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| lgavlogo | Gavilan College Academic SenateTuesday, October 17th, 2017 from 2:30 – 4:00 p.m.LOCATION: N/S Lounge |

**ACADEMIC SENATE**

**October 17, 2017**

**MINUTES**

**ATTENDANCE**

N. Dequin, P. Henrickson, A. Stoykov, A. Arid, A. Rosette, M. Turetsky, B. Everett, S. Dharia, O. Zamora, J. Hooper, L. Stubblefield, D. Achterman, J. Maringer, A. Delunus, B. Arteaga, K. Wagman

**NOT PRESENT**C. Velarde-Barros, L. Halper, N. Andrade

**GUESTS**

K. Rose, M. Bresso, K. Moberg, P. Wruck, R. Brown, F. Lozano, E. Cervantes, W. Ellis, GECA counselor, S. Larose, L. Tenney

1. **Opening Items: (5)**
	1. Call to order at 2:32pm
	2. Welcome and Roll Call
	3. Approval of Minutes: October 3, 2017

**MSC (A. Delunus/S. Dharia). Motion passes.**

* 1. Approval of Agenda

**MSC (A. Delunus/M. Turetsky). Motion passes.**

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: (20)**
	1. Standing Reports:
		1. ASGC

B. Everett discussed how the ASGC is planning and designing the Halloween event. The ASGC board is discussing the potential of changing the titles of their positions. Also they are discussing how they can update bulletin boards and create a system so we can effectively communicate through these bulletin boards.

* + 1. College President

D. Rose discussed three items: 1) Strategic Plan, 2) Guided Pathways training (a team is going to the training on Monday) and 3) Bond. 1) The Strategic Planning Committee will be meeting on Friday this week to discuss the two Master Plans (Educational & Facilities). The Senate faculty representative on this committee is Andrew Delunas. Last year they looked at the old Strategic Plan (5 years old). At the Friday meeting, they will be finalizing the updated, edited Strategic Plan. We will be working on making it a 3-year plan, not a 5-year plan. We are looking for feedback from the college community, themes from both Master Plans, and we encourage and welcome any senators for feedback and input. We currently link our individual program plans to our Strategic Plan. Next year the new process will be in place. Dr. Rose will be working directly with Nikki during this process. 2) A team will be attending a Guided Pathways workshop in Oakland. She will be attending as part of the team. The ongoing work on this topic is very strong here at Gavilan and the work is exciting and the conversation is very substantive. The theme is to train the trainers. The Chancellor’s Office will allocate funding toward this effort and we need to be ready. We are starting with pilot programs, tracking through research and it is a holistic effort. Nikki Dequin, Kathleen Rose, Karen Warren and Leslie Tenney will be attending and we will share our notes and materials.

3) A feasibility study has been completed by True North and was presented at the Board meeting for a November 2018 bond for the San Benito and Santa Clara counties. The research is really quite interesting. The study is available for the public to read. The Board will vote in 2018 in January on whether or not to go forward with the Bond. We have sent a press release. There is a lot of information and a couple of questions that she wanted to discuss. One question asked whether the community saw Gavilan as a college to attend and 30% said they didn’t know. This shows us that some of the community members do not know us. Another question asked if Gavilan is spending its money wisely and 41% said they didn’t know. Clearly we need to get out and talk to the community about how great we are. I go to community events with students, and they like to talk to the students. She discussed a few examples such as: the Gavilan foundation and the Gilroy Hall of Fame event where she brought students with her increase awareness. Stop by her office to discuss the bond. The bond may bring in potentially $238 million.

* + 1. Vice President of Academic Affairs

M. Bresso and Ken have been working on our plans for accreditation. A survey will be coming out in 4-6 weeks. The survey components will be directed to faculty and students with specialty pieces that may gain additional info for our ethically diverse student body and outreach. The results of the survey will assist us with completing our ISER. The next piece is the training of team leads and standard co-chairs and then develop the team meetings. She would like to encourage others to become involved. We want additional faculty support and would especially like more student involvement. She asked Brianna to encourage more students to participate. As faculty, if we could identify students in our classes that may want to participate in a leadership role to become involved in this process. She is also working with Blanca to update the faculty handbook that is relevant, more streamlined, user friendly and meets the needs of the faculty.

