



HARTNELL COLLEGE

Academic Affairs Success Council

Minutes

December 8, 2023, 9am-11am / E-112 & Zoom

APPROVED 02/09/24

MEMBERS	Constituent Group	Present	Absent
1. Ram Subramaniam, Tri-Chair	Administrator	X	
2. Kelly Locke, Tri-Chair	Academic Senate	X	
3. Vanessa Meldahl, Tri-Chair	Confidential	X	
4. Marianne Fontes	Administrator	X	
5. Jason Garrett	Administrator	X	
6. Mostafa Ghous	Administrator	X	
7. Carla Johnson	Administrator		X
8. Yeraldiny "Geri" Jose Alonzo	CSEA	X	
9. Jess Green	CSEA	X	
10. Fatima Barron Vargas	CSEA	X	
11. Miriam Contreras	Confidential		X
Vacant	Counselor		
12. Sunita Lanka	Meta Major Rep	X	
13. Pimol Moth	Meta Major Rep		X
14. Mohammed Yahdi	Meta Major Rep		X
15. Alexis Atayde	ASHC		X
16. Angeles Badajos-Uribe	ASHC		X
17. Andrea Meza Aguilar	ASHC		X
18. Aileen Sandoval	ASHC		X

Guests: Dr. Gayle Pitman

1. Call Meeting to Order/ Reading of Council Charge

The meeting was called to order at 9:08am. Dr. Subramaniam introduced himself to everyone.

2. Approval of Agenda

Dr. Garrett motioned to approve the agenda. Dr. Fontes seconded the motion. The Council voted and the agenda was approved with no opposition or abstention.

3. Approval of Minutes

Dr. Fontes motioned to approve the minutes from September. Ms. Green seconded the motion. Ms. Green motioned to approve the October amended minutes. Dr. Garrett seconded the motion. The Council voted and the minutes were approved as presented (September 2023) and amended (October 2023) with no opposition or abstention.

4. Amendment of Terms of Membership for Classified Staff

Ms. Green motioned to approve the amended October minutes identifying classified staff

terms of membership. Dr. Garrett seconded the motion. The Council voted and the amendment to the October 2023 minutes were approved with no opposition or abstention.

Ms. Meldahl explained that a verbal mistake was made regarding the terms of membership, and one member was inadvertently omitted in the selection process. The amendment to the minutes will be to correct the terms of the following members:

Two-Year Terms (ending June 30, 2025)

Jess Green

Fatima Barron Vargas

One-Year Term (ending June 30, 2024)

Geri Jose Alonzo

Miriam Contreras

5. Approval of Council Tasks

Ms. Meldahl explained that the President's Office tasked our council to identify three goals or focus points for the year. We chose the following:

- Task 1 - Review AP's (Administrative Procedures) that pertain to the Academic Affairs Success Council (AASC) series.
- Task 2 - Identify the impact of AB/SB (Assembly Bill/Senate Bill) regulations on AASC.
- Task 3 - Familiarize the AASC with grant funded programs that impact AASC.

Regarding task 1, Dr. Subramaniam explained that President Gutierrez tasked each of the councils with looking at APs that are related to their particular council charge, and re-examine those APs through an equity lens to see if they need some editing or modification. He also advised that our council is expected to come up with about fifteen APs and BPs (Board policies), so that is the reason we would like members to consider this task.

For task 2, Dr. Subramaniam stated that since we have many regulations that come from the state Chancellor's Office, we decided that our council could identify how the AB/SB regulations affect our entire college operations.

Lastly, task 3 would help us become familiar with the grant funded programs and their impact on our council. Then, we can decide if something else needs to be done.

Dr. Garrett motioned to approve the tasks of the council. Dr. Lanka seconded the motion. The Council voted and approved.

6. Overview of APs and previous process

Dr. Locke explained that we would start the APs in the 4000 series. The Academic Senate has proposals for a few of the APs that we would want to incorporate into our changes (e.g., academic renewal, course substitutions and waivers, GE reciprocity, and catalog rights). Dr. Locke provided background information on the process for credit for prior learning back in December 2020. The current process for getting APs approved (AP 2410) requires a tracking sheet for all councils to review. However, our new governance structure has been designed so the tracking sheet only goes to the council for which the AP is relevant. The hope is to have those within the area of expertise be part of the AP revision process.

