ALLAN HANCOCK COLLEGE
Academic Senate Meeting

Minutes for Tuesday, May 3, 2022
4:00 – 6:00 p.m.
Zoom Meeting: https://hancockcollege.zoom.us/j/95506515929

AS PRESIDENT: A. Restrepo

VOTING MEMBERS PRESENT: R. Bryant, L. Campos, R. Chaudhari, Cl. Diaz, H. Elliott, A. Fox, K. George, A. Gomez de Torres, M. Guido Brunét, C. Hite, M. Hull, J. Jozwiak, A. Koch, M. Lehne, G. Marquez, K. Runkle, M. Arvizu-Rodriguez, T. Roepke, J. Scarffe, M. Segura, J. Tuan, N. Ward, L. West

STUDENT REPRESENTATIVE: M. Ysip

GUESTS: L. Manalo, R. Curry, E. Murray, Jr., J. Colson, S. Staub, C. Reed, S. Ramirez Gelpi, F. Patrick, K. Beckelhymer, L. Beccero-Valencia, P. Murphy, B. Garcia, M.Grando, P. McGuire, A. Specht

1. **Call to Order. [2] (AR)**
2. Rollcall.
3. **Public Comments.** [3-minute limit per individual]

   J. Colson, new VP of Student Services, requested that the faculty speaker, name readers, and the ASE member assisting at commencement be identified as soon as possible. M. Hull asked how long each reader would be needed. R. Curry responded that it is about an hour of reading names.

   M. Segura, rep of Part-Faculty, asked about the "ghosting" of classes in the Fall schedule published in April. She stated that the PT and non-credit faculty are confused and frustrated about this situation. Many do not know their assignments and believe this will affect students, programs, and faculty. Segura asked when the "ghosted" courses will be published and noted that the Spectrum, which was mailed to our community members, shows the ghosted classes published.

4. Approval of Minutes from 4/5/2022. * [5] (J. Scarffe/NJW)
   Motion: R. Bryant / A. Koch
   Discussion:
   Yes: 21 - R. Bryant, R. Chaudhari, Cl. Diaz, H. Elliott, A. Fox, K. George, A. Gomez de Torres, M. Guido Brunét, C. Hite, M. Hull, J. Jozwiak, A. Koch, M. Lehne, G. Marquez, K. Runkle, M. Arvizu-Rodriguez, T. Roepke, J. Scarffe, M. Segura, J. Tuan, N. Ward, L. West
   Abstain: 1 – L. Campos
   No: 0

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

   A. Restrepo shared that the District needs faculty to volunteer as name readers for commencement. Because we only have two retirees, it has been challenging to find a commencement speaker. Please volunteer by tomorrow if anyone is interested in either of these opportunities. M. Hull and L. West volunteered to be readers. H. Alvarez reminded the faculty to share this with your department.

   A. Restrepo shared that Senate Exec members A. Gomez-Torres and H. Alvarez have opted not to return as members of Senate Exec because of family obligations and welcomed T. Roepke and F. Patrick to the executive team. He requests that our retiring Senate Exec members consider the opportunity to be a part of ASE in the future.

CONSENT

6. **Approval of continued remote (Zoom) meetings of the Academic Senate. [5] (AR)**
   Motion: R. Bryant / A. Koch
   Discussion:
   Yes: 19 - R. Bryant, L. Campos, R. Chaudhari, Cl. Diaz, H. Elliott, A. Gomez de Torres, M. Guido Brunét, C. Hite, M. Hull, J. Jozwiak, A. Koch, M. Lehne, G. Marquez, K. Runkle, M. Arvizu-Rodriguez, T. Roepke, J. Scarffe, M. Segura, J. Tuan, N. Ward,
   Abstain: 2 - A. Fox, L. West
   No: 1 - K. George

ACTION ITEMS

None

INFORMATION (FOR FUTURE ACTION/APPROVAL)

7. **Program Learning Outcomes Assessment Process. *[15] (L. West/LOAC)**
   - Review of the process for assessing program learning outcomes.
   N. Ward stated that the current document shared with Senate membership does not look like it is ready for Senate approval because items are listed asking questions in the document. Faculty members shared that they needed clarity in the process as it shifted from CLOs to PLOs. A. Restrepo asked L. West to articulate what we would be approving. She responded that this document did not need to be approved by Senate membership. R. Curry stated that all PLOs need to be assessed over the 6-year Program Planning cycle. "Regularly review and assess PLOs within the 6-year Program Planning Cycle." L. West suggested this wait unit next fall to avoid confusion about the documents. R. Curry stated that the suspension of assessment during COVID is problematic and will be a priority in the fall. A. Restrepo said that faculty could proceed with the assessment, collect data, analyze and have dialog within your program. This item will come back at our next meeting for discussion.

8. **Revision to the Allan Hancock College Regular and Substantive Interaction Policy for Distance Education. * [20] (ASE)**
   - Adding a section on Best Practices for Synchronous DE Courses to the existing policy
   A. Restrepo shared the policy as it was recently revised. The administration requested that Senate develop clear guidelines for faculty teaching Online Live. ASE recommends developing best practices for synchronous teaching with a lens of academic freedom. The focus is on technology, scheduling, and suggested practices before, during, and after the meetings. Service faculty and instructional faculty reviewed this document and have made suggestions. The administration wants this document approved before Online Synchronous, or Hybrid courses are scheduled. H. Elliot suggested that the presentation of this policy encourage R. Curry to support this effort and help the District consider acting quickly and publish any courses hidden on the schedule. L. Manalo asked about recording within the classroom and recommended an edit to the document under the heading "After Meetings" to fix the recording statement. J. Tuan asked about a policy for recording the class. K. Runkle mentioned the student conduct statement in the catalog and referenced the statement of the colleges' ability to record and photograph students. K. Runkle suggested a statement about recording the course and making that recording available as an accommodation for those students. A. Gomez-Torres suggested that a statement about class recording be published on the syllabus. Please share with your department and send edits or suggestions as soon as possible.

