

Academic Senate
12/3/2019
Minutes

I. **Opening Items:**

A. **Call to Order**

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B. **Welcome and Roll Call**

C.Mantia, N.Dequin, B.Stone, P.Henrickson, A.Delunas, N.Andrade, D.Klein.
P.Howell, N.Parks, K.England, C.Marquez, S.Dharia, S.Sandler, J.Hooper, C.Dixon,
J.Maringer

Ex Oficio

D.Pescarmona, E.Cervantes, V.Martinez, J.Nari, , M.Renzi, C.Cisneros, V.Parakati

Guests

S.La Rose, R.Overson, A.Romero, J.Gatewood, M.Wong

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C. **Approval of Agenda**

MSC: Delunas/Mantia

Vote: Unanimous

Motion to approve agenda passes

II. **Consent Agenda**

A. **Approval of Academic Senate Minutes November 19, 2019**

MSC: Delunas/Maringer

Vote: Unanimous

Motion to approve Consent Agenda passes.

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B. **Approval of Faculty Professional Learning Meeting Minutes September 18, 2019**

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III. **Public Commentary:**

None

IV. **Reports**

A. **Standing Reports:**

1. **ASGC**

Finals are coming up
ICC had last meeting for semester

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2. **College President**

NA

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3. **Vice President of Academic Affairs/Student Services**

Denée wished all a non-eventful finals week.
Please submit grades on time so transcripts can be sent in a timely manner.
Denée wished all happy holidays.

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4. **Senators**

- Celia did not have a report. However she reminded all of the annual Faculty of the year award. Voting will be available beginning 1/26/2020.

- Sajal shared a question from constituent:

Marla Dresch had expressed interested in membership on the Measure X committee. To date she has not received a response. Was the membership previously decided?
Nikki clarified that there were two Measure X Committees: one working on Gilroy campus projects, and another working on Hollister projects.
Nikki will follow-up as she had assigned several individuals, including Marla to the Gilroy campus committee.

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5. Senate President

Nikki announced that five min faculty highlights at Board meetings will be taking place. Nikki stated that if members have suggestions regarding those faculty whose work should be highlighted at an upcoming Board meeting to please let her know. Nikki noted that Jessica Gatewood had spoken at the last Board meeting.

Other suggestions:

Leah Halper to speak to Faculty Professional Learning Development

Reminded all of President's Council nomination for Employee of the Month. Nikki reminded all to please let her know of suggested nominees.

President's Council Policy Committee is still working on process for feedback on policies: if there are substantial changes on a BP/AP, how will this work? Noted that Academic Senate is usually the last group to review.

Nikki briefly described the review policy cycles.

Nikki and Nick attended FPLC. Nikki stated that Denise Besson will attend Academic Senate meeting to discuss the tenure review process. Noted that a work group would be created to review the tenure process and note proposed changes.

Dept. Chairs and Academic Senate Steering Committee had a presentation on Student Support (tutoring, writing center, etc...), Nikki noted that the Senate would need to take a position on this: will be reviewing what is offered vs what is needed. There are a few people who coordinate tutors which is funded through Title 5. However, Title 5 is ending. Academic Senate to discuss alternate methods of funding for student support.

Regarding the Academic Staffing Committee, Nikki noted that a representative from Career Education is required.

This group needs to be completed and meet in order to create by-laws.

Nikki reminded all that there will be no new hires until this group does its work.

Regarding the newly created Meaningful Assessment Committee, members are still required. Nikki requested assistance in finding individuals who would be willing to participate in this committee.

The SLO Symposium will be taking place in Feb 2020 in Monterey. Nikki stated that Denee is willing to send a few faculty members. Please contact Nikki if you are interested

Equity meeting next week to work on Mid Term Report update. A work group will need to be formed to review integrated planning.

Nikki received an application to apply for the \$2000 SSC Women's Suffrage Mini Grant.

Nikki stated that she would send out the information to Senate members. However, she did indicate that deadline was 12/2/2019.

Nikki informed sender that this requires senate approval

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6. Senate VP of Academic Affairs

Debbie Klien addressed the following issues:

1. The need for a plan to address campus safety.

Noted there are plans in the work. However Debbie noted that still needed are:

- Update from Michael Renzi at Senate;
 - Interim means to secure classroom doors;
 - Concerns regarding “one and done” trainings becoming the method the District uses to address training issues, which are insufficient; and
 - A need for written protocols that are accessible to the entire campus.
2. Is there a need for a report from the President’s Council Re-org Committee?
- What is the Senates plan for follow up following the Senate ad hoc committee meeting?
 - From the ad hoc committee’s work, six areas of concern regarding the re-org were noted (structure, budget, support, coverage...). There were a nuber of questions raised, Still awaiting responses to show that concerns are addressed.

