

ALLAN HANCOCK COLLEGE
Academic Senate

Minutes for Tuesday, May 19, 2020
Boardroom (B100), 4:00 – 6:00 p.m.

1. Meeting called to order at 4:00 p.m.

AS PRESIDENT: T Passage

VOTING MEMBERS PRESENT: H. Alvarez, T. Aye, L. Bradbury, R. Bryant, A. Caddell, R. Chaudhari, H. Elliot, A. Fox, A. Gomez de Torres, L. Haddad, C. Hite, M. Hull, A. Koch, M. McGill, B. Murtha, K. Musev, T. Passage, G. Phelan, A. Restrepo, M. Arvizu-Rodriguez, J. Tuan, N. Ward, L. West

STUDENT REPRESENTATIVE: M. Viveros

GUESTS: D. DeGroot, L. Manalo, K. Walthers, R. Curry, R. Rameriz, D. Clardy, J. Berstrom

Motion to Amend the Agenda to move Item #10 up to after the Call for Public Comment:

R.Bryant / G. Phelan

Discussion:

Yes: 22 – H. Alvarez, T. Aye, L. Bradbury, R. Bryant, A. Caddell, R. Chaudhari, H. Elliot, A. Fox, A. Gomez de Torres, L. Haddad, C. Hite, M. Hull, A. Koch, M. McGill, B. Murtha, K. Musev, G. Phelan, A. Restrepo, M. Arvizu-Rodriguez, J. Tuan, N. Ward, L. West

No: 0

Abstain: 0

2. Public Comment: [5 per item]

10. *Fall 2020 Planning Ethos [20] (Curry & Exec)

(Presentation and clarification of the planning process for Fall 2020)

Last Thursday, all constituency groups gathered and provided input on the fall semester plan modeled after California phased approach. K. Walthers shared that he examined the desk reconfiguration in C20, and to achieve social distancing in the classroom, classes would be at about 30% of standard capacity. Facilities have purchased an electrostatic cleaner and reported that the amount of time it would take to sanitize classrooms would amount to about 697 work hours and require hiring an additional 69 staff members. College Council approved ERT for fall with some socially distant classes for the entire semester.

Students voiced a desire for Face-to-Face classes and preferred that a decision be made for the entire semester because of the difficulty in transitioning mid-semester. Nursing, Law enforcement, fire safety, and EMS, CTE, and science faculty are looking at what is possible for programs that need labs. They are aware of students' needs, including technology, WIFI,

and LAP services, and acknowledge that many students use the campus to study and still have those needs. The Childcare program, LAP Financial Aid or Student Services need to be available – with safe distancing. Faculty are concerned about the social disconnect with our students who come to Hancock to have college experiences. R. Curry shared that we can maintain our routines to stay engaged in remote ways and look for creative ways to make this work. Faculty have opportunities through Cranium Café, Zoom, and have found new ways to work with them. Hancock sees increasing enrollment demands as students decide not to attend CSU's. Administration and staff have implemented electronic document processing. Both summer and fall will be offered as ERT and social distancing protocols approved by administration.

The ARC is open and has a protocol of wiping computers down between students. The Testing Center will still be utilized for testing with the same protocols. Whatever faculty need that is reasonable, the administration is looking to support. R. Curry shared that classes will show ERT on the schedule as soon as the non-ERT courses can be identified and understand that students are getting conflicting messages. Kevin stated that Student Services would have limited services in-person, and facilities will install acrylic screens to separate staff and faculty in public places. Counseling will be continuing through video and phone calls.

J. Tuan asked about academic integrity being maintained in ERT. A. Fox said science faculty are implementing communications, videos and are using "Proctorio" an online test proctoring service. A. Restrepo mentioned that this service might be going away, and we should look at other options. L. Manalo stated that this software was perceived as an invasion of privacy. R. Chaudhari shared that she uses different instruction techniques for DL classes - not only quizzes and tests.

L. Manalo asked about course minimums. Kevin responded that based on the recent news about the state's budget, we need to be fiscally minded and fill up all of the sections and classes we can. R. Curry stated that the work on setting course maximums was stalled because of the current emergency.

Current practice is that faculty can exceed caps; there are provisions in both FT and PT faculty contracts to compensate faculty for large classes.

3. *Approval of Minutes (Ward)

Approval of the 4-28-20 minutes. Minutes were posted, and copies were made available.

