Gavilan College Academic Senate
Tuesday, December 2, 2014 from 2:30 – 4:00 p.m.
Mayock House

MINUTES

ATTENDANCE
Bea Lawn, Johanna Stewart, Jen McMillen, Herb Spenner, Gary Cribb, Lorraine Burgman, Neal Andrade, Ali Arid, Julian Kearns, Rey Morales, Sabrina Lawrence

GUESTS
Steve Kinsella, Kathleen Rose, Kathleen Moberg, Fred Harrison, Fran Lozano, Sherrean Carr, Randy Brown, Mary Ann Sanidad, Susan Sweeney, David DiDenti, Jan Chargin, Kyle Billups, Dennie Van Tassel, and Esteban Talavera (minute recorder)

I. Opening Items: (5)
A. Call to order at 2:35 pm
B. Welcome and Roll Call
C. Approval of Minutes November 18, 2014
MSC (Ali Arid/Jen McMillen). Vote: approved as presented.
D. Approval of Agenda
MSC (Ali Arid/Herb Spenner)

II. Public Commentary: (5)
None.

III. Reports: (all 3-minute) (25)
A. Standing Reports: (15)
   a. ASB
      ASB is in the process of refining its mission statement, vision, and bylaws in preparation for IEC. It is also creating the textbook award and ASB Officer application and planning a trip to Washington DC for the national Community College convention. ASB donated $300 to EOPS for its toy drive.

   b. College President
      None.

   c. Vice President of Instruction
      Dr. Kathleen Rose reported that she has withdrawn the letter of intent to participate in the pilot project for the offering of a bachelor’s degree in Aviation. At this time it is not in the best interest of the college to apply due to time constraint, but Senate conversations on the subject will be most interesting.

   d. Vice President of Student Services
      None.

   e. Senate President
      The Senate President reported that at the November 26, 2014 President Council meeting several items were approved: an educational kiosk for
mental health issues, a parking fine increase of $10, and a technology audit to develop Banner capabilities. The Web Accessibility and ADA Task Force are being created by the Technology Committee. The two forums that President Kinsella facilitated on shared governance forums revealed that the biggest concern expressed is an overall lack of communication. Also, the Senate President reported that the Equivalency Committee has only approved one application for equivalency and will present its report to Senate in the Spring Semester. In addition, GCFA is calling for participation of faculty on three task forces for next year. An email has been sent out to all faculty. The new senate officers for 2015 are Bea Lawn, President, Lorraine Burgman, Vice President, and Rey Morales, Secretary.

B. Committee Reports: (10)
   a. Learning Council (Susan Sweeney)
      A report was sent to Academic Senate. The Focus Inquiry Groups have been continuing their work. The meetings are the first Friday of the month from 12 pm to 2 pm. Agenda and minutes are stored in iLearn.
   b. WebHeads Subcommittee (Technology Committee) (Sabrina Lawrence)
      Committee has been meeting about a redesign of the campus website. The campus looked at different CMS and has decided on one. The first point of business is to focus on student services in 2015. Training will be involved in using the new content management system, which will be conducted through the TLC. The process will be long, but the committee wants to ensure it is done well. Send any suggestions to webheads@gavilan.edu.

IV. New Business: (50)

A. Adult Education and Gavilan College Consortium (Mary Ann Sanidad)
   What is AB 86? We will hear about the Gavilan Adult Education Consortium. Information/Discussion (15)
   This grant came about as a decision to remove Adult Education from K-12 and move it to the community college. There are 70 consortiums across the state of California. The grant ends March 1, 2015. There are discussions to extend the grant another year since the timing is short and much planning is needed. The range of programs offered includes courses for immigrants, high school diploma, high school equivalency, career and technical education, and apprenticeship. The consortium is currently working on forming a vision to provide clear and accelerated pathways for the students. There are three faculty-driven work groups. The goal is to align the programs to create seamless transitions for students to get to where they want to go. The consortium is working with 3 outside groups: Career Ladders Program, which offers stackable certificates; Applied Survey Research, which focuses on community needs; and Articulate Solutions to help with the logo and promotional materials. No decisions have been made to integrate into the Noncredit program. Funding was given to the campus for work through March 1, 2015. The next phase is to begin implementation which must wait until January 7th to see what funding will be provided by the state. A portion of the money was used for planning, which has been very productive. The initiative is to provide pathways for the students instead
of just focusing on GED classes. The consortium will send in a proposal and then the funding will be planned.

