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| gavlogo | Gavilan College Academic Senate  Tuesday, October 2, 2018 from 2:30 – 4:00 p.m.  LOCATION: BUS 103 |

**Meeting Minutes**

**ATTENDANCE**

N. Andrade, B. Arteaga, C. Velarde-Barros, A. Delunas, N. Dequin (Chair), B. Everett, P. Henrickson, J. Hooper, J. Maringer, N. Park, M. Sanidad, A. Stoykov, L. Scott (minutes recorder), O. Zamora

**NOT PRESENT**

D. Achterman, R. Overson, L. Stubblefield

**GUESTS**

R. Brown, W. Ellis, N. Golden, L. Halper, J. Kearn, F. Lozano, K. Moberg, D. Pescarmona, K. Rose, P. Wruck

1. **Opening Items:** 
   1. Call to order
   2. Welcome and Roll Call
   3. Approval of Minutes: September 18th, 2018

MSC (M. Sanidad/ P. Henrickson). All in favor. Minutes approved as corrected.

* 1. Approval of Agenda

MSC (A. Delunas/C. Vellarde-Barros). All in favor. Motion passed.

1. **Public Commentary:**

*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. Kearn informed the Academic Senate Committee that he resigned from the Enrollment Management Plan Committee. He then asserted his disapproval for the Academic Senate’s push to approve the Enrollment Management Plan (EMP) versus supporting his request to delay the approval of the EMP. J. Kearn also expressed his concern for the possible message this action sends to the Enrollment Management Plan Committee and their work. He suggested that the Senators examine their actions in support of faculty.

B. Everett informed the committee of two upcoming candidate forums for San Benito County. They are both located at the San Benito High School Auditorium and scheduled for 6:30 p.m. on October 11 and October 18. B. Everett distributed fliers providing information on the forum candidates, some of which include the Hollister mayoral candidate and the Gavilan College trustee candidate on October 11. On October 18, speakers include candidates from District 12, 20 and 30 and they will also be discussing Measure G, H, and X. B. Everett is sitting on the committee that drafts questions for the candidates and recommended that any suggestions for questions be sent to her via email.

1. **Reports:** 
   1. Standing Reports:
      1. ASGC

N. Golden thanked the Academic Senate for contributing to making this year a historic one for Gavilan by approving the National Coming Out Day flag raising ceremony. This event is on Tuesday, October 9 from 12-2. N. Golden distributed some fliers regarding the event. ASGC has been working on the mission statement and is looking forward to the Halloween bash. In addition, they have been working on their campaign materials for Measure X and will begin recruitment on behalf of Measure X. ASGC donated $65,000.77 for this measure. They will be distributing a schedule providing dates for these efforts.

2) Vice President of Academic Affairs (formerly agenda item III A. 3)

D. Pescarmona provided an update on the continuing work for the Institutional Self-Evaluation Report (ISER) for accreditation. She will be reaching out to specific staff members with key interest areas to ensure accuracy in the ISER. Efforts and conversations are also underway regarding how to bring Gavilan in compliance with SB-1359. This bill requests that institutions provide information for free online textbooks, or Open Educational Resources (OER), in the course schedule. Colleges have been asked to be compliant by January 1, 2018 and Gavilan is not at this time. Students should be able to search banner for scheduled classes with free OER. P. Howell will be a point person for the OER. Faculty needs to start gathering and providing information if they are using a free online textbook to ensure that this information is provided online. D. Pescarmona will review the language of SB-1359 to determine whether this also includes free physical textbooks.

3) Vice President of Student Services (formerly agenda item III A. 4)

Gavilan will be holding its 25th annual Health Fair on October 3. Alice Dufresne-Reyes will also be attending but will not be leading this event due to her retirement. K. Moberg encouraged members to visit the event.

4) Senators (formerly agenda item III A. 5)

J. Hooper informed the committee that the English department is working on informed self-placement. They have also put a team together to work on the standards for the ISER. J. Hooper is also working on putting a flier together for a guest speaker from Silicon Valley De-Bug on October 18, 2018 at 11:30 am located in the quiet study room of the library at Gavilan College. Silicon Valley De-Bug is an organization that is very involved in criminal justice advocacy and reform in California.

Next, J. Hooper discussed the role of the Academic Senate and emphasized the importance of having conversations and a voice at Academic Senate meetings so issues can be addressed. She stated that there is a lot of pressure for important initiatives that are coming at faculty and staff fast and furious. Finally, she mentioned that Academic Senate used to conduct closed door retreats to encourage communication in the Senate. A brief discussion took place about possibly doing that again in the future.

A. Delunas stated that the institution is still putting together a communications team for the Guided Pathways Taskforce and asked that people contact him if interested.

5) Senate President (formerly agenda item III A. 6)

N. Dequin commented on the information that the statewide Academic Senate has been distributing. She will continue to forward the information to ensure that people remain informed. She will also be sending L. Halper, the Faculty Professional Learning Liaison, professional development information as it comes up.