* + 1. Vice President of Student Services

K. Moberg – She would like to acknowledge Alice Dufresne-Reyes and all participants who helped with the Health Faire as another successful event. She would also like to acknowledge Randy’s group for funding the Trauma Informed Care all-day workshop. The main focus is to think of the situation universally and look at the whole student. We as educators need to look at the whole student and how we address the situation has a lot to do with how the student will react.

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

J. Hooper stated that this was a super great training with some cutting edge information on how to look at trauma differently especially considering the whole student and the person’s capacity to get an education. Nikki asked if there was information to be given out or posted. Randy said he will share the information that the trainer distributed and Jane will post it on the website.

A. Delunas stated that as the Strategic Planning Committee representative, he would like any senators who would like to share their concerns about the plan to see him after the meeting or send him an email. On Thursday, Ken and Andrew attended a focus group on about Guided Pathways. He reported that a majority of the concerns of both students and faculty overlapped directly. The questions arose about how it will affect life-long learners, GECA, or how it will impact individual programs, will there be emphasis on STEM to the detriment to the Arts and Humanities. It was reassuring to him that there was an overlapping concerns among the students and faculty. The concerns will be brought to the Chancellor’s Office task force towards statewide implementation of Guided Pathways.

* + 1. Senate President

N. Dequin wanted to clarify that the focus group was from an organization of the Chancellor’s Office not the Academic Senate. We are having a lot of dialogue about GP and we are further along than most colleges. During the November Plenary Guided Pathways may be addressed at a breakout session. The Vice Chancellor will be at Plenary to hear what the Senators have to say about Guided Pathways. The Senate has reservations and concerns about the $150 million after divided by all colleges will not be a lot of money. She stated that we have the opportunity for a conduit of communication, to make this process our own, and address how it will impact our students. She will also talk about AB 705, the Senate adoption of multiple measures, later under the information items.

* + 1. Senate VP of Academic Affairs

A. Rosette reported that he is working in collaboration with other faculty and staff on updating the Shared Governance Handbook. The members include: Jan, Kyle, Eddie, Peter, and Sejal. We are taking inventories of all the different committees and evaluating whether they are institutional, etc. We are looking at some good software to centralize information, e.g. minutes.

He reported on the status of the Curriculum committee and the backlog challenges that they have been facing due to the 2nd year of using CurricUNET. He is serving on a task force that will be addressing the workflow and the precursor to Guided Pathways and the areas that may be effected such as transfer degrees. They are looking at short-term solutions for the backlog and the resources necessary to address the oncoming Guided Pathways work. The task force met today and they will report to the Curriculum committee, then by the end of the semester report to the Senate.

* + 1. Senate VP of Student Services

B. Arteaga met with Dr. Bresso, Leah and Pilar to discuss updating the Faculty Handbook. The conversation was direct toward the complete ownership and whether we need data on what needs to be a part of this handbook. Questions were raised concerning whether it is for Part-time or Full time faculty, should it be directed with new faculty in mind or refer to it for general information. The committee would like to condense it and add more links since it is currently very lengthy and the work falls mainly on Pilar. The next steps will be a survey developed by Peter Wruck on what faculty prefer to have in this handbook to make it usable and links from the Table of Contents to specific pages to make it more user friendly. Ideas are being discussed with no current data since it is antidotal. The goal is to have the handbook completed by Fall, 2018. She will email the form by the next meeting and send it out to all faculty. She will like to remind you that every single Friday Financial Aid is assisting students with 2018-19 FASFA and Dream Act applications in the Welcome Center from 8am-5pm. The priority deadline for these applications is March 2, 2017. The Counseling faculty are providing workshops in PB 19 to assist students in completing UC & CSU applications for the November 30 deadline. She will share the link that is posted on the Counseling workshop. Please refer them to counseling first.

Handbook Discussion: Ken suggested that one question to include is “when did you last look at the faculty handbook?” Andrew asked if the handbook is a vast amount of information or redundancy. Blanca stated that the original intent was to give you background, and it may not be information that faculty need right away. She stated that a list of Q&A’s or useful tidbits of information may not be included such as: How do I get a key, what if I have a conduct issue in the classroom, teaching resources, how can I get a mentor, etc. Nikki suggested that it might be helpful to have dialogue with our departments to watch for this survey. R2row reported that the Shared Governance Manual committee is looking at different types of college manuals; for example, the College of Marin has an online PDF that includes links and is functional. Doug suggested instead of a survey, we could use a focus group comprised of mixed faculty members (long time, new, FT, PT) to discuss the issues.

