



HARTNELL COLLEGE

**Academic Affairs Council  
Minutes  
May 8, 2019, 3-5p.m.  
E-112**

**MEMBERS**

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

**Others**

Name	Title or Representing	Present	Absent
Celine Pinet	Administration	X	
Matthew Trengove	Administration	X	
Bala Kappagantula	Administration	X	

CALL TO ORDER & INTRODUCTIONS

Sonja Lolland/  
Lisa Storm

Meeting called to order at 3:10 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 Minutes of April 10, 2019 Lisa Storm  
Ms. Storm advised that since we do not have quorum, we can't take action on the minutes. Action will be taken at the first meeting of Fall 2019.

## INFORMATION/DISCUSSION/PRESENTATIONS

1. DE Project and Grant (3:00-3:15pm) Celine Pinet/  
Carol Hobson

Dr. Pinet reviewed a spreadsheet showing modality of distance education (DE) versus face-to-face classes. She used ADJ as an example of the increased enrollment in DE classes: 250 students enrolled in Fall 2016, and now we're up to 313 students enrolled in Spring 2019. Dr. Pinet also reviewed the retention and success rate data. AVPHR Pyer requested a reminder for everyone regarding the definitions of "success" and "retention." Dr. Pinet shared the following:

Success: *Student finishes the class and passes.*

Retention: *Student stays in class and doesn't drop.*

Ms. Storm shared one issue she's noticed is students not being dropped from classes. There have been online conversations stating that faculty do not receive regular reminders to drop students not attending classes. This fact affects retention and success rates.

Dr. Locke stated that she appreciated the fact that the data was separated by discipline, as math and other disciplines shouldn't be lumped together. Dr. Lolland thanked Dr. Pinet and her team for their hard work on the DE grant.

Dr. Pinet emailed the spreadsheets to all of the council members present. If anyone has questions, please contact Dr. Pinet at [cpinet@hartnell.edu](mailto:cpinet@hartnell.edu).

### **ACTION**

Dina will email the spreadsheet to absent members for review.

2. PPA Prioritization Requests (3:15-3:30pm) Sonja Lolland  
Dr. Lolland stated that the dean and directors recently worked on prioritization in an all-day meeting. They commented on the tight timeline for prioritization of resources. This will be addressed at an upcoming meeting with Dr. Brian Lofman.

Dr. Lolland reviewed the spreadsheet of all categories prioritized by the deans and directors. Several items were ranked as top needs, while others were unranked but brought forward as important.

## **ACTION**

Dina will email the spreadsheet to members for review. This is moving forward to the Business Office and the IPRE Department.

3. Metrics for Institutional Set Standards and 5-Year Goal Setting for Academic Programs (3:30-4:00pm) Matthew Trengove  
Dr. Trengove reviewed his 5-Year Goal Setting spreadsheet. He worked with the CTE deans to determine metrics for their programs. Metrics have not yet been determined by the non-CTE programs.

Based on the course completion projections, Dr. Locke inquired what the college is doing to help our students with their course completion and job placements. Dr. Lolland advised that the work of the College Re-Design teams are focused on helping our students' success. She suggested that we look closer at our next steps.

Dr. Trengove stated that the purpose of goal setting is to keep the measures fair for all programs. He advised that he can return for more discussion on how council members would like to see goals set.

## **ACTION**

Dina will email the spreadsheet to all of the council members. If anyone has questions, please contact Dr. Trengove at [mtrengove@hartnell.edu](mailto:mtrengove@hartnell.edu).

4. Hartnell Website and Accessibility / Drop Process (4:00-4:30pm) Bala Kappagantula

### Drop Process:

Mr. Kappagantula reviewed the drop dates process. He guided everyone to the [Admission & Records Handbook](#), found on [Faculty Resources](#) webpage. Class meeting times dictate the drop date (pages 7-8 of the handbook). Mr. Kappagantula also guided everyone to the [IT Newsletter](#) for [January 2019](#). He showed the information on drop periods on page 2 of the newsletter. Mr. Kappagantula advised that drop dates are specific to each section, so he requested faculty to share this information with their peers.

CORE Colleague team discusses concerns such as those expressed today by council members. Mr. Kappagantula advised that the meetings are held the second and fourth Monday of the month in A-116 from 9:00-10:00am. He welcomed our members to attend.

### Website & Accessibility:

Mr. Kappagantula shared that the IT Department is currently working on Phase II of their website and accessibility project. The two phases are as follows:

Phase I – hartnell.edu moved to new website

Phase II – removing class related content from the Hartnell website (example: [Biology](#))  
If anyone has questions, please contact Mr. Kappagantula at bkappagantula@hartnell.edu.

5. Governance Survey Results (4:30-4:45pm)

Lisa Storm/  
Sonja Lolland

Members reviewed the results of the survey posted on the council's webpage. Strength and improvements were summarized and will be submitted to the President's Office.

6. Convocation 2019 Agenda

Sonja Lolland

Dr. Lolland reviewed the draft agenda posted on the council's webpage. She shared that the proposal was widely welcomed to "flip" the order of the agenda to faculty-focused in the morning and campus community-focused in the afternoon. Dr. Lewallen has approved closing campus in the afternoon in order for staff to attend from lunch through the rest of the day.

If anyone has any suggestions, please contact Dr. Lolland at slolland@hartnell.edu.

7. Follett Update

Sonja Lolland

❖ Tabled for Fall 2019

8. Curriculum

Kelly Locke

❖ Tabled for Fall 2019

9. AB 705 Update

Kelly Locke

❖ Tabled for Fall 2019

#### OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. N/A

#### NEXT MEETING(S)

- September 11, 2019
- October 9, 2019
- November 13, 2019
- December 11, 2019

ADJOURNMENT

Meeting adjourned at 5:02 pm.

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.*