B. **Online Tutoring: Smart Thinking** (Randy Brown/Gary Cribb)

**Information/Discussion (10)**

Gary Cribb gave background on online tutoring, which was considered due to accreditation recommendations regarding the provision of student services for online courses. After researching other campuses with online tutoring, it was suggested to look into Smart Thinking. A presentation was done by the company at the start of the fall 2014 semester. The company provides 30 minutes of tutoring per student. 500 units have been bought, which roughly cost $15,000. Work is ongoing so that MIS can get students logged on and the tutoring implemented during the Spring 2015 semester. The contract has been purchased and is scheduled for the spring 2015 semester. Tutoring will be offered at any moment of the day for students to have access to tutoring support. A majority of students log on after 11 pm. Tutors are from all over the US and use whiteboard interface to see the actual work being performed. The tutoring is interactive and not the same as face to face tutoring, but it is an enhancement on the continuing tutoring services. The new service allows for appointments to be booked with a tutor. The units bought were based on the estimate of the total units of FTES, which is 10%. This is a pilot and may not be for all students. With current and ongoing tutoring issues, this will hopefully try to rebuild some of the tutoring loss. The service is being funded through the Student Equity plan/budget and will be evaluated after the spring 2015 semester. The 500 credit units purchased expire since the contract for rollover credits was more expensive. Each session is recorded and can be downloaded so instructors can get a glimpse of what subjects are being covered.

C. **Senator Reports** (Senators)

What are the major issues and challenges in each of our departments?

**Information (20)**

**Counseling:** Kick start and Guidance 210 have had positive feedback from students. There continue to be challenges with the number of part-time general counselors, not all of whom are able to attend department meetings and trainings.

**DRC:** The program will be hiring a full-time counselor. The biggest issue has been the lack of employees in the department. There is also a need for more space for students who need extra time on tests and services. There is a need for more staff knowledgeable in specialized areas such as math and physics.

**Library:** A new website was launched. Distance Education has been growing and there has been a lot of good feedback from students. The response has been overwhelming with students asking for more online courses and an online degree. A challenge is to continue encouraging departments to determine what courses should be offered in DE mode. As the DE grows, staffing will be an issue.

**Natural Science:** The pond overlook and native garden has gone very well and may be open in Spring for classroom use. Challenge is space as well as the lab space. Finding areas of overflow for the math lab has been an issue. One thought is to have
a biology tutoring lab area. The Engineering program has been cancelled, and students in the program are leaving the campus. This leaves a gap in tutors. The department is also looking to fill a math full-time positon.

**Business:** Associate degrees for transfer in economics and business have been submitted.

**At-large senator:** There is constant recruitment for new tutors. If the upcoming tutor applicants are hired they will be taking a tutoring course in January.

**Kinesiology/Athletics:** The volleyball team wrapped up their season. The woman’s basketball team is doing well. One issue is staffing and facilities and keeping up with the other colleges. Keeping the grass green has proved difficult. The dedicated part-time counselor has been a great plus for the program, counseling over 200 athletes.

**English:** The main topic of conversation is revamping the 400 level of reading and writing. There are scheduling issues to doing so since instead of two courses, the student will be taking one 6-unit course.

**At-Large Part time:** Part-time faculty are facing cancelled classes. A 6-7% increase in salary is good when there are courses to teach. There doesn’t seem to be a unified process for part-time faculty to be assigned classes across departments, which needs to be addressed. Not all courses cancelled were due to low enrollment.

**ESL:** The biggest issue is decreased enrollment. The department sought to merge with noncredit to better articulate both segments, but efforts failed. There are many factors that account for decreased enrollment. The lowest two levels have been eliminated, which has resulted in classes that are too high for incoming students. ESL is being buffeted by the winds of noncredit and adult education changes.

**D. Thank-You to 2014 Senate and Welcome to 2015 Senate (Bea Lawn)**

Senate officers for 2015 and new senators

**Information (5)**

The senate president thanked the 2014 senate for their work, energy, time, and ideas. She especially thanked Jen McMillen for her support as vice president. Senators thanked Bea Lawn for her work.

**V. Closing Items:**

(5)

A. **Open Forum**

Dave DiDenti commented on the WebHeads and the progress they have made.

B. **Announcements: None.**

C. **Items for next agenda by 2:00 p.m. on January 27, 2015**

D. **Next meeting: Tuesday, February 3, 2015 at 2:30 p.m. (first meeting of Spring 2015)**

E. **Adjournment by consensus at 4:02.**

MSC (All Arild/Julian Kearns)