* + 1. GCFA President

Ken reported on the GCFA members who attended the last Board meeting. The Board created a side letter allowing part timers to sign up for benefits before the October enrollment period. This was a big step for the Board to open things up for part timers. Regarding the monetary/retro pay issues; we are still not seeing eye to eye. The rep council will meet on Thursday and make recommendations to the GCFA negotiators.

* 1. Academic Senate Standing Committees

1. **Information:**
	1. Great American Shake Out (5)

W. Ellis reported on the Great California ShakeOut taking place on October 19, 2017 at 10:19am. This is a 60 second simple drill to drop, cover and hold on. There will be 38 million participants statewide. This is the first time Gavilan is having a drill with students involved. There are videos attached, and signs posted. GECA is participating, but they will be evacuating the building and the fire department will be showing. Ken asked if our Gavilan neighbors will be contacted. Wade reported that just prior to the drill, a GavALERT will go out, and the drills will be at all campuses.

* 1. GP task force update (5)

R. Brown reported on the Guided Pathways task force update. They met on October 6, 2017 and the minutes will be posted on the GP website. The meeting focused on the relationship of the GP task force with the Senate, and what is happening with the Chancellor’s Office with respect to the GP funding. The next meeting is scheduled for October 18, 2017 at 1-2:30pm. The Chancellor’s Office has pushed the deadline for the self-assessment to 12/23/17. The plan will be due 3/30/18. On June 2018, they will be releasing work plans for Fall, 2018. At the Student Success Conference, partnerships are forming non-stop for Guided Pathways. Some are further along than us, but it is inspiring. This is a big transformation and colleges are doing it. Mt. Sac has changed orientation and this change was driven by students. The Chancellor is committed. We are still looking for members and if you have any questions, contact Randy.

* 1. ASCCC Resolutions Packet (10)

N. Dequin reported on the ASCCC Resolutions Packet. She would like everyone to review this packet and share your concerns with her. She would also like any senators that directly relate to certain groups on campus to review and give her input to take to the next Plenary in November. Wording was changed on the DACA resolution. She would She would like to send the r2Row will send it out to curriculum, Guided Pathways, reading proposed changes. If you have resolutions to vote no, then present it to Nikki so she can make a case in open debate. It is important if you see things, then give that information to Nikki. There are some very important resolutions in the packet and let her know even if it just wording. Please look them over and she will send out individual areas to certain groups. We also can create our own resolutions, for example, Sabrina’s distance education resolution was already created. If you are interested, do your research and send Nikki your information to share.

* 1. ASCCC Nominations/Information (10)

N. Dequin has been in contact with A. Arid for the part time faculty scholarship to attend the Plenary. Ali will take the lead on this so contact Ali if you are interested. Nikki has discussed with both Sejal and Pat on applying for the Exemplary Reward for Guided Pathways. Pat suggested since the STEM program is further along, maybe they should explore applying for the award. Sejal will bring it up at her next department meeting. Nikki said the application is due by November 6. Nikki stated that are trying to get information regarding the Deferred Action Childhood (DACA) program. The Equity and Diversity committee is putting together a list to navigate through issues on the ASCCC website. Nikki will give this to Blanca to direct her to the appropriate people for input.

1. **Discussion:**
	1. Accreditation (5)

N. Dequin reported that Dr. Bresso has already given information on Accreditation. She would like to ask the group “how what we are doing with Guided Pathways fits in with Accreditation”. One QFE (Quality Focus Essay) addresses Guided Pathways. Dr. Rose suggested that when she was on an accreditation team visit at Foothill, they completed a QFE on Guided Pathways. She has detailed information and data, and she would be willing to share this for information on a Senate agenda if we would like some perspective. Nikki’s concern was if we are building in time when we are talking to our departments about these issues.

