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| lgavlogo | Gavilan College Academic Senate  Tuesday, September 20, 2016 from 2:30 – 4:00 p.m.  \*\*new location: ART 103 (across from the Theater Entrance) |

**MINUTES**

**ATTENDANCE**

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

**GUESTS**

K. Rose, F. Harris, K. Moberg, A. Dufresne-Reyes, R. Brown, A. Delunas, D. DiDenti, S. Carr, S. Flores, F. Harris, L. Halper

1. **Opening Items: (5)**
   1. Call to order at 2:32 pm by A. Rosette.
   2. Welcome and Roll Call
   3. Approval of Minutes: September 6, 2016

**MSC (D. Achterman/S. Lawrence). Vote: 1 abstention. Approved as presented.**

* 1. Approval of Agenda

**MSC (D. Achterman/A. Arid). Vote: unanimous.**

1. **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. Dufresne-Reyes announced the 23rd Annual *High on Health Faire* which will be on October 5, 2016 from 9 am – 1 pm in the Gavilan College Student Center. There are 38 agencies confirmed to attend. A. Rosette thanked Alice for planning this event every year.

S. Flores announced that a new representative will be attending the Academic Senate meetings for GECA.

1. **Reports: (15)**
   1. **Standing Reports:**
      1. **ASGC**

D. DiDenti reported on *Club Day*, which had nine clubs in attendance and 47 students filled out a Club Day passport. Overall, there were around 100 students who attended and 15-20 staff members in attendance.

* + 1. **College President**

K. Rose highlighted the partnership with GECA and thanked S. Flores for allowing the college to use the GECA facilities through the remodeling of the Student Center.

The first president’s open forum will be Thursday, September 22nd during College Hour. It is not a problem solving forum but discussion will take place on the common areas of interest. There will be one a month. This information will be placed in the President’s Newsletter, which will come out every month.

The Education Master plan has been discussed in President’s Council and at the Board of Trustee meeting. All will be involved in the discussion and timeline of the creation of the master plan.

Dr. Rose also informed the senate that the South Bay Regional Public Safety Training Consortium will be moving to the Coyote Valley over the winter break with content being offered in the spring semester. Discussion was held at the Department Chairs meeting about what will be offered in the Coyote Valley site. There have been great ideas on pathway programs and cohort programs. K. Rose thanked Distance Education and S. Lawrence for the courses being offered over winter intercession. One last thing announced was that the spring 2017 scheduling will be enhanced and will be ready and fall semester FTE was over 130.

* + 1. **Vice President of Instruction**

None

* + 1. **Vice President of Student Services**

K. Moberg reported that there have been reports of misconduct in courses. The new mental health professional has sat in on the meetings with students and is available to discuss ways to deescalate situations with the departments. Another item mentioned is that as the move to the MP building takes place, the Welcome Center will be the first stop for students. Students will have an intake created so students can be directed to the appropriate service.

* + 1. **Senators** (please include any input regarding ongoing AS discussions)

S. Lawrence: The DE committee would like one to two more faculty members. The committee also recommended appointing DE members to different committees to liaison between different areas. Also, the committee is in the process of updating both the *Best Practices* and Faculty Handbook, which will be brought to senate for review.

* + 1. **Senate President**

A. Rosette voiced support for the President’s Public Forums. This will be a great area to have the initial dialogue and identify different situations. He encouraged senators to attend. He also announced that S. Dodd is the new SLO Liaison. For Employee of the Month, N. Dequin was chosen for the month for September. A. Rosette asked the senators for ideas on how to present the award at the next board meeting. Lastly, he welcomed M. Turetzky as the new senator for Social Science. There is also an opening for the At-Large (ESL) position. Contact A. Rosette if there is any interested.

