



Gavilan College Academic Senate
Tuesday, Nov. 7th, 2017 from 2:30 – 4:00 p.m.
LOCATION: N/S Lounge

MINUTES
November 21, 2017

ATTENDANCE

N. Dequin (Chair), P. Henrickson, A. Stoykov, A. Arid, A. Rosette, B. Everett, S. Dharia, O. Zamora, N. Andrade, J. Hooper, D. Achterman, J. Maringer, A. Delunus, B. Arteaga, K. Wagman, L. Stubblefield, C. Velarde-Barros

NOT PRESENT

M. Turetsky/L. Halper

GUESTS

K. Rose, M. Bresso, F. Lozano, Bobbi Jo Palmer

I. Opening Items: (5)

A) Call to order

B) Welcome and Roll Call

C) Approval of Minutes: November 7, 2017

MSC (B. Arteaga / D. Achterman). All in favor. Motion passes.

D) Approval of Agenda

MSC (C. Velarde-Barros / O. Zamora). All in favor. Motion passes with changes to Alice's last name and to change the Discussion Item D. from BP 5012 to BP 5015.

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.

None.

III. Reports: (20)

A) Standing Reports:

1) ASGC: B. Everett attended the Parliamentary Procedure Workshop at UC Santa Cruz, and she had the opportunity to hear two prominent speakers, which was educational.

2) College President – Dr. Rose reported on the 1st Census audit and it resulted in 7 different infractions that occurred and we had to submit our Chancellor's Office report late. One item had to do with our first census reporting that was due for the Fall, 2017 semester on September 17, and we had 133 that were missing on September 19. There are still some missing and she passed around the list for departments to review. Fortunately we can turn on a capability in Banner so the faculty can complete this online instead of paper. Kathleen will demonstrate it in Banner at the next meeting.

3) Vice President of Academic Affairs

M. Bresso reported on Professional Development Day will include the Banner module training. She has utilized this feature at her previous college, and it is very intuitive. We are going to provide a workshop opportunity in the Library to update our SLO website, develop as discipline teams and continue the cycle.

4) Vice President of Student Services - None

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

Jane stated that she sits on the District Tech Committee as a resource, and she asked Dana, our FS representative, to give her a report for the Senate. Jane read the following statement:

From: Dana Young, Faculty representative to District Tech Committee

Date: 11/21/17

Re: DTC Update

The District Tech Committee has only met once this semester.

I brought forward many of the questions about the new printing/copying system that came up in a string of emails earlier in the semester. Many of the issues have already been taken care of; the others are being handled by IT. IT is now deploying the second phase of the project, the leased desktop printers for smaller strategic locations. These were in the plans distributed last year. They will be removing the college owned desktop printers in the next few months. I have asked that they notify faculty before they are going to remove the printer so we can opt to unplug everything ourselves and not have someone knocking over things in our workspaces. If your desktop printer is yours, they ask that you remove it prior to their visit because they cannot tell the difference between a school owned and private printer. The administration and IT are reviewing the first phase to work on fine-tuning the project and processes. In addition, they are working on the accounting/account issues to work with people that have student workers, multiple assignments that use different accounts and student labs and clubs. Keep the questions coming. It is the only way to let them know how to make the system better. They can't act on everything but some of the questions have uncovered problems they didn't know about. The big technology issue that is dominating conversations on campus is security. There have been many instances of hacks throughout the community college system. IT is working on a series of tutorials about how to keep your information and the college system safer from hackers. The standard things to remember are don't open email with attachments from people you don't know. The wrinkle in this is that the hackers have now figured out how to impersonate people you DO know and will try and get through that way. We will be getting a broader update and information about the security issues and tutorials at Spring semester convocation. There was also a reminder IT should be consulted on all tech purchases (software and hardware), even grant purchases, to avoid incompatibilities and or expensive duplications.

Questions were raised regarding the GAV numbers as a login on the current copiers. Ken said that the copiers appear to have card reader access, are you familiar with that, and can we give people an ID card instead of a code. He stated that this is the same code I use to grade people and a student can very easily stand over my shoulder and get it. Jane will ask the committee about it, and she shared her concerns about the tracking report using our GAV#'s too. Brianna asked about the security and the Canvas issue when documents are

uploaded by the instructors and Canvas prevents the students from accessing them. Jane said she would ask Sabrina about these issues.

