that if there are multiple sections and we are looking at a lot of empty seats, we need to determine if we should cut some of the sections. Ms. O’Donnell stated “Historically the number for making enrollment was 14 maybe 15? Is there an actual number [stated in the contract?](#)” Ms. Storm stated that she didn’t know the contract said 20 students.

Dr. Locke inquired if we can extend the semester if needed. Dr. Wilkinson advised that we could do this, but there are issues for students. We’re going to have to do a lot of customizing due to Shelter in Place. Dr. Locke asked if we are working with the county health department about small groups. Dr. Wilkinson advised that we are working with the county.

3. Process for developing AP proposals

Cathryn Wilkinson

([BP 2410](#) and [AP 2410](#)) as related to proposals for AP 7211, 7213, 4021

Dr. Wilkinson shared that this topic is related to the proposed APs that Academic Senate brought forward. Ms. Storm recited the conclusions from the minutes, and inquired which APs were being referred. Dr. Wilkinson shared that she brought the Senate's proposals to the President’s Office and was advised that we had not followed the process for proposing APs.

VPIT Phillips asked for clarification. Dr. Wilkinson stated that AP 2410 outlines the steps. VPIT Phillips respectively requested that Ms. Storm, Dr. Hsieh, and Dr. Wilkinson meet separately to discuss this issue as it is outside of the purview of this council. He will be happy to join the meetings, and asked that we

move on. Dr. Wilkinson agreed that a separate committee would be helpful, and is willing to work further with Ms. Storm and her successor. Dr. Jalomo also offered to assist.

4. Curriculum Committee Report

Kelly Locke

Dr. Locke reported that the plan for approving DE addendums in Fall 2020 will be presented at the last meeting of the semester. If not, they will bring the approval plan for DE courses to Academic Senate. She shared that the pass / no pass list was updated and students can now use this option, thanks to Irene Haneta and the Curriculum & Instruction staff. Dr. Locke advised that May 18, 2020 is the deadline for a student to request P/NP. She added that faculty who have courses that are eligible will have a drop down box for them to choose “pass (grade of A, B, or C)” or “no pass (grade of D or F).”

Dr. Locke stated that the CSU system is generally more generous in accepting pass/no pass than the UC system, but there is a significant relaxed acceptance since Shelter in Place. She shared the following links with everyone:

UC Covid response:

<https://admission.universityofcalifornia.edu/response-covid-19.html>

CSU Covid Response:

<https://www.cde.ca.gov/ls/he/hn/documents/cs admission covid 19 impact.pdf>

If anyone has questions, please contact Dr. Locke at klocke@hartnell.edu.

5. Spring 21 and Summer 21 Schedule Build

Cathryn Wilkinson

Dr. Wilkinson met with the deans last week, and provided guidelines for them to build the Spring 2021 and Summer 2021 schedules. Joy Cowden, interim dean of academic affairs (Social & Behavioral Sciences, Arts, and Curriculum & Scheduling), has been taking the lead in guiding the deans. Dr. Wilkinson added that Spring 2021 will include the classrooms at our new Soledad Center and upgraded King City Education Center.

Dr. Locke inquired if there are plans in place for returning to campus. She stated that faculty could plan better if they know what is happening. Dr. Wilkinson advised that VPHR Engeldinger is working with a small committee on plans. An announcement will be sent to the campus community when plans have been finalized.

6. FTES (Full-Time Equivalent Students) update and targets: Spring and Summer

Cathryn Wilkinson

We are on track to meet our target of 2% growth for this academic year. We expect positive attendance to bring us slightly above the growth target. Knowing that we have never offered summer classes fully online, we are seeing strong enrollments for Summer 2020. She stated that we should be proud of all the great work to adjust to online delivery from everyone at Hartnell.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Many thanks to members for serving this past year on the Council, and special thanks to Lisa Storm for co-chairing the Council. Dr. Wilkinson shared that Ms. Storm has put in a lot of work behind the scenes, which is greatly appreciated by all.

2. Dr. Gray commended VPIT Phillips and his team for the phenomenal job of supporting everyone when we went online. VPIT Phillips shared that they will be reaching out to students enrolled in summer classes.
3. Dr. Glazier shared that our theater arts students came up with the idea to partner with Artists, Inc. to hold an open mic night on June 5, 2020. This is open to anyone, and she will share the information with Dr. Wilkinson to include in the minutes: [Flyer for Virtual Open Mic](#)
4. Dr. Wilkinson shared that she, Dr. Glazier, Dean Ceja, and Director of IT Bala Kappagantula worked on a message for faculty when they submit grades. Dean Ceja will continue to send messages to faculty to remind them to submit their grades.

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. N/A

NEXT MEETING(S)

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

ADJOURNMENT

Meeting adjourned at 4:20 pm.

Cathryn Wilkinson