



**Gavilan College Academic Senate**  
**Tuesday, September 5th, 2017 from 2:30 – 4:00 p.m.**  
**LOCATION: N/S Lounge**

**MINUTES**

**ATTENDANCE**

N. Dequin, A. Stoykov, C. Velarde-Barros, O. Zamora, N. Andrade, B. Arteaga, D. Achterman, A. Delunas, J. Maringer, P. Henrickson, S. Dharia, J. Hooper, K. Wagman, D. DiDenti,

**GUESTS**

K. Moberg, M. Bresso, A. Benich, K. Warren, R. Brown, G. Cardinalli, M. Sanidad, E. Crook, E. Talavera (minute recorder)

**I Opening Items: (5)**

A) Call to order at 2:30 pm by N. Dequin.

B) Welcome and Roll Call read by E. Talavera

C) Approval of Minutes: May 16<sup>th</sup> 2017

**MSC (B. Arteaga/D. Achterman). Vote: 1 abstention. Approved as presented.**

D) Approval of Agenda

Move information item C- *IEC 16-17 Annual Report* to bottom of agenda.

Remove Strong Start to Finish from agenda

**MSC (A. Delunas/J. Maringer). 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.*

A. Benich (GECA) announced to the senate that GECA will be sending a representative to future senate meetings.

**III Reports: (15)**

A) Standing Reports:

1) ASGC

D. DiDenti updated senate on the ASGC summer meetings. There are currently 8 members and he expressed a feeling of excitement for this year's officers. He also updated the senate that the ASGC meetings have been moved to Fridays.

2) College President

Dr. Rose welcomed everyone to the first academic senate meeting of the academic year. She reminded the senate that this is the year of practice. Dr. Rose is serving on the accreditation team and has been spending time looking and thinking about data for the upcoming accreditation visit at Gavilan College. The idea of institution set standards has been discussed over time. Questions of curiosity is what keeps the faculty coming each semester to teach and the senate should be at the forefront of what are in these standards. There is a need to have a serious conversation of what types of institutional standards should be discussed and tracked. It is up to all on campus to have these intellectual conversations. This shouldn't be another burden but instead is part of a big team effort at Gavilan College.

3) Vice President of Academic Affairs

M. Bresso welcomed the senate back to another semester. She updated the Academic Senate on the work that is being done to prepare for the accreditation visit and the Institutional Self Evaluation Report (ISER) that tells the campus' story. This is also a chance for the campus to reflect deeply and what areas may need to be changed. She thanked the senate in advance for participating in this process. She also thanked the faculty who participated in the scheduling summit over the summer. There was dialogue, data and student panels that ended with a

process that includes working with counselors to help in the planning of courses. There was also a look into how to extend the days of offered classes and possibly looking ahead to a one year or two year schedule.

4) Vice President of Student Services

K. Moberg reported that the Welcome Center saw almost 900 students the first week. Everybody is working really hard to help students. It was really successful and everyone was really positive.

5) Senators (please include any input regarding ongoing AS discussions)

*English Dept:* J. Hooper updated the senate that the acceleration program was approved by the board last May. The department worked over the summer to prepare for the implementation in spring 2018. They are creating a handbook with curriculum approaches and other resources. The handbook completion date is scheduled for January 4, 2018.

*Fine Arts:* A. Delunas attended the Inaugural Summer Part-Time Faculty Leadership Institute. The focus was on innovative pedagogy, online learning and teaching, professional development and leadership. This included how part-time faculty can serve in their local college and at the statewide senate level.

*GCFAs:* K. Wagman reported that there are two groups that run the GCFAs- the rep council and the executive board. K. Wagman will send out schedules of meeting to all senators. He also announced that accreditation teams are looking for faculty members to serve.

*Library:* D. Achterman reported that Distance Ed had work over the summer on implementing Canvas. The Teaching and Learning Center is also developing workshops over the semester. The Library is working on incorporating more within Canvas and the librarians are available to work and present to the classes.

6) Senate President

N. Dequin thanked the senators for their input and reminded the senators to take the information forward to their respective departments.

B) Academic Senate Standing Committees

None.

**IV Information:**

A) Dr. Michelle Bresso – Title change of Institutional Researcher (5)

Dr. Bresso discussed the proposed title change from a director of Institutional Research to the Dean of Research, Planning and Institutional Effectiveness. She distributed a draft of the job description and expectations. This is a first look at the draft job description and Dr. Bresso asked for feedback. This is a change of his title and not the pay since the pay was increased via the classification study. The position pay was changed to a dean level. The scope of the dean will be similar to other campuses across the state. P. Wruck is fully aware of the proposed change. All questions can be emailed to Dr. Bresso.

