ALLAN HANCOCK COLLEGE
Academic Senate Meeting

Minutes for Tuesday, May 12, 2026

4:00 – 6:00 pm

Room F-225 (Fine Arts Building)

*[See last page of the minutes for details on *, **, ***, Δ]*

Academic Senate Executive Committee (ASE):

President: Alberto Restrepo (AR) Vice President: Ana Gómez de Torres (AGT)
Secretary: Héctor Álvarez (HA) Member-at-Large: Fred Patrick (FP)
Member-at-Large: Thesa Roepke (TR)

Senators-Voting Members (P: Present / A: Absent):

Héctor Álvarez (P), Diane Auten (P), Ben Britten (P), Bob Bryant (A), Chris Carroll (P), Rajni Chaudhari (P), David DeGroot (P), Alicia Fox (P), Yvon Frazier (P), Amy Gisclon (P), Ana Gómez de Torres (P), Sean Gottlieb (P), Melanie Guido Brunét (P), Chris Hite (P), Anna Kopcrak (P), Martin Landeros (P), Gabriel Marquez (P), Shavaun Maxon (P), Anne McMeeking (P), Fred Patrick (P), Carissa Perales (P), Chuck Provencio (P), Alberto Restrepo ((P): votes only to break a tie), Thesa Roepke (P), Monique Sequra (P), Danya Serrano (P), Chris Sprecher (P), Kiri Villa (P), Liz West (P)

Senators-Voting Members Present Remote (Zoom Participants) *:**

Mark Hammill (Just Cause), Alina Romo (Just Cause)

Student Representative:

Faith Davis, ASBG, Director Academic Affairs (P)

Guests:

Monica Millard (Dean, AA, Fine Arts, Social & Behavioral Sciences); Deborah Pirman (Dean, Ext. Campus); Jessica Solorio (PT Faculty, English)

CCPD Council Co-Chairs Present (P: Present / NP: Not Present):

Student Learning Council:	(NP): Julia Raybould-Rodgers (Faculty, English Dept.) & (NP): Bob Curry (Asst. Supt./VP Academic Affairs)
Student Services Council:	(NP): Maria Arvizu-Rodriguez (Faculty, Counseling Dept./Univ. Transfer Ctr.) & (P): Genevieve Siwabessy (Asst. Supt./VP Student Services)
Human Resources Council:	(P): Thesa Roepke (Faculty, Applied Behavioral Sciences Dept.) & (NP): Ruben Ramirez (Exec. Director, Human Resources)
Institutional Effectiveness Council:	(P): Fred Patrick (Faculty, Distance Education Specialist-Academic Student Services Dept.) & (P): Craig Bach (Exec. Director Institutional Effectiveness)
Technology Council:	(P): Alberto Restrepo (Faculty, Social & Behavioral Sciences Dept.) & (NP): Andy Specht (Exec. Director, IT
Budget Council:	(NP): G. Bierly (Faculty, Social & Behavioral Sciences Dept.) & (NP): Dennis Curran (Assoc. Supt./VP Finance and Admin)
Facilities Council:	(NP): Tyson Aye (Faculty, Kinesiology, Recreation, Athletics) & (NP): Dennis Curran (Assoc. Supt./VP Finance and Admin)

Senate Committee's Co-Chairs Present (P: Present / NP: Not Present):

Academic Policy & Planning (AP&P) Committee:	(P): Larry Manalo (Faculty, Health Sciences) & (P): David DeGroot (Faculty, Articulation Officer, Academic Student Services Dept.)

Professional Standards Committee:	(NP): Carmen Montanez (Faculty, Business Dept/CBIS), (P): David Degroot, (P): Liz West, (NP): Bob Curry
Professional Development Committee	(P): Diane Auten

ACADEMIC SENATE AGENDA

1. **Call to Order. [2] (AR)**

   President AR called the meeting called to order at 4:02 pm

2. **Roll Call:**

   Present at time of roll call (29): D. DeGroot, Y. Frazier, C. Provencio, C. Hite, A. McMeeking, K. Villa, C. Perales, B. Britten, C. Carroll, M. Guido Brunét, A. Gisclon, S. Maxson, G. Marquez, D. Auten, S. Gottlieb, A. Kopcrak, M. Landeros, L. West, R. Chaudhari, C. Sprecher, M. Segura, D. Serrano, M. Hammill (Remote-Zoom), A. Restrepo, A. Gómez de Torres, F. Patrick, H. Álvarez

   AR: Quorum established

   A. Fox arrived after the roll call occurred and participated in the remainder of the meeting.

   A. Romo arrived (Remote-Zoom) after roll call occurred and participated in the remainder of the meeting.

3. **Approval of Minutes: 4/14/2026 [5] * (HA)**

   MGB raised the need for edits: on page 1: the use of the hyphen in her last name is incorrect, and on page 2 (roll call section), she is incorrectly listed as present via R*emote-Zoom*, but she was present in person.

