



## Academic Senate Minutes

2/11/2025

Zoom Link: Found on agenda

411 Central Ave; E112, Salinas CA 93901

NAME	POSITION	PRESENT	ABSENT
Kelly Locke	<b>President</b>	X	
Jennifer Moorhouse	<b>Vice President</b>	X	
Heather Rodriguez	<b>Secretary/Treasurer</b>	X	
Nina Vazquez	<b>2nd VP</b>	X	
Tammy Boates	<b>At-Large</b>	X	
Cynthia Ainsworth	Senator	X	
Peter Calvert	Senator	X	
Norma Cuevas	Senator	X	
Brook Foley	Senator	X	
Carol Kimbrough	Senator	X	
Carol King	Senator		X
Liz Morales	Senator	X	
Cheryl O'Donnell	Senator	X	
Nancy Schur-Beymer	Senator	X	
Lisa Storm	Senator	X	

Christine Svendsen	Senator	X	
Jason Hough	Senator	X	
Adrea Gonzalez-Karlsonn	Senator	X	
Steven Lisowski	Senator		X

**I. Call to Order 3:00 pm**

**II. Public Comments:** 10 minutes (3-minute maximum per person) are set aside to receive comments on agenda items or items not on the agenda but within [the authority \(10+1\) of the Senate](#)

- A. Heather Rodriguez- Read letter regarding Counseling Faculty response to proposed changes to structure of Counseling Services. Transferred from Student Affairs to Academic Affairs
- B. Daniel Lopez- Changes to hiring faculty including the requirement that new faculty recruits come on campus to complete a 50 minute teaching lesson and what the college will be doing to support the candidates to the college who may not be able to make the trip and this form of evaluation is only seen by a small number of faculty who are making the decision where it should be made by the whole committee.

**III. Adopt Agenda**

- A. MSC: Jason/Peter to adopt agenda

**IV. Presentation and Discussion**

- A. Dual Enrollment BP/AP revisions–Ben Grainger

- 1. [Draft BP 5010 \(revised\)](#)

- a) Last revised 2012 and there are 2 APs that live under it

### 3 Academic Senate

- b) Lisa- Can you explain who the provisional students are? Those over 18 but do not have high school diploma or GED/Equivalency
- c) Changed name from CEO to Superintendent/President
- d) Big change-Students needed to be in high school or higher (entering 9th grade)- The new BP allows for students entering the 7th grade or 13 years of age or older.
  - o Lisa- How would you flag a class that you might think is inappropriate for a student who is younger? This is something that is addressed in the AP
- e) Shows established procedures which are in AP 5011.

#### 2. [Draft AP 5010 \(new\)](#)

- a) Uses the standard language of admissions of students and establishing residency.

#### 3. [Draft AP 5011 \(new\)](#)

- a) Wording has been updated from 1st reading at other councils from fall due to changes in legislation for 2nd reading for spring. That is why there is red letting and cross outs.
- b) There are not restrictions to services for students who are Dual enrollment or Concurrent enrollments
- c) Split into sections- High School and Middle School
  - o High school students- Nothing has changed, it has just put into writing the process and the courses that they can take

and the placement and unit limits and requirements to enroll. They can petition to be full time students, but there is a process and is very rare to happen

- Middle School- 13 was chosen as that is the year they are allowed to submit an application through CCC Apply. Parent Consent needs to be signed. Students need to submit a written letter of recommendation from their school principal and will have specific class delineated. Then they have to get permission from the Vice President of Student Affairs of designee. College can delineate courses that are not appropriate for students to take.
  - (a) Kelly-This is also something that could possibly live in the course record, that might be too much bureaucracy for the small number of students that could potentially take the class, but it could be an option for those classes that faculty feel are not appropriate for students who are in grades 7-8. Lisa agrees
  - (b) Jason-Page 5- AS and the 10+1 is not in this, but there is a need for that to be in this to ensure that 10+1 is covered.
  - (c) Tammy- ECE has licensing requirements, some of the classes might be appropriate, but at some point they are going to be stopped because they are not 18, but they will be stopped as they are not able to complete the requirements. It is

important to know and consider how far they can advance if there are requirements for the course/test.

- (i) There might need to be a list that identifies the courses that students will be blocked from completing due to licensing and age requirements.
- Is there anything to address the access to technology? Restrictions/Limitations at home that may not be here at the college. Does it need to be addressed?