B) Senate Leadership Institute (5)

N. Dequin updated the senate on the Senate Leadership Institute over the summer. B. Arteaga attended and found that board policies and administrative policies are formed in a certain way to make things easier for leadership. It was also nice how other campuses are keeping track of their leadership. A. Delunas enjoyed that as a part-time faculty member the institute was not exclusive, and he learned how part-time faculty can be integrated statewide. P. Hendrickson found that the roles of a member were outlined and the work done by senate last academic year was used as an example of changes that can be done. She also learned that the role of the senate is within the classroom and the senate is the body that decides what direction that should take. N. Dequin found that the use of data was interesting and how it is important to the campus and senate. The feedback from the institute will be sent out to the senators to review.

C) IEC 16-17 Annual Report (5)

E. Crook discussed the IEC 16-17 Annual Report, which will be voted on in October. It is a summary of what the programs have been doing and includes recommendations from the IEC. This has been a process that people have found daunting and not fun but the committee wants to celebrate what was accomplished and if there are areas where more support may be needed. Dr. Bresso added that this review is an integration of what is already being done and could have financial ramifications to move the campus forward and meet the institution's goals.

A few changes have been made, which includes the deadline being moved to October. There are more changes in the work and there is always a need for faculty members to join. A. Delunas pointed out that the form is daunting and if there was somewhere to get resources and help. E. Crook asked that those who need help can email her. The first IEC meeting will be September 13, 2017. D. Achterman asked if there was a way to get a summary of observations of what is being noticed globally across the campus over the year. K. Moberg suggested that the members read the ISER (Institution Self Evaluation Report) to give suggestions of what needs to be added. This would be a great help for the ISER.

## **V Discussion:**

### **A) Karen Warren – Guided Pathways Leadership Task Force (15)**

K. Warren distributed the developments of Guided Pathways at Gavilan College and summarized the work that has been done since 2015. There are grant funds that would be available for guided pathways from the state. P. Henrickson is excited about the pathways. She noticed that currently there is not enough being done to guide the students down the right course to graduation. In Child Development students tend to take the CD courses but not the general education courses until their second year of college. This tends to lengthen the time for a student to graduate. Due to the loss of the child development program, the students need to go out to the community to do their observations. Along with this, the students need to be cleared by the state before observations can take place. Guided pathways will help students to minimize the issues they may encounter. There is a Child Development career ladder that will be made available to the counseling department to help students move forward.

K. Warren discussed the four elements of guided pathways. These will help students to stay on the path. She suggested that the senate form a Guided Pathways Task Force to guide this initiative at Gavilan College. This could include preparing for grant fund applications, develop a timeline and action plan, guide campus outreach, engagement and discussion as well as identify needed resources. D. Achterman clarified that the funds being offered are based on a formula and is occurring state wide. This would allow the campus to create its own guided pathways specific to Gavilan students. His desire is to have the faculty create the conversation, which should originate out of the Academic Senate.

N. Dequin asked the senators to take this back to the departments and to bring it back to discuss the creation of a Guided Pathways Task Force.

### **B) Karen Warren – Strong Start to Finish Grant (10)**

Removed from the agenda.

### **C) Senate Goals (5)**

N. Dequin asked the senators if there are any specific items that need to be focused on and discussed. J. Maringer added that updating the faculty handbook and shared governance handbook should be a goal. N. Dequin asked for other items to be sent forward to her via email.

### **D) AP 5010, 5011, 5013, 5015, 5020 (10)**

D. DiDenti pointed out that AP 5011 the GPA and no unit limit was deleted. K. Moberg pointed out that was a campus decision and a student below a 2.0 GPA would be on academic probation. The data shows that there was no difference in forcing students to take lower units. The institution needs to review holds and to use them for students to see a counselor. The students should be

given options to get the help they need. B. Arteaga added that high school students need a high school counselor's approval to meet a requirement.

N. Dequin asked for the reasoning behind dropping the grade level. K. Moberg replied that this was done to be consistent with other colleges that allow ninth to twelfth graders. There is a form that the parents need to sign that addresses that Gavilan College is an adult setting with possibly adult material being taught.

This will be brought back to the next meeting for action.

E) BP 5010, 5020

B. Arteaga asked that the word Alien be struck from the AP 5020.

This will be brought back to the next meeting for action.

F) Full time faculty hiring process (5)

N. Dequin brought this forward for discussion. The department chairs created a process and there needs to be a review of the process. K. Wagman gave the history of how the process was created. The process will start on September 13, 2017 and the department chairs will be contacted to submit applications. The committee will review the applications and a list will be created. This will be taken through shared governance. K. Wagman will send the information to N. Dequin to be posted. The application is due October 11, 2017.

**VI Action:**

A) Senate Agenda Item Request form (5)

N. Dequin discussed the use of the form and how it will help streamline the process.

*It was motioned to approve the updated Senate Agenda Item Request form.*

**MSC (B. Arteaga/D. Achterman). Vote: unanimous. Motion passes.**

**VII Closing Items:**

A) Open Forum: (time permitting)

B) Items for next agenda  
Board AP's & BP's

**VIII Adjournment by consensus at 4:02 pm**

**Next meeting: September 19, 2017**