HARTNELL COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS COUNCIL HANDBOOK

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.

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.

VALUES STATEMENTS

- ### *Students First*
We believe the first question that should be asked when making decisions is "What impact will the decision have on student access, learning, development, achievement, leadership, and success?"

- ### *Academic and Service Excellence*
We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.

- ### *Diversity, Equity, and Inclusion*
We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds.

- ### *Ethics and Integrity*
We commit to respect, civility, honesty, responsibility, and transparency in all actions and communications.

- ### *Alliances*
We develop strategic relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

- ### *Leadership and Empowerment*
We commit to growing leaders through opportunity, engagement, and achievement.

- ### *Innovation*
Through collaboration, we seek and create new tools, techniques, programs, and improve student learning, student achievement, and institutional effectiveness.

- ### *Stewardship of Resources*
We commit to effective utilization of human, physical, financial, and technological resources.

- ### *Health, Safety, and Security*
We commit to providing a healthy, safe, and secure environment for all students, employees, and visitors.

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.

GENERAL OPERATING PROCEDURES FOR GOVERNANCE COUNCILS

All Governance Council meetings will be conducted using Robert's Rules of Order. The College Planning Council will have authority for the following aspects of the Governance System and for establishing the following general operating procedures for all Councils.

- Member Responsibility and Expectations for Participating in Governance
- Voting to Recommend Action/Approval
- Purpose of Each Council
- Establishing and Discontinuing Governance Councils
- Determining Required Membership Categories for Each Council
- Procedure for Placing Items on Agendas
- Reporting (To Whom or Which Group Recommendations are Forwarded
- Providing and Updating the Handbook Template for all Governance Councils
- Process for Evaluation of Councils and Governance System Effectiveness

STRATEGIC PLAN 2019-2024 CORE OUTCOMES

Core Outcome 1 – Degree/Certificate Completion
Core Outcome 2 – Degree/Certificate Completion Efficiency (Units & Time)
Core Outcome 3 – Transfer to Four-Year Institutions
Core Outcome 4 – Student Employment Following Training and/or Degree/Certificate Completion

MEMBERSHIP (and terms of service)

- ◊ Vice President of Academic Affairs (co-chair, permanent)
- ◊ Academic Senate President or designee (co-chair, permanent)
- ◊ Dean of Student Affairs or designee (permanent; to be appointed by the Vice President of Student Affairs)
- ◊ Vice President of Information and Technology Resources or designee (permanent)
- ◊ Associate Vice President of Human Resources or designee (permanent)
- ◊ Accreditation Liaison Officer (permanent)
- ◊ College Curriculum Committee Chair (permanent)
- ◊ 2 Deans of Academic Affairs (2-year term, to be appointed by the Vice President of Academic Affairs)
- ◊ 1 Manager, Supervisor, or Confidential (2-year term, to be appointed by superintendent/president)
- ◊ 4 Full-Time Faculty (2-year term, to be appointed by Academic Senate)
- ◊ 1 Part-Time Faculty (1-year term, to be appointed by Academic Senate)
- ◊ 3 Classified (2 CSEA, 1 L-39, 2-year term, to be appointed by CSEA and L-39)
- ◊ 2 Students, (1-year term, to be appointed by Associated Students)

MEMBER RESPONSIBILITY AND EXPECTATIONS FOR PARTICIPATING IN GOVERNANCE

- ◊ Council members are responsible for keeping their constituent groups informed about Council actions and matters under review and consideration.
- ◊ Council members commit to representing and working toward the best interests of all students, the college, and the community, although each member is encouraged to interact with and express the viewpoints of his/her constituent group.
- ◊ Council members commit to preparing in advance of meetings, and to participating fully in Council meetings.
- ◊ Council members commit to engaging in civil and respectful discussion, debate, and deliberation.
- ◊ Council members commit to working toward consensus in Council deliberations prior to taking action. Council members reserve their right to cast an independent vote.

FREQUENCY OF MEETINGS
Monthly during academic year

VOTING TO RECOMMEND ACTION/APPROVAL
Recommend action/approval: The Academic Affairs Council shall be governed by Robert's Rules of Order, or latest revised edition.

PURPOSE
Working collaboratively with other councils and committees, the Academic Affairs Council provides opportunities for educational access and student success by serving as a recommending body to the College Planning Council.

RECEIVES INFORMATION FROM
The following sources appropriate to the work of the Council, including but not limited to: employees, students, other councils and committees, Academic Senate, program reviews, SLOs, accreditation, performance indicators, site visits, institutional effectiveness outcomes, existing plans and initiatives, labor market information, community and partner input, other trends and/or forecasts.

MAKES RECOMMENDATIONS TO
   ◊   College Planning Council
   ◊   Other Councils, Committees, Academic Senate

AGENDAS
The chairs and/or co-chairs develop the agenda for council meetings. Any individual (student or employee) who wants an item placed on the agenda must submit the item in writing to the chair and/or co-chairs.

COUNCIL RESPONSIBILITIES
1. COUNCIL RECOMMENDATIONS
   ◊   Provide leadership in the development, planning, preparation, and assessment of instructional programs.
   ◊   Recommend staffing needs based on data provided by the assessment of instructional programs.
   ◊   Make recommendations for Flex Day activities.

2. BOARD POLICIES & ADMINISTRATIVE PROCEDURES
   ◊   Review and recommend approval to the College Planning Council for new or revised Board policies and administrative procedures related to instruction.

3. ACCREDITATION
   ◊   Review and keep knowledge current regarding accreditation standards, eligibility requirements, and policies related to the Academic Affairs Council.
   ◊   Provide input when appropriate to accreditation processes.
   ◊   Promote a campus culture that is focused on accreditation, inclusive of but not limited to institutional activities that foster assessment, evidence building and continuous improvement.

4. BUDGET
   ◊ Make recommendations to the College Planning Council for the academic affairs budget.
   ◊ Identify priorities for instructional facilities and resources and make recommendations for allocations.
   ◊ Identify priorities for technology issues related to instruction and make recommendations to Technology Planning Council and College Planning Council.

5. PLANNING/RESEARCH
   ◊ Review Academic Affairs goals and key performance indicators regularly and report to the College Planning Council.
   ◊ Promote the use and understanding of data related to instruction as a basis for institutional decision-making and reporting requirements to state and federal agencies.
   ◊ Promote staff development activities for faculty and staff to improve their individual effectiveness consistent with the college mission, vision, and goals.
   ◊ Review annual reports from Deans for Flex Calendar Activities.

6. PROGRAM REVIEW
   ◊ Provide leadership in the development and supervision of the timely review of instructional programs.
   ◊ Provide reports to the College Planning Council containing a summary of findings, goals and action plans resulting from program review.
   ◊ Review recommendations pertaining to academic program discontinuance and make recommendations for action to the College Planning Council.

7. STUDENT LEARNING OUTCOMES
   ◊ Support the development, implementation, and assessment of student learning outcomes at the course, program, and degree levels.
   ◊ Provide reports to the College Planning Council on student learning outcomes assessment.

8. EVALUATION OF COUNCIL EFFECTIVENESS
   ◊ Conduct evaluation of the effectiveness of the Council every 2 years.