Motion to approve: G. Bierly / A. Koch

Discussion:

Yes: 20 - H. Alvarez, L. Bradbury, R. Bryant, A. Caddell, R. Chaudhari, H. Elliot, A. Fox, A. Gomez de Torres, C. Hite, M. Hull, A. Koch, M. McGill, B. Murtha, K. Musev, G. Phelan, A. Restrepo, M. Arvizu-Rodriguez, J. Tuan, N. Ward, L. West

No: 0

Abstain: 2 - T. Aye, L. Haddad

CONSENT [10]

4. *AP&P Curriculum Summary Report [10] (Manalo)

(Approve the Curriculum Summary Report submitted by AP&P)

Motion to Approve the Consent Agenda: R. Bryant /G.Bierly

Discussion:

Yes: 22 - H. Alvarez, T. Aye, L. Bradbury, R. Bryant, A. Caddell, R. Chaudhari, H. Elliot, A. Fox, A. Gomez de Torres, L. Haddad, C. Hite, M. Hull, A. Koch, M. McGill, B. Murtha, K. Musev, G. Phelan, A. Restrepo, M. Arvizu-Rodriguez, J. Tuan, N. Ward, L. West

No: 0

Abstain: 0

5. *EEO Plan [15] (Ramirez)

(Approving the college's new EEO Plan)

Revisions to the EEO Plan include alignment with Title 5 language and consistent naming of groups and committees. This plan has already gone through the HR counsel and once approved will be presented to the BOT in June.

Motion: M.Segura / G.Bierly

Discussion:

Yes: 18 - T. Aye, L. Bradbury, R. Bryant, A. Caddell, R. Chaudhari, H. Elliot, A. Fox, A. Gomez de Torres, L. Haddad, C. Hite, M. Hull, A. Koch, M. McGill, B. Murtha, G. Phelan, M. Arvizu-Rodriguez, N. Ward, L. West

No: 0

Abstain: 4 - H. Alvarez, J. Tuan, A. Restrepo, K. Musev,

6. *Summer/Fall 2020 ERT AP&P Process [20] (Manalo)

(Review the process for AP&P to approve courses for ERT)

L. Manalo shared that the process for converting face-to-face courses to ERT will be streamlined and presented as a consent agenda item in AP&P. This conversion is a matter of compliance and not an option for faculty. The DL addendum should be the same for ERT – except the language states that we use face to face courses will be taught remotely through the use of technology to be flexible with different modalities. We retain our current processes and support faculty to make their own decisions. The addendum will be added to the COR and implemented through Curricunet with easy input and boilerplate language. The standard AP&P process will be continued to be used for new course proposals, Program Review, and major modifications to courses. Only courses that need to be designated as ERT will be using this new proposal type. ERT has to meet the same accessibility requirements as Distance Learning and is a temporary fix for our social distancing needs. R. Curry stated that there would be a process to facilitate the COR proposals and faculty need to meet the deadlines. There will be an enormous number of courses to review and approve. These will be vetted by the discipline faculty, the chair, and approved as a consent agenda. If a course is DL already, faculty do not have to submit a proposal, and ERT course proposals will be easy to move to DL proposals. D. DeGroot shared that they will send out instructions and recommended that faculty batch the proposals rather than doing them one at a time to facilitate processing. Every active course needs to go through this process.

T. Passage and R. Curry shared their appreciation of the work done on this document and process. T. Passage realized that this item is part of the Curriculum Summary report and does not need to be approved here if Senators agree. No objections were made, and this is approved.

7. *Low Textbook Cost Designation [15] (Scarfe)

(Proposal to create a new designation in the online schedule for courses that have low cost to students)

J. Scarff was not present to speak to this Action item, so it was skipped.

INFORMATION

8. President's Remarks

T. Passage acknowledged Senate members' efforts to take the time to continue their service during this ERT time.

He mentioned that the Budget does not look good for the coming year. Because of this, there is a hiring freeze except for the Vet Tech program. That will be a non-tenure temporary 2-year hire to be reviewed at that time.

He appreciated the efforts of the two exiting members of Senate Executive Committee who finished their term. He shared two of his drawings of famous artwork and will present them to these senators when possible.

9. *2019-2020 Academic Senate Goals [10] (Passage)

(Quick note regarding the goals senate set for this academic year)

We will assess these items next year. T. Passage sees these goals as being assessed over a multi-year time frame.

H. Elliot expressed the contributions of G. Beirly and the over 20 years of service to the college, and Senate in particular. He also appreciated the work and efforts of R. Curry as a leader at Hancock during this pandemic.

Other

Council and Committee Reports

Meeting adjourned at 6:00 p.m.

Minutes respectfully submitted by N. Ward, AS Secretary

*documents on Senate group site

**links provided on group site and/or in email