



**Gavilan College Academic Senate**  
**Tuesday, December 6<sup>th</sup>, 2016 from 2:30 – 4:00 p.m.**  
**LOCATION: ART 103 (across from the Theater Entrance)**

**MINUTES**

**ATTENDANCE**

A. Rosette, A. Delunas, N. Andrade, M. Turetzky, J. Maringer, P. Hendrickson, S. Dharia, E. Venable, B. Arteaga, D. Achterman, G. Cribb, J. Hooper, L. Tenney, S. Lawrence, L. Stubblefield, and E. Talavera (minute recorder)

**GUESTS**

K. Rose, K. Moberg, D. DiDenti, K. Warren, S. Carr

**I Opening Items: (5)**

- A) Call to order at 2:34 pm
- B) Welcome and Roll Call
- C) Approval of Minutes: November 15th, 2016  
**MSC (B. Arteaga/P. Hendrickson). Vote: unanimous. Approved as presented.**
- D) Approval of Agenda  
**MSC (D. Achterman/A. Delunas). Vote: unanimous. Approved as presented.**

**II Public Commentary: (5)**

*This portion of the meeting is for members of the public to address the senate. No actions will be taken. Each individual is limited to one minute.*

B. Arteaga thanked A. Rosette for his leadership and all that he has done as the Academic Senate president. Other senators voiced their thanks for all his work in senate and on campus. A. Rosette thanked the senate for their kind words.

**III Reports: (15)**

- A) Standing Reports:
  - 1) ASGC  
There will be a get together for review and future  
On the Common Assessment Bias Panel and it was nice being part of that and see what is going on across the state.
  - 2) College President  
K. Rose thanked A. Rosette for his leadership. As a result of this, there has been a resurgence of leadership across the campus. This that momentum will part of the campus culture as the college moves forward. Dr. Rose also commented that the campus has strong institutional committees because of the work of the faculty and she thanked the senators for their work. The Educational Master planning process is underway and it is incredible to be learning about the campus. This will prepare the campus for the comprehensive accreditation coming ahead and the centennial celebration.
  - 3) Vice President of Instruction  
Combined with College President Report
  - 4) Vice President of Student Services  
K. Moberg thanked A. Rosette for his participation and collaboration with Student Services. The Integrated Planning efforts are still going and an analysis will be performed to view crossovers.
  - 5) Senators (please include any input regarding ongoing AS discussions)

S. Lawrence announced the online showcase where instructors will be demonstrating exemplary courses will take place on Wednesday at 2 pm with refreshments provided. This will allow the faculty to also preview Canvas and it will be recorded.

6) Senate President

A. Rosette announced new appointments, which included C. Boss for Equity, and L. Tenney and G. Cribb for Equivalency. Faculty leadership at Gavilan is continuing to grow and the momentum needs to keep moving. He added that everything will work out and faculty will step up to fill the senate vacancies.

B) Academic Senate Standing Committees

*Curriculum:* L. Tenney gave a report on the discussion about changing English 1A from 3 units to 4 units and the effects of this change are being reviewed. The decision to change the units has been tabled for further discussion. She suggested that the English Department be invited to give an update to senate about acceleration within English. The committee is also looking at moving things more smoothly, such as changing timelines for new course curriculum to be submitted and it is important to pay attention to those timelines. There has been progress in updating programs. In January, B. Donovan will be giving a CurricUNET training to test out the different layers being implemented. A. Rosette thanked L. Tenney and the Curriculum Committee for the work being done through CurricUNET.

**IV Information:**

A) Overview of Title V Grant Progress (Karen Warren/Doug Achterman) (5)

K. Warren and D. Achterman distributed the *Title V 2015-2020 Newsletter* for November 2016 to the senate. D. Achterman reminded the senate that cohorts of instructors are working together to review and implement best practices within their courses and sharing the curriculum with each other as it is being created. The thrust this year is to work with whole classes within the Learning Commons that involve training with tutors and additional learning support for courses. K. Warren also updated the senate that there is help for courses across disciplines within the Learning Commons. There are also faculty members working on Civic Engagement on campus through L. Halper and E. Luna. D. Achterman added that there are discussions of an archive that can be created to document activities that will allow the campus to connect to the community. S. Sandler is also working on the "One Book" effort which gives a way for the campus to focus on an issue through reading and discussion. In the works is a website with information and resources centered on the different areas of the Title V grant. K. Warren added that the grant also includes the creation of pathways to Gavilan for educators. G. Cribb asked how the tutors were being trained. K. Warren replied that there was a Reading Apprenticeship that occurred and all tutors on campus were invited. L. Tenney commented that she appreciated the newsletter and the grant update. Some of the frustration with grants is not knowing what is happening and this update makes the work clearer. D. Achterman added that putting it all together gives a greater impression of what the grant is achieving.