* 1. **Academic Senate Standing Committees**

None

1. **Information:** 
   1. **FT Priority Hiring/DC collaboration workgroup** (10)

A. Rosette informed the senate that at the last meeting there would be a group created to discuss collaboration improvement with department chairs. The official full-time hiring policy and an example from Ventura Community College were sent to the senators to review. E. Ramones sent A. Rosette the full-time hires over the last three years of which ones were hired and which ones failed. Out of fourteen positions, nine have been outside of the full-time hiring process. These are the types of conversation that can be held at the senate and maybe have a joint meeting with department chairs. A senator informed senate that the department chairs will be reviewing the process in October. There has been conversation and assessment by the people on the group at the end of May and it was presented to the department chairs on how to change the process. This is coming back to the department chairs in the middle of October. A. Rosette will try to attend and other department chairs who sit on senate can inform the senators of the October conversation. This could be the liaison between the senate and department chairs. A question was asked how this issue would be placed in the 10+1 of senate. A. Rosette responded that it would be in the instruction portion. It’s a good question to ask. The Ventura Community College process has the group under the senate and can probably answer the question.

* 1. **Coyote Valley Sub Change** (Sherrean Carr) (5)

S. Carr discussed the sub-change which is a draft. It concerns the location change of the AJCS. K. Rose added that whenever a program is moved, the Accrediting Commission for Community and Junior Colleges (ACCJC) needs to be informed. Since the South Bay Regional Consortium, which is a consortium of nine colleges, is moving to the Coyote Valley, the ACCJC needs to be informed of the change of location. ACCJC has given the okay to move to Coyote Valley and a report submitted in February. There has been a move to San Martin with a full program, which had to have a sub-change form submitted and needs to be done as soon as possible since students are getting financial aid and are currently at the site. The content of the program has not changed and steps are being taken to please the accreditation. S. Carr added that there are different categories that sub-changes need to be completed. K. Rose announced that a bus will be rented to take department chairs to the Coyote site for a tour. A. Rosette announced that this is a rough draft and will come back in a final form.

1. **Discussion:**
   1. **Sheriff Deputy Update** (Fred Harris) (20)

F. Harris reminded the senate of the process. The Sherriff deputy, is a fourteen year veteran, will start on Monday, September 26. It is important on the campus to integrate and welcome the new sheriff. He has a relationship with the campus and has responded various times to incidents on campus. His hours will be 7 am to 3 pm.

F. Harris also recommended the division of the Health, Safety and Grounds Committee into two committees since there are mental health needs and resources, which the sheriff is trained in. The Safety Manual is also being edited, which will be a living document with best practices and new resources being addressed. There is a consultant, PSTI, which has been approved by the board to update the safety manual. This will be an integral part of the campus and on the website.

J. Hooper pointed out that the students have spoken out on the safety issue of having a sheriff on the campus and how will that be addressed. F. Harris spoke with ASGC and one suggestion was to have the deputy introduce themselves to the student community and at various venues across the campus. D. DiDenti informed senate that the student government will be discussing this at their Thursday, September 22nd ASGC meeting. S. Lawrence commented that there are concerns of how the students may interact with the sheriff and now there is comfort knowing ASGC is involved in the conversation. A. Rosette added that the one-time welcoming is needed as well as a continual process of introducing the sheriff to the campus. He also asked how will the presence of a sheriff on campus impact the classroom, in terms of the disruptions. F. Harris responded that it depends on who is on campus at the time. K. Moberg added that this will be an opportunity for the sheriff to understand the culture as he works with the Behavioral Intervention Team.

F. Harris announced that there were three applicants to the position but there were no students involved in the hiring process since it was negotiated with the sheriff union. G. Cribb voiced a concern that the student’s voice was not heard. D. Achterman asked if this was an open-ended agreement and what are the measurements of success. F. Harris responded that there is a two-year contract and the measurements are from data tracking as per the contract. D. Achterman replied that the crime rates are low on campus and there needs to be other measurements considered. A. Rosette added that there should be benchmarks created since there have not been activity-shooter situations on campus and there is a big financial budget attached to this hiring. A question to ask is what the board’s reasoning for investing these funds is.