   Motion to approve the minutes of 4/14/26 with edits requested by M. Guido Brunét/seconded by A. Kopcrak

   Yes (25): D. DeGroot, Y. Frazier, C. Provencio, K. Villa, C. Perales, B. Britten, C. Carroll, M. Guido Brunét, A. Gisclon, S. Maxson, G. Marquez, D. Auten, A. Fox, S. Gottlieb, A. Kopcrak, M. Landeros, A. Kopcrak (by proxy for L. West), R. Chaudhari, C. Sprecher, M. Segura, D. Serrano, M. Hammill (Remote-Zoom), A. Gómez de Torres, F. Patrick, H. Álvarez

   No: (0)

   Abstain: (3): C Hite, A. McMeeking T. Roepke

   Absent/not present at time of roll call vote: B. Bryant, A. Romo

   AR: motion to approve the minutes with the edits requested carried by roll call vote: 25-0-3 (2 absent). Minutes are approved.

4. **Public Comments. [3-minute limit per individual]**

R D. Serrano (DS): Presented on the Faculty Data Needs Survey that is being administered. So far, 20 faculty have participated. The College Resource Advisory Committee (CRAC) aims to better understand the data needs of AHC faculty members. She provided a handout with a QR Code for faculty who have not yet participated—through the QR code one can quickly scan it to access the survey. CRAC wants to gain a better understanding of the types of information, research, and data that could help inform faculty instruction, course development, and student success. Encouraged faculty to participate and for the QR code to be shared with departments.

D. Auten (DA): Speaking on behalf of the Languages and Communications Dept.), offered thanks to Christine Reed and the Task Force members for their work on the faculty evaluation process, and for the presentation given at the last Senate meeting. The Languages and Communications Department wants to recommend that when things like this happen in the future the faculty at large are considered and the process is more inclusive. Having broader input and opinions to help shape what results of such efforts is important can only help versus bringing a completed item to Senate and then it's only a yes or no conversation on something that has already happened or materialized. (('Yes' and 'here here' was heard coming from several attendees)).

S. Gottlieb (SG): Expressed concern with last week's CANVAS outage and the "dearth of communication" about the outage. Faculty and students wondered about what progress was being made (or not) to address the issue and if and when a fix would occur. He was aware that other colleges were giving frequent feedback/updates to faculty and students. He asks for improved communication should something like this happen in the future.

L. Manalo (LM): raised a procedural question regarding a recent email AR sent Senators regarding the Equivalency Petition for Faculty Positions Form and AP 7211. Why is the Senate waiting for policy changes to trickly down rather than proactively offering recommendations to draft the policy. It seems we are reacting to the PSC's proposal, especially given that the equivalency options, particularly the proposed opt-out options, remain debated topics among departments.

F. Patrick (FP): He mentioned this would be the last time Alberto (AR) presides as President of Senate. Since joining Senate Exec, FP knew it would be a lot of work but mentioned that the President role is so much more, something that he has been able to confirm from hearing other presidents speak about the role at each Senate Plenary he has attend over the years. Through those conversations at Plenary, and through what he has witnessed at this campus, he has realized how difficult and thankless of job being a Senate President is. He acknowledged Alberto for his dedication and commitment, his preparedness, and for his research capacity to know the law, policies, regulations, and being aware of what is happening and coming from the Chancellor's Office and also from state legislative levels. He described Alberto as 'passionately didactic', someone who fiercely protects faculty voices and cares about people and stressed his integrity and the hours he has dedicated on behalf of faculty and shared governance matters. On behalf of ASE, FP presented to Alberto an engraved crystal gavel and was thanked for his service as Senate President. ((Cheers and applause followed)).

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

AR thanked everyone for the applause and ASE for the gift. He thanked FP for the words. He mentioned the last six years have been a long, strange trip, emphasis on long. At first, he thought the role would be temporary and after six years he continues to reflect on the journey.

