ALLAN HANCOCK COLLEGE
Academic Senate

Minutes for Tuesday, September 3, 2019
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, G. Bierly, L. Bradbury, R. Bryant, A. Caddell, R. Chaudhari, H. Elliott, P. Estrada, A. Fox, B. Friedrich, K. George, C. Hite, M. Hull, M. McGill, B. Murtha, K. Musev, G. Phelan, A. Restrepo, M. Arvizu-Rodriguez, T. Roepke, M. Segura, C. Stevens, V. Tobin, J. Tuan, N. Ward, L. West

> **STUDENT REPRESENTATIVE:** Ana Leon

> **GUESTS**: M. Lau, R. Curry, S. Ramirez Gelpi, J. Scarffe

2. Public Comment: [5 per item]

3. *Approval of Minutes (Ward)
Approval of the 04-16-19 minutes. Minutes were posted, and copies were made available.

Motion: G. Bierly / B. Bryant
Discussion:

Yes: 24 - H. Alvarez, G. Bierly, L. Bradbury, R. Bryant, A. Caddell, R. Chaudhari, H. Elliott, P. Estrada, A. Fox, B. Friedrich, K. George, M. Hull, M. McGill, B. Murtha, K. Musev, G. Phelan, M. Arvizu-Rodriguez, T. Roepke, M. Segura, C. Stevens, V. Tobin, J. Tuan, N. Ward, L. West

No: 1 - A. Restrepo
Abstain: 1 – C. Hite

CONSENT:

4. *BP/AP 4025 Philosophy and Criteria for Associate Degree and GE [10]
(review for approval of new board policy & procedures)

Motion: B. Bryant / G. Bierly,
Discussion:

Yes: 23 - G. Bierly, L. Bradbury, R. Bryant, A. Caddell, R. Chaudhari, H. Elliott, P. Estrada, A. Fox, B. Friedrich, K. George, C. Hite, M. Hull, B. Murtha, K. Musev, G. Phelan, A. Restrepo, M. Arvizu-Rodriguez, T. Roepke, M. Segura, C. Stevens, V. Tobin,, N. Ward, L. West

No: 0 -
Abstain: 3 – J. Tuan, M. McGill, , H. Alvarez

ACTION:

5. Faculty Emeritus Status [10]
Motion: R. Bryant / G. Bierly

Discussion: Request was made to add * notes to reflect name/s that have an asterisk

Yes: 26 - H. Alvarez, G. Bierly, L. Bradbury, R. Bryant, A. Caddell, R. Chaudhari, H. Elliott, P. Estrada, A. Fox, B. Friedrich, K. George, C. Hite, M. Hull, M. McGill, B. Murtha, K. Musev, G. Phelan, A. Restrepo, M. Arvizu-Rodriguez, T. Roepke, M. Segura, C. Stevens, V. Tobin, J. Tuan, N. Ward, L. West

No: 0
Abstain: 0

INFORMATION

6. President's Remarks [10] (Passage)
T. Passage welcomed new student senator, Ana Leon. It was reported that Federal Financial Aid regulations to only allow aid for courses for declared major has been put on hold. Hancock is looking into how to implement this regulation and what the ramifications could be. The Fall Plenary is scheduled for November and funding is available. If you are interested, please let T. Passage know.

7. Bookstore Issues [5]
Please send any continuing issues or customer service issues to T. Passage. B. Curry clarified that currently, no policy requires students to purchase their books at the bookstore. A. Restrepo stated that he also has continuing issues and asked if the bookstore was obligated to share all prices and buying options. Other faculty noted that the books had been ordered by faculty, but the bookstore records were incomplete, and faculty had to complete all of the documents a 2nd time. L. West stated that CSEA is impacted by an increased work-load as well. T. Roepke noted that their department received training to order online, but when it didn't work, there was no support available. Books were not ordered, class started, and students could not get books for 2-3 weeks. V. Tobin stated that the system changes depending on who you talk to in the bookstore. Over the summer, he was told that the forms had to be completed, no requests via email, yet later was told by a faculty member to "just email the title and ISBN." G. Phelan stated that his past concerns were documented in writing to Roger Hall, president of FA. This semester he went through the online ordering process, but the books that were delivered and sold to students were the wrong book. If the plastic had already been removed, the bookstore would not allow the students to return the book. Students who get financial aid for their books are impacted the most. Books ordered online are only held for 24hrs. Faculty asked if there was a consistent policy about new editions. B. Curry stated that he needs a record of specific issues so that he can quantify the problems with documentation. A. Restrepo asked about the contract and how things can be changed. Please take this back to your department and email these to T. Passage.