* 1. Faculty leadership (10)

N. Dequin stated that we need more faculty leadership to serve on different committees such as: Equity. She asked if we talked to our department faculty about serving. R2row had a general comment about that relating to accreditation and site visits: How involved were adjunct faculty in the process and were they compensated? Dr. Rose attended many team interviews that included part time faculty for Standard 3, and she is not sure if they were compensated. Dr. Bresso stated that faculty were engaged in the process and the conversation never came up regarding compensation. R2row stated that full time faculty are compensated as part of our salary, but since the number of part time faculty has increased, there will be a need for more part time faculty in leadership roles and they need to be compensated as well. We need to look for some kind of resource institutionally and find a way to make leadership available for part time faculty involvement. Bianca stated that part time faculty compensation would be an incentive, but as a student and working two jobs, what is the initiative for part time faculty and what is the initiative for students to be involved. R2row stated that he is a big advocate for students to be compensated also. Andrew sent an email to the Fine Arts department and mentioned Guided Pathways to become involved. So many adjuncts are overwhelmed and they are spread thin across other campuses, and he hasn’t had any feedback yet. Nikki wants to make sure we are giving them the opportunity and their input is valuable even if they cannot serve. Linda shared that it is difficult for her to get faculty involvement, and she suggested that they could use flex or co-curricular hours. Ali stated that part time flex hours are easily reached and Guided Pathways work needs part time faculty input. Nikki said that it is very important to start the conversation within our department and bring it back to us to discuss. Doug suggested that the link to accreditation and Guided pathways is in the assessment of the 15 areas and then use this data against a rubric to justify Guided Pathways. We need to be intentional and not waste a lot of our efforts.

**VI Action:**

* 1. 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and SSP (10)

**MSC (A. Rosette/A. Delunas). Motion.**

Discussion: E. Cervantes discussed the funding changes made to the plan since the first review toward the five goals. Additional proposals were added for instructional needs. Professional development monies were directed to meet all areas and to be used holistically for a greater impact. Doug asked about the ongoing effort with multiple measures and the lack of progress. He is not sure if we are addressing the way to be more inclusive and equitable. Michelle stated that the governor just signed the bill. Kathleen stated that the full implementation will be January 1, 2018 as mandated. Doug would like the $30,000 that is set aside, to be distributed more collectively and apply for professional development funding as a group. Eddie said he would need more faculty leadership. Doug said that Skyline College has a 7-part equity training program that addresses personal through curriculum and practices. Through equity lens, faculty look at grading and structuring of curricular. Let’s assemble a team and not just put up a request for applications. Eddie asked for faculty involvement to assemble a team, and we can develop the “train the trainer”, please contact him if you are interested.

Dr. Rose suggested that we all engage in integrated planning and have the equity based conversation to include all areas such as: curriculum, social, campus wide, student services, instruction. We need to pay close attention to this plan. We need to come together to discuss multiple measures. The Board is not sure, and it will be a November informational item. How to understand the student success scorecard and what is our intervention? The English and Math departments need to come on board and we need a standard script. We need to discuss how we will bring our students into the college with multiple measures. J. Hooper stated that the English department is looking at an overall 2.5 or 2.6 GPA will go straight into English 1A. The Math department needs to look at specific courses. Ken stated that we are getting students who cannot add and subtract. Nikki asked about multiple measures, how students are placed, do they need Algebra II for their major, etc. Fran stated that there is a rapid change among some colleges; for example, Cuyamaca College is eliminating Pre-Algebra, Algebra I and starting with Pre-Statistics and Algebra II.

**MSC. Call for the question (A. Rosette/A. Delunas) Vote: All in favor. Motion passes.**

* 1. AP 5031(5)

**MSC (A. Rosette/A. Arid). Vote: All in favor. Motion passes.**

No discussion.

**VII Closing Items:**

* 1. Open Forum: (time permitting)

L. Tenney reported on the Curriculum committee backlog when we made the transition to CurricUNET. There are several issues regarding training people, looking at processes, and resulting of emails department wide. Our immediate concern is getting through the backlog and being more intentional and deliberate toward our curriculum offerings and how they fit into Guided Pathways. The task force has 5 proposed recommendations to get through the backlog:

1) Develop a checklist or system

2) Get tech review people involved

3) Use extra time in Department Chairs

4) Develop specific plans and proposals for specific resources that are needed: i.e. Curriculum Specialist (overloaded and overwhelmed with the additional responsibility); Curriculum Chair (may need more than 20% release time)

5) Additional faculty support proposals or plans

* 1. Items for next agenda

**VIII Adjournment**

**A Motion to adjourn was made by J. Maringer.**

**Next meeting: November 7th, 2017**

**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.*