



HARTNELL COLLEGE

College Planning Council

Minutes

December 4, 2019, 3-5:00 p.m.

E-112

MEMBERS

Name	Representing	Present	Absent
1. Patricia Hsieh	Administration	X	
2. Lisa Storm	Academic Senate		X
3. Richard Bennett	Administration	X	
4. Romero Jalomo	Administration		X
5. Clint Cowden	Administration	X	
6. Cathryn Wilkinson	Administration	X	
7. Brian Lofman	Administration	X	
8. Jackie Cruz	Administration		X
9. Mostafa Ghous	Administration		X
10. Herbert Cortez	CSEA	X	
11. Christine Svendsen	HCFA		X
12. Daniel Lopez	Faculty	X	
13. Emily Rustad	Faculty	X	
14. Mohammed Yahdi	Faculty	X	
15. Carol Kimbrough	Faculty, Adjunct		X
16. Samantha Saldaña	Associated Students	X	
17. Monserat Flores	Associated Students		X
18. Vacant	CSEA		
19. Vacant	CSEA		
20. Vacant	CSEA		
21. Vacant	L-39		
22. Vacant	Faculty		
23. Vacant	Faculty		

GUESTS

Dr. Peter Gray	Faculty
Lindsey Bertomen	Faculty
Jill Chirstensen	Guest
Matt Trengrove	Guest
Hetty Yelland	Guest

CALLED TO ORDER

The meeting called to order at 3:10 p.m.

Dr. Hsieh welcomed Cathryn Wilkinson to Hartnell.

Dr. Wilkinson thanked the faculty for the hard work.

ACTION ITEMS

1. Approve December 4, 2019 Agenda Patricia Hsieh
MSC: Yahdi/Lopez to approve the December 4, 2019 agenda.

2. Approve Minutes: November 20, 2019 meeting Patricia Hsieh
MSC: Yahdi/Lopez to approve November 20, 2019 minutes.
Abstention: Wilkinson, Lofman

Dr. Hsieh asked for clarification on the Nov. 20, 2019 discussion regarding Feedback on IMP Framework due to CPC on Feb. 5, 2020. Discussion occurred and all agreed the Feb. 5, 2020 date will continue to be the date when feedback is due as originally planned.

INFORMATION ITEMS

3. AB 705 Update Peter Gray
Dr. Gray gave an update on the AB 705 implementation at Hartnell. There has been an outstanding increase in students who have completed transfer-level English courses. Mathematics department was a leader in the development of placement policies. Due to fall 2019 being the first semester to fully implement these new policies. Although we do not have data; anecdotally, there has been an increase in support services. We look forward to see what the data looks like once we have completed the semester. Community practice is discussed amongst the faculty during their bi-weekly meetings; to not lower standards but rather provide students with the tools and support that they need to succeed.

Herbert asked regarding ESL and the way the courses are built in the system. Clint will follow through with Herbert on working with the ESL team to build that code for students to register in spring 2020. At the moment, the code only needs to be added to ESL courses for credit, and filed with the chancellor's office.

4. Online CTE Pathways Grant Lindsey Bertomen
Lindsey gave an update on the CTE Pathways Grant. Currently, most Distance Education (DE) students are taking DE classes because they have to be home, Hartnell students have had an increased success rate taking DE classes, we are currently at an 11% of DE course offerings, and the current state average is 17%. This trend is continuing and data shows that 1/3 of all students in California community colleges are DE students. At Hartnell, we are part of the Online Education Initiative (OEI) consortium, the consortium provides for a DE education controlled by a rubric so that all courses are guided by a state standard. Years ago, Hartnell was the only college that had 100% online degree, we had colleges calling and asking how we did it and how did we accomplish this. Unfortunately, we still only have one fully online degree, other colleges are reporting as many as 47, the state average is 12. It is clear that we have not quite caught up on the headcount for state education.

Hartnell was awarded a one-year grant to expand CTE DE offerings. The grant goals are to improve access, improve visibility, and improve quality.

The consortium has created an exchange method to allow for students to choose online classes that might not be available at their home college. The student will still register at their home college (Hartnell), and if a certain DE class is not available at Hartnell they can go through the exchange and take it at another college, the exchange will notify the home college for transcript amendment. The plan is for this exchange, which is now called Finish Faster Online to begin fall 2020. Each college can align their DE courses according to the rubric that has been adopted, the course will be badged according to the standards it meets, the more badges the course acquires, the higher the course will float at the top of the search feature on Finish Faster Online.

Currently, at the college there are peer online course reviewers (POCR) which are instructors certified by consortium to review and align courses to offer online. There are courses going through and we will be able to offer 20 courses by spring 2020. This will meet the requirement to stay in the consortium so we can continue to use the resources offered at no cost such as: academic and support services, canvas software.

Another requirement is Zero Textbook Cost (ZTC), we need to incorporate the symbol into our course offerings for students to see. Currently, our software only allows to place the symbol in the comments section of the course description with a link to a word document that has all the ZTC courses listed. It is now state law that courses are tagged for immediate visibility.

Herbert and Clint will follow up with Maria Ceja and IT to adjust our software and meet these requirements. Meanwhile, the DE faculty handbook is being revised to include that instructors have to complete certain milestones before they can teach online.

PRESENTATION ITEMS

5. Employee Engagement Survey Results Jill Christensen/Matt Trengrove/Hetty Yelland

The group presented the results from the 2019FA Employee Engagement Survey. The consultant (Jill Christensen) reported that Hartnell has a satisfactory engagement ratio of 57.6%, which was not far from the industry benchmark 69%, but we should set our sights higher. She identified four areas of opportunity and suggestions that include:

- **Career Development:** Increase advancement and training opportunities
- **Work Engagement:** Increase employee resiliency and the 'sense of urgency'
- **Compensation:** Communicate effectively about compensation
- **Relationship Management:** Increase/improve communications between senior leaders and employees

We also highlighted the differences in the response by Job-Roles (i.e., Full-time/Part-time Faculty, Staff & Administration).

- **Staff members** were most concerned with their career development, overall compensation, and relationship management.
- **Full-time faculty** were most concerned with trust and communication.
- **Part-time faculty** were most concerned with compensation and benefits.

DISCUSSION ITEMS

6. Agenda Template for Governance Councils

Patricia Hsieh

Discussion occurred and the CPC agreed that we move forward to send the new template to the council co-chairs for implementation to include a letter (provided by Daniel Lopez) with definitions and details as to why the template has been changed. The councils will be encouraged to provide Dr. Hsieh and Lisa Storm with comments/feedback and questions regarding the template.

ADJOURNMENT

Meeting adjourned at 5:01 p.m.

MSC: Saldana/Lofman

NEXT MEETINGS

February 5, 2020

February 19, 2020

March 4, 2020

April 1, 2020

April 15, 2020

May 6, 2020

May 20, 2020