



HARTNELL COLLEGE

Academic Affairs Council
Minutes
November 9, 2022, 3-5 p.m.
Via Zoom

Approved 11/30/2022

MEMBERS

Name	Representing	Present	Absent
1. Dr. Romero Jalomo for Dr. Cathryn Wilkinson	Administration	X	
2. Dr. Jason Hough	Academic Senate/Faculty	X	
3. Dr. Kelly Locke	Curriculum Committee/Faculty	X	
4. Dr. Maria Ceja	Administration	X	
5. Dr. Chelsy Pham	Administration		X
6. Dianna Rose	Administration		X
7. Sharon Albert	Administration	X	
8. Dr. Jay Singh	Administration	X	
9. Moises Almendariz	Manager/Supervisor/Confidential		X
10. Dr. Guy Hanna	C.S.E.A.	X	
11. Jessica Green	C.S.E.A.	X	
Vacant	L-39		
12. Dr. Peter Gray	Faculty	X	
13. Kelley McClary	Faculty	X	
14. Violeta Wenger	Faculty		X
Vacant	Faculty		
Vacant	Faculty, Adjunct		
15. Laura Rivera	ASHC		X
16. Guillermo Menchaca	ASHC	X	

Others

Name	Title or Representing	Present	Absent
Cheryl O'Donnell	Faculty	X	
Deborah Stephens	Faculty	X	

CALL MEETING TO ORDER

Dr. Romero Jalomo

Meeting called to order at 3:05 pm. Welcome to new CSEA representative, Jessica Green.

ACTION ITEMS

1. Consider Approval of the Agenda

Dr. Jason Hough

MOTIONED (Albert), Seconded (McClary), unanimously approved.

2. Consider Approval of Minutes of October 12, 2022 Dr. Jason Hough
MOTIONED (Albert), Seconded (Ceja), unanimously approved with edits. The Curriculum report should be corrected to state that “CTE and Associate Degree for Transfer courses need approval from outside institutions; and they also need local approvals.”

INFORMATION/DISCUSSION/PRESENTATIONS

1. ACCJC Midterm Report (courtesy reading) Dr. Cathryn Wilkinson
Dr. Hough challenged all members to read Draft #6 , which was sent to everyone via email. He requested those who have feedback to email him directly and he will send to Dr. Wilkinson, David Beymer, and Dina. Dr. Gray inquired about AB 705 data; Dr. Jalomo advised that this report is focused on the two recommendations from the ACCJC visiting team (library and technology plan), as well as our three Quality Focus Essays (QFE). Dr. Locke shared that they have had AB 705 meetings to review data on students who were not successful, so there is follow-up going on without the AB 705 Lead positions. Dr. Hough shared that he will recommend to President Gutierrez that a team be formed to write on AB 705 for the ACCJC ISER report.

Dr. Hough requested that all comments or feedback be ready to discuss at our last meeting on November 30, 2022.

2. Full-Time Faculty Hiring Committee (FTFHC) Deborah Stephens
report for Fall 2022 (3:20pm)
Ms. Stephens shared that the Academic Senate voted to approve the recommendations of the FTFHC. They are: Tier 1 – Ethnic Studies, Art/Photography (FTF need = 2.63), PE/Kinesiology (Baseball), Biology (FTF need = 2.39). The 60% need (in parentheses) is a calculation that they perform to figure out how many Full-Time faculty members would be required to meet the student demand.
3. Governance Task Force Update Dr. Jason Hough
Dr. Hough reported that they have a draft to share at the upcoming CPC meeting.
4. Faculty Professional Development Committee Update Dr. Jason Hough
Dr. Hough shared that they have great speakers set up for Spring 2023. The kick off will be in January to start the series.
5. Curriculum Committee Report, including proposed curriculum audit (standing item) Dr. Kelly Locke
Dr. Locke was unable to report at this time.
6. Academic Senate Report (standing item) Dr. Jason Hough
Dr. Hough recently sent out Academic Senate’s report to all faculty, and shared their update with the Board of Trustees. He also attended the Statewide Academic Senate Fall Plenary – there are exciting things happening around the state, notably in noncredit and ways to meet more student needs through noncredit.
7. Update on Priority Registration for Spring 2023 Dr. Maria Ceja
Dr. Ceja shared that students are doing a good job enrolling for classes. The numbers are looking very good for Spring 2023. Overall, the A&R office is available to assist students via all modes – in person, over the phone, Zoom, and online. Dr. Hough shared that President Gutierrez reported that we are up 5.6% in enrollment compared to last Spring at this time. Dr. Hough noted that a lot of people stepped up to help convert successfully to the DUO process.

7. Enrollment Report – Fall 2022

Dr. Maria Ceja

Dr. Ceja is unable to report precise enrollment numbers until such time that access to more systems is restored.

MOTIONED (Jalomo), Seconded (Singh), to table this agenda item, unanimously approved.

Dr. Ceja praised Dr. Singh and his staff for their extremely helpful work in providing help to students with the DUO conversion and password reset.

8. Items to be considered for future agendas

Dr. Jason Hough/
Dr. Romero Jalomo

Dr. Hough would like to consider the Cultural Humility Tool Kit that has been created by the State Academic Senate. Senorina Vazquez and the Student Success and Equity Committee (SSEC) will be invited for a future meeting. The SSEC plans to bring this item to the Student Success Conference in January 2023 to match the semester theme of “Racial Equity and Social Justice.” Dr. Singh added that the SSEC members have looked at this toolkit and support implementing it. Dr. Hough would like to see our campus make a more focused effort based on some great models across the state for strategic enrollment management and student engagement.

Please email any agenda requests to cwilkinson@hartnell.edu and jhough@hartnell.edu (cc: dhayashi@hartnell.edu).

NEXT MEETING(S)

- November 30, 2022

ADJOURNMENT

Dr. Jason Hough

MOTIONED (Ceja), Seconded (Hanna), unanimously approved.

Meeting adjourned at 3:37 pm.