Carla distributed a flyer for the Recognizing White Privilege event on Friday, December 8 from 1-4pm in the N/S Lounge. Please RSVP by email to Leah. Blanca also stated that the workshop is for faculty and staff, and then it may be open for students to attend.

6) Senate President

Since Dr. Rose discussed the bond, Nikki stated that she will not address it, but more information is to follow. The Enrollment Management Team needs faculty on this working committee. The schedule is 2 meetings a month, creating a handbook, timeline and process for creating a class schedule. Please let her know if any of your faculty are interested. At the board meeting, ASGC brought up a document on the courses that are being held during college hour. She stated that it would be very helpful to have a dialog between the departments that are offering classes during college hour and ASGC. The Board wants to open the college hour conversation. It is very important to educate each other on why they are happening, when they are happening and why ASGC needs that time.

Nikki sent out information & resolutions about the Flexible Learning Opportunities Work Group (FLOW). The Senate is asking for feedback from faculty, and it is due November 29 on the link that the website that she sent us. The position is to strengthen what we have with OEI and CTE, not create a new online college. Doug undermining our own efforts with Distance Education, and your input is very important. He stated that this shall happen, so it is important to give them feedback.

7) Senate VP of Academic Affairs

Arturo stated that he is enjoying working with the Shared Governance Handbook team with Sejal, Esteban, Jan, Kyle, Eddie and Peter. We are making progress, and we hope to have a draft ready for the Senate President and College President soon. The Curriculum Committee will be addressing the errors in the College Catalog. The committee is working on streamlining the bottlenecking of curriculum requests, professional development and additional resources. The FPLC is stating that sabbatical applications are due by December 1. Both the Curriculum Chair and FPLC Chair terms are up in the fall, early spring semester. Encourage or send a quick email of encouragement to Leslie or Denise to stay on and recognize the work that they are doing. You can also encourage faculty in your department to apply for these positions.

8) Senate VP of Student Services

Blanca stated that she sent out the faculty handbook survey, and she wants you to encourage your departments to complete the survey. The Spring 2018 schedule is available online for students, and registration for priority group 1 is starting on Monday. The CSU/UC applications are due on November 30. They will provide assistance on November 28 from 1-4p in PB 19. The Career/Transfer Center will remain open and Jackie will assist students on November 28 and 29. She attended the General Assembly Conference for the Student Senate will several ASGC students and they discussed many resolutions. She attended several workshops for student government advisers. She and the ASGC are very concerned about the Student Center environment. Many chairs have been vandalized; it is super dirty, and garbage is nasty. When students see other students not respecting the area, then they

don't care. She and the ASGC have sent certain emails sharing her concerns, and they have posted flyers and signs to be mindful of the area because it is discouraging.

9) GCFA President

Ken stated that the recent contract had the 20% release time for the 2 Senate VPs, and we are clarifying when that would be paid as a stipend or with the November paycheck. As r2row said earlier, the FPLC and Curriculum Chair positions terms have ended. He wanted to let everyone know that part timers can serve as chair on either of these committees, and it will not count toward the 10 units that you teach.

The recent contract election will be challenged, and the district is going ahead with the raises for the November paycheck. Since he is part of the GCFA, he cannot speak publically about it, so any questions or comments, please contact Leslie Tenney, the volunteer election committee chair. Since retroactive pay will not be available, a survey will be distributed soon for the 2018-19 contract openers, and we will need to get info to the Board by December 11.

B) Academic Senate Standing Committees

IV. Information:

A) Institutional Learning Outcomes (10) Sandler, Achterman, Maringer

Doug asked if the Senate has seen the draft of the revised ILO. The task force of the Department Chairs comprised of Nikki, Jane, Scott, Dr. Bresso, Peter Wruck, and myself, with the input of r2row and Leslie Tenney worked on revising the 7 ILOs to four. We have established a timeline and we would like your departments' input. Jane did not have a copy of the timeline that Scott had developed, but we want to have it ready by mid March for the Board to approve. Doug and Jane said it started at Department Chairs, and then it went to the Curriculum Committee. R2row said that it was going to go to President's Council next for information as well, we will gather any comments, make any modifications and then propose a final draft in early spring. Look for input on what is missing or redundant and send your comments to Jane by email. Nikki suggested that you look at your Program Learning Outcomes and Jane suggested you look at your Student Learning Outcomes to see if they will work. Doug said it is more than just mapping. These ILOs are what we want our students to know when they leave here and these are really broad goals. Nikki has forwarded them to both Carla and Eddie at the Equity Committee because they are working on updating the Principles of Community. Jane stated that the electronic draft#3 is uploaded on the website with the old ILOS and GELOs attached as well.