N. Dequin also informed the committee that President’s Council had to postpone the October nominations for employee of the month at the last meeting. She recommended changing Academic Senate’s process for nominations moving forward. In the past they have submitted nominations of faculty from the previous year and now she would like to submit nominations monthly based on current performances. Please let her know if you are interested in working on this item. She suggested the Senate nominate a currently employee of the month so she can bring it to President’s Council. Each representative group gets a nomination at the President’s Council and the groups provide a write-up to HR on the accomplishments of the nominees.

N. Dequin provided an overview from the Integrated Planning Committee meeting last week. Integrating processes and funding streams were discussed at the meeting. There is a lot of uncertainty regarding recent changes in the industry. Colleges are trying to figure out how to navigate through these changes. She emphasized that this is the place to converse regarding academic and professional matters and to remember that everyone is here to serve the students.

6) Senate VP of Academic Affairs (formerly agenda item III A. 7)

M. Sanidad met with D. Pescarmona to discuss a number of items, including the Efficiency Task Force. There are currently 4 members on the committee and anyone can attend the meetings. C. Traver is developing a class cancellation intervention flow chart so when a class is cancelled a student will be advised of where they can go. Additionally, Guided Pathways work will come to the forefront in the spring. They are getting the teams together now. SEAP work also continues and a retreat is being planned. They would like to get as many people on board as possible. M. Sanidad attended a preliminary meeting to discuss a Title V grant**,** what it would look like and what Gavilan is hoping to achieve.

7) Senate VP of Student Services (formerly agenda item III A. 8)

B. Arteaga and a few others met to review and update the mission statement which was sent to N. Dequin to share at the Department Chairs meeting yesterday. Information and feedback will be shared with J. Bernstein-Chargin. B. Arteaga will be working with R. Sharboneau in the meta-majors group for Guided Pathways and the first meeting is scheduled for October 16. Each department will have a counseling liaison to work through the Guided Pathways model.

The CSU application is open and can be submitted now and the UC application is open but cannot be submitted until November 1. FAFSA and Dream Act applications are open for next year (2019-2020) and the deadline is March 2, 2018. Lastly, B. Arteaga commended and thanked ASGC for their accomplishments, persistence, hard work and effort.

8) College President (formerly agenda item III A. 2)

K. Rose communicated her concern regarding the status of the Learning Council. She has not seen any action to call a meeting for Learning Council or as a discussion item on the Academic Senate agenda. She also commented that the Learning Council is written about in Gavilan’s ISER, has a long standing history at Gavilan and has helped launch many initiatives on the campus in years past. K. Rose suggested the possibility of folding it into the work of Guided Pathways or other parts of the institution. Once more, she recommended the Senate visit the topic for discussion. The president’s office is interested in being involved with the council. A. Delunas stated that D. Achterman retired from the council last year and A. Delunas is interested in participating in the Learning Council. N. Dequin informed him that she will put him in touch with Ryan Shook, the co-chair.

K. Rose noted that a lot of polices are being developed and updated, including academic, administrative and board policies. On Monday, the cabinet was given direction on where the gaps and work is needed. She encouraged the Senate to continue ongoing discussions about policy work. A college overall, discussion about policy falls flat. The President’s Council Policy Committee (PCPC) will also continue to look at policies throughout the year for the various review cycles.

9) GCFA President

No report. R. Overson was unable to attend the meeting.

* 1. Academic Senate Standing Committees

P. Henrickson expressed concern regarding the lack of reports provided to the Senate from other committees. A discussion took place about possibly placing other committees on a scheduled rotation, including Distance Ed., in order to provide updates. It was also stated that the Academic Senate Steering Committee includes Chairs from every committee on campus and this steering committee contributes to the Academic Senate agendas per the bylaws. N. Dequin suggested having a future discussion about what this schedule should look like and a recommendation was made to provide updates at least once a year or semester.

J. Maringer provided a brief report on the District Tech Committee. The 2014-2019 district tech plan has been updated and district tech is reviewing it right now. The Universal Access Task Force is a subgroup of the District Tech Committee. They are working on the institutional standards for accessibility in response to a letter from the Chancellor’s office.

1. **Information:** 
   1. Rainbow flag endorsement result

N. Dequin confirmed the approval for raising the rainbow pride flag in support of National Coming Out Day. Once more, policy related to this matter will be on the next agenda as an action item for the October 16 meeting.

* 1. ISER

F. Lozano updated the committee on the ISER. She will distribute a new copy by late Monday. J. Hooper forwarded an edited version to her that was very helpful. She advised people to send their comments and feedback to her.

D. Pescarmona reminded the committee that it is important as a campus community to review the document and provide feedback. She stated that Standard II needs special attention. The report should be the best representation we put forward as a college for policies, procedures and practices. She also commented that it is easier to tackle the draft report in bits and pieces and to reach out to her if uncertain where to start. A member also suggested that people note areas for improvement when reviewing the document. D. Pescarmona stated that she will follow up with N. Dequin on Monday regarding Academic Senate’s input and highlights on academic and professional matters.

1. **Discussion:**
   1. Efficiency Task Force

N. Dequin informed the committee that Gavilan is part of a strategic enrollment management cohort which includes 14 colleges. She attended a meeting over the summer with nine other members from Gavilan. Current work is being done and this group is working on achieving several goals. This group had a meeting with the coaches last week to discuss the topic of enrollment management. Some things have already been accomplished like the Enrollment Management Handbook that was approved by the Senate. However, this is a working document that can be revisited and updated.

