MINUTES

ATTENDANCE
Bea Lawn, Robert Overson, Johanna Stewart, Neal Andrade, Blanca Arteaga, Jane Edberg, Julian Kearns, Jen McMillen, Marla Dresch, Herbert Spenner, Sabrina Lawrence, Marilyn Chap

Guests
Fran Lozano, Sherrean Carr, Celia Marquez, Rachel Lopez, Gary Cribb, Rachel Perez, Dina Sanchez, Karen Warren, Karen Diehl, Esteban Talavera (minute recorder)

I. Opening Items: (5)
   A. Call to order at 3:04 pm
   B. Welcome and Roll Call led by Bea Lawn
      Bea Lawn asked the Academic Senate and guests for a moment of silence in memory of John Pruitt, who will be missed. She welcomed the new senators that joined over the summer. Currently, there is a search for an At-Large senator for part-time faculty.
   C. Approval of Minutes May 21, 2013
      MSC (Julian Kearns/Bea Lawn). Approved with modifications.
   D. Approval of Agenda
      MSC (Julian Kearns/Herbert Spenner). Approved.

II. Public Commentary: (5)
   None

III. Information Items
   None

IV. Reports: (all 3-minute) (30)
   A. Standing Reports: (20)
      a. ASB
         Dina Sanchez reported that ASB had their first meeting and welcomed the new members.
      b. GCFA
         Representative not present.
      c. College President
         Steve Kinsella welcomed the Academic Senate to the start of the new semester. This semester will include the discussion of reorganization to recuce the budget deficit. Management reorganization will help solve some of the deficit. John Pruitt's passing will also affect the reorganization of the campus. Time will be taken to select a new VP of Student Services. There will
be a college memorial and celebration of life ceremony for John Pruitt toward the end of September.

d. Executive Vice President
Kathleen Rose thanked Gavilan for uniting together during a time of grief. Enrollment for Fall 2013 is down 0.7% when compared to this time last year. The last day to add or drop a semester-long course is September 6th. The counseling staff was congratulated for performing a fantastic job with student enrollment issues. Work is being done on the follow up report for Accreditation. The committee working on the follow-up report is looking forward to working with Academic Senate on recommendations. Currently, Spring 2014 scheduling is being planned, which will include College Hour.

e. Vice President Student Services
No Report

f. Senate President
Bea Lawn reported that she has been remiss in nominating someone for employee of the month and a reminder email will be sent out to faculty for nomination submissions for employee of the month. The fall semester will be busy with eight meetings during which two more grants will be evaluated along with a final resolution on grants in general.

B. Senator Reports: (5)
a. Allied Health
Not Present

b. Career Technical
No report.

c. Natural Sciences
No report.

d. Social Sciences
The first departmental meeting revolved around the information from Faculty/Staff development day.

C. Committee/Special Reports: (5)
a. Institutional Effectiveness Committee (Bea Lawn for Erin Crook)
The IEC report was distributed and discussed. The full report of the IEC, which is online, will be presented to President’s Council.

V. Old Business: (25)
A. Academic Senate-GCFA consultation on negotiation items (Bea Lawn)
What is permissible for the Academic Senate? How can the two bodies consult? Revisiting the March 5, 2013 vote on the matter
Discussion/Action (10)
The Academic Senate is under Brown Act rules but closed sessions are reserved for personnel, negotiations, and legal issues. Academic Senate responsibilities
and areas of purview do not include such issues. The area of negotiations is a bargaining unit matter. GCFA can give updates anytime and it will always have time set aside on the Senate agenda for a brief report. Because there are areas of overlap between the two bodies and it is in the faculty’s best interest to keep good communication between them, several options for doing so were discussed. One recommendation for consulting with GCFA is to appoint an Academic Senate representative to attend the GCFA meetings as a designee of the Senate president. Bea Lawn will ask the GCFA president about this. Another recommendation is for the Academic Senate to adjourn its meeting so that GCFA can convene its own meeting immediately after. Senators could attend that meeting as members of the GCFA as long as Senate business per se was not discussed. Bea Lawn asked the senators to revisit the March 5, 2013 vote through which the Academic Senate agreed to hold closed sessions for GCFA negotiation updates at Senate meetings.

MSC (Herbert Spenner/Jen McMillen). A motion was made to rescind the March 5, 2013 vote.

(MSC Marla Dresch/Jane Edberg). The motion was amended to suggest that a GCFA meeting be held after the Senate meeting for the purpose of providing negotiation updates. Bea Lawn clarified that the Senate can only rescind its March 5 vote and cannot dictate what GCFA does with respect to negotiation updates or meetings. She said she would talk about different options with her GCFA counterpart. A call was made to vote on the original motion.

Motion carried unanimously.

