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INFORMATION/DISCUSSION/PRESENTATIONS
1. Proposed Revision to AP 4022 Course Approval Cathryn Wilkinson
Dr. Wilkinson reviewed the proposed revisions that are in green font (see document linked above). She
opened the floor for suggestions/comments/observations. Ms. O’Donnell shared that there was a section
that we needed to sign off on equipment and facilities. Dr. Locke confirmed this is for new courses or ones
with significant changes. Dr. Locke sent minor changes to Dr. Wilkinson. In addition, Dr. Locke mentioned
fee-based courses that compete with courses on campus. Dr. Wilkinson asked for feedback on how we
should deal with this issue; Dr. Locke suggested that it goes to the Curriculum Committee as an
information item before it goes to the Board of Trustees for consideration of approval. Ms. O’Donnell
inquired if this needs to be routed through Academic Senate; Dr. Wilkinson advised that APs could go to
Academic Senate as a courtesy review. Dr. Locke recommended review at the Curriculum Committee.

2. Spring Distance Education Academy – overview Carol Hobson/

Ms. O’Donnell and Ms. Hobson provided an overview of the Distance Education Academy. Ms. Hobson
stated that it was intended as an experiential academy. Faculty were asked to do a backwards design,
which meant they had to think about the end result (what the students should learn). The goal included
accessibility and equity. Ms. O’Donnell added that the Bitmoji of the facilitators were used throughout the
course. Dr. Locke shared that Math is one area needing improvement in Student Learning Outcomes
(SLOs), which makes it difficult to do a backward design until new SLOs are in place. She also inquired as to
the possibility of cutting the academy into two sessions that offer different content to avoid the
commitment to the full four weeks.

If anyone has further questions, please feel free to contact Ms. Hobson at chobson@hartnell.edu.

3. Curriculum Committee Report,
including proposed curriculum audit (standing item) Kelly Locke
Dr. Locke reported that the curriculum audit stipends are still pending. She is looking into offering the
curriculum audit in the summer. Dr. Wilkinson stated that we need to generate interest. Dr. Locke advised
that we can send Hartnell employees to the actual Long Beach cohort.

Dr. Locke also shared that the committee is having difficulty with the volume of curriculum proposals. She
mapped out all the courses needing DE approval, plus courses needing approval for other reasons. The
committee is unable to review and approve all the curriculum in one semester. One of the ideas is to
schedule a couple of “boot camp” sessions to help faculty prepare and clean-up their curriculum, so they
are ready to be reviewed and approved.

4. Faculty Cathryn Wilkinson
● Searches – Spring 2022
● Tenure & Promotion review
Dr. Wilkinson shared that we have three faculty searches underway – two are in Ethnic Studies and one is
in Agriculture Manufacturing (Mechatronics).

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Regarding tenure and promotion review, probationary faculty submitted their required materials. The
Tenure Review Committee (Dr. Wilkinson, Ms. O’Donnell, Dr. Locke, and Dr. Jalomo) is on track to meet the
deadlin

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Bala Kappagantula at bkappagantula@hartnell.edu so he can assist. Dr. Wilkinson thanked Dr. Ceja and her
team for all of their efforts in making this new program successful.

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8. Items to be considered for future agendas Cheryl O’Donnell
Please email agenda requests to cwilkinson@hartnell.edu and codonnell@hartnell.edu (cc:
dhayashi@hartnell.edu).

OTHER ITEMS/BRIEF ANNOUNCEMENTS
1. None

NEXT MEETING(S)
● March 9, 2022
● March 30, 2022
● May 11, 2022

ADJOURNMENT Cathryn Wilkinson
Meeting adjourned at 4:58 pm.