A discussion took place about the Institutional Efficiency Task Force, what it means and the student involvement within it. This task force was formed to examine processes for the institution. This task force does include some student representatives and is a transparent task force. Some students attended the Institutional Efficiency Task Force over the summer and their input was helpful. D. Pescarmona will also be attending the next ASGC meeting on Friday. The Institutional Efficiency Task Force conducted work over the summer and has proposed the formation of a new task force called Class Capacity/Instructional Efficiency Task Force. This new task force would be charged with reviewing efficiencies including class caps, maximums and minimums. D. Pescarmona has asked N. Golden to be involved with this potential new task force if it is approved.

A faculty member questioned whether class sizes were driven by a budget perspective versus a learning perspective. Concern was expressed for students needs given that they are moving to transfer level classes faster than ever. The point was made that both perspectives need to be considered given the current status of the budget and funding formulas. W. Ellis stated that the credit FTS paid by the Chancellor’s office went from $5,151 to $3,721 currently. The other factors are parts of completions, transfer, and Pell grants. The Enrollment Management Plan also involves scheduling which is a huge issue on campus.

Another member stated that it is important as an institution to have conversations about how to support students and the institution and that instruction is the revenue generator for all colleges. Each department’s needs are unique and conversations need to take place about the cost of ownership for programs. The funding formula leaves colleges with a lot of questions. The proposed Class Capacity/Instructional Efficiency Task Force can do the research, including examining other colleges with similar demographics, to help determine the break-even point for courses. However, the final decisions lie with the President and the Board of Trustees.

Additionally, K. Rose addressed the topic. She described the efficiency of a recent important decision to raise the pride flag for four hours representing National Coming Out Day, which was done without a policy in place. However, internal processes are in place and important decisions need to go through the appropriate steps. She also mentioned that changes will occur for the winter session due to the declining enrollment this semester. She reiterated that the Board of Trustees has fiduciary responsibility and they have the ultimate decision. A policy needs to be in place for class caps and the institution will have to negotiate that. The work of the task force will need to report out by December. The institution will need a preliminary report for class caps from this ancillary committee by December so scheduling modifications can be made for next fall.

N. Dequin Recommended that members talk to their constituents and Department Chairs about creating this task force which will consist of four to five faculty members from various disciplines along with students and some administrators. This will be an action item on the agenda for the October 16 meeting. C. Vellarde-Barros recommended that Department Chairs hold those seats or attend meetings for this task force from the various disciplines. If the task force is approved, anyone interested in joining should contact N. Dequin.

* 1. IEC Annual Report Narrative

The IEC has undergone some recent changes. It is no longer called IEC and is now called PIPR (Program Integrated Planning and Review). N. Dequin relayed that the PIPR Annual Report narrative typically goes to the board first and does not get reviewed by the Senate. She also suggested that Academic Senate review it given 10+1 . It has been pulled from the next board meeting agenda. PIPR is working on streamlining, more program planning, creating new forms and a centralized area for data. This new process will be coming through shared governance soon. They hope to implement the new process in Fall of 2019.

Feedback regarding the narrative for the annual report was that some departments did not get their data in and that finding data was problematic. The report included reasoning for why solutions were proposed. The goal is to integrate everything and it is clear from the PIPR committee that there are a lot of groups that are doing things in their own area and often times duplicate things.

* 1. Faculty Professional learning

L. Halper provided an update from the Faculty Professional Learning Workgroup. The questions she handed out at the last Academic Senate meeting are more pressing now and she has asked for proposals. L. Halper has recommended the Faculty Professional Learning Committee approve double flex time. Part-time faculty would like to be paid the meeting rate as attendees. However, she explained that this will not be happening. She looked to the Senate to provide direction as to whether this workgroup should seek avenues for compensating part-time faculty who provide sessions. She mentioned that some other schools have funds set aside by classified staff for this purpose or perhaps the Educational Foundation can designate funds. Concern was expressed for equity and for incentivizing faculty by money. It was their resolve to seek feedback and possibly bring it back for a vote at the next Academic Senate meeting.

* 1. AP 5030

Some verbiage was changed for AP 5030 during policy review. This item will be brought back as an action item at the next Academic Senate meeting on October 16.

**VI Action:**

No Action items.

**VII Closing Items:**

* 1. Open Forum: (time permitting)

A discussion briefly took place concerning the possibility of setting up a retreat session for the Academic Senate that is open to others during professional learning day. A suggestion was made to include the topic of practices, including the sharing of information, for the Academic Senate. Please send any suggestions or ideas regarding this matter to C. Vellarde-Barros.

* 1. Potential items for next agenda
     + - Policy for raising of other flags on the flagpole
* Rotating Schedule for various committee reports
* ISER Update
* Learning Council

**VIII Adjournment**

**A motion to adjourn the meeting was made by A. Delunas at 4:56. Next meeting: October 16, 2018 N/S Lounge**

**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.*