

ALLAN HANCOCK COLLEGE
Academic Senate

Minutes for Tuesday, April 7, 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, G. Bierly, L. Bradbury, A. Caddell, R. Chaudhari, H. Elliott, A. Fox, B. Friedrich, C. Hite, M. Hull, A. Koch, M. McGill, B. Murtha, K. Musev, G. Phelan, A. Ramirez, A. Restrepo, M. Arvizu-Rodriguez, T. Roepke, M. Segura, J. Tuan, N. Ward, L. West

STUDENT REPRESENTATIVE:

GUESTS: N. Ornelas, R. Curry, K. Wathers, A. Specht, D. DeGroot, P. McGuire, M. Quaid-Maltigliati,

1. Call to Order [2] (Passage)

2. Public Comment: [5 per item]

PROCEDURAL

3. Logistics of a Zoom Senate [15] (Passage)

(Processes and etiquette for conducting sessions of Senate via Zoom)

Please do not use the chat feature of Zoom. This will be the mechanism by which we vote.

4. *Approval of Minutes (Ward)

(Approval of the 04-18-20 minutes. Minutes were posted, and were shared in the Zoom Session available.)

Motion: L. West / L. Bradbury

Discussion:

Yes: 23 - H. Alvarez, G. Bierly, L. Bradbury, A. Caddell, R. Chaudhari, H. Elliott, A. Fox, B. Friedrich, C. Hite, M. Hull, A. Koch, M. McGill, B. Murtha, K. Musev, G. Phelan, A. Ramirez, A. Restrepo, M. Arvizu-Rodriguez, T. Roepke, M. Segura, J. Tuan, N. Ward, L. West

No: 0

Abstain: 1 - T. Aye,

PRESENTATION

5. State of the College [55]

(Presentations and/or question & answer regarding the college's state of emergency, closure of facilities, and movement to online modalities.)

- Dr. Nohemy Ornelas, Vice President of Student Services [15]

N. Ornelas offered to answer questions and shared the slide presentation outlining how Student Services is working to support students and faculty. She provided information about the extension of the spring semester, which has impacted the summer 2020 term to 6-week and 7-week sessions. The summer class schedule opens on April 20th. Commencement has been postponed, look for an announcement to come on that. Student Services is using Cranium Café to communicate with students, faculty, and staff. Counseling office phones have been set-up for working remotely. Quick questions and online chat has been enabled on their web site. LAP continues to serve students and faculty. If you have any concerns, please contact LAP directly. The ARC labs are available for students. Students need to call and schedule an appointment. There is free printing available at Campus Graphics for materials required for classes. The administration is still looking at the P/NP, EW, and Refunds. Information on this will be determined soon. The Basic Needs Office was formed last fall and continues to offer support such as emergency funds, and the food share is operating as a drive-through on Tuesdays and Thursdays. She advised faculty to “not drop your students, ask them what is needed to be successful, and recommend that they stay in the class.” L. West asked about the Form to Drop. M. Quaid-Maltagliati stated that you could use an electronic signature or reply to the email, and that will be considered your signed document.

- Dr. Bob Curry, Vice President of Academic Affairs [15]

R. Curry shared that over 1500 courses were in progress this semester when we declared a State-of-Emergency. Overview of courses slide. Seven are being offered with necessary social distancing, 17 were canceled, 39 were “suspended” because they could be converted, and 748 have transitioned to ERT – Emergency Remote Teaching. This language distinguishes ERT from Distance Learning. Concurrent enrollment is being looked into, and some courses may not continue. Summer courses are being tweaked from 8-week to 6 or 7-week sessions. The Chancellor’s office states that we do not know what will be happening in the summer or even fall. A Temporary Blanket DE Addendum was submitted – temporarily conferring courses to a temporary distance education modality. Guidance came from the Chancellor’s office regarding an addendum for summer and fall, which stated that Hancock needs a more robust application. Plans have to be obtained through a local approval process. Classes need to be developed for ERT and should in compliance with Title 5 language that requires distance education courses to have “regular effective contact between instructor and students, and among students” as well as be accessible. We need to think about this beyond this semester and develop a local process to do that. We will be looking at ongoing PD to be better prepared for training faculty and staff. R. Curry stated that he would be working with Senate Exec and AP&P – for approval of all courses we want to submit in an addendum. He is thankful to all faculty who have stepped up to support this transition. We need to figure this out for fall and summer. N. Ward asked about support for technology for students who do not have adequate resources at home. A. Specht stated that they are looking at what technology is available and what is needed. N. Ornelas said that SEP has funding and to let them know about any equity issues.

- Dr. Andy Specht, Director of Information Technology Services [10]

IT has been working on laptop lending for students and faculty. They still have some

available in Lompoc and Santa Maria – a short online form needs to be completed. He believes they had enough for students that requested them. Web Cams and Document cameras are available, but in limited supply. Faculty need to put in a help desk ticket for all requests. IT staff is working partially remotely, so the best form of communication is a Help Desk ticket. He needs to know what technology faculty might be required for summer or fall. IT can work through specific departments, technology council, or EdTac for predicting what future technology needs are.

