

# ALLAN HANCOCK COLLEGE

## Academic Senate Meeting

Minutes for Tuesday, September 21, 2021

4:00 – 6:00 p.m.

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

**AS PRESIDENT:** A. Restrepo

**VOTING MEMBERS PRESENT:** H. Alvarez, R. Bryant, R. Chaudhari, Cl. Diaz, H. Elliott, A. Fox, K. George, A. Gomez de Torres, M. Guido Brunét, C. Hite, M. Hull, J. Jozwaik, A. Koch, M. Lehne, G. Marquez, M. McGill, C. Pavone, K. Runkle, M. Arvizu-Rodriguez, T. Roepke, J. Scarff, M. Segura, J. Tuan, N. Ward

**STUDENT REPRESENTATIVE:**

**GUESTS:** K. Walthers, R. Curry, L. Manalo, P. McGuire, Y. Teniente, P. Murphy, N. Dechaine, L. McNulty, B. Garcia, C. Montanez-Rodriguez, F. Lopez-Perea

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

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

K. Walthers appealed to faculty to consider the tone of emails sent to staff and be aware that everyone is working very hard to support the college. He encourages faculty to be courteous and recommends using first names or just picking up the phone. He stressed that many are working very hard and announced that November 12th will be declared a special holiday to support a “day for employees to be with families and respect Veterans’ Day.”

3. **Rollcall.**

4. **Approval of Minutes from 5/4/21 \* [5] (NW)**

*Correct Agenda Item #4 to reflect correct date of meeting (5/4/21)*

*Correction of title of 5/4/21 AS Minutes to read “Minutes” instead of “Agenda”*

**Motion:** R. Bryant/M. Arvizu-Rodriguez

**Discussion:**

**Yes:** 19 - H. Alvarez, R. Bryant, R. Chaudhari, Cl. Diaz, H. Elliott, A. Fox, , A. Gomez de Torres, M. Guido Brunét, C. Hite, M. Hull, M. Lehne, G. Marquez, M. McGill, C. Pavone, M. Arvizu-Rodriguez, T. Roepke, M. Segura, N. Ward

**No:**

**Abstain:** 5- A. Koch, K. George, K. Runkle, J. Jowskiak, J. Scarff, J. Tuan

5. **President’s Remarks [10] (AR)**

Restrepo reminded senators that the President’s Remarks are not up for discussion as per the Brown Act – items for discussion need to be listed as such in the agenda. He reported that at the last Board of Trustees (BOT) meeting, he gave a brief report on his presentation to Senate about Shared Governance and sent the document to BOT members. At the 9-14-21 BOT meeting. K. Walthers stated that he was interested in supporting communication between the BOT and Senate and will be reaching out to Senate Exec to coordinate that. A. Restrepo stated that any reports to the BOT would be posted on the Senate SharePoint. He encouraged faculty to participate in governance by getting involved in councils and committees. Restrepo suggested that if we want to make a difference in shared governance, there are many areas where faculty can be part of decision making, and we need to get involved. He shared

that the agenda lists headings that we might not have items for but believes they should be listed as placeholders for business and will continue this practice.

## **CONSENT**

N/A

## **ACTION ITEMS**

**Motion: Information Item #8 be moved to an Action item to be voted on today** - R. Bryant/T. Roepke

**Discussion:** N. Ward and L. Manalo requested that the AP&P Curriculum Summary Report be listed on the agenda as an Action Item or a Consent Item. H. Elliot requested that if there is an urgency of an item going to the BOT, please let Senate Exec know in advance.

**Yes: 24** - H. Alvarez, R. Bryant, R. Chaudhari, Cl. Diaz, H. Elliott, A. Fox, K. George, A. Gomez de Torres, M. Guido Brunét, C. Hite, M. Hull, J. Jozwaik, A. Koch, M. Lehne, G. Marquez, M. McGill, C. Pavone, K. Runkle, M. Arvizu-Rodriguez, T. Roepke, J. Scarff, M. Segura, J. Tuan, N. Ward

**No: 0**

**Abstain: 0**

### **6. AP&P Curriculum Summary Report.\* [10] (L. Manalo)**

*– The document was shared in the Senate site. The timeline is critical and represents AP&P proposals from May and August, 2021.*

**Motion: R. Bryant/M. Segura**

**Discussion:**

**Yes: 22** - R. Bryant, R. Chaudhari, Cl. Diaz, H. Elliott, A. Fox, K. George, A. Gomez de Torres, M. Guido Brunét, C. Hite, M. Hull, J. Jozwaik, A. Koch, M. Lehne, G. Marquez, M. McGill, C. Pavone, K. Runkle, T. Roepke, J. Scarff, M. Segura, J. Tuan, N. Ward

**No: 1** - H. Alvarez,

**Abstain: 1** - M. Arvisu-Rodriguez

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

### **7. Professional Standards Committee Minimum Qualifications List [10] (C. Montanez-Rodriguez)**

*– Update to minimum qualifications list and a new process for assessing it in the future.*

C. Montanez spoke to Senate about the updated Disciplines List. AP 7211 allows faculty to create more rigorous standards than the state's requirements. The document has been updated, and the committee wants to remind faculty that they can be revised to be more rigorous if that serves the program best. Please contact her if there are any questions.

### **8. Grants Office report [10] (L. McNulty)**

*– Report on the status of previous grants and on upcoming ones.*

L. McNulty shared that Hancock College was recently awarded an NSF Grant Award that will affect Biology. Initially, the work will be to develop a non-credit program to fund the development of a lab with certifications, and eventually, a credit course proposal. The Rural Innovation USDA Grant funds course development/updates, equipment, and technology. L. Manalo asked if this was for a current program or a new program. She responded that Ag Mechanics would be working to develop a capstone course for this program. A. Fox asked about the Grants process and how faculty are informed about grants that affect their programs. She pointed to grants being proposed that involve programs but without any input from affected faculty. McNulty responded that the information is typically shared with Deans and the VP of affected areas as grants are discovered. A. Fox explicitly requested that the grants office make sure that the grants align with the college's mission and goals, and if faculty are to be involved, programs are communicated with directly. N. Ward stated that there needs to be

more regular communication between the grants office and Senate Exec. T. Roepke requested that any grants involving faculty, classes, and curriculum be sent to Senate Exec.

**9. Return to Campus Resolution\* [20] (ASE/All)**

*– Review resolution proposed at AS Special Meeting on 8/24/21*

Restrepo shared the Resolution that was proposed on 8/24/21. K. Runkle acknowledged that this is a historical document. She asked about including a statement to reflect the timeframe and context in which these issues occurred. M. Guido-Brunet suggested a line at the top of the document that states “Created on” and the date. H. Alvarez reminded Senate that this is a result of shared governance efforts, and some decisions have already been affected by this document. He requested that this document be shared with departments to provide input and recommend contextual specificity edits.

**10. BP/AP 3715 Intellectual Property \* [20] (B. Curry/J. Raybould-Rogers)**

*– New board policy and administrative procedure on intellectual property.*

A. Restrepo shared that Senate Exec worked this new BP/AP over the summer. This policy is required, and the language was developed from a template from the League and further research across California Community Colleges. It is ready for sharing with departments and action at our next meeting. Please share this document and make recommendations. A. Fox asked about notice of copyright that Campus Graphics printed on new material for her class, and R. Curry responded that the creator is the actual owner, not the print shop. A. Restrepo mentioned the existing and separate BP/AP 3710 Copyright. R. Curry sees these as clarifications to our audiences.

**11. BP/AP 4222 Remedial Coursework\* [10] (B. Curry/J. Raybould-Rogers)**

*– Proposed changes and/or updates to this board policy and administrative procedure.*

R. Curry shared that this is a short policy with minor edits that are affected by AB 705.

**12. Academic Senate’s role in the accreditation process. [10] (ASE/P. Murphy)**

*– Accreditation processes, timelines, and request for faculty participation.*

P. Murphy, Accreditation Liaison Officer, needs four (4) faculty to participate. They will be compensated with .2 reassigned time as per the FA contract to participate in the Accreditation process. Faculty could also volunteer in small ways toward service credit as part of the full-time contract obligations. There are 127 standards within four areas: Mission, Academic Quality & Institutional Effectiveness, & Integrity; Student Learning Programs & Services; Resources; and Leadership & Governance. These standards align well with our Councils. He is requesting that co-chairs also assist with the process. We have to document evidence of meeting the standards and analysis and evaluation of the standard. Accreditation affects students, faculty, staff, administration, and our community. The faculty roles are specific to participation in 10+1, crafting and reviewing the information around that standard – the work involves finding the evidence and crafting the narrative. Brevity is a benefit; one to two pieces of strong evidence and a concise analysis is the best approach. There will be training, video, templates, and style guidelines. The timeline includes a formative and summative component. The self-evaluation is due December 2022. There is a spring 2023 formative component that reviews this document and makes core inquiries. This timeline allows Hancock to address any issues for the fall 2023 summative component. In January 2024, the commission takes action. A. Restrepo shared that there are two faculty members as part of each council who can contribute. J. Scarffe asked about the timeline. J. Tuan asked if the faculty co-chairs were responsible for writing the standard. P. Murphy said that it was more of a task management role. A. Restrepo asked

faculty to share this with their departments and consider volunteering for this vital work.

**REPORTS (NON-ACTION ITEMS)**

**13. Council/Committee Vacancies and Reports [10]**

Restrepo stated that we appreciate the opportunities to get involved in college processes, which is the core of shared governance. H. Alvarez shared that the councils and committees have some vacancies. Invitations are extended to faculty to participate. Spots are available on Online Education Initiative (OEI) and the Diversity, Equity, and Inclusion (DEI) task force. Stipends are involved.

Lastly, if faculty have a pressing issue, please send an email and include all Senate Exec members.

**14. Adjourn**

\* Documents available on Senate SharePoint