He acknowledged and thanked Ana (AGT) for stepping up to serve as the Senate President, starting in August. He also mentioned that FP and HA will remain in their present ASE positions, and that TR will be the Vice President.

He will still remain on ASE serving in the at-large role. He also mentioned that he has raised to ASE the importance of having a legislative liaison/Board Policy position, due to ongoing (new) regulations coming from the state (and this may be something that should be considered in the future, and doing so would require a change to the Articles of Agreement as it would impact ASE membership.

AR provided an update to the progress on representation of the Part-time faculty serving on the Academic Senate, this has been an ongoing discussion at previous Senate meetings. He mentioned that meetings with the Part-time faculty Association (PFA) have occurred and will continue, therefore changes to the Articles of Agreement will not happen yet. Meetings will continue and the goal is to include more part-time representation in the Senate as their role and voice is important.

CONSENT

6. **Curriculum Summary Report. [5] (L. Manalo (LM)**

LM provided an overview of the AP&P Curriculum Report for the period April 2 to May 7th. He mentioned that most of what is proposed will be in effect for 2027-2028 academic year/catalog.

He added that AP&P wants to acknowledge Dave DeGroot (DD) for all his work and dedication as an Articulation Officer and member of AP&P over the years. He added that Dave will be missed very much and the committee is very thankful for everything he has done and all his contributions to the college and work with faculty.

AR also thanked DD for all he has done for the college; it's an example of another role that a lot of people do not see. He has helped so many programs and has helped with articulation. He will not be replaced easily.

Motion to approve the Curriculum Summary Report made by B. Britten/seconded by A. Kopcrak.

No: (0) / Abstain: (0)

AR: hearing no objections or abstentions, the Curriculum Summary Report is approved, and it will proceed with the Board of Trustees.

ACTION ITEMS

7. Resolution to Adopt Directional Statement for the Lompoc Valley Center. * [5] (ASE/D. Pirman (DP)

DP mentioned she incorporated the feedback from last Academic Senate meeting and acknowledged it help strengthen the statement. She hopes that everyone feels the statement is reflective of what the college seeks to achieve at the Lompoc Center to best serve the community. She is looking forward to acting on the statement's charge.

Discussion:

AR mentioned that all Senators should have received the updated version and had time to review it.

Several senators expressed that the statement "looks good" it "looks great", "I like it".

Motion to approve made by A. Kopcrak/seconded by D. Serrano

No: (0) / Abstain: (0)

AR: hearing no objections or abstentions motion to approve carries.

INFORMATION (FOR FUTURE ACTION/APPROVAL)

None

Since Information items on the agenda typically come back for action at the following meeting, the Academic Senate doesn't place any items under Information at the last meeting of the semester/academic year.

AR acknowledged ASE has received requests for Information Items and these will be considered for next Academic Senate meetings starting in the fall (2026).

REPORTS AND DISCUSSIONS (NON-ACTION ITEMS)

8. CCAP Taskforce Report on Syllabus and Materials Checklist. [10] (AGT)

The Syllabus and Material Checklist was covered. AGT mentioned the items listed are best practices. It was noted that requiring different elements as noted on the checklist from CCAP faculty is allowable, compared to what is on the AHC's part-time faculty's list. She mentioned that CCAP faculty are employees of the high schools, not AHC.

To ensure that AHC's COR is adhered to, the checklist has specified as required the SLOs, as well as other elements as outline in the sections "Course Description" and in the "Course Content and Outline" section. CCAP instructors are required to inform students about those elements with each of those sections on the checklist.

The CCAP Taskforce will evaluate the current online survey that is used when evaluating AHC part-time faculty for consideration for use for CCAP instructor evaluations.

The Learning Assistance Program was consulted to provide accurate and updated information for use by CCAP instructors in their syllabi, and that information is under the "Statements to include" section on the checklist.

Discussion:

DP reinforced the utility of this checklist noting possible differences high school instructors teaching CCAP courses understanding a syllabus as a contract with a student, and giving CCAP instructors this guidance is supportive of their efforts as instructors teaching AHC courses.

LW offered feedback and suggestion for edits to the "Essential Policy Information" section. She recommends moving both the "Cheating/Plagiarism Policy" and the "A.I. Policy and Philosophy" checkboxes out from under the "Academic Freedom Statement (if applicable)" checkbox so they each stand as distinct elements to consider. Fixing the tab formatting prevents misaligned sub-items.

