



Gavilan College Academic Senate
Tuesday, October 16, 2018 from 2:30 – 4:00 p.m.
LOCATION: North/South Lounge

Meeting Minutes

ATTENDANCE

D. Achterman, N. Andrade, B. Arteaga, C. Velarde-Barros, A. Delunas, N. Dequin (Chair), S. Dharia, B. Franco, P. Henrickson, J. Hooper, J. Maringer, R. Overson, N. Park, L. Scott (minutes recorder), A. Stoykov, L. Stubblefield, O. Zamora

NOT PRESENT

M. Sanidad

GUESTS

F. Lozano, K. Moberg, D. Pescarmona, K. Rose, K. Wagman, K. Warren

I Opening Items:

- A) Call to order
- B) Welcome and Roll Call
- C) Approval of Minutes: October 2, 2018
MSC (A. Delunas/O. Zamora). All in favor. Motion passed.
- D) Approval of Agenda
MSC (A. Delunas/P. Henrickson). All in favor. Motion passed.

II Public Commentary:

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.

III Reports:

- A) Standing Reports:
 - 1) ASGC
B. Franco informed the committee that the LGBTQ pride flag raising ceremony was a success. Several ASGC members will be attending the upcoming annual California Community College Student Affairs Association (CCCSAA) conference in Los Angeles. Also, today was the Inter Club Council (ICC) Club Day and the college had one of the largest turnouts to date.

2) College President

K. Rose remarked on some recent seminars and sessions. She recently attended a seminar with the research affiliate Educational Advisory Board (EAB). Gavilan is a member of EAB and receives research briefings on students and demographics. The briefing K. Rose recently attended discussed findings on demographics and the demand for higher education based on the book by Nathan Grawe. Birth rates are declining therefore so is enrollment of college students.

K. Rose informed the committee that Gavilan needs to start thinking about dual enrollments and pursue opportunities with high schools to increase student enrollment and work on improving retention. The sessions she attended discussed strategies to enroll the next generation of students, called Generation Z. Generation Z students care about return on education (ROE) and want an increased college experience. K. Rose added that the Leadership Council will be

offering some ad hoc brown bag sessions to discuss what others are doing for professional development.

3) Vice President of Academic Affairs

No report.

4) Vice President of Student Services

No report.

5) Senators

J. Maringer announced that October is Disability Employment Awareness Month. A round table discussion surrounding this topic will be held on October 26, 2018 from 1-3 pm in the Social Sciences Building, Room 214. Employers will be present to discuss hiring students with disabilities. J. Maringer suggested that Senators announce the event to their classes.

D. Achterman provided an update on the work of the Distance Ed Committee. There is a push at the state level for accessible materials related to anything on campus with a special focus on course materials and online courses. Distance Ed is developing some ways to automate the process to ensure that the universal access requirements are being upheld. Corresponding training is also being developed. Additionally, they are working on putting processes in place for peer reviews.

D. Achterman also informed the committee about a statewide project for the use of a single library platform across community college campuses. A number of colleges are currently implementing the pilot program. This is a complicated project and moving to this new system will be a major initiative over the next year.

J. Hooper reminded committee members that Silicon Valley Debug, an organization that is very involved in criminal justice advocacy and reform in California, will be on campus on Thursday, October 18 at 11:30 am. The organization will be presenting in the quiet study room of the Library. The English department also continues to move forward with self-placement. J. Hooper also provided some suggestions for improving communication and discussions within the Academic Senate. Some of the suggestions include facilitation training, a retreat, and field trips to other college Senate meetings. She will seek more information on some of these ideas.

A. Delunas described the current work of the Guided Pathways Communications Task Force. The task force is currently recruiting students and will be training some students on Friday to prepare them to help other students with choosing classes.

Similarly, K. Warren disclosed that Gavilan is part of a region of pathways colleges which also includes Cabrillo and Hartnell. The first regional meeting is this Thursday, October 18 at Cabrillo College. The meetings are free and also open to students, faculty, classified employees and admin. People can participate in person or via Zoom webinar. The following meeting is scheduled for December 3, 2018. Tapes may soon be provided and K. Warren will send those out when they are available.