B) AB 705 Changes in Assessment (20)

Carla did not know that she was to report for Rosa. She wanted to point out 2 areas regarding the changes in assessment such as 1) multiple measures and 2) students must complete college transfer level Math and English in one year. This will be a huge impact on curriculum. In Fall 2019, the state mandates that we implement these changes since these curriculum changes will need to be made through the scheduling sequencing or through the Curriculum Committee. The Counseling, Math and English faculty are meeting to discuss how this can be implemented on our campus. Counseling has always used multiple measures and High School GPA, but the timeline is what the state has issued. Jessica stated that the English department has made these changes already. R2row asked when you talk about curriculum changes, do you mean in scheduling sequence or through curriculum committee. Carla is not sure, but she stated that we are currently offering 4 levels below transfer level for Math. Sejal stated that the Math

department has had a lot of discussion regarding AB 705 and Jennifer Nari, our Dept. Chair and Rosa are discussing options for the online assessment tool and co-requisites. Sejal reported that her department is looking at multiple measures and having a lot of conversations about what is the lowest Math class to offer, and they are well aware about the issues. Jane asked if there were representatives from Student Services and Basic Skills when these conversations take place. Sejal said no, there is no committee, just conversations with the separate departments. Sejal said that they are very aware of the many sections of Math 400, Math 402, and Math 411 that we are currently offering. R2row asked about non-credit and Sejal said they are changing the Math 400 level to Non-Credit, but there are still discussions about the other sections, Math 402 and so on. She stated that other colleges like Cuyamaca College have implemented this legislature and is not offering any lower level Math classes at all, but this is not a strategy that we want to use and we are not going there. With the phasing out of Accuplacer in 2019, there is a major shift towards offering of more Statistics (Math 5) sections or co-requisite classes. Nikki mentioned Basic Skills and ESL might want to be part of the discussion and Jane mentioned our AEC Math support classes being part of the discussion also. Fran stated that Basic Skills courses are embedded in both English and Math and the ESL department has its own 3-year certificate. Ali stated that this might have an impact on our part time faculty. Sejal said they want as much participation from faculty as possible. Nikki said you could use CCC Confer as alternatives to reaching out to as many part time faculty to be a part of the discussion. Since English/Math are embedded in basic skills, Jessica's department has used the grant funding to pay part timers stipends to create a handbook to assist with the acceleration and the changes. This handbook will include several chapters on areas such as: student services, courses and research papers for everyone. The funding has been used for trainings and meetings. Doug stated that this is a big change for colleges, and there are 2 components that need the Senate support such as: 1) promoting professional learning and what professional learning information needs to happen for departments and campus wide, and 2) opportunity to explore how we do academic support and ways to integrate it into our curriculum. When we look at Guided Pathways as a response to AB705, what should it look like? The Senate can play a role. Carla wanted to clarify that the assessment tool is a screening tool, not a placement tool, and it does not place students into higher levels.

V. **Discussion:**

A) Proposed update: AP & BP 3570 regarding Smoking & Tobacco on campus (15) – A.
Dufresne-Reyes

Alice is representing the Health and Safety Committee. She stated that the smoking cessation began in 2003 and in 2011; Gavilan became a smoke free/tobacco free campus. In 2012, the committee has looked at it again, and has discussed keeping the designated spaces. The current movement on campus is that we become a 100% smoke-free like several other California campuses. There have been 26 events such as the Great American Smoke Out on campus and some outreach; however, there is a small group of smokers on campus that religiously use the designated parking lot spaces and we applaud them. The committee has met again to look at continuing these 5 spots and establishing a fine (\$25, \$50, \$75) for those people that have not adhered to those areas since it is against the student code of conduct. We want people's input. Brianna asked if medical users can smoke marijuana, and Alice stated that it is state law where people cannot smoke marijuana in a public place. Gavilan is a drug-free environment and adheres to the federal document. I am on the ASGC's official agenda on December 1. Doug asked what are you specifically recommending? Alice would like to continue the education,

outreach and add the fine, not as revenue, since it legally goes back to the general fund. DeAnza has rarely had to fine people more than once. Brianna needed clarification regarding the proposed update, and Alice said that they would like to add the fines. Nikki asked if the wording would be updated and then come back to us for approval? Blanca stated that it is a great thing to keep it as it was since the student survey results stated that students preferred to have a designated place. Alice mentioned that over 70% of people have read the online Health 101 article on smoking cessation in October. In November, she is going to write an article in Health 101, on being stewards for the Student Center. R2row recommended that the Senate take a position and create a resolution.