Also, LW asked for verification on if the CRN and classroom meeting times and location need to be on a syllabus? In the "Course Information" section those items currently are not listed as required. It's important to avoid confusion as some CCAP faculty also teach part-time at AHC and there needs to be consistency of requirements.

AR mentioned that the course CRN, office hours, Learning Outcomes, and attendance policy should be in a syllabus, at least on AHC faculty syllabi.

AGT mentioned the Taskforce discussed office hours and learned that high school CCAP instructors are not mandated to hold traditional office hours. All the other things mentioned (CRN, SLO, attendance) will be taken back to the taskforce to include as required.

Discussion on who should serve as the primary AHC contact.

LW suggested to be more specific and name a contact on the last statement (page two) and mention who is the specific contact at the college.

DP suggested to consider that contact be the department contact or a department chair.

AGT mentioned that not all departments have a CCAP contact or liaison.

DP mentioned that the high school instructor would most likely reach out to her or J. Sokolovska (JS) and then most likely they would redirect them to the academic department, therefore, it would be helpful to be more specific on who is the contact.

LM asked why not have a dedicated CCAP contact (e.g. in office of DP or JS).

DP would be fine with a suggestion to then redirect, but she would want to faculty to decide it.

AGT advocated that for curriculum matters there should be a discipline faculty or department contact identified.

Consensus on including a department contact was reached and to change the final statement on page 2 to reflect that.

DP asked if the suggestion could go back to departments to ask for preference as she believes this will make the CCAP instructors feel more like faculty, if they, like part-time faculty, have more direct access to AHC full-time faculty.

Several senators agreed.

Motion to extend discussion 5 additional minutes made by A. Kopcrak/seconded by M. Guido Brunét

No: (0) / Abstain: (0)

AR: hearing no objections or abstentions motion to extend discussion 5 additional minutes carries.

LM brought up the concern with curriculum drift, especially with college courses taught by high school teachers at the high schools. Also, the perception that academic freedom can be interpreted in many ways and questioned if high school CCAP teachers have the liberties to modify anything.

AF offered feedback informed from evaluations she has done. She asked if this form is like the form full-time faculty get. AGT clarified that the form shown today draws from the part-time faculty form. AF mention she has increasingly seen syllabi without grading scales or what the assessments are. She raises these so expectations are clear, especially for students to know what they are being graded on.

AR commented that what complicates matters is the existence two different unions (for part-time and full-time faculty). For full-time faculty, office hours are in our (CBA) contract. For part-timer, their CBA may be more prescriptive regarding what goes in the syllabi.

CS identified a minor typo on page 2, in the Statement to Include section: the statement recommending the use of or adaption of the sample syllabus statements on the LAP webpage—it reads Learing (the n is needed).

LM suggestion to be more explicit on section about the ADA, provide the exact language required. AGT mentioned that LAP has provided sample statements and link to access those resources is embedded.

AGT: the checklist will be revised and it will return in the fall, she reminded Senators to take the checklist to departments to ask who they prefer to be their contact for CCAP instructors to reach out to and include on the form.

CCPD COUNCILS AND COMMITTEES' REPORTS (NON-ACTION ITEMS) [3 min each unless otherwise indicated.]

9. Distance Education Committee [5] (FP)

FP presented the new Online Course Peer Course Review. It is now completely online; there is a website to submit it. He demonstrated the dynamic features: drop-down menus for the term, department, discipline, and instructor details. Color coding features were shown that indicate completion status. The updated form aligns with Title 5 DE criteria. The new online form will have four criteria (it used to be three). There are open-text fields to capture optional feedback, innovative methods, or areas for improvement

AR added that peer reviews must be completed only by individuals who have completed official DE training. Results are to be attached to Program Review. It can be used to demonstrate Regular and Substantive Interaction (RSI) requirements between instructor/students and student/student..

The data will then generate reports. The evidence satisfies accreditation requirements by demonstrating an institutional process is in effect for RSI compliance.

On an individual level, full-time tenured faculty may voluntarily submit completed peer reviews during evaluations as evidence of meeting RSI standards.

Discussion:

Question if submitting screenshots is possible. It was clarified that as of now, only text is submitted.

A motion to extend discussion 5 additional minutes made by A. Kopcrak/seconded by A. Gómez de Torres

No: (0) / Abstain (0)

AR: motion carries by consensus

In reply to a questions on how to verify who has undergone DE training and where the reports will go, it was clarified that Department Chairs should be consulted to know who has gone through the DE training, and FP also confirmed that aggregated database reports will be sent to departments each semester.

