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| lgavlogo | Gavilan College Academic Senate  Tuesday, November 15th, 2016 from 2:30 – 4:00 p.m.  LOCATION: ART 103 (across from the Theater Entrance) |

**MINUTES**

**ATTENDANCE**

A. Rosette, A. Delunas, N. Andrade, M. Turetzky, P. Hendrickson, B. Arteaga, S. Lawrence, S. Dharia, L. Stubblefield, and E. Talavera (minute recorder)

**NOT PRESENT**

E. Venable, J. Maringer, J. Hooper, D. Achterman, G. Cribb, A. Arid

**GUESTS**

K. Rose, K. Moberg, P. Wruck, E. Ramones, D. DiDenti, W. Ellis, S. Flores, F. Lozano, R. Brown, E. Cervantes, F. Trapp, A. Dike, R. Morales

1. **Opening Items: (5)**
   1. Call to order at 2:35 pm
   2. Welcome and Roll Call
   3. Approval of Minutes: ~~September 6~~ November 15, 2016

Switch made in ASGC report.

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

* 1. Approval of Agenda

**MSC (A. Delunas/S. Lawrence). Vote: unanimous. Approved as presented.**

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 reported that ASGC attended General Assembly with 47 resolutions and amendments that were discussed and voted on. ASGC just finished the second club day for the semester with about 30 students in attendance. He also announced that there will be a walk out Thursday at noon at the old CVS parking lot to voice concerns.

* + 1. College President

K. Rose welcomed the consultants for the Educational Master Plan. The VP of Academic Affairs Hiring committee needs more faculty members and administrative members for that team. This is needed to proceed and move forward to place the new VP by the New Year. The ASGC walk out is not a district sponsored event and instruction will not be interrupted. Dr. Rose met with the Gilroy Rotary and all are aware of the potential of the walk. She also informed the senate that she will be heading out to the Community College League of California (CCLC) Annual Convention to attend a CEO workshop. She is excited since this will be the first time Dr. Rose will be attending as a CEO. The focus will be on legal issues coming up across the state and will bring back information to share. Finally, Dr. Rose voiced her appreciation about the participation at the President’s forum every month. Many people came with lots of items on their minds and gave an opportunity for conversation. Also, she commented that for those working with CurricUNET please keep in mind that Dr. Rose has to perform two levels of approval. So far, it seems as if all is working very well. She voiced her appreciation for all the great work in this area.

* + 1. Vice President of Instruction

Combined with College President report.

* + 1. Vice President of Student Services

K. Moberg reported that there is a conversation in combining the SSSP Task Force with Basic Skills Committee. The hope is that more information will be available in the spring semester. She also announced that Transfer day was successful and had more students attend this year than last year. There was also a DRC had an open house today.

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

*B. Arteaga*: Reported that she sent an email in regards to resources for students feeling anxiety and fear based on the elections. Tabling will still be occurring on Wednesday, November 16th and Thursday, November 17th from 1-2 pm to offer support. They will be located at the Gazebo but students can also be referred to the Counseling Department. On November 17th, the Dreamers Collaborative meeting will start at 8:30 am for those who want to join the network and learn more on how to support students. She also announced that Senate Elections are occurring and nominations can be sent to B. Arteaga, M. Turetzky or A. Delunas. An email was sent out to meet for voting prior to the next Academic Senate meeting at 2:15 pm for voting. If a senator is not available, a proxy can be sent. A. Rosette thanked the Dreamers group for their work in that area. J. Hooper and S. Dharia have been discussing ways to reconfirm that Gavilan is a campus that celebrates diversity through different modes, such as an art exhibit. A. Rosette added that his mural class is dedicated to this cause. A. Delunas added that he would like more information on the Dreamers group. S. Dharia asked that a flyer be created and shared for faculty to display their support.

* + 1. Senate President

A. Rosette reported that most BP/APs are going through shared governance. He mentioned that names are needed for different areas, such as the Data Policy Task Force and the VP of Academic Affairs Hiring Committee. He asked that the senators reach out to their colleagues to take part and contact A. Rosette by Wednesday, November 16, 2016. He attended the fall plenary and thanked those who had feedback on the resolutions, which were in line with others who attended. Three main ideas from this event was (1) the Equal Employment Opportunity plan and looking at other campuses for guidance on this area. (2) The Professional Learning Network, which can look at creating a flex account. (3) Integrated Planning was discussed which included SSSP, Basic Skills and Equity that would also pair with a Strong Work Force. CTE is a big item and the senate needs to improve on this part. E. Venable is the CTE liaison and she has been missing from the meetings. This is a big part coming up for future discussions.

* 1. Academic Senate Standing Committees

*Curriculum Committee*: The committee opened up discussion on the Lecture/Lab Hours and how they are determined. It started with what is in place and each department is taking the material back to their faculty to start reviewing with their courses. B. Donovan will provide a spreadsheet with all this material which will be sent out to all faculty by the end of the week. There is a weird place in what happens with the Curriculum Committee and negotiations in regards to Lecture/Lab Hours. The committee needs to focus on the instructional side. There is now more direction on this topic. A. Rosette thanked the committee for having that conversation.

