|  |  |
| --- | --- |
| lgavlogo | Gavilan College Academic Senate  Tuesday, October 18th, 2016 from 2:30 – 4:00 p.m.  LOCATION: ART 103 (across from the Theater Entrance) |

**MINUTES**

**ATTENDANCE**

A. Rosette, M. Turetzky, G. Cribb, N. Andrade, B. Arteaga, P. Hendrickson, J. Hooper, D. Achterman, S. Lawrence, J. Maringer, S. Dharia, A. Delunas, A. Arid, L. Tenney

**GUESTS**

P.Wruck, A. Dufresne-Reyes, J. Richburg, G. Cardinale, R. Brown, D. DiDenti, F. Lozano, F. Harris

1. **Opening Items: (5)**
   1. Call to order at 2:33 pm
   2. Welcome and Roll Call
   3. Approval of Minutes: ~~September 6~~ October 4, 2016

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

* 1. Approval of Agenda

**MSC (B. Arteaga/A. Delunas). Vote: unanimous. Approved with changes.**

Change from September 6 to October 4 on the minutes.

Change item IV. D to the end of the agenda.

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.*

J. Richburg, Career/Transfer Specialist, encouraged senators to bring students to the Career/Transfer Center. Transfer Day is November 3, 2016 at the GECA Location. She encouraged the faculty to wear their university attire. There are also university tours being set up. Classroom visits are encouraged.

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

The ASGC approved the new ID system at the cost of $1800 for the first year. Subsequent years will not cost as much. . One question asked was if the new ID system would work with GoPrint. The information is being processed right now that any service with a magnetic strip will be able to be added to the card. The Gavilan Democratic Club, ASGC and the Library will host a town hall on Thursday, October 20th from 1-3 pm in LI 170 with local candidates. The Halloween/Dia de los Muertos event will be Thursday, October 27th on the lawn area between the Math and Library building during College Hour. The ASGC will also be attending the Fall 2016 CCCSAA Student Leadership Conference on October 21-23, 2016 at Sheraton Gateway Los Angeles Hotel. Lastly, the Student Center remodeling survey has been distributed and information will be solicited from all on campus. One major trend found so far is that food prices are high.

* + 1. College President/Vice President of Instruction

None

* + 1. Vice President of Student Services

None

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

*Counseling*: B. Arteaga announced the counseling department has moved to MP124.

*Library*: Sponsoring with ASGC and the Gavilan Democratic Club a candidates forum on Thursday, October 20th from 1-3 pm in LI170.

* + 1. Senate President

A. Rosette reported on new appointments. A. Deluca is the new senator for Fine Arts as well is sitting on the Strategic Planning committee as a representative. IEC: H. Spenner is a representative and there is the need for one more faculty member. There is also one more vacancy in Equivalency. The Equity Committee met and it went well. Right now the committee is going over what has been done and what can be done. At the Board meeting, the Senate was praised for taking the leadership on the grants. N. Dequin was also recognized as Employee of the Month. The Student Trustee pointed out that students were asking for assistance on College Hour and courses being scheduled during that time and if those courses are really needed. Also, the Educational Master plan is being moved forward and a presentation has been scheduled for November 15th by C.M. Brahmbhatt. Lastly, A. Rosette attended the Area B meeting to prep for the state plenary on November 3-5, 2016 in Costa Mesa.

* 1. Academic Senate Standing Committees

None

1. **Information:** 
   1. Institutional Data Processes and Priorities (Peter Wruck) (20 minutes)

P. Wruck distributed a summary document on Data Governance at Gavilan College. This is a subset of discussions that occurred over the summer. He found that at Gavilan there are a lot of crisis-driven processes, which is not an optimal way for consistency. There needs to be a structure put into place. A common issue is that a problem is identified and no one knows who is responsible to maintain the data, which leads to inconsistencies. The senate was sent sample language as food for thought. Establishing a Data Governance council would resolve the data issues. This is not additional work but instead identifies who is inputting data. A structure would also be in place to identify who has access. The biggest part of Data Governance is about increasing access and data should be widely available within the confines of the rules. The idea is to broaden access as much as possible with a structure established. This puts structure in place to move from reacting to systematic response.

D. Achterman inputted that librarians collect unique data and would like representation in that process. A. Rosette wanted Senate to discuss this since there are BP/AP modifications taking place. This will allow the senate to look at the BP/AP with what is current and what would need to be changed. It was asked how this could be integrated into the BP/AP language. Peter replied that the Data Governance plan was complimentary and most of the BP/AP asks who has access to computer right. Data access comes after those rights are established.

