

# ALLAN HANCOCK COLLEGE

## Academic Senate

Minutes for Tuesday, April 5, 2016  
Boardroom (B100), 4:00 - 5:30 p.m.

### 1. Meeting called to order at 4:01 p.m.

**AS PRESIDENT:** M. Allegre

**VOTING MEMBERS PRESENT:** D. Auten, R. Baker, D. Blanchard, R. Bryant, A. Caddell, C. Diaz, H. Elliot, P. Estrada, S. Kopecky, A. Lucas, P. McGuire, B. Mesri, J. Morris, B. Murtha, M. Nelson, T. Roepke, R. Seidenberg, V. Tobin, N. Ward

**STUDENT REPRESENTATIVE:** A. Shea, M. Huggins

**GUESTS:** D. DeGroot

### 2. Public Comment

## INFORMATION

### 3. \*BP 4030 Academic Freedom [10] (Allegre et al)

BP 4030 has not been revised since 1998 and M. Allegre is working on a draft initially done by Hector Alvarez, Sofia Ramirez-Gelpi, Susi Kopecky, and Jessica Scarffe after researching language from other community colleges. There is no AP at this point. Currently, if we have an alleged violation, we go to the VP and then go to the CEO. Other schools have process through FA. Senate Exec is in discussion with them about procedures for that. The final BP will get put into the catalog.

Please share with department and get input. This is important for faculty and students.

### 4. \*AP & P Sunset Policy [10] (DeGroot)

This is a policy regarding courses that fail to enroll or are not taught after a period of time. The name has been changed to the "Course Drop" Policy. AP&P work groups went through the Policy and revised it to include new language from ACCJC. They are trying to find balance between working with faculty and departments while incorporating best practices. Currently, it is the department that would be the one taking action to "sunset" or drop the course. The policy states that after 2 years of a course not being successfully taught, it goes onto a provisional status List. The list goes to the Deans, who communicate to the Chairs the semester before a course is to be deactivated. The department and program faculty will have to decide whether to drop the course completely, offer it again, change it to special topics course, revise the course or to retain the course and explain the extenuating circumstances. If it fails to be taught again, it goes onto a second list and is reviewed again with same options as listed above. After the 3<sup>rd</sup> year of inactivity it becomes inactive at the State level through the AJC mandated process, then it is removed from the catalog. Department can reactivate a course through the program review process. Revising the course to a special topics is one way to get the course taught in an irregular time period. Or it could be offered it every other year. This applies to Distance Learning and Face to face courses. There are exceptions to BP regarding minimum enrollment. This list is part of the

summary report that comes to AS and then to the Board for approval.

**Request:** Please share with Departments and share direct comments to Sheri Bates.

## 5. President's Comments

M. Allegre announced that we have our AS Exec elections results. Gary Bierly was re-elected, Juanita Tuan was elected as Member at Large and will join us in the fall.

Glenn Owen has agreed to be the 2016 commencement speaker, Allegre is still looking for faculty members to read student names.

Follett has reopened the bookstore. S. Koepecky will be on a taskforce to continue to review this process.

Information was sent out on the OER Plan. This is a collaborative effort between administration, faculty and students. There is money to hire a coordinator and pay faculty who use existing OER resources. Plans are due 6-30-16.

M. Allegre is asking senators to remind our departments that faculty who are on any hiring committees that they have to be there for the entire hiring process.

For the last meetings of the year we will have very busy agenda. With only 3 meetings left, there is a lot of work to accomplish. On May 17<sup>th</sup> when we have to review the Accreditation report and the Quality Focus Essay. We might have to meet for 2 hours for the next few meetings.

## ACTION

### 6. \*Approval of Minutes (Ward)

**Discussion:** Add R. [Bryant](#) from the business department to the attendance for that meeting.

**Motion:** Bierly/Bauman

**Yes:** 18

**No:** 0

**Abstain:** 0

### 7. \*Academic Calendar (Perry)

**Discussion:** The calendar committee was asked to accommodate a winter intersession in the 2017-18 calendar. The Enrollment Management committee will make final decision regarding offering winter intersession. Perry stated that it is important to encourage faculty members who sit on this committee to request that they ask critical questions about the process and solutions so they can advocate for faculty and students. CSEA is impacted by these decisions. Because both of these calendars had already been approved by the Board, they will have to ask for approval of the amended calendar.

**Motion:** Bryant/Blanchard

**Yes:** 18

**No:** 0

**Abstain:** 0

The committee also developed the 2016-2017 and 2017-2018 academic calendars with

winter intersession included. A second Motion was made in support of implementation of winter intersession for the next 2 years.

**Motion:** Morris/Danielle

**Yes:** All

**No:**

**Abstain:**

**8. \*Academic Integrity Recommendation (Guista)**

**Discussion:** The Academic Integrity summary recommends actions with penalties and best practices in teaching. Some faculty stated that they would like more levels and/or penalties.

**Motion:** Bierly/Lucas

**Yes:** 15

**No:** 0

**Abstain:** Tobin, Morris, Nelson

**9. \*Online Education Resources**

This is a resolution in support of faculty who want to use textbooks and materials that are available for free online.

**Discussion:**

**Motion:** Estrada/Kopecky

**Yes:** 18

**No:** 0

**Abstain:** 0

**10. \*BP 4050 Articulation (DeGroot)**

This is the draft of the board policy on articulation.

**Discussion:**

**Motion:** Bierly/Estrada

**Yes:** 18

**No:** 0

**Abstain:** 0

**11. \*BP/AP 4250 Probation, Dismissal and Readmission (Alvarez)**

This proposed draft of the BP has revisions to include language from the league template and minor formatting changes.

**Discussion:**

**Motion:** Auten/Bryant

**Yes:** 18

**No:** 0

**Abstain:** 0

The AP was revised to only be probation, another AP will be developed for Dismissal and Readmission. This will be included in the catalog.

**Discussion:**

**Motion:** Morris/Mesri

**Yes:** 18

**No: 0**  
**Abstain: 0**

**12. \*AP 5011 Concurrent Enrollment (Alvarez)**

The revisions to this AP were covered which included minor formatting changes and the added Exemption language regarding PROD 301..

**Discussion:**

**Motion:** Bryant/Auten

**Yes: 18**

**No: 0**

**Abstain: 0**

**13. \*AP 5012 International Students (Alvarez)**

This is a proposed draft of the AP for consideration of board policy.

**Discussion:** Questions about whether consideration of limiting access to ESL students was discussed. The response was that it would not and determining access to those students is built into the process and ESL Faculty have been and will consulted regarding TOEFL scores.

**Motion:** Bryant/Diaz

**Yes: 18**

**No: 0**

**Abstain: 0**

**13. Meeting adjourned at 5:40 p.m.**

Minutes respectfully submitted by N. Ward, AS Secretary

\*documents on Senate group site  
\*\*links provided on group site and/or in email