B. Faculty Engagement in SLO/PLO assessment: a call to action (Bea Lawn)

There is urgency due to accreditation standards and one of two recommendations from latest accreditation visit. What the role of faculty in this? What is the role of the Senate? Discuss ways to engage faculty in this area

Discussion/Action (15)

There is an urgent need for faculty to take a leading role in reviewing Student Learning Outcomes (SLOs). Ideas on how to approach the faculty on this issue were discussed. One idea is using faculty inquiry groups because they enable deep and meaningful discussion. Marcie Allencraig at Cabrillo College is a good resource and the process she has used is on the Cabrillo College website. Many faculty members feel alone and isolated on the issue of SLOs and there is a need for someone to encourage and help faculty go about the process. A deep and meaningful connection to SLOs needs to be made for there to be a greater interest. Also, SLO work is burdensome, and the benefits of completing SLOs need to be made clear to the faculty. One possible means of getting participants to provide positive and negative incentives for completing the SLOs. Data from SLOs helps point out where students are succeeding. The Curriculum Committee will continue doing its part with department reminders. The real question is what the Academic Senate can do to get the faculty motivated because the work needs
to be done. Many new initiatives are coming down the pipeline with College Hour and Mentoring that will drive faculty to strive to improve their classes. The students are constantly changing and the courses need to change. Faculty needs to buy into the process and examples are needed on why it works. Because “facts tell but stories sell,” success stories are needed to get faculty to participate. Bea Lawn asked for more ideas to be submitted so that the Academic Senate can develop a plan on motivating faculty. Since everyone goes about this work in a different way, multiple means to approach and engage faculty on this issue need to be used. The administration continues to push to get the SLOs completed. All SLOs and Program Learning Outcomes (PLOs) need to be completed by November for 100% compliance.

VI. New Business: (45)

A. Update of policies from Student Services (John Pruitt)
   a. BP 5030 - Fees
   b. AP 5410 - Associated Student Body Elections
      Discussion (10)
      BP 5030 is a fee structure already approved by the Board of Trustees. The changes made are to update the policy to reflect that change. To the question as to whether ASB is continuing work on a resolution to modify these fees, no such resolution has been brought forward to the Senate. AP 5410 is presented to bring all items current with the Educational Code and a change was made to one office. Item 4 was changed due to the minimum qualifications according to the Educational Code. Both items will be action items at the September 17 meeting.
   c. Update of policies from College President (Steve Kinsella)
      d. BP 3410 - Nondiscrimination
      e. AP 3410 - Nondiscrimination
      f. AP 3500 - Campus Safety
         Discussion (10)
         BP and AP 3410 include minimal regulatory changes. Any questions can be directed to President Kinsella. These policies will be action items at the September 17, 2013 agenda.

B. Administrative Reorganization Proposal (Steve Kinsella)
   Discussion (25)
   Bea Lawn gave an overview of the Administrative Reorganization Proposal submitted to the Board of Trustees on July 9, 2013. President Kinsella has asked that the Academic Senate have a recommendation on it by the end of the semester so he can present the final proposal to the Board of Trustees at the December 10, 2013 meeting. The issue is being discussed by the Senate for the first time, but administrative changes and reporting mechanisms have already been made and may be continuing. The proposal suggests changes to three administrative positions and the reason given is financial savings.
Discussion ensued with questions and comments. It would be helpful to look at the administrative flowchart. It was pointed out that it is located in the Faculty Handbook (and includes the draft of the proposed language of positions and reorganization). The President said that this is a proposal and open to suggestions. The concern is that changes have been made since it was presented in July and those changes may or may not be undone as a result of the college discussion. There is a concern that the changes have been made as interim positions and that this issue is now beyond a mere proposal. The English Department is concerned because the Writing Center falls under the proposed reorganization, and it is an integral part of the English Department and needs to stay under the Dean of Liberal Arts and Sciences with collaboration among other departments and services. A concern was raised about the job description for Dean of Student Learning and Engagement. The description seems to be gathered from different job descriptions. It does not align with the first page of the job description and seems to have a mixture of other positions. Another concern is having to report to two supervisors as a result of this change and wanting to remain as before. The administration has been informed this because there was no opportunity to voice opinions about the matter. There is also a concern about the Title 5 regulations cited. Job postings should be posted internally so everyone can be afforded the opportunity to apply for the new positions. The positions are not upgraded but are entirely different positions and the concern is that President Kinsella is not looking at the details of the positions. The job description of two of them is substantially altered. The Title 5 section of concern discusses that the necessity to actively recruit internally and externally. The language of the proposal does not appear to match up with the language of Title 5. There are detailed questions that need to be addressed to President Kinsella. While the information is being presented, the processes and changes are already being made. A senator asked that the actual monetary savings be explained. Another wondered if the changes could be easily undone. A senator added that it is good to have this discussion since times have changed but that I needs to be done with the input of the Academic Senate.

Kathleen Rose asked that the merits of the positions be considered and not the people. Other colleges have put the position of Dean of Student Learning into place such as Moorpark College. This is a fairly new position. She was asked to clarify the changes that are being made. Vice President Rose said that ongoing changes are being discussed on an individual department or program level.

This item will be on the September 17, 2013 agenda to allow ample time for senators to discuss this item with their respective Senate departments. Bea Lawn will send out the list of questions to President Kinsella before the September 17, 2013 Academic Senate meeting.

VII. Closing Items:
A. Open Forum
   No discussion
B. Announcements

*Senate Rostrum* was distributed to senate members. The Health Fair is October 2, 2013 from 9 am to 1 pm. *The Legacy of Hope* will be presented in the Gavilan College Theater on October 4, 2013. Blanca Arteaga to take an official role as the liaison between the Academic Senate and the Learning Council in charge of periodic reports from the Learning Council to the Senate.

C. Items for next agenda (by Sep. 10)

D. Next meeting: *Tue. Sep. 17, 3-5 p.m.*

E. Adjournment

*MSC (Julian Kearns/Herbert Spenner).* Meeting adjourned at 5:08 pm.