1. **Information:** 
   1. Health, Safety, Grounds, Facility Committee: Faculty Representation update (10)

R. Morales presented the draft versions of the proposed bylaws for the split of the committee. The splitting into two separate committees is still on the table and what was distributed is representative of faculty, staff and student input. He is seeking the senate’s opinion of splitting the committee into two committees to facilitate greater discussions. As a faculty member, the concern is finding the time for representation in two separate committees. The committee has proposed increasing the time allotted to meet and splitting the meeting into two time frames. ASGC has representation for the split, if it occurs for the fall and spring semester. A. Rosette added that the senate, in general, liked the idea of splitting the committee into two. R. Morales asked the senators for suggestions and feedback to the draft bylaws. A. Rosette asked if the split will be in tandem with the Educational Master plan or not. Dr. Rose replied that this will be occurring at the same time since the campus needs to look at the shared governance handbook and alter with the division of the two committees. This will have to go to the President’s Council and the Board of Trustees for approval. The best approach is to have this occur with the development of the Educational Master Plan. The committee continues to meet and the projects continue to happen and the campus needs to evaluate on how decisions are made. A. Rosette supported a slower movement that went in tandem with the Educational Master Plan. Comments can be sent to R. Morales, K. Sato or A. Rosette.

* 1. Equal Opportunity Employer Advisory Committee (10)

E. Ramones updated the Academic Senate on the committee, which has been a missing component for at least six years. This is in the beginning phase of reestablishing this committee. The committee is tasked with discussing hiring in terms of equal opportunity. There is a draft plan being created that will be sent out to the different constituent groups. Robust conversation has been occurring during the meetings with great ideas being proposed. One item that is being created is a mission statement that will be placed and formalized on all applications. The general issue is that there is a compliance component but the committee’s commitment is how this can be felt by the campus as a whole. B. Arteaga added that when she initially joined the committee there was a lot of concerns with the plans which the campus is not implementing. She voted no on the plan for various reasons. There is apparently formal training that is supposed to be occurring which is not. Another concern is that there should be items that are not occurring on campus but are in the plan. The plan was still sent to the board and approved. This plan needs to be an honest statement of the campus. The current plan that was shared is great and those questions can be asked. A. Rosette added that this needs to be a substantial advisory committee and appreciates B. Arteaga and R. Morales work on this committee. A. Rosette asked if the campus has a current plan. E. Ramones answered yes and that the campus is receiving funding based on that plan. Formal training occurs at the orientation of a hiring committee. A. Rosette added that if an item is placed on the plan then the campus needs to perform or complete those items. The campus needs to have a meaningful plan that can be achieved and not one on wishful thinking. This item will be revisited in the future.

* 1. Educational Master Plan (EMP) (CM Consulting) (30)

F. Trapp and A. Dike presented slides that were shared at various meetings. F. Trapp will be the person assisting the campus on the educational master plan. The partnership has performed about 20 master plans and the firm has much experience in bonds and other projects. P. Wruck informed the senate that the materials will posted on the intranet for review. F. Trapp emphasized that it is important to periodically review the educational master plan for updates as needed. He pointed out that the EMP is not the same as a functional-level plan, such as technology plan. It is up to the campus on what should be done within the EMP. The consultants will only give advice. He presented a timeline to the senate with a presentation of the final product to the Board in April 2017. P. Wruck discussed the questionnaire portion, which the faculty will turn in to their department chairs for discussion. Each department will be allowed one questionnaire submission. The goal is to have the questionnaire completed before the end of the fall semester. F. Trapp mentioned that this is the beginning of the discussion and there will be time to raise questions during the spring semester. A question was asked about the contact hours. F. Trapp pointed out that they will look at both. A. Rosette asked about faculty surveys and if there are other surveys to other groups. F. Trapp can sit with the other committees if it would be helpful. The lists will come back and forth to the groups for questions and feedback. Getting thoughts into the questionnaires is where the senate can help in getting the word out to the rest of the faculty. A. Rosette will seek out a faculty member to sit on this committee. S. Lawrence may be able to serve on the committee. K. Rose thanked the senate for their time.

* 1. Academic Senate Election Committee, Update (5)

A. Rosette encouraged the senators to encourage faculty to serve and nominate in the different roles. A. Delunas will send out more information on the election time at 2:15 pm to the senators.

1. **Discussion:**
2. **Action:**
   1. BP/AP 3280 Grant Application Form A and B (5)
      1. The senate will consider approval of Form A and B

A. Rosette distributed an updated version of the forms. E. Cervantes pointed out that adding an extra two bullet points will make the form more reflective of the AP/BP. This will allow conversation to flow. Another concern was the difference between a small grant and a large grant, which creates a lot of paperwork for small amounts of funds. There are also two different types of renewals, one that is general application and one for a yearly renewal. One example is the MESA grant which has a five-year application and an annual renewal process which already has secured funding.

A. Rosette added that the piece with a small amount can be added to the form. The forms are for substantial amount of new funds that may impact programs and the 50% law. He asked how the senate may want to change the form to address E. Cervantes concern. B. Arteaga added that language added could be included to allow for exceptions. A. Rosette suggested adding language for a certain amount of funding, such as $250,000 or less that would not have to go through this process. K. Rose added that renewals are standard and are just filling out a form and there shouldn’t be an internal process which would make more work. A. Rosette suggested adding a line to the form which would state “Any grants under $100,000 would be exempt from this process.”

A motion was made to approve Forms A and B with the inclusion of language “*any grants under $100,000 would be exempt from this process*” and the modification of the two signatures.

**MSC (B. Arteaga/A. Delunas). Vote: unanimous. Motion passes.**

1. **Closing Items:**
   1. Open Forum: (time permitting)
   2. Items for next agenda
      1. Academic Senate Officer Elections
      2. Information: Title V Grant update
      3. Pathways and Gavilan College
2. **Adjournment by consensus at 4:05 pm**

**Next meeting: December 6th, 2016**

**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… such as:*

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