7. SEM Plan (draft)

Dr. Pitman reviewed the draft plan, which is posted on our council's webpage. She shared that there were around fifteen people who were part of the planning team, but overall it was a large group effort. She requested that our council members read the first draft plan, provide initial comments before the end of next week, and she will incorporate those comments during winter break. They will send the plan for a second round of comments with the goal being to have the plan reviewed and approved by the various councils, and final approval from Hartnell College Council by early March 2024. The team would like to have the plan formalized and in place prior to the summer and fall 2024 enrollment push.

8. Annual SEAP Report

With the shift in administration, Dr. Garrett shared the recent update to the list of approvers, so he is listed as alternate project lead and dean of equity & guided pathways, Dr. Tracey Gomez, is the project lead. They requested to be included in the listserv so they can ensure the annual Student Equity and Achievement Program (SEAP) report is submitted on a timely basis. He summarized the requirements for year 1 reporting; we have six obligations to submit:

1. Year 1 Expenditures by Major Object
2. Review and update Metrics
3. Identify and describe 1-3 activities from SEA Plan and update implementation status and any relevant categories
4. Estimate the amount of spending per category from 22-23 fiscal year
5. Provide a Success Story
6. Identify Challenges (Optional)

Dr. Pitman suggested that the SEAP budget be re-agendized, and she and Dr. Gomez can come back and be a part of the conversation. Dr. Subramaniam noted the request; we will bring Drs. Pitman and Gomez to our combined AASC/SASC meeting.

9. Activity: Review APs in pairs and share

Dr. Subramaniam advised that council members should look at the APs through an equity lens and ask themselves the following questions:

- Who is affected by this particular policy?
- What is the impact of the policy? (i.e., who is benefiting, and more importantly, who is not benefiting from the policy?)
- Is the district required to have this policy?
- Do we keep the AP as is, or do we want to make a recommendation to edit the AP?

As noted on today's agenda, these are the APs to review: 4020, 4022, 4025 (Curriculum Committee & Academic Senate have a draft ready for review), 4031, 4100 (doesn't exist yet), 4105, 4220 (doesn't exist yet), 4222, 4240 (Curriculum Committee & Academic Senate have a draft ready for review), 4250, 4255, and 4260

Council members chose to review the following APs and provided feedback:

Dr. Lanka: AP 4020, Program, Curriculum, and Course Development

This is a required AP, and Dr. Lanka suggested that we keep as is.

Dr. Locke: AP 4022, Course Approval

This is a required AP and needs to be revised. Dr. Locke suggested that we incorporate the DEI aspect of the course outline of record. She also recommended revising AP 4020 and 4022 together so they are not redundant.

Dr. Fontes: AP 4031, Academic Dishonesty
This should be revised to include artificial intelligence (AI).

Ms. Meldahl and Ms. Green: AP 4105, Distance Education
Needs to be edited to update the type of contact; also consider teacher- initiated contact versus student-initiated contact.

Dr. Fontes: AP 4222, Pre-collegiate Basic Skills Coursework Limitation
This is required and related to accreditation. Dr. Locke added that this AP has pre-collegiate basic skills defined as including English as a second language, which we have changed recently, so we should update the AP.

Ms. Jose Alonzo: 4240, Academic Renewal
This AP affects students who would like to be considered to have their substandard academic performance reviewed. No comment regarding need to edit or keep as is.

Dr. Garrett: AP 4250, Probation
This AP is required, but Ed Code doesn't call out any particular progress or momentum metric. It affects students who experience academic challenges, and are often disproportionately impacted first year college students. No comment regarding need to edit or keep as is.

Dean Ghous: 4255, Dismissal and Readmission
This AP needs to be updated so it is clear for students who are affected, as well as administrators and staff assisting these students. Dr. Fontes added that this AP is currently being reviewed.

Dr. Subramaniam: 4260, Prerequisites and Corequisites
This AP requires updating because we have new regulations (AB 705 and AB 1705) which have changed how prerequisites function in certain aspects. We also have credit for prior learning, which impacts prerequisites and corequisites and how students might think they meet the prerequisites.

Next steps: Dr. Subramaniam, Dr. Locke, and Ms. Meldahl will present our list of APs at the next Tri-chair meeting.

10. Closing Comments/Adjournment

The meeting adjourned at 10:54 a.m.

NEXT MEETING(S)

February 9, 2024

March 8, 2024 (combined)

April 12, 2024

May 10, 2024 (combined)