3. Concerns regarding programs with only 1 FT faculty lead (ex: Anthropology)

Debbie noted the responsibility of leads and frustrations experienced. These frustrations include curriculum errors, scheduling, and omissions.

Debbie announced the resignation of PT faculty Sara Salinas who has developed the Research Methods course.

Faculty Update

Debbie read a portion of the letter (CoFo) sent to leaders of CA Legislature requesting funding for more FT positions and equity in pay for PT as part of the Governor’s Budget.

Debbie stated that she hopes this joint effort will make a difference.

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7. Senate VP of Student Services

Andrew stated that he and Nathan have experienced similar frustrations Debbie noted as several of the courses they had proposed were cancelled/not entered.

Andrew stated that once grades are recorded he will begin work on New Senators’ Handbook. Those interested in working on the New Senators’ Handbook are to contact Andrew.

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8. GCFA President

Rob stated that the Re-openers survey had been distributed.

Those who did not receive the link for the survey are to contact Rob or Jessica Gatewood.

The survey will close Thursday 12/5/2019 at midnight so the e-board can review the submitted surveys on Friday, 12/6/2019. From this review, a sunshine agreement will be drafted in order to be ready for the Board meeting in January, with negotiation in February.

Rob Stated that GCFA is working on contract language that was recently approved. An e-copy of the contract will be made available/

Rob noted that some departments have not sent representatives to the Rep Council. Please ensure that your area is sending representatives to the Rep Council.

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B. Academic Senate Standing Committees

NA

V. Information:

A. Guided Pathways Onboarding and Completion Team Updates

Veronica Martinez, spoke to the Onboarding Team sharing the team's timeline and goals for next 3 years.

- Student 1st year experience at Gavilan;
Looking at strengthening high school partnerships noting that some high schools have requested information regarding AEC services for transitioning students; and
- Looking to improve large registration events such as Super Saturday
Veronica informed all that all documents for the Completed Team are available on BoardDoc.

Carina spoke to the Completion Team which to date has met three times. The last meeting for the Fall 2019 term is next week.

Distributed meeting information to all and reviewed the Completion Team's goals, and mission, which includes completing goals in timely manner.

Two key goals include:

- Engaging in conversations with faculty: during these conversations with all areas will seek input, as well as faculty participation.
Hoping faculty will attend the 1/21/2020 winter retreat
- Engaging in conversations with community.
Scott asked how the instruction conversations will occur. Carina noted the Completion Team will go out to departments/groups .
Nikki asked what does completion mean to students? Carina noted this was the focus on the first few meetings. The team has reached out to students asking this same question.
Pat recommended including department leads, not just department chairs.

VI. **Discussion:**

A. **BP/AP 3905 – Display of the United States Flag and Other Symbolic Flags**

PCPC has finalized the BP and AP.

Nikki distributed and reviewed the documents including the request form.

Nikki stated President's Council will approve submitted Flag Display requests.

This BP/AP will be approved at spring 2020 Academic Senate meeting.

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B. **Guided Pathways Scale of Adoption Assessment**

Randy reminded all of work teams' efforts to communicate with areas on campus and will continue to do so on a rotational basis throughout the year.

At a previous meeting, the first draft of the scale of adoption was presented. Since then, changes have been made.

Sydney distributed a timeline – noting that it is a work in progress and discussed the changes made.

Regarding the assessment distributed, some areas have sent comments and provided additional information.

Nikki provided Randy with kinesiology comments

Debbie noted a blank area on the spreadsheet and asked the purpose of the blank area.

Randy stated that there were groups that were unable to provide update.

Nikki noted that a State-wide representative/liaison for Guided Pathways still needed. (This had been Karen Warren).

A survey will be distributed shortly.

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C. **Learning Assistance Network Advisory Committee**

Jessica Gatewood, Megan Wong and Jennifer Nari each introduced themselves and spoke to their duties which include The Writing Center, Tutoring and the Learning Commons.

Megan, Jennifer, and Jessica G. spoke to the uses of the Tutoring and Learning Center and spoke to the transition of the two areas into the Learning Assistance Network.

Jessica G. informed all that there is no FT coordinator.

Additionally, she stated that the programs are funded by grants, specifically Title , which will be ending and STEM is ending in 2 years.

Jessica G. spoke to all about faculty ownership and stated that they would be presenting a formal proposal to become a subcommittee of the AS.