REPORTS AND DISCUSSIONS (NON-ACTION ITEMS)

9. The impact of 'ghosted' courses on student registration and program completion. [20] (All)

   This item was added to the agenda at the request of several faculty whose classes are not appearing in the published Fall 2022 schedule. R. Curry stated that the schedule built earlier this year was primarily face-to-face, knowing that Online Live and Hybrid modalities needed to be negotiated before they were offered. Faculty commented that because we have not replaced faculty and don't have local expertise, some courses could not be offered any other way. C. Reed shared that without the Senate-approved DE Policy referred to in Item 8, which recommends best practices for online modalities, negotiations have been halted and cannot move forward. FA has been asking about modalities offered for a year and has not been answered by the District. Senate developed the definitions of online modalities, and now that is a requirement by the District to proceed with negotiation. K. Beckelhymer shared that Community Ed students are confused regarding what classes are available and not available. If the District makes a policy that prevents students from registering for a course that should be scheduled based on their program map – but does not appear to be offered, this affects completions. Faculty commented that they notice improvements in the technology used in courses that have successfully impacted experiences in these modalities. M. Segura shared that PT faculty are at the mercy of these decisions and are anxious, waiting for word from the District about the ghosted classes while scrambling during the confusion - looking to get work at other community colleges. Faculty have concerns for the students who have already registered and the priority registration students. K. Runkle is concerned that students will not be able to navigate this - seeing courses highlighted as being off campus and the code of for on campus with the location as TBA.

   R. Curry stated that about 40 classes are ghosted out of 900 credit classes. J. Jozwiak shared that about 40% of her load is hidden, and her enrollment has declined. N. Ward shared that even though these are only 40'ish classes, some programs are decimated, and students are worried about how they complete their program within the two years they promised. J. Tuan asked R. Curry if the hidden courses are available to counselors and if they all could be rolled out together, and an email and text blast that new classes have been added to the schedule. A. Fox asked what can we do to get the District to allow a contingency for this fall and work out the problems for next semester. C. Reed clarified that R. Curry could not respond because of negotiations and that the best thing is to approve the DE document. L. West asked if faculty can change modalities after the schedule has been published. R. Curry shared that this is not a good practice for students. A. Restrepo said that some of these modality changes do not negatively impact students. A. Gomez-Torres asked if the decision was made based on percentages of modalities offered and suggested that this information would be helpful as faculty and the District plan the schedule. H. Elliot suggests that we have an emergency meeting to approve this document.

   Motion to have a special meeting next week with a single item: N. Ward/ R. Bryant
   Discussion:
   Yes: 22 - R. Bryant, L. Campos, R. Chaudhari, Cl. Diaz, H. Elliott, A. Fox, K. George, A. Gomez de Torres, M. Guido Brunét, C. Hite, M. Hull, J. Jozwiak, A. Koch, M. Lehne, G. Marquez, K. Runkle, M. Arvizu-Rodriguez, T. Roepke, J. Scarffe, M. Segura, J. Tuan, N. Ward, L. West
   Abstain: 0
   No: 0

10. **Results of the Campus Climate Survey. * [15] (HE/P. Murphy)**
    Full report and discussion were tabled to the next meeting

    P. Murphy shared the last slide of the Campus Climate Survey slide show to inform faculty about the next steps based on the survey results. He would like faculty to look to identify strategies that can be used develop opportunities to address issues. Can we identify the causes and effects of

improvement and successes that can be scaled up? Can we identify lingering problems that are preventing the college from being successful? How do we want to engage groups going forward, and can we develop targeted open-ended questions to get more information?

Motion to move items 11-12 to our next full meeting: R. Bryant / A. Koch
Discussion:
Yes: 22 - R. Bryant, L. Campos, R. Chaudhari, Cl. Diaz, H. Elliott, A. Fox, K. George, A. Gomez de Torres, M. Guido Brunét, C. Hite, M. Hull, J. Jozwiak, A. Koch, M. Lehne, G. Marquez, K. Runkle, M. Arvizu-Rodriguez, T. Roepke, J. Scarffe, M. Segura, J. Tuan, N. Ward, L. West
Abstain: 0
No: 0

11. **Accreditation update. [20] (ASE)**
    - Themes for the Quality Focus Essay. (ASE/P. Murphy)
    - Timeline. (P. Murphy)
      Item moved to the next meeting
12. Technology Masterplan. [10] (AR/F. Patrick)

13. CCPD councils and committees' reports. [5 min. each unless otherwise indicated.]
    - DEI Taskforce. (AGT)
      A. Gomez-Torres stated that they are looking for faculty volunteers for the DEI summit

14. Future Agenda Items and Department Suggestions
    - Agenda items should be sent to the Academic Senate Executive Committee by noon on the Tuesday prior to the next Academic Senate meeting.
15. Adjourn.

Next Academic Senate Meeting: May 17, 2022. Agenda Items due by
May 10, 2022 @ noon.

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