B) Pathways at Gavilan (Karen Warren) (10)

K. Warren distributed "What are Guided Pathways?" to the senate. Guided Pathways is a concept that has been discussed and taught throughout the state. The Learning Council has approved the creation of a Pathways FIG. The idea is to bring people on campus to share and see what will work at Gavilan. A. Rosette asked if conversation has been held at the Department Chairs and Student Services meetings. K. Warren felt it would be up to the Pathways FIG to hold these discussions but going to other areas is the next step. D. Achterman added that at Department Chairs there has been a lot of conversation around these issues. L. Tenney added that in Student Services there is already a lot going on in terms of pathways. Everyone is looking at what is the best and efficient way to help students achieve their education goals. A. Rosette replied that part of the conversation is to have major advising so not all the weight is on counseling.

C) Regional CTE: Strong Workforce (Ellen Venable) (10)

E. Venable reported that this is ongoing categorical funding for the community college with about \$600K per year whose goal is to increase and not supplant. S. Carr added that the Task Force has come up with a proposal on how to meet the goals of the funds. These are not grant funds but instead are ongoing funds. A plan needs to be in place to show how the goals will be met. Within the plan is a director, a full-time counselor, a senior program specialist and possibly in the future a CTE faculty. The rest of the funds are placed in program development. S. Lawrence asked if there were plans to get back the full-time digital media instructor. S. Carr asked it could be a possibility if it was the best place to put the funds after discussions.

D) Strategic Planning Committee (Andrew Delunas) (5)

A. Delunas reported that the committee felt that the best course of action to take is to streamline the existing plan and to make the plan itself more lucid. Several of the subsections of the plan will be revamped and there will be a report in March 2017 from the committee members. In the meantime, Dr. Rose encouraged the senators to look at the work within the Educational Master plan. A. Rosette thanked A. Delunas for serving on the committee.

**V Discussion:**

A) Educational Master Plan Update (10)

A. Rosette asked how faculty participation was working, in terms of the survey since most departments are discussing this topic at the department meetings. A. Rosette asked if there was something else that the senate could do to provide input for the Educational Master plan. B. Arteaga replied that the departments are doing their part and not certain how the senate could be involved. D. Achterman added that maybe the senate could look at the information as a group and look for gaps. A. Rosette suggested a general overview by the Academic Senate in February or March 2017.

B) Shared Governance: Institutional Standing Committees Inventory and Best Practices (15)

A. Rosette asked the senate about shared governance and what a standing committee is and how they are created. He distributed a packet that included the list of campus committees and a section of the shared governance handbook that deals with committees. Clarification is needed on the different committees. B. Arteaga asked who is in charge of updating the website that lists the committee information. It would be good to add the different meeting times and other important information. A. Rosette added that there are updates that need to happen as well as looking at the best practices. These conversations need to happen and should be carried forward. D. Achterman added that the Communication FIG under the Learning Council created recommendations for committees, which included the posting of minutes, agendas and meeting times. Another recommendation is to make virtual attendance a possibility to create accessibility. A. Rosette reminded the senate that the Learning Council is a subcommittee of the senate and recommendations need to come to senate so a resolution can be created. There is also the idea of having a committee of committees so information can be posted such as minutes which currently are not updated regularly. This is something the Learning Council FIG can contribute to.

C) Review of 2016 Academic Senate Achievements and discussion of items for continuance for the 2017 senate (15)

A. Rosette discussed the achievements of the Academic Senate over the year, such as the completion of the Grant Application Forms and the Equity Committee has strong faculty involvement. The Academic Senate does need to revisit the College Hour discussion as well as continuing discussions about faculty participation and shared governance. He recommended that the Academic Senate revisit the bylaws and focus on how to distribute the workload. There has been great work with Curriculum. A. Rosette pointed out that there needs to be better collaboration with department chairs. One area of future discussion will be enrollment management, which will be an issue in the future. The full-time hiring process also needs to be discussed and reevaluated. B. Arteaga added that the starting point should be the bylaws since it directs the senate. S. Lawrence

also added that best practices needs to be discussed and how items fit within the “10 + 1” of senate. L. Tenney added that a lot of items have gone outside the senate’s grasp since there is not a strong grasps of the “10 + 1” within senate. It is important for senate to exercise their responsibilities. S. Lawrence added that the senators should be prepared for when issues come up outside of senate meetings.

**VI Action:**

**None.**

**VII Closing Items:**

A) Open Forum: (time permitting)

The senate discussed the vacancies within the senate election. S. Dharia pointed out that the hiring process looks at what is being done on campus when a full-time position is opened and part-timers should not be fearful of taking the position of Academic Senate president. A. Rosette added that when the discussion of the bylaws is held, there should be discussion of when terms run and recommend changing the terms from calendar year to academic year. L. Tenney suggested asking K. Wagman why these terms were chosen. A. Rosette pointed out that there will be a challenge to moving elections to the beginning of the spring 2017 semester due to the release time, which would create an additional hardship. He also pointed out that there could be the option of having a senate president for one semester with the possibility of changes in the bylaws with terms starting in the fall. A. Rosette will send out information about a special meeting on Tuesday, December 13, 2016 at 3 pm for election of vacancies and further discussion of one-semester presidency.

The senate presented A. Rosette with a card and a gift certificate for his work as the Academic Senate president.

B) Items for next agenda

**VIII Adjournment by consensus at 4 pm.**

**Next meeting: December 13, 2016 from 3 – 3:30 PM**

Approved