Megan spoke to the success rates of those students receiving assistance from tutoring.

Jessica G. stated they are requesting support from Academic Senate.

Scott noted that through the Chancellor's Office we (community colleges) are mandated to support AB 705, if we don't offer support we are in violation of this mandate. Yet, sufficient funds to provide this support are unavailable

Debbie spoke to the SEA Program and usage of funds.

Jessica G. spoke to the purpose of grants piloting programs.
Nikki noted that the next iteration of Title 5 was to continue support of tutoring...but this was not renewed.
Randy added to this discussion noting the loss of positions/support.
Discussion took place for proposals of funds
Caleb offered assistance from ASGC asking "What should be done to assist?"
Megan noted having FT faculty, FT classified professionals.
Nikki suggested creating a resolution to Leadership for continued financial support.
Peter asked if there was an Academic Senate representative on the Budget Committee.
Nikki stated there is an appointed faculty member on the Faculty Committee and noted that Budget and PIPR will be combined.
Jessica G. stated that she would be providing a proposal to AS.
Megan described pay scale and spoke to recent increase in pay for tutors.
Peter asked what other solutions have been discussed and how much money is being requested. Megan responded she would be able to provide a number by the end of the Fall 2020 term.
Jessica G., Jennifer, and Megan will return to Academic Senate to present a proposal.
Nikki stated that Academic Senate would be is willing to create a resolution (which does not need to be written by Senator as Academic Senate would review). Debbie asked if Jessica G., Megan, and Jennifer would be willing to work on a resolution – Nikki offered to help.
This conversation topic will continue at Academic Senate retreat in January 2020.

Prior to moving on to the next item, Nikki announced to all that Nick received tenure

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D. President's Council Re-org Task Force Update (10) Erin Crook

A suggestion was made to table this update as Erin was not available to present.
Discussion took place to speak at President's Council to request a secondary individual to speak on this topic in the event Erin might still be unavailable.
Jane requested that this be discussed at the January 2020 retreat.

Motion to table until January 2020

M/SC: England/Mantila

Vote: Unanimous

Motion to table President's Council Re-org Task Force Update until the Academic Senate January 2020 retreat passes

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E. Academic Staffing Committee

Nikki stated that the committee was created and received a question from Allied Health noting that Allied Health was not represented.

She then asked if instead of a rep from Kin/ATH should there also be a representative from Health & Wellness?

Current representation consists of:

- Arts/Social Sciences
- STEM
- Kinesiology/Athletics
- Career Education
- Library
- Counseling
- AEC/CalWorks/EOPS

Debbie noted that it would make sense to include a representative from Allied Health.

This will be voted on at a subsequent meeting as an Action Item.

VII Action:

A. Meaningful Assessment Committee

At previous meeting did not discuss the SLO liaison

Nikki suggested a motion to approve SLO Liaison to be Committee Chair for the Meaningful Assessment Committee

Rob reminded all this was a negotiated position and suggested rolling this position into the Professional Development Liaison position.

Discussion took place noting ensuring that this position is not lost and possible means of ensuring this position receives 20% release time and/or is compensated for this work time.

A motion was made to approve the SLO Liaison to be Committee Chair for the Meaningful Assessment Committee

M/SC: Brad/Celia

Vote:

- 4 abstain
- 6 voted aye

Motion to approve the SLO Liaison to be Committee Chair for the Meaningful Assessment Committee passes.

B. CE Addendum

Motion to approve Addendum, which was discussed at previous meeting.

M/SC: Mantia/Parks

Pat noted never having received an electronic copy.
Cherise noted that it is available on BoardDocs.

Denee reminded all that the CE addendum is required by CA Ed Code Title 5 to assess programs every 2 years.

Vote:

- 7 - aye
- 1 abstention

Motion to approve the addendum passes.

VIII Closing Items:

- - A. **Open Forum: (time permitting)**
- January Retreat

Previously best time was the closest to PLD
Suggested 1/22/2020 (classes start 1/27/2020)
Suggested time was 1:30p – 4:30p

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B. Items for Next Agenda

Debbie expressed concerns about faculty hiring process – feels as though hiring is “being punished” because there is no subcommittee.
Nikki reviewed the history of the newly formed ad hoc committee, noting delay of response of committee members to being work.
Denée stated that she would be calling a meeting for the committee for week of 12/9 as this issue is now urgent. If there is no CE representative, meeting will still progress.
Denée announced that the District is behind/late in recommended/required hires.

IX Adjournment

Motion: Mantia

Next meeting: January 2020 Retreat 1/22/2020, Student Center 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.*