



**Academic Affairs Council
Minutes
September 12, 2018, 3-5p.m.
E-112**

Approved 10/10/18

MEMBERS

Name	Representing	Present	Absent
Dr. Sonja Lolland	Administrations	X	
Lisa Storm	Academic Senate/Faculty	X	
Dr. Kelly Locke	Curriculum Committee/Faculty	X	
Clint Cowden	Administration	X	
Ana Gonzalez	Administration		X
Kathy Mendelsohn	Administration	X	
Dr. Luz Ortega	Administration		X
Dave Phillips	Administration	X	
Terri Pyer	Administration		X
Vacant	C.S.E.A.		
Vacant	L-39		
J. Tony Anderson	Faculty	X	
Bob Maffei	Faculty	X	
Jim Riley	Faculty	X	
Violet Wenger	Faculty		X
Vacant	Faculty, Adjunct		
Estefania Escalante Solis	ASHC	X	
Vacant	ASHC		

Others

Name	Title or Representing	Present	Absent
Bronwyn Moreno	Administration	X	
Hetty Yelland	Faculty		

CALL TO ORDER & INTRODUCTIONS

Sonja Lolland/
Lisa Storm

Meeting called to order at 3:10pm. Dr. Lolland introduced herself and everyone went around and introduced themselves.

ACTION ITEMS

1. Consider Approval of Minutes of May 9, 2018

Lisa Storm

MOTION (Locke), Second (Anderson), 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. Review of Council Handbook

Sonja Lolland

Dr. Lolland reviewed the changed Mission and Vision. Ms. Storm spoke about the anti-quorum clause in the council's handbook, under "Voting to Recommend Action/Approval." She also spoke about anti-disparagement, under "Member Responsibility and Expectations for Participating in Governance." She feels that the last bullet point states that members can't speak out about what happens in their council's meeting. She inquired as to whether anyone knew when this was added. Discussion ensued.

VPIT Phillips commented on the majority rule – he supported the current recommendation in the handbook. He shared that his Technology Council rarely voted on things because they didn't have quorum.

Ms. Storm inquired whether all councils have the same structure in their handbooks. VPIT Phillips stated that all councils use the same template.

ACTION

Dr. Lolland will bring back the research on the history of the three items noted by Ms. Storm.

2. Enrollment

Sonja Lolland

Dr. Lolland shared that our goal for Fall 2018 is 7374 FTES. Summer 2018 had a 44% favorable variance. We are 12 FTES over our target. Dr. Lolland will be looking at the Spring 2019 schedule to see what we can do to make up for last year.

Mr. Maffei inquired about our fill rates. VPIT Phillips stated that we are offering less sections, yet enrollments are up. Mr. Maffei further inquired if this is reflected in our reports. Dr. Lolland advised that she will be reviewing with VPIT Phillips and her deans.

ACTION

Dr. Lolland will collaborate with VPIT Phillips and her deans

3. Curriculum

Kelly Locke

Dr. Locke shared that they have had two meetings and practice changes are in the works. There are proposals on the board to revise the timeline, so faculty can make changes.

Dr. Locke stated that the Curriculum Committee is also preparing for the review of degrees on campus. She shared a handout of the rubric draft for new curriculum. She explained they are requesting that faculty provide a course sequencing map. They must be mindful of the number of units that students need. Dean Mendelsohn shared that Guy Hanna, Outcomes & Assessment (O & A) Specialist, will be attending Curriculum Committee meetings once a month, and he will be helping Dr. Locke align Curriculum Committee, College Re-Design, and other programs at Hartnell.

Ms. Storm inquired how many degrees have been approved at this point; Dr. Locke stated approximately 35 to 36. Dr. Locke shared as an example that Biology has a local degree being brought forward to Curriculum Committee, and they were advised to consider the reason for a local degree versus a degree for transfer. Mr. Anderson shared that he understands the reason for the two degrees.

Dr. Lolland inquired whether there is a guideline on how to write a course description. Dr. Locke stated that we don't have a guideline and need to work on that. Dr. Lolland also inquired how the O & A Committee work on SLOs. Dean Mendelsohn shared that we are fortunate to have an O & A staff member (Mr. Hanna) who can work with faculty to accurately reflect what is being done.

4. Salinas Valley Promise Bronwyn Moreno
Ms. Moreno shared the two PowerPoints on the council's website. If anyone has questions, please contact Ms. Moreno at bmoreno@hartnell.edu.

VPIT Phillips clarified that the Promise Grant is the new name for the BOG fee waiver. This is different from the Salinas Valley Promise.

5. College Re-Design/Guided Pathways Structure Hetty Yelland
Dr. Yelland shared the document posted on the council's website. She stated that Academic Senate was recently added to the model as part of the Assembly. She explained that the Inquiry & Design Teams share their detailed plans with The Assembly for College Re-Design (meets once a month). If anyone has questions, please contact Dr. Yelland at hyelland@hartnell.edu.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Etudes Dave Phillips
VPIT Phillips shared that it's been kept open for any faculty that need to pull information from their shells. This is the last year it will be available, as this is quite costly to maintain.
2. Dr. Lolland requested that members share any topics that they'd like the council to address this academic year.

NEXT MEETING(S)

- October 10, 2018
- November 14, 2018
- December 12, 2018

ADJOURNMENT

Meeting adjourned at 4:45pm.

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.