- Dr. Kevin Walthers, President of Allan Hancock College [15]

K. Walthers stated that we need to have a lens of “what works best for the students?” He shared that the Child Care Center is open, and Hancock is working with the County of Santa Barbara, the YMCA, and CRR to support child care for workers/first responders who have childcare needs – designed with social distancing. Keep sharing the message about safe practices - using masks and hand washing, etc. The Facilities staff is working hard to keep spaces sanitized. The ARC is still open for students. K. Walthers stated that he is thankful for the efforts of faculty who are working hard to transition to ERT. He is witnessing great generosity with students helping faculty, and faculty are helping students. Our commitment is to our students who need to graduate, and transfer. A. Restrepo asked if a decision had been made by the County of Santa Barbara to extend social distancing until November. K. Walthers stated that we need to prepare for the reality that we might have to do this modality in the fall. Prepare for the worst, hope for the best. We may have to offer courses that cannot be offered in a remote format and find a way to offer them for graduation and transfers.

ACTION

6. * AP&P Curriculum Summary Report [10] (Andres/Manalo)

(The report from AP&P about all the changes to curriculum this semester)

Motion: G. Bierly / L. West

Discussion:

Yes: 20 - H. Alvarez, G. Bierly, L. Bradbury, A. Caddell, R. Chaudhari, H. Elliott, A. Fox, B. Friedrich, C. Hite, M. Hull, A. Koch, M. McGill, B. Murtha, G. Phelan, A. Ramirez, A. Restrepo, M. Arvizu-Rodriguez, T. Roepke, M. Segura, J. Tuan, N. Ward, L. West

No: 0

Abstain: 2 - T. Aye, K. Musev

INFORMATION

7. President’s Remarks

T. Passage acknowledged that these are strange times, recommended that faculty be kind and patient to your students, as well as yourself. Know that there will be hiccups. College Council consultant Al Solano shared a presentation about refocusing our shared governance council in the lens of student needs and asked the question “what do students need to excel in their educational goals.” T. Passage stated that he is looking to work with P. Murphy and A. Solano to proctor a discussion around this concept. State Academic Senate Spring Plenary has been postponed. There will be remote voting for offices of State Senate.

8. Suspension of Program Review [10] (Curry)

(Proposal for suspending Program Review until next Semester)

R. Curry stated that given our current situation, they have decided to postpone Program Review until next year, unless faculty are far enough along and are compelled to complete it this semester. Our Program Reviews (PR) and Annual Updates (AU) are the vehicles the institution uses to collect information about resource needs, and we still need to collect that information. P. McGuire has developed a draft form for an AU or streamlined PR to get resource request information in a form to submit this spring. T. Passage asked if faculty could comply with only completing the Resource Request prompt to list the resources that you need. P. McGuire replied that current Annual Update form should be used but with the understanding that we will focus on the Resource Request portion at the bottom of form. These requests still need to be tied to planning, strategic goals and current needs. R. Curry stated need to have a process to support programs. L. Manalo stated that if you need resources that are tied to a program modification or course modification please consider that. A. Restrepo asked about funding being made available because of specific conditions it cannot be purchased. R. Curry responded that he would hope that the funding would be held for that request, but cannot make promises. If you had needs listed that were not met, only list new requests. R. Curry stated that they have suspended faculty hires for fall, but are looking at each hire individually. J. Tuan restated that the AU is due 4-17-20 until there is different formal communication. He is worried about having the processes in place for things like **new** resource requests before end of April. If you submit anything, be prepared to justify the request. R. Curry stated he will put out the master list and will work with programs who are behind in PR or AU and will find a way to support those programs. L. Manalo stated that the suspension of PR or AU makes it look like a pencil and paper exercise instead of a real in depth look at the program. P. McGuire stated that the current PR and AU have been approved, they are only asking for the Resource Request part of the formal documents.

9. Adoption of a Universal Pass/No Pass Grading Option [10] (Curry)

(Discussion of allowing all Hancock students the option of Pass/No Pass for the duration of the state of emergency)

R. Curry stated that CSU's and UC's have relaxed their stance on P/NP for the Golden Four, alternant courses and major prerequisite courses. The Chancellor's office has suspended the deadline for students to request a P/NP, to broaden their P/NP policies to open it up to students. Students are concerned and about succeeding, and as an incentive to offer an opportunity for them to stick around, Hancock may look to allow P/NP until the end of the term. The EW is an opportunity to withdraw without an impact on financial aid or transcripts. R. Curry stated that we will have to contextualize this with students to be sure that they know what the impacts are and is recommending this that we implement this for spring 2020 semester only. Students can decide to keep the grade they have or take the P/NP. L. Manalo asked about the college policy and the no more than 16 units P/NP's toward their degree. T. Passage requested that we accept

Motion: As an emergency measure, AHC adopt a universal P/NP option for grading across courses through spring 2020 semester – unless barred by an outside agency/ accreditor

Motion: G. Bierly / A. Koch

Discussion:

Yes: 22 - H. Alvarez, T. Aye, G. Bierly, L. Bradbury, A. Caddell, R. Chaudhari, H. Elliott, A. Fox, B. Friedrich, C. Hite, M. Hull, A. Koch, M. McGill, B. Murtha, K. Musev, G. Phelan, A. Ramirez, A. Restrepo, M. Arvizu-Rodriguez, T. Roepke, M. Segura, J. Tuan, N. Ward, L. West
No: 0
Abstain: 0

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