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| lgavlogo | Gavilan College Academic Senate  Tuesday, Nov 20, 2018 from 2:30 – 4:00 p.m.  LOCATION: N/S Lounge |

**Meeting Minutes**

**ATTENDANCE**

D. Achterman, N. Andrade, B. Arteaga, A. Delunas, N. Dequin (Chair), S. Dharia, P. Henrickson, J. Hooper, J. Maringer, R. Overson, N. Park, M. Sanidad, L. Scott (minutes recorder), A. Stoykov, L. Stubblefield, O. Zamora

**NOT PRESENT**

C. Velarde-Barros

**GUESTS**

R. Brown, S. Carr, W. Ellis, L. Halper, F. Lozano, K. Moberg, M. Noriega, D. Pescarmona, S. Sweeney, K. Warren

1. **Opening Items:** 
   1. Call to order

N. Dequin called the meeting to order at 2:32 pm

* 1. Welcome and Roll Call
  2. Approval of Minutes: November 6, 2018

**MSC (A. Delunas/M. Sanidad). All in favor. Minutes approved as presented.**

One abstention (N. Park).

* 1. Approval of Agenda

**MSC (A. Delunas/N. Park). All in favor. Agenda approved as presented.**

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.*

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

No report. Members from ASGC were unable to attend.

* + 1. College President

No report. K. Rose was unable to attend.

* + 1. Vice President of Academic Affairs

No report.

* + 1. Vice President of Student Services

No report.

* + 1. Senators

A. Delunas informed the Academic Senate that he will be attending the third annual Academic Senate for California Community Colleges (ASCCC) Part-Time Faculty Institute in February. He will be presenting during two sessions at this event. A. Delunas also relayed that the Guided Pathways student-centered planning event was rescheduled for December 4, 2018

* + 1. Senate President

N. Dequin reported that the updated resolutions from the Fall 2018 ASCCC Plenary Session were posted on Gavilan College’s website. She also conveyed that some members, including Chris Hayashi and Jane Saldana-Talley, from the Strategic Enrollment Management Advisory Committee (assigned through the Institutional Effectiveness Partnership Initiative) met with Gavilan College’s strategic enrollment management group last week. They discussed Gavilan College’s strategic enrollment management goals and progress. This group will continue to meet to accomplish the objectives.

Mapping was discussed at the Department Chairs meeting yesterday. J. Grohol has done a significant amount of work in this area, including creating a canvas website for Department Chairs as well as mapping SLOs and PLOs. The ILOs still need to be added to CurricUNET. More discussion surrounding the Academic Senate’s role with SLOs, PLOs and ILOs will occur next semester.

Additionally, three new Trustees will be joining Gavilan College’s Board of Trustees. Gavilan College’s volleyball team will be playing Ohlone College, at Gavilan, in the first round of the regional playoffs this evening at 7 pm.

* + 1. Senate VP of Academic Affairs

M. Sanidad mentioned some webinars on Guided Pathways, including the subjects of meta-majors and leadership structures. M. Sanidad also attended the recent event on integrating student services into Guided Pathways and she thought the event was successful. She informed the committee that Human Resources just posted the reassigned positions for Guided Pathways and recommended that Senators encourage strong candidates to apply.

* + 1. Senate VP of Student Services

Blanca Arteaga updated the committee on the Academic Senate positions that will be coming up for re-election next semester. These positions include:

* Counseling Representative
* English Department Representative
* Library Representative
* Allied Health Representative
* Career Education Representative
* VP, Student Services

These positions will be open for others to apply. N. Dequin will send out notifications via email and elections should take place by the end of the spring semester.

UC and CSU Transfer Applications are due November 30. Students can be referred to the Counseling Center anytime, however, three more counseling workshops will be available for students who need further assistance. The times and dates for the workshops include:

* November 27, 1-4 pm in PB19 (Gilroy)
* November 28, 2-5 pm in PB19 (Gilroy)
* November 28,1-4 pm (Hollister)
* November 29, 4:30-6 pm in PB19 (Gilroy)
  + 1. GCFA President

R. Overson provided an update on the GCFA. The survey has been completed and negotiators will work on a sunshine agreement to present to the Board of Trustees at their December meeting. The GCFA would also like to help with relief efforts for the Camp Fire victims. Money, diapers and dog food are items that are in great need. More information pertaining to relief efforts will be sent out soon.

B) Academic Senate Standing Committees

No reports.

1. **Information:** 
   1. Career pathway training from Community Education to Non-Credit and Credit –S. Sweeney,

R. Brown, S. Carr-

R. Brown, S. Sweeney, and S. Carr provided a presentation on strong workforce development and how it encompassed career education (formerly CTE) programs and community education non-credit and credit programs. The three of them have been working together so career pathway training is synergized. The state offers a little over one million dollars in annual, categorical strong workforce funding to help develop career education. The Adult Education Program funding is used for non-credit work and for every college district there is a regional consortium and the state encourages regional partnerships. Recently, there has been a big push from local businesses to access entry level employees who are students at Gavilan College.

As a result of these factors, Gavilan College has developed a new model for the various workforce development programs. This model is a decision tree which includes input, feasibility review (each department has its own criteria for new programs), program incubation, and appropriate placement for the program. The two programs that have been recently approved by the Chancellor’s Office include the Drone Certificate and Degree and the HVAC Certificate and Degree. Career Education programs, like HVAC, can be very costly. Community Education, like welding, pharmacy, or phlebotomy is a not-for-credit program where sponsors pay for the program. To encourage collaboration and reduce duplication, R. Brown, S. Sweeney, and S. Carr meet weekly and keep a spreadsheet of programs in process. Gavilan College has started to offer “mirrored” classes where students can choose to take a course as non-credit or credit. A student needs to be enrolled in a credit course to receive college credit or financial aid. A discussion took place regarding potential steps for tying this model more effectively into Guided Pathways. The challenge of industry changes as well as hiring faculty for these trades was also discussed.

* 1. Funding formula

W. Ellis distributed copies of his presentation on the funding formula which will have a huge impact on colleges. Eight to nine data sources, some from previous years, will be used to help establish funding. Some of this data has never been used for funding colleges. The data needs to be cleaned up by November 30. The previous funding formula was based on enrollment or full time equivalent students (FTES) and the new funding formula is based on three components