B) Guided Pathways Self-assessment draft (10)

Doug stated that if we complete the 2 steps for Guided Pathways, we could receive \$660,000. The steps include: 1) Workshop in November 2017-*already done*, 2) completion of the Self-Assessment due December 23, 2017 and 3) creating a work plan by early March, 2018. The State understands that the work plan may be bare bones because they haven't given us any instructions. Please take this self-assessment packet to your department to complete and give them feedback and its on the GP and Academic Senate website. Brianna asked when do we need to turn it in? Doug stated that their next meeting is November 29 from 11-1 in the N/S Lounge, but they will take your comments after that meeting too.

He asked the group to pick 2 areas to discuss together, Page 2, Cross-Functional Inquiry or Page 20, Pro-Active Integrated Student Supports. Which one do you think it is most important to discuss as a group and Brianna wants to discuss the 2nd one. Please look at the rubric and let's have a conversation on where we are at on these criteria. Sejal asked the question about where are the examples? The early alert system is revised, when a student is on probation the first time, our retention specialist and outreach contacts him or her and they create an improvement plan. There are progress reports, petition and follow up and workshops provided on how to get out of probation. Jessica asked about Guided Pathways and early adoption and scaling in progress – how do we scale academic support? What if they are grant supported? The senate has to take an active role. Brianna stated that the support is emphasized and implemented within the curriculum. She said it would be a step toward the idea of offering more services in the course syllabi and more students knowing about the services. This issue goes back to communication. The model of inserting the services that are relevant to the course into the syllabi would work. Doug and the task force would appreciate any input and submit your feedback.

C) AP's 5012, 5045, 5052, 5120, 5205, 5150(5)

D) BP's 5015, 5055, 5120, 5150, 5200, 5800, 5570 (5)

Nikki opened the discussion on the APs and BPs. Dr. Rose stated that a one or 2 Senate designees could meet with her and report back to the Senate on the policies that may need discussion and to skip the routine ones. R2row said that according to the bylaws, the Senate VPs have been assigned this task and he suggested that we separate the categories into Academic Affairs and Student Success. These APs and BPs will come back next meeting as action items.

VI. **Action:** None.

A) AP 5570, AP5610, AP5525, AP5510, AP5210

Nikki asked if we could approve these AP procedures. R2row made the motion to approve these procedures and Doug seconded the motion.

MSC. (A. Rosette/ D. Achterman). All in favor. Motion passes with modifications.

Discussion: Brianna wanted to ask a question regarding AP5510, when it says does not provide security at off campus locations, could you define what *off campus* means, does it include the off site locations. Nikki said that we typically refer to our off-site locations as off campus. Brianna asked if it might be helpful to specify that wording in the policy. Dr. Rose said that off campus includes Hollister, Coyote Valley and Morgan Hill sites. R2row asked if we do provide security at those sites, and Dr. Rose said campus does refer to the entire district. Brianna reported that there was an extra bullet point in AP5210. Brianna also reported that in AP5525 Number 1, Section B, students shall have the rights...*to the use of bulletin boards...* does that conflict with our ASGC signage approval policy and the bulletin boards that are owned by specific areas. Brianna stated that the current wording is misleading without specifying the process and refer to the posting policies that we have. Blanca, Brianna, Dr. Rose and r2row suggested changing the wording to include the policy of posting to the bulleting boards.

The motion will be accepted with the modifications of adding the following wording in AP5525, *in accordance with Gavilan College posting policy* and add the reference to the student policy in parentheses.

Doug recommended the motion to extend the meeting to 4:08pm.

MSC. (D. Achterman/ A. Arid). All in favor. Motion passes.

B) Strategic Plan FY 2017/2018 – FY 2021/2022

Motion to approve the updated Strategic Plan.

MSC. (A. Rosette/A. Delunas). All in favor. Motion passes.

VII. **Closing Items:**

A) Open Forum: (time permitting)

B) Items for next agenda

VIII. **Adjournment**

A motion to adjourn was made by A. Rosette at 4:05pm.

Next meeting: December 5, 2017

Senate Responsibilities: “10 + 1”

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success

6. District and college governance, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. *Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.*

DRAFT