



HARTNELL COLLEGE

College Planning Council

Minutes

February 5, 2020, 3-5:00 p.m.

E-112

MEMBERS

Name	Representing	Present	Absent
1. Patricia Hsieh	Administration	X	
2. Lisa Storm	Academic Senate	X	
3. Linda Wilczewski	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. Vacant	Associated Students		
17. Vacant	Associated Students		
18. Vacant	CSEA		
19. Vacant	CSEA		
20. Vacant	CSEA		
21. Vacant	L-39		
22. Vacant	Faculty		
23. Vacant	Faculty		

GUESTS

Hetty Yelland	Faculty, English and CDR
---------------	--------------------------

CALLED TO ORDER

The meeting called to order at 3:08 p.m.

Immediately after the call to order and prior to the approval of the agenda, faculty Cheryl O'Donnell and Jason Hough spoke about the final examination schedule for Spring Semester 2020. This semester, the exam schedule includes Saturday (May 30) to administer final exams to the second largest number of examinations administered during finals week. This is unusual in that commencement is Friday, May 29 and students, faculty, and staff will be required to

return the day after commencement for exams. At the center of concern is the lack of communication. Cheryl reports that the administration met with a few faculty and potential solutions were discussed, none implemented, and that the final decision was not communicated to those most affected by the decision. The Academic Senate discussed the exam schedule and the possibility of including the final exam schedule as a 10+1. Jason Hough shared the impact to him and his family and he urged the administration, as a professional courtesy, to be transparent and communicate major decisions to the college community within 72 hours of a decision; Christine Svendsen agreed. Lisa Storm reported that the Academic Senate voted unanimously to make a public comment at this meeting and she pointed out an error in the calendar for academic year 2020-2021 (conflicting dates for Spring Recess 2021). After a lengthy discussion, Dr. Hsieh stated that she would immediately address the issue with VP Wilkinson and Lisa Storm.

1. February 5, 2020 Agenda (Action) Patricia Hsieh
 MSC: [Kimbrough/Lopez] to approve the February 5, 2020 agenda.

2. Minutes: December 4, 2019 meeting (Action) Patricia Hsieh
 MSC: [Kimbrough/Cortez] to approve the December 4, 2019 minutes as revised.
 Abstain: Storm, Svendsen, Wilczewski

3. Review of CPC Goals and Role (Information) Patricia Hsieh
 Led by Dr. Hsieh, the Council began to conduct an in-depth review of its handbook.
 Section 1 Vision Statement – status quo
 Section 2 Mission Statements – status quo
 Section 3 Value Statements – status quo
 Section 4 General Operating Procedures for Governances Councils –
 The Council reviewed each bullet under this section and the following occurred:
7th bullet, Reporting (To Whom or Which Group Recommendations are Forwarded)
 In general, many did not understand the intent of the statement, that the statement is unclear and needs clarification. After much discussion, it was agreed that a flow chart might help clarify and Dr. Hsieh stated that she would forward an example from another institution that shows reporting lines for governance councils.
8th bullet, Providing and Updating the Handbook Template for all Governance Councils
 MSC: [Lofman/Kimbrough] to change the word, “template” to “format”.
 Section 5 Strategic Plan 2019-24 Core Outcomes – status quo
 Section 6 Membership
 Herbert Cortez suggested the Council determine who needs to be at the table and to reconsider the number of managers on the Council. A lengthy discussion ensued but no decisions were made, and due to time constraints, the Council ended its discussion and moved to other items on the agenda.

The Council will continue its review of its handbook at future meetings.

4. Agenda Template for Governance Councils (Information) Patricia Hsieh
The Council went back to discuss its handbook to consider a revision to the 8th bullet *Providing and Updating the Handbook Template for all Governance Councils* under General Operating Procedures for Governance Councils because of the new meeting agenda format. In fall 2019, the Council began using a new meeting agenda format and discussed the new format at several of its meetings. At its meeting of December 4, 2019, the Council agreed to forward the meeting agenda format to governance chairs/co-chairs for implementation. The agenda format now includes linkage between agenda items and strategic goals. The next step is to send a college-wide communication about the new agenda format; Dr. Hsieh will handle.

MSC: [Lofman/Lopez] with a friendly amendment (Kimbrough) to revise the wording in the 8th bullet under General Operating Procedures for Governance Councils as follows:

Providing and Updating the Handbook and Agenda Format for all Governance Councils
Abstain: Svendsen, Lopez

5. IMP Framework (Action) Patricia Hsieh
Brian Lofman presented the final version of the IMP Framework. The framework was vetted by the Academic Senate and Brian pointed out the changes to the framework based that feedback. Christine Svendsen discussed the potential impacts to **EFFE 1e: Balance face-to-face, hybrid, and online course offerings to best meet student demand and optimize use of classroom space** because of recent changes to the faculty CBA. Dr. Hsieh thanked Christine for her insight. After some discussion, there the motion was amended, to which the maker of the motion agreed (Kimbrough), to replace the word, “maximize” to “optimize.”

MSC [Kimbrough/Yahdi] to approve the IMP Framework as presented and to replace the word, “maximize” to “optimize.”
Abstain: Cortez

6. College Redesign Brian Lofman/Hetty Yelland
Hetty Yelland and Brian Lofman presented the final design for College Redesign. Joining the meeting were the tri-leads for each of the six teams. Carol Kimbrough commended Brian, Hetty and the tri-leads for their leadership and work completed to date. Dr. Hsieh extended her appreciation for the informative presentation at the Student Success Conference. The Council had a robust discussion about the Meta majors design, and Lisa Storm wanted to ensure programs would not move to other areas as listed in the Meta Majors design. For example, ADJ is listed under Social Science in the design, but the discipline best fits under CTE. Hetty clarified that moving programs to other areas is not the intent of the design; that the goal is to help students succeed. The Council will consider approval of the six designs early March after the Academic Senate considers approval. Implementation is the final step.

ADJOURNMENT

Meeting adjourned at 4:55 p.m.

NEXT MEETINGS

February 19, 2020	April 15, 2020
March 4, 2020	May 6, 2020
April 1, 2020	May 20, 2020