6) Senate President

N. Dequin remarked that she attended an area meeting for the statewide Academic Senate on Friday, October 12. The Academic Senate for California Community Colleges (ASCCC) Fall Plenary Session is on November 1 through November 3. She requested a special meeting for the Academic Senate be held on October 30, 2018 to gather input on the 13 resolutions and to

determine how the committee wants her to vote, as the delegate, on the issues. She will be sending out the agenda for the October 30 meeting. A member suggested N. Dequin send an email assigning Senators to look at specific resolutions. N. Dequin also encouraged all the Senators to review the resolutions.

N. Dequin also commented on a reception for Kent Child who has retired from the Board of Trustees. Gavilan College will have two new Trustees from Hollister and potentially one from Morgan Hill running on this election cycle.

7) Senate VP of Academic Affairs

No report. Mary Ann Sanidad was not able to attend.

8) Senate VP of Student Services

B. Arteaga reported that it was Undocumented Student Week of Action at California Community Colleges. She distributed postcards to represent California community colleges support of undocumented students and the DACA program. B. Arteaga recommended that members indicate on the postcard why they care about the issue and the postcards will be delivered to Jimmy Panetta.

An event will take place for The Dream Act applicants on Wednesday, October 17 from 9-3pm in the Assessment Center. In addition, the priority registration calendar is available and the first day will be November 27. Open registration begins December 6. Gavilan also continues to offer CSU application workshops. Finally, B. Arteaga informed the committee that the Meta-Majors Workgroup had their first meeting today and their goal is to engage in clustering. More information will be provided at future Academic Senate meetings.

9) GCFA President

R. Overson informed the committee of current GCFA activities including working on a survey for the next Sunshine Agreement which will be sent out to faculty. Tomorrow is a Representatives Council meeting and R. Overson encouraged departments to send a representative to attend. Also, GCFA is at the final stages of putting together the contract and will be sending it to the printer. The association is preparing for Professional Development Day and GCFA will be providing some workshops for contract negotiations. R. Overson mentioned that a few people have expressed interested in being a point person for the GCFA political action committee (PAC).

B) Academic Senate Standing Committees

No reports.

IV Information:

A) IEC Annual Report – Erin Crook

E. Crook summarized the IEC annual report and their findings. She outlined some faults with the process including gathering and analyzing data. Some ideas for the future are moving through shared governance and some changes will be implemented. One of the goals is to integrate program review into strategic planning. The idea of changing the name from IEC to PIPR is currently moving through the shared governance process. Some changes for the future will include having data in a central location with a link; changing the form; integration; and timeline. Program Review may change from a six year cycle to a three year cycle. The final form should be available for review in approximately a month. A question was asked about incentivizing faculty and the answer is currently unknown. E. Crook recommended that Senate members talk to their constituents and gather feedback about what they think is important to include in the form. The plan is to have this up and running online for the Fall 2019 semester.

V Discussion:

A) Academic Senate & Integrated Planning Activity

B. Arteaga relayed the importance of Academic Senate's involvement with priorities related to integrative planning. The committee then engaged in an activity where they were divided into four groups to discuss, compare and write what they believe the top priorities to be. The groups then shared the results with the committee. Student success was the common thread across departments with some differing views on how to facilitate that. B. Arteaga gathered the papers and will type them up for distribution. A suggestion was made to present possible Academic Senate retreat dates by the next Executive Committee meeting and to have more discussions about Senate priorities at the retreat.

B) ISER

N. Dequin sent out an email with the most updated draft of the ISER. This draft has already been divided up and reviewers were asked to provide feedback and edits to F. Lozano. The ISER will be voted on at the next regular Academic Senate meeting on November 6. The Board Docs for the Board will be prepared by the end of October so a member recommended that feedback and edits be sent to F. Lozano prior to November, with the understanding that changes may be made. Another goal is to combine the information, share with all the departments, and get constituents feedback. A member emphasized that feedback is critical and noted that reviewers may add edits in the margins then scan and send the document to F. Lozano.