B. One Hartnell update: Process Mapping Task Force-Nicholas Vasquez

1. The deliverables are to develop process maps for students- Surface level journey of our students.
  - a) CCCapply
  - b) Fraud Checking
  - c) Payment
  - d) Registration Holds
2. The vision is diving into the details of the communications that happen at each level of the steps. When they should have their steps completed.
  - a) Nicholas provided details on what the task force is looking at for each of the phases for students
3. Request to the team
  - a) Building Textbook emergency process
  - b) Reviewing legacy process software issues (this is where students are dropped from all classes

even if they have only one class they have not paid for)

c) Counseling Technology Changes (SARS)

4. If you would like to get involved with supporting the student experience and removing barriers contact Nicholas ([nvasquez@hartnell.edu](mailto:nvasquez@hartnell.edu))

a) Nina- This is only about what the students face? That is correct at this time, but there may be manual processes that staff and faculty do that may impact the student journey.

b) Cheryl-Noticed that there was not any faculty representation on this, but Nicholas has spoken with Kelly about this but it has not panned out that there were faculty available to join it. The committee has definitely reached out to get the information as needed.

## V. President's Report

### A. Steering Committee appointments over the break

1. [Hiring committee appointments](#)

2. Appointments to BA-8 Team on 8 week terms

a) Agriculture, Business, and Industry: Richard Chapman (MFGT), Michael Davis (WLD)

b) Arts & Languages: Carmen Marquez (SPA), Maya Watson (ENG)

c) Counseling: Norma Cuevas, Gemma Uribe-Cruz

d) Health Sciences: none

e) Social Sciences: Jennifer Taylor (PSY), Tammy Boates (ECE)

f) STEM: Ann Wright (BIO), Chris Moss (MAT)

3. Aron Szamos, additional counselor to Organizational Development Task Force (One Hartnell)

a) The one counselor on the task force felt additional support was needed so one additional counselor was added

B. Spring Hiring updates

1. [12 positions posted](#), 7 from FTFH process and 5 from 2024 failed searches

a) Counseling, Art and Gallery Director, AAT, Biology, Chemistry, CMA, Ethnic Studies, Nursing, Physics, Speech Team and Communications Studies, Computer Sciences, and Librarian

b) A change to chemistry and CSM due to changes in the committee needs.

2. Additional part of process for finalists: 50 minute teaching demo to student group paid to participate in the hiring process and provide evaluation of session. Committee members (optional), committee chair and VP also in attendance.

a) This is a part of the final screening process- what will be added is above. The same student group will be watching the demonstrations. The committee members will be able to watch the demonstrations.

b) Lisa- How do the demonstrations play into the decisions. The VP, President, and student

evaluations will be taken into consideration. This is the final part of the interview so the committee members are not a part of this. This is not replacing the demonstration as part of the initial interview. This is also a response to the fact that students do not have a role in the hiring process.

c) Jason- Philosophically good, but concerns about 10+1, it should include the faculty discipline.

- Should it be important enough for discipline faculty to say who represents the curriculum accurately? There is no mechanism right now to raise a flag about the candidate

d) Peter-Is there a plan to ensure the students are trained/a direction?

- Ram- Melvin is giving the students training- they will also go through the same training as the committee members
- Peter-this is something that we should be using on our hiring committee, concerned about making sure our students are trained/ Senate has input on the rubric.- Pretend it is day number 2 and it is a full class and at the end of the class, would you come back to this class and take the class with this instructor?

(a) The Academic Senate can have input on the rubric- Ram is really looking at how they are interacting



with and engaging with students. The first round interview does not have to be only 15 minutes.

- e) Cheryl-The candidates will be given the 50 minute demonstration.
- f) Nina- We should be happy to include the students in the process of hiring our faculty.
- g) Norma, Can faculty/Committee create a rubric for students to use when meeting to review interview questions? The answer is yes.

C. Know Your Rights (KYR) events and resources (see below and spread the word)- Please spread the word!

1. [March 7 at Hartnell](#) designed specifically for faculty
  - a) Mario contacted to ensure that this would be the best date, it is the one date with only one council meeting.
2. [Feb 12](#): The Monterey County Immigration Rights Ad Hoc Committee hosts a “know your rights” forum. Speakers include immigration attorneys and the Mexican consul general. 5-6pm (resource fair), 6-7:30pm (speakers) Wednesday, Feb. 12. Alisal High School gym, 777 Williams Road, Salinas. Free. [countyofmonterey.gov](http://countyofmonterey.gov)
3. [Monterey County KYR page](#)
4. [Hartnell Community page](#)

D. [OM 105](#) and [OM 106](#), in effect now as executive decision, coming to College Council for governance approval Feb 28

1. Take a look as they are coming to the College Council.  
Approved by Executive decision by President- about  
ICE and Hate Speech

E. [Governance Survey](#) and Evaluation by College Council

1. This is about Governance in general there is also one about the individual Councils if you are on one. Kelly will check on the councils as well. Results will come together and we will take a look.

