

# ALLAN HANCOCK COLLEGE

## Academic Senate Meeting

Minutes for Tuesday, September 13, 2022

4:00 – 6:00 p.m.

Zoom Meeting: <https://hancockcollege.zoom.us/j/95506515929>

**AS PRESIDENT:** A. Restrepo

**VOTING MEMBERS PRESENT:-** R. Bryant, C. Carroll, R. Chaudhari, Cl. Diaz, H. Elliott, A. Fox, Y. Frazier, K. George, M. Guido Brunét, C. Hite, M. Hull, J. Jozwiak, L. Manalo, G. Marquez, M. McGill, T. Nuñez, F. Patrick, C. Pavone, T. Roepke, M. Segura, C. Straub, J. Tuan, N. Ward

**STUDENT REPRESENTATIVE:** Y. Rendon-Guerro

**GUESTS:** D. DeGroot, M. Lau, R. Curry, C. Reed, G. Siwabessy, P. Murphy, J. Raybould-Rodgers,

1. **Call to Order. [2] (AR)**
2. **Roll call.**
3. **Public Comments. [3-minute limit per individual]**
4. **Approval of Minutes from 5/3/2022 & 5/10/22. \* [7] (NJW)**

**Motion to Approve Minutes from 5/3/22: M. Brunet / L.**

**Manalo**

**Discussion:**

**Yes: 22** - R. Bryant, C. Carroll, R. Chaudhari, Cl. Diaz, H. Elliott, A. Fox, Y. Frazier, K. George, M. Guido Brunét, C. Hite, M. Hull, J. Jozwiak, L. Manalo, G. Marquez, T. Nuñez, F. Patrick, C. Pavone, T. Roepke, M. Segura, C. Straub, J. Tuan, N. Ward

**Abstain: 1** - M. McGill

**No: 0**

**Motion to Approve Minutes from 5/10/22: M. Brunet / M.**

**Segura**

**Discussion:**

**Yes: 20** - R. Bryant, C. Carroll, R. Chaudhari, Cl. Diaz, H. Elliott, A. Fox, Y. Frazier, M. Guido Brunét, M. Hull, J. Jozwiak, L. Manalo, G. Marquez, T. Nuñez, F. Patrick, C. Pavone, T. Roepke, M. Segura, C. Straub, J. Tuan, N. Ward

**Abstain: 3** - K. George, C. Hite, M. McGill

**No: 0**

5. **President's Remarks. [5] (AR)**

A. Restrepo said he hopes this is a smoother semester than last spring. ASE has had meetings with the District and met recently regarding scheduling practices. He also stated that we are looking for faculty to participate in our councils and committees to support shared governance and effective participation.

**CONSENT**

None

**ACTION ITEMS**

None

**INFORMATION (FOR FUTURE ACTION/APPROVAL)**

**6. Distance Education Course Peer Review Process. \* [15]**

*The peer review process ensures regular and substantive interaction in DL courses and the rubric to assess such interaction.*

A. Restrepo shared the federal government and Title 5 requirement to monitor regular and substantive interaction - this is within the purview of the Academic Senate. Faculty have decided on a Peer Review process to review this interaction – this is not about reviewing faculty; it is about reviewing courses. A rubric was developed based on the new language in Title 5. There are two types of regular and substantive interaction: 1) between the student and the teacher and 2) between and among students. Ultimately, using this rubric will help identify that Hancock is in compliance with Title 5 and federal legislation and will meet the criteria for accreditation. L. Manalo suggested archiving examples of good evidence and asked about the next step.” A. Restrepo said that documentation would happen in the new Program Review process, and an improvement plan would be developed if the criteria were not met. F. Patrick mentioned that Hancock has a regular and substantive interaction policy and hopes that a taskforce can be established as we work through this process. The accreditation team can access any DE courses from fall 2022 or spring 2023. If you are concerned, some PD courses will be offered, and he is available to assist faculty. L. Manalo suggested that the “doesn’t monitor” statement be revised to an opportunity for faculty to list examples that do meet this requirement. Please share this with your department, and bring any suggestions to our next meeting. R. Curry said that he appreciates this document and the work faculty are doing in this regard.

**7. BP/AP 3720 Computer and Network Use. \* [10] (AR/FP)**

*Review changes to the existing board policy and administrative procedure*

This BP/AP is up for review. The BP does not have many changes. The AP has proposed a change to add the word “corrective” to the Legal Process section. FA is clear that they will not reach an agreement if this language is added. A. Specht stated that “action” indicates a corrective action so it can be removed. A. Restrepo asked about the “nondiscrimination” statement that referenced BP/AP 3410 and recommended that we don’t reference other policies and that they should have this language in that policy. The language about having “no expectation of privacy in communications using the District network and computer resources” concerns students’ privacy. J. Jozwiak asked about using MS Office in the cloud and if any correspondence or work in the cloud falls in this area. A. Specht affirmed that any work or communications saved in the cloud or on your desktop could be viewed. And asked Senate to make a recommendation on that language. H. Elliot asked who makes this determination of the “legitimate District purposes.” Specht responded that this is at the discretion of ITS. Elliot inquired if there was communication with the faculty. Specht replied that it could be before or after and is a rare situation. Please share this with your department and bring comments back to Technology Council and Senate.