C) AP 5075

This item is related to course add and drops. ASGC relayed that the Student Senate for California Community Colleges (SSCCC) is proposing a resolution to add language on how to handle classes during a natural disaster. K. Moberg informed the committee that the Chancellor's Office usually sends out a ruling on how to handle a specific disaster as it occurs. D. Pescarmona suggested that B. Arteaga send her an email and she will respond with a memo from January 2018 regarding how attendance is handled in a natural disaster.

VI Action:

A) Efficiency Task Force

A motion was made to discuss this item.

MSC (A. Delunas/D. Achterman). All in favor. Motion passed.

A recommendation was made from the initial task force, the Institutional Efficiency Task Force, to create a new sub task force called the Class Capacity Instructional Efficiency Task Force. A discussion ensued regarding whether approving the creation of this new task force is the purview of the Academic Senate or does that purview lie with President's Council. A member emphasized that the Academic Senate is not voting on whether to start the task force but rather that they support it and can make recommendations on what the charge of the task force should be. Confirmation was given that there are specific written charges for this Class Capacity Instructional Efficiency Task Force that were recommended by the initial task force.

Another member confirmed that responsibility for approving this task force lies with the President's Council. Concern was expressed for ensuring faculty representation from all of the six departments exists on the task force and for how quickly this task force is being implemented. Furthermore, one of the major concerns is that a small group would make a decision about a department's (outside of their experience) cap size. A recommendation was made that the majority of this task force be comprised of faculty. Another member pointed out that it sounds like this proposed task force would be doing the research and making the recommendations but that the departments would have the discretion to accept or decline the recommendations.

K. Rose confirmed that the Institutional Efficiency Task Force assisted with the adoption of the budget and that everyone has access to this information that is provided online. She informed the committee that the school is in a crisis with the budget and the Enrollment Management Plan is in process. As a result, changes will be made to the Spring 2019 schedule. She recommended that the Academic Senate help with facilitating conversations surrounding the operational, fiscal and instructional side. Discussions will continue through the shared governance process and President's Council where representatives are included and a lot will need to be negotiated. Another member emphasized that time is a matter of urgency because a mid-year report needs to be provided to the Board by January.

A motion was made to extend the meeting by 5 minutes.

MSC (C. Velarde-Barros/D. Achterman). All in favor. Motion passed.

A number of potential motions were discussed. A formal motion was made to table this item indefinitely and remove it from the agenda and send it to President's Council with the recommendation to invite a representative from each department to participate on the task force, with two Deans and two students, and to purposefully seek input from all departments.

MSC (C. Velarde-Barros/A. Delunas). One abstention (Brian Franco). All in favor. Motion passed.

A motion was made to extend the meeting by 15 minutes.

(N. Dequin/A. Delunas) All in favor. Motion passed.

B) Faculty Professional Learning

A Discussion occurred as to whether compensation falls under the purview of the Academic Senate. Currently one can claim presentation time on the flex form.

A motion was made that the Academic Senate approve for faculty, who prepare for presentations on Faculty Professional Learning Days, can apply the preparation to their flex form.

(N. Dequin)

K. Rose informed the committee that the Academic Senate does not need to vote on this because the Vice President of Academic Affairs turns in information annually to the Chancellor's Office the various ways that faculty submits for flex and that includes preparations for professional development

A motion was made to table this indefinitely.

MSC (D. Achterman/C. Velarde-Barros). All in favor. Motion passed.

A motion was made to extend the meeting five minutes.

MSC (N. Dequin/A. Delunas). All in favor. Motion passed.

C) AP 5030

MSC (N. Dequin/D. Achterman.). One abstention (K. Wagman). All in favor. Motion passed.

VII Closing Items:

A) Open Forum: (time permitting)
None.

B) Items for next agenda

VIII Adjournment:

A motion to adjourn was made by Carla Velarde-Barros at 4:24 pm. Next regular Academic Senate meeting: November 6, 2018 N/S Lounge

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.

Approved