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| lgavlogo | Gavilan College Academic Senate  Tuesday, November 1st, 2016 from 2:30 – 4:00 p.m.  LOCATION: ART 103 (across from the Theater Entrance) |

**MINUTES**

**ATTENDANCE**

A. Rosette, A. Delunas, G. Cribb, N. Andrade, M. Turetzky, J. Maringer-Cantu, J. Hooper, B. Arteaga, L. Tenney, D. Achterman, S. Dharia, P. Henrickson, and E. Talavera (minute recorder)

**GUESTS**

K. Moberg, P. Wruck, D. DiDenti, F. Lozano, S. Flores

1. **Opening Items: (5)**
   1. Call to order at 2:33 pm
   2. Welcome and Roll Call
   3. Approval of Minutes: October 18, 2016

**MSC (B. Arteaga/G. Cribb). Vote: unanimous. Approved as presented.**

* 1. Approval of Agenda

A. Rosette asked to add agenda item IV. E. Exemplary Senate Award for discussion.

**MSC (G. Cribb/P. Hendrickson). Vote: unanimous. Approved with changes.**

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.*

None

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

D. DiDenti updated the senate on several items. (1) The ASGC Halloween event went well even with last minute changes. There was an attendance of over 70 students. (2) There are about 200 Student Center Remodeling surveys collected and ASGC is looking to get 600 surveys by end of fall semester. (3) ASGC is currently working on updating and revising their governing documents. (4) Members of ASGC will be attending the State General Assembly from November 11-13, 2016.

A. Rosette asked about the move and problems. D. DiDenti replied that some equipment was lost but has been found. Students are getting confused with where ASGC is located but the counseling staff has helped redirect the students.

* + 1. **College President**

None.

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

None.

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

K. Moberg updated the senate that the Student Services’ move has not been smooth, especially counseling. Due to current conditions, walk-in appointments have been suspended. The move has had a negative effect on the students. For the other areas it is working well. Everyone is doing a good job in working within the confines of the move. A better system has to be found since registration will start in a few weeks. Counselors are trying to find a way to fix these problems.

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

*DRC*: J. Maringer updated senate that October was Disability Awareness month and P. Wruck was helpful in getting out the *Universal Access Accessibility Survey* to the staff. Staff is encouraged to submit the survey. The High Tech Center and Learning Skills Lab open house will be on November 15, 2016 from 12:50 – 3:30 pm. Everyone is encouraged to attend to meet new staff.

*B. Arteaga*: Several individuals met about working with undocumented students, otherwise known as Dreamers. The senate will receive an invitation to be involved in working on a committee to meet these student’s needs. The goal is to connect and support the Dreamers on campus and build a network to better serve this population. An email will be sent out soon. Next meeting is November 17th. K. Moberg added that there will be a new counselor starting who will work with this population, as well as other functions, funded through Equity.

*Counseling*: L. Tenney updated the senate that the move has been chaotic and the counselors are doing their best to provide quality service. The hope is to take the message back to students, especially since walk-in and evening services have been suspended. Please encourage students to make appointments. Alternatives are being researched to better assist the students. B. Arteaga added that for students who work, the counselors can take phone appointments. A. Rosette asked if that information is being sent out to all students. L. Tenney added that not yet since adjustments are being determined on a day to day basis. Currently, there is no way to centralize all functions. Instead, please encourage students to make appointments or reach out to their specific program areas so enrollment is not impacted.

* + 1. **Senate President**

A. Rosette updated the senate that he will be attending the State Plenary this upcoming week and voting for the resolutions discussed at the last senate meeting. Any feedback can be sent to him so he can express any changes through resolutions. Also, D. Achterman and N. Dequin have been appointed to represent faculty on the VP Student Affairs hiring committee hiring committee. A. Rosette will also be attending the Professional Faculty Committee to discuss changes made in the bylaws. He will discuss this item with them at their meeting and proposed changes will be brought back to the Academic Senate. One last item is that the EOE Advisory Committee and Health/Safety/Facilities Ground committee will report at next meeting.