**8. Technology Masterplan. \* (15) (AR/FP/A. Specht)**

The plan is due to be completed this October. A. Specht reminded faculty that this is not the ITS program review. This plan provides guidance for Technology for the college. Please share this with

your department and make recommendations to A. Restrepo.

## **REPORTS AND DISCUSSIONS (NON-ACTION ITEMS)**

### **9. Shared Governance Follow-up Discussion. \* [10] (ASE)**

- *Faculty role in upholding the principles of shared governance.*
- *Upcoming academic and professional matters requiring faculty input and participation.*

A. Restrepo shared that there are many committees, and Senate Exec is expected to populate the committees. He emphasized the importance of faculty engagement across councils and committees. Leadership encompasses two-way communication, and he hopes faculty are part of these conversations. H. Elliot suggested that our list of council and committee vacancies be shared with all departments.

**Motion to Move Item 12 up on the Agenda: L. Manalo / M. Brunet**

**Discussion:**

**Yes: All**

**Abstain: 0**

**No: 0**

### **10. Discussion on Scheduling of Classes. \* [15] (ASE/All)**

- *The role of the Senate in developing procedures and the role of discipline faculty in determining which courses are offered.*

**Motion to table Item 10: L. Manalo / Cl. Diaz**

**Discussion:**

**Yes: All**

**Abstain: 0**

**No: 0**

### **11. Update on Academic Senate Meetings Modality. [5] (AR)**

A. Restrepo stated that we would continue to meet remotely and get guidance from the college's legal counsel.

### **12. Accreditation Update. [10] (ASE/P. Murphy)**

P. Murphy shared that his office is on track with compiling the statements and links to the evidence. They expect to publish these and make them available for public comment and feedback. There are two activities for the Quality Focus Essay that are almost complete. Please consider reading the material and making any recommendations. If you have feedback or questions, please send them to the faculty co-chairs for that standard. H. Elliot asked if there were any areas of institutional concern. Murphy responded that the scope of concern is assessment. The areas of analysis, reflection, and action are good but may need more evidence. It is critical to demonstrate that we perform assessments of student learning and achievement, and due to the pandemic, there may have been a lapse. Still, we must convince them that we have eyes on this and are working toward expanded engagement. R. Curry mentioned that LOAC is updating the Institutional Assessment plan. We want to show a "good faith effort."

### **13. CCPD Councils and Committees' Reports. [3 min. each unless otherwise indicated.]**

- *Budget Council. (G. Bierly) – Budget Council has been busy this semester: new chairs for building K; revised charter for the institutional advancement committee; discussed the contract with Follett due to expire in 2023; emergency condition allowances from the state due to a drop of 2,300 FTES, and we have to submit a plan outlining how we intend to bring that enrollment back up. P. Murphy developed a report. A large amount (\$8.6 million) of one-time funding is available for deferred maintenance and equipment prioritization. Members of the Budget Council recommended an 80%*

*20% split of those funds, based on the % split from prior years.*

- *Facilities Council. (T. Aye) Update on FA building, due to hold classes this spring; the demo of building F & E will follow; new PCPA stagecraft has broken ground, and the new Health Center is coming along – issue with finding underground utilities. New HVAC units will be installed across campus, and during the beginning of spring, parking lots will have solar-shaded parking structures. They are looking for input across campus on the list of scheduled maintenance by Friday so that it is on the next BOT.*

- *Student Services Council. (J. Tuan) SSC is a recommending body to college councils and serves as a student resource. Current discussions involve wrapping up two policies that will come to Senate.*
- *Student Learning Council. (J. Raybould-Rodgers) Like SSC above, SLC focus on strategies that support and ensure success strategies for students.*

#### **14. Future Agenda Items and Department Suggestions.**

D. DeGroot asked for Senate to discuss the new Ethnic Studies graduation requirement – do we keep the multicultural requirement or keep them both, and what are the criteria for an ethnic studies course? He is available to facilitate a discussion.

J. Jozwiak stated that faculty are not reimbursed quickly enough for conferences – payments are being put on credit cards. She would like more clarity on how the PD system works and when faculty are reimbursed.

#### **15. Adjourn.**

Next Academic Senate Meeting: September 27, 2022. Agenda Items due by September 20, 2022 @ noon.

\* Documents available on Senate SharePoint.

\*\*Documents available in previous Senate meeting's SharePoint folder.

2022-2023 Executive Committee

Alberto Restrepo (AR), President

Fred Patrick (FP), Vice President

Nancy Jo Ward (NJW), Secretary

Thesa Roepke (TR), Member-at-Large

Herb Elliott (HE), Member-at-Large