J. Hooper is concerned that the view of mental health and watching for students who can be a danger to themselves are two separate items. The mental health issue is constant and has to do with success and retention. K. Moberg responded that the Behavioral Intervention Team would deal with students who have mental health issues and the sheriff will not have any greater responsibility within the group than any other member on the team. D. Achterman asked where the assessment would take place. The time to discuss assessment is now so there is nothing thrown together in two years. F. Harris informed it would take place on the Health & Safety committee.

A. Rosette suggested that this topic be discussed at the presidential forums.

* 1. **Mentoring at Gavilan College** (Leah Halper) (15)

L. Halper, the new Mentor Liaison, wants input on questions. She distributed a “Report to Academic senate on Mentoring Liaison work and plan, September 2016.” L. Halper has researched how mentoring occurs on campus and how to work with the current process. She has reached out to newly hired faculty on mentoring. L. Halper distributed to the new hires a “Did You Know” email which was received well. She also distributed “Draft: Best Practices/Expectations for Mentors and Mentees.” She has found that the Counseling Department has extensive mentoring. A. Rosette asked if there was anything needed from the senate. L. Halper replied that it is hard to find mentors who will not project their bad experiences on new hires. L. Halper will send both documents electronically to A. Rosette. K. Rose is extremely happy with the Faculty liaisons on campus and appreciates the senate’s work with the liaisons.

**VI Action:**

* 1. BP/AP 3500-3540 (5)
     + 1. The senate will review and consider for approval the recommended updates to BP/AP 3500-3540

A. Rosette reminded that the only thing being approved is the language.

*A motion was made to approve BP/AP 3500-3540 to language change.*

**MSC (S. Lawrence/D. Achterman). Vote: unanimous. Motion passes.**

* 1. BP/AP 3820 Grants (5)

The senate will review and consider for approval the recommended updates to BP/AP 3820

A. Rosette gave feedback on change in language and the addition of portion F. to the BP/AP. This was approved last spring and has made its way through shared governance and is being brought back with the additional changes.

*A motion was made to approve BP/AP 3820 with changes.*

**MSC (M. Turetsky/G. Cribb). Vote: unanimous. Approved. The motion passes.**

* 1. BP/AP 3550-3900 (5)

The senate will review and consider for approval the recommended updates to BP/AP 3550-3900

K. Rose gave an overview of the BP/AP as recommended. She recommended that BP/AP 3710 and 3720 be pulled to have a deeper discussion with senate about these. J. Maringer added that a standard has been developed through the Distance Education and Webhead committee, which can be included. A. Rosette reminded senate that there may be something important to the senate or faculty to change even if there are no recommended changes. Senators need to look at them closely. A. Rosette is in agreement with pulling these two BPs for deeper discussions.

*A motion was made to approve BP/AP 3550-3900, with the exception of BP/AP 3710 and 3720.*

**MSC (A. Arid/D. Achterman). Vote: unanimous. The motion passes.**

**VII Closing Items:**

* 1. Open Forum: (time permitting)
  2. Items for next agenda TBD
     1. Senate ad hoc updates
     2. Civic Engagement presentation/invitation
     3. Faculty participation and leadership scaffolding
     4. New Professional Learning Committee
     5. Next meeting: ~~September 20~~~~th~~ October 4, 2016

1. **Adjournment by consensus at 3:55 pm.**

MSC (M. Turetsky/D. Achterman).

**Senate Responsibilities: “10 + 1” (+1 in *italics*, in Senate bylaws)**

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 faculty senate.
12. *Appointments, hiring, status, and assignments of teaching and non-teaching faculty.*
13. *Criteria for and the establishment, organization, and continuance of departments.*
14. *Student affairs and activities.*
15. *Academic freedom.*
16. *Shared governance as outlined by AB 1725 and other statutes.*