* 1. **Academic Senate Standing Committees**

*Curriculum*: L. Tenney updated Senate on the committee’s priorities that were ranked by the committee members, which will be forwarded to the senate. The committee is also looking at processes for courses that are “on hold” status and what steps need to be taken for courses that are not updated. One area that the departments need to look at is cleaning up the programs since the campus is going into a new campus catalogue period. One emphasis in the committee is trying to work on getting faculty to take more ownership of the curriculum. Another area being discussed is the process of whether a course is at transfer level or not, which is happening at the same time as the assist.org update. Another item brought to curriculum is how new disciplines are created and what is the process. These are the areas that will be discussed throughout the rest of the year.

*Learning Council*: D. Achterman informed senate that the next meeting is Friday, November 4, 2016. The analysis taken a few years ago will be revisited to focus on first-year students.

1. **Information:** 
   1. **Non Credit subcommittee report (10)**

J. Hooper presented the “Noncredit Committee Goals 2016-17.” There are different individuals involved. ESL is offering mirror courses with a lot of success recorded. There are also different areas that have noncredit courses being offered. Math is working on the curriculum for noncredit courses. The English department has faculty working in the San Benito County jail. The facilities need services but are not built for services and the classrooms are small with restrictions on what can be brought in for the students. This is a needy and hungry population. Noncredit has discussed bridges since those taking courses are Gavilan students within the jail. K. Moberg asked if there was anyone from Student Services on the committee. J. Hooper replied there was not. A. Rosette asked how the noncredit students are being tracked. P. Wruck is currently working on tracking these students. A. Rosette also asked about noncredit courses gong to curriculum. J. Hooper replied that this has been already been occurring.

1. **Discussion:**
   1. **BP/AP 3710/3720 (20)**
      1. The senate will share input from different constituent groups and consider proposing modifications for these BP/APs

A. Rosette spoke with Dr. Rose and has agreed to create a Task Force to look at these Board Policies, which will include one member from MIS, IR, administration, classified staff and three faculty from instruction/student services. This task force will look at current policies and data use and then give advice on changes. J. Maringer asked if the educational master plan consultants will look at these items. A. Rosette replied that this committee will work in tandem with them and then make a recommendation on best practices. This committee will end by the end of the spring semester. J. Maringer asked that someone from the Tech committee should be appointed. A. Rosette asked the senate to ask their departments for recommended faculty for this task force.

* 1. **Criteria for reports from Academic Senate committees/appointees (10)**
     1. The senate will discuss/develop what the criteria senate subcommittees and/or appointees should/will report.

A. Rosette opened discussion on what are the basic key elements to address the best time for reports to the senate. D. Achterman suggested that placing it on a schedule would help out, make the report concise, specifically identify from the senate’s 10+1 and what else does the senate need to know from the group. A. Rosette added that he is looking for a template so information is shared. B. Arteaga added that a responsibility list should be developed for accountability and open up the calendar to the representatives timing. Most representatives don’t know to report back to senate. D. Achterman asked how many representatives are in committees. A. Rosette listed the different committees that senate has representatives. There are over twelve appointees from senate sitting on committees. J. Maringer added that the representatives need a more informal report to ease nervousness. A. Rosette added that reporting would be either once a semester or once a year but not constantly. D. Achterman added that some kind of a handout is needed to outline the representative’s duties. A. Rosette thanked the senators for their input.

* 1. **Civic Engagement Follow-up (10)**
     1. The senate will present suggestions/requests to the Civic Engagement Group

L. Halper asked for feedback from senate on the previous conversation.

B. Arteaga’s course has a service learning component but would like more input for her class.

L. Halper and E. Luna presented a map of what is currently happening in terms of Civic Engagement. E. Luna added that something is already being done but the campus as a whole doesn’t know what is happening in terms of civic engagement. This would be an opportunity for others to see what is happening. L. Tenney suggested that the Peer Leadership component should be added. A. Rosette added that this is something that is being constructed through a grant that was awarded to the campus. He asked how interested is faculty in supporting this group to go beyond the end of the grant. The senators were asked if the senate wants to direct the curriculum committee to discuss the possibility of including a service learning element to either programs or degrees. The Curriculum Committee can then recommend to the senate whether to include this component in the degrees and/or programs. A. Delunas likes the idea to promote civic action on campus.

