ALLAN HANCOCK COLLEGE
Academic Senate

Minutes for Tuesday, September 19, 2017
Boardroom (B100), 4:00 – 6:00 p.m.

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

    AS PRESIDENT: M. Allegre

    VOTING MEMBERS PRESENT: D. Blanchard, A. Caddell, H. Elliot, A. Fox, B. Friedrich, G. Bierly, R. Mabry, D. McMahon, B. Murtha, G. Phelan, J. Scarffe, C. Stevens, V. Tobin, K. Truer, N. Ward, L. West,

    STUDENT REPRESENTATIVE: A. Shea

    GUESTS: L. Manalo, L. Bowman, Y. Teniente, M. Lau, E. Biely, M. Solis

2. Public Comment:

3. Review BP/AP 2410 Board Policies and Administrative Procedures [10] (Allegre)
At the 9-5-17, we reviewed the role of Senators and the Brown Act. We spend a lot of time reviewing and modifying revisions to BP's and AP's. M. Allegre wanted to review this BP/AP for Senate to understand our role in this process. This document in on the AHC website. The Policy and Procedure Service is what we subscribe to and refer to as "League Language". She displayed a chart that shows the flow of approvals by the different councils and committees to these documents.

ACTION
4. *Approval of Minutes (Ward**)**
Approval of the 5-2-17 minutes. Correction to read M. Yavari on Abstain to approval to the minutes. Edit #11 to read "Ways to meet…" instead of "Way."

Motion: G. Bierly / D. Blanchard
Discussion:

Yes: 12
No: 0
Abstain: 4 - J. Scarffe, L. West, K. Truer, A. Fox

CONSENT

5. * BP /AP 3280 Grant Funded Programs [5] (Houghton)
(consideration of board policy and procedures for approval) M. Allegre introduced Leana Bowman, Grants Coordinator, who mentioned several of the grants projects she is working on. NIA's have been submitted for the Zero Cost Textbook, NSF Science Foundation Grant, LEAF Grant (both of these are focused on Ag Science). In the works are the CTEC Grant Women in Engineering, CTEIG – Ag Science, NSF LSAMP grant for pre-alliance planning. All NIA's - Notice of Intent to Apply are routed to Academic Senate.

6. *** BP/AP 7501 Faculty Internships [5] (DeGroot)**
   (consideration of board policy and procedures for approval)

7. *** 2017-18 Council and Committee Membership [10]**
   (consideration of AS appointments)

   Motion: V. Tobin / D. Blanchard
   Discussion:

   Yes: 16
   No: 0
   Abstain: 0

INFORMATION

8. **President's Remarks [10] (Allegre)**
   A notice was sent about an IBEST - Integrated Basic Skills Event supported by Adult Education Block Grant was held on September 29, 2017. She also sent out the link for Equipment Prioritization Resource Requests to all senators to share with their department. Please test the link and email P. McGuire if you have any questions or suggestions. This process for is being piloted for the fall 2017 requests. M. Allegre is recommending that we share the OER information with the ASBG. A survey was sent to all full-time faculty soliciting to any courses interested in participating in the OER project – especially for the CSU GE component. She is requesting that faculty put their name on the survey. Allegre stated that she is working with N. Ward and M. Lau to establish the Strong Workforce Program 2017-2018 proposal form and vetting committee to review and approve the proposals.

9. *** BSI / Student Equity / SSSP Integrated Plan [15] (Teniente)**
   Y. Teniente spoke to Senate about the integration of these three plans. She is requesting that faculty look at the plan and give feedback to this group. These plans have outcomes that overlap and they want to braid them together to best serve students. 3SP – Increase student access and success through core services. Student Equity – Close the achievement gaps in access and success in 5 success indicators. Basic Skills Initiative – Faculty and staff improvement and resources to serve basic skills students. The integrated goals are access, noncredit, college readiness, progression, and goal completion. L. Manalo inquired about the 6 years for ESL students and the response was that it is a goal from the state with a transition to 1 and 2 year milestones. He also inquired about if there are any goals to expand non-credit education. He supports bridging non-credit to credit courses as a pathway to degrees and transfers and suggests that the college address this conversation. Y. Teniente responded that the answer is yes and stated that they are working on an integrated form for applying for funds for projects that serve these goals. B. Curry commented that the goals of the state may not be the goals of the students in these metrics. R. Mabry stated that many CTE students who take classes to build skills and get jobs show up as failures in counting degrees and transfers as well as not completing an English or a math class. Y. Teniente closed with encouraging faculty to look at the activities in particular. E. Biely stated that now that the plans are integrated we have the opportunity to look at other success indicators that better represent our college and populations not addressed in the Student Equity groups. When reading the integrated plans, think about the question "do

you see your students participating in these activities?" Please share this with your department and give feedback to Y. Teniente. This will be approved at our next Senate meeting.

10.* Guided Pathways [20]

"Guided pathways are a system that puts student outcomes first." Colleges need to be student ready. This is a chancellor's office initiative and they have released information on the process for applying for funds from the state. Participating in this initiative will bring $1 million dollars to Hancock over five years. Locally, we are working on a self-assessment that is required and due by November 15, 2017. This is supposed to serve as a learning tool for the college to help campus constituents gather and reflect on their systems and practices. Under this program there is a lot of flexibility to establish the kinds of pathways that we want that will work best for supporting students and providing clarity on how to reach their goals.

11. * Title 5 Changes [15] (Manalo)

L. Manalo spoke about the curriculum approval process needs to be streamlined. The Chancellor's office is making its system more efficient, but for that to happen it needs to be legislated. If the process is being streamlined, that means that locally we have to do due diligence in the approval process. The curriculum chair, CIO, Senate president will have to attest to the fact that all approvals are complete and as clean as possible. This certification applied to the following: New course proposals to existing approved credit programs; substantial change proposals for credit courses; stand-alone proposals; and non-substantial change proposals. The documents used are the PCAH (Program and Course Approval Handbook) and CCCCO Course calculations: 1 lecture hour = 1 unit. The new reports will be required to include outside assignment hours. A local policy will need to be established to define how we account for credit hour calculations for accreditation purposes. The drop date for course and/or program changes or additions to the catalog printing is April. Title 5 revisions include an effort to be clearer and revisions to what is required in the Course Outline of Record. Any changes would need to be submitted by November to be processed in time for all approvals to be included on the December summary list, to get in the spring catalog and be offered in the following fall. Title 5 55002 Standards and Criteria for Courses: the COR shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours are used to calculate the degree of the awarded units.

Other

Council and Committee Reports

12. 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