F. [DE Quality Continuum](#)–ACCJC

1. New rubric the ACCJC is using. The requirement has always been there.

G. One Hartnell Faculty Update–email coming soon

1. Steering Committee Meeting Monday-Feedback from strategic Recruitment is almost done and First Year Experience is moving along.
2. Organizational Development Team-Looking at Government Structure. There is a lot that they do not know about the workings on campus, they met with a few different people in different areas. They are now pausing on the work of organizational structure and working on benchmarking and looking at what other colleges are doing. Chairs are Laura Zavala and Fatima Barron.

## VI. Action Items

A. Approval of [Minutes of 11/26/2024](#)

1. MSC: Carol/Jason to adopt minutes

B. Senate Affirmation and Support of [Board Resolution 25-1](#):  
In Support Of Undocumented Students And Affirming The  
Privacy Of Student Records

1. Board approved at last meeting
2. MSC: Peter/Carol to approve by acclamation

C. Appointments

1. Rafael Robles to Student Success and Equity Committee
2. Pimol Moth to Student Affairs Success Council
3. MSC: Lisa/Cynthia to approve slate

D. [FERPA and student privacy](#)–Jason Hough

1. Department of Education [FERPA 101 for Colleges and Universities](#)

a) Jason read through FERPA resolution- 1st  
Reading and Action will be at next meeting

- Lisa- This training should be mandatory?  
This is creating a greater workload on top  
of all the other work that we need
- Jason is wondering if this is something that  
it should be for new faculty? Lisa feels that  
we should not put in mandatory training for  
faculty
- Christine-Agrees with Lisa, about putting in  
“more mandatory faculty”. This is not  
something that should come from faculty, it  
is a district issue. Maybe a handout?
- Nina- This is a law, it is interesting that we  
only hear about it when first hired, so a

reminder wouldn't hurt, but mandating a training may not be appropriate.

- Cynthia-What happened to the mandatory FERPA training?
- Jason, If there was some deliberate action by the district regarding FERPA. Not mandatory, and reworking the resolution.

#### E. Create Academic Senate AI Workgroup

1. Discuss scope of work–what are the academic and professional aspects of AI and what are institutional aspects outside [10+1](#)? Are there subcategories of uses that could use separate subgroups to work on them? Can we identify them so that people are working specifically on the aspect of AI that interests them?
2. [ASCCC Rostrum Nov. 2024](#) as resource to guide us
3. Appointments
4. Some of those who are interested in AI are interested in AI, some are interested in Detection, some are interested in tools, others are interested in using it for administrative tasks to spend more time with students. There is more work that needs to be done, it might be good to create our own work group. And divide it up into the interest.
  - a) If we create a group, what are the aspects that people would be interested in?
  - b) Peter- Sent letter, and what the role of the A.S. role should be. The A.S. should make a clear line that information needs to come from faculty.

- c) Cynthia- Looking at it under information literacy.  
It is our duty to teach our students to interact appropriately with this. If not Cynthia we should have a librarian- This is definitely a subcategory.
- d) Christine-Not looking at this as AI is the enemy.  
We also need to ensure that a union is a part of this.
- e) MSC: Pete/Lisa- To create a Academic Senate AI Workgroup divided into Subgroups and include union representatives
- f) Ideas for subgroups
  - Teaching how to adequately/responsibly use AI
  - Tools for faculty literacy
  - Tools for Student Literacy
  - Tools for Accuracy
  - Policy development ethics/academic integrity
  - Tools for Faculty teaching
  - AI for 21 century Tool
  - AI in Racism/sexism/Ableism
  - AI- Information Literacy

## **VII. Announcements**

## **VIII. Adjournment**

### **A. MSC: Peter/Lisa to Adjourn**

10+1: Curriculum ▪ Degrees & Certificates ▪ Grading Policies ▪ Educational Programs Development ▪ Standards & Policies: Student Preparation & Success ▪ Faculty Roles in Governance Structures ▪ Faculty Roles in Accreditation Processes ▪ Policies for Faculty Professional Development ▪ Program Review Processes ▪ Processes for Institutional Planning and Budget Development ▪ Other Academic & Professional Matters

Adopted 2/25/2025