The general consensus of the senate is to have the curriculum committee discuss this option. L. Tenney added that it would be appropriate and suggested the group give an overview of where they are at currently to plant the seed that discussions are happening. Time is limited so may not occur this semester. A. Rosette added that this would be a long process and need much discussion. J. Maringer suggested that there could be a different way to approach this and will discuss these ideas with the Civic Engagement Group. One possibility is to make it a capstone project or another possibility is to look at it as an assessment and then bring it through the SLOs and ILOs. Changing the programs would take years.

L. Halper distributed the “Civic Engagement at Gavilan-Some Exciting Options for Tomorrow” to the Academic Senate. Rewriting curriculum is complicated and the discussion can start in the curriculum committee. D. Achterman added that if grants are seed money to start something the next step is to institutionalize the process now before the grant ends. A. Rosette asked all senators to take the information to the departments for feedback and input.

* 1. **Institutional Processes: How institutional committees get formed and/or dissolved. (15)**

A. Rosette discussed the idea of a committee on committees to create a process for creating and dissolving committees. This will be discussed with Dr. Rose. The idea is to have these changes in tandem with the educational master plan. P. Henrickson thinks that this is a great idea to formalize the process to better serve the students. A. Rosette added that part of the process is accessibility to the campus. This would be part of the conversation to streamline the process. Where this will be housed will be discussed. D. Achterman added that for shared governance, it is unclear how committees are formed and a committee on committees is a great idea. A. Rosette added that with the educational master plan, the Shared Governance Handbook will also be revised. J. Maringer added that there are too many committees and consolidating the committees is greatly needed. A. Rosette rreplied that this will be a complex conversation but the senate needs to be involved.

* 1. **Exemplary Program Award**

A. Rosette asked if there were any departments who wanted to apply for the Exemplary Program Award. Since there were no responses, the senate will not be applying.

1. **Action:**
   1. **Senate Officers Election Committee (10)**

A. Rosette went over the bylaws and how the election committee is created. The senators vote for the officers. Elections for 2017 officers will be on December 6, 2016. The committee needs to be formed.

*A motion was made to create an election committee that is comprised of B. Arteaga, M. Turetzky, and A. Delunas*.

**MSC (D. Achterman/L. Tenney). Vote: unanimous. The motion is approved.**

A. Rosette asked that the senators inform their respective departments on the election date and the process of nomination.

* 1. **Grant Application Form Approval (10)**

*A motion was made to table this item to November 15, 2016.*

MSC (A. Delunas/J. Maringer). Vote: unanimous. The motion passes.

* 1. **BP/AP 5040-5700 (5) (tabled from previous meeting)**
* The senate will review and discuss proposed changes for these BP/APs in anticipation of senate approval.

D. DiDenti suggested that AP5700, the second bullet on drugs and alcohol should read *‘abuse of controlled substances’* instead of *‘drugs’* since the term ‘drugs’ is too generic. J. Maringer submitted changes to A. Rosette.

*A motion was made to approve the BP/AP 5040-5700 with stated changes.*

**MSC (D. Achterman/D. Arteaga). Vote: unanimous. The motion is approved.**

1. **Closing Items:**
   1. Open Forum: (time permitting)
   2. Items for next agenda
      1. Discussion/Action on BP/AP 3710 and 3720
      2. Educational Master Plan Consultants Presentation
      3. Equal Opportunity Employer Advisory Committee update
      4. Health, Safety, Grounds, Facility (senate rep.) update
2. **Adjournment by consensus at 4:03 pm.**

**MSC (A. Rosette)**