A. Rosette pointed out that BP3720, under disclosure states “no expectation of privacy.” Where does this fall into the Data Governance model. Peter replied that the expectation of privacy, from other institutions and his experience, is saying it is a public entity and public institution. Student Data is not discoverable; therefore these are two different items. A. Rosette asked the senators to think how they would like to contribute to this conversation. There seems to be ethical areas that MIS confronts and where those areas are integrated needs to be discussed. Peter added that the monitoring of computer networking and use is not linked to data governance since the policy is written to the attention of data resource systems. D. Achterman pointed out two different data streams and there is no clear pathway and a policy needs to be in place. The other question on who has access to employee emails is a separate pathway. A. Rosette proposed that he work with Dr. Rose on how to move forward and ask that a member of MIS be part of the conversation, as well as the researcher, a faculty member and a dean since there are technicalities that need to be addressed. The senators agreed with this proposal.

* 1. Update on Health-Safety-Grounds-Facility committee future (10)

F. Harris gave an overview of the split being proposed of this committee since there are a large amount of items in the Grounds-Facilities side and the Health-Safety side for any purposeful conversation. The Safety side includes the campus sheriff, the editing of the Safety Manual, the Behavioral Intervention Team and the Emergency Response teams which requires purposeful discussion. The process would be a recommendation out of the committee which would then go to President’s Council. The only change to the bylaws would be the change of the scope of the two proposed committees. A. Rosette added that this is a way to find out what the process of creating committees are and needs to be discussed with Dr. Rose. Other colleges have committees on committees and may be an option to view the efficiency and integrity of committees. P. Wruck added that there is also a need to credibility, which a committee on committees discusses.

* 1. Grant Application Form Update (5)

A. Rosette gave a quick update on the Grant application form. The two forms are dependent on timing and deadlines of grants. The idea is one is for a grant with a short turnaround time (form B) and longer grants (form A). This is for information only with feedback and concerns to be sent to A. Rosette or D. Achterman so it can be brought back for approval.

* 1. Mental Health Services for Students (Alice Dufresne-Reyes) (20 minutes, 3:30pm)

A. Dufresne-Reyes introduced R. Ramirez and J. Gozzo (Discovery Counseling) who are on campus to serve students. The grant that was written years ago was productive which gave the campus resources such as Kognito. The campus is at the capacity for counseling and R. Ramirez will meet with the student and decide if they need short-term campus counseling or off-site counseling. This is a pilot project, where students are referred by the counseling department. The process will not be changed until there is data gleaned and processed. The hours are Wednesday, 9 am – 4 pm and the service is free. G. Cribb asked if there were flyers that can be distributed through the campus and a link set up on the website. A. Dufresne-Reyes replied that the current process is successful and there is a need to see the students quickly instead of waiting three weeks for service. There is a wide spread dissemination of the information of the general resources. The 15% of students that need short-term care are those seen on campus by Discovery Counseling. The office is located in CDC 109 and students go there once they receive the referral. R. Brown thanked R. Ramirez for being supportive of the Gavilan College students.

1. **Discussion:**
   1. Area B Meeting and State Academic Senate Resolutions (15)

A. Rosette discussed the Academic Senate resolutions. He is the official delegate for Gavilan who can vote. Most resolutions are in the affirmative. He asked for senators to take a closer look at these resolutions.

1. **Action:**
   1. BP/AP 5040-5700 (5)

* The senate will review and discuss proposed changes for these BP/APs in anticipation of senate approval.

G. Cardinale updated the senate that changes are made by the Community College League of California. Most are changes in language and some changes are suggested and recommended which the college can modify. BPs are Board Policies and specific to the district and APs are administrative.

A question was raised about AP/BP 5055 about progress and academic probation but should dismissal be included. G. Cardinale added that it would go on the AP but not on the BP. These suggestions should be made and sent to K. Moberg for inclusion. B. Arteaga also asked why AP 5130 has no mention of the Dream Act application information.

D. DiDenti pointed out that AP/BP for Student Workers is not included, which is missing for Student Workers. G. Cardinale asked that this be brought up as a question and then it can be presented. A. Rosette pointed out that this needs to be brought back as a proposal and maybe look at other schools that have a similar model.

*A motion was made to table this item until November 1, 2016.*

**MSC (A. Arid/B. Arteaga). Vote: Unanimous. The motion is approved.**

1. **Closing Items:**
   1. Open Forum: (time permitting)
   2. Items for next agenda
      1. Grant Application Form Review
      2. BP/AP 3710/3720 Discussion
      3. Civic Engagement Follow-up
2. **Adjournment by consensus at 4:01 pm.**

**Next meeting: November 1st, 2016**