In response to how much access the peer reviewer gets to an evaluated course, FP recommended that faculty conduct peer reviews sitting together to review course design rather than granting full asynchronous access to online course shells. The idea is to have a conversation with the peer reviewer for more introspection, growth and improvement.

In response to questions regarding non-responsive faculty or enforcement, FP and AR noted that reviews occur once every six years per course and it's governed by individual departments. AR emphasized that, like Program Review, compliance relies on the professionalism of faculty and meeting accreditation standards rather than administrative mandates.

ACADEMIC SENATE STANDING COMMITTEES' REPORTS (NON-ACTION ITEMS) [5 min each unless otherwise indicated.]

10. Program Review Committee. [10] (P. McGuire (PM)

PM highlighted that failing to complete Program Review can directly impact program funding consideration and could lead to program discontinuance.

This year the Program Review Committee (PRC) has been busy with revamping the Student Services Program review process. Core topics were adjusted to fit non-instructional/classroom professional roles. He noted that aligning diverse student services areas into a standardized process is significantly more complex than on the instructional side. The new processes are being piloted with Non Credit and the Career Center.

The PRC continues to offer direct assistance to all faculty and staff completing their reports, and they continue to work on evaluation and validation of the process.

Discussion:

AM noted how difficult it is to find data. PM agreed and clarified that the last major centralized data collection occurred in 2022, with local-level updates in 2023.

LM suggested that CTE programs request data through the local consortium, a good contact is Jacob Poore.

In response to questions about the validation process, PM indicated post-completion surveys are sent to participants to gather feedback. Survey results and internal evaluations of submitted reviews allow the committee to identify issues and refine the overall process.

DA asked about deadlines and resource allocation.

It was clarified that due dates are set by respective Deans.

AK asked about resource allocation, regarding identified space and facility needs and when to expect allocations.

PM acknowledged that administrative resource-request tracking remains and area needing institutional improvement.

11. FUTURE AGENDA ITEMS AND DEPARTMENT SUGGESTIONS

None

12. ADJOURN

Meeting adjourned at 5:10 p.m.

Next Academic Senate Meeting: September 8, 2026.

Agenda Items due by September 1, 2026 @ noon.

* *Documents available on Senate SharePoint*

** *Documents available in previous Senate meeting's on SharePoint Folder*

*** *If a Senator is requesting remote participation due to "just cause" or "emergency circumstances" (per AB 2449) they must submit a request form prior to the meeting and use the Zoom link below.*

Remote participation for "just cause" is limited to two (2) meetings in a calendar year.

Remote participation due to "emergency circumstances" is limited to 20% of the regular Academic Senate meetings in a calendar year (which is equivalent to three meetings for AHC's Academic Senate) and requires approval by the body at the beginning of the meeting (which means it is not guaranteed).

If any Senators are participating remotely, this link will also be available to the public for viewing or making public comments. If no Senators are joining remotely, the meeting will be open to the public only at the designated physical location that is listed at the top of the agenda.

Senator's Remote Participation Link:

https://hancockcollege.zoom.us/j/95506515929

Δ *Denotes a change in the order of Agenda Items by way of an approved motion*

2025-2026 Academic Senators
(Department Faculty Representatives):

Academic/Student Services:
Dave DeGroot (DD)

Applied Social Sciences:
Yvon Frazier (YF)

Business:
Bob Bryant (BBry)

Counseling-Personal Development:
Ben Britten (BBri),
Carissa Perales (CPe),
Kiri Villa (KV)

English:
Melanie Guido Brunét (MGB),
Chris Carrol (CC), Alina Romo (AR)

Fine Arts:
Chris Hite (CH),
Anne McMeeking (AM)

Health Sciences
Amy Gisclon (AG),
Shavaun Maxson (SM)

Industrial Technology:
Gabriel Marquez (GM)

Kinesiology, Recreation, Athletics:
Chuck Provencio (CPr)

Languages & Communications:
Diane Auten (DA)

Life & Physical Sciences:
Alicia Fox (AF), Sean Gottlieb (SG)

Mathematical Sciences:
Anna Kopcrak (AK),
Martin Landeros (ML), Liz West (LW)

Public Safety:
Marc Hammill (MH)

Social & Behavioral Sciences:
Danya Serrano (DS)

Part-Time Faculty Reps:
Monique Segura (MS),
Chris Sprecher (CS),
Rajni Chaudhari (RC)