8. Department Restructuring [5] (Curry)

The Deans have been discussing how to restructure department assignments to better support S. Rameriz-Gelpi's role as Dean of Non-Credit and Adult Ed. The Language & Communication department was moved under Dean, Mary Patrick. The Administration of Justice program is currently under Applied and Behavioral Sciences. There has been discussion to move it back to Public Safety – that has been put on hold, and the conversation will go back to that department. Senate stated that the main issue was consultation with the department and with Senate Exec. B. Curry noted that all AJ courses offered at the SM campus would stay here. If that happens, they would try to build a cohort at the Lompoc Campus with meaningful alignments to the GE's. Faculty inquired about student transportation to and from Lompoc. B. Curry stated that it was identified as a need, but no solutions have been adopted.

9. *Course Enrollment Maximums [10] (Curry)

The Course Enrollment Taskforce developed recommendations for course maximums last spring. Research from other community colleges was presented. Faculty were asked to participate in this effort. The goal is to confirm these based on a pedagogically sound viewpoint by spring. Faculty are being asked to confirm what is the perfect size for each specific course – not restate what the classroom capacity. The FA may have to negotiate the "over 60 students" overload language. The timeline is for faculty to initial the spreadsheet sent from the VP's office within one month. Look for the document from T. Passage to share with your department.

10. Credit courses including Non-Credit Students Concurrently [10] (Curry)

S. Ramirez Gelpi discussed two models being used regarding mirrored courses. One model is combining credit and fee-based courses. The 2nd model is combining credit and non-credit students in cross-listed/mirrored courses. There are a few benefits to this model. Among them the introduction of college courses to students who would typically not have thought about college, and providing students with a smoother transition to credit courses. A benefit to departments is that non-credit courses can be used to build credit programs. In the credit/non-credit mirrored model, the credit course carries the load and drives the payroll process. Co-mingling district funding with fee-based funding is not allowed, and therefore, it would raise challenges for departments. L. West asked if fee-based courses could be repeated. T. Roepke stated that she is looking at an ECS CDCP non-credit certification through non-credit as a pipeline to credit programs. Non-credit versions of ECS have been created and approved. S Ramirez Gelpi stated she would be available to offer presentations to departments about non-credit and the credit/non-credit mirroring.

11. Auto-Awarding of Degrees Information [5] (Tuan)

There is currently a group working with on the process and consequences of auto-awarding degrees and certificates. The group included IT, A&R, consultants, and two counselors. Auto awarding is similar to auto-applying. Reports will be generated that indicate which students are close to a degree. Students that are in their last semester of completing required courses for their declared degree or similar degree will be notified by email. Students will have an opportunity to opt-out at this time. After all course work is completed, students will receive another email congratulating their completion and again will be given a chance to opt-out. Faculty advised that multiple forms of contact be considered, not just the Hancock email.

12. *AP 7211 Equivalency to the Minimum Qualifications [10] (Montanez)

This AP is specific to non-credit, and the language needs to be updated. C. Montanez spoke to members about efforts to revise equivalency forms for non-credit. These revisions include

standardization of the application form and clarifications as to what data should be supplied.

13. Professional Standards Committee Report [10] (Montanez/DeGroot)

C. Montanez spoke to Senate about clarifying the processes of communication for requests to this committee. The typical processing timeline is seven days. They are currently working with internships and CTE equivalency changes that are being processed. Please contact her with any questions. Please share with your department.

14. *Academic Senate Goals for 2019-2020 [15]

We are in the process of developing goals for 2019-2020. If you can discuss this with your department and can come back to the Senate with suggestions. A. Restrepo remarked that the importance of the concept of "shared governance," as stated in the CCPD. He asked where we are in regards to accomplishing this since the document was written. There has not been any assessment as to how this is working with the turn-over of faculty and administration. Shared governance is – not how to operate "Sharepoint" documents, but how faculty should be engaged within the decisions that are being made on campus. Questions to consider are "what are the roles of faculty co-chairs versus administrative co-chairs? Other items from faculty include "what has happened to the culture of shared governance since that document was established, and is there the possibility of a more extensive discussion campus-wide?

15. *AP 6200 Budget Preparation [5] (Bierly)

G. Bierly discussed the minor changes to this AP that define the process. They will correct the spelling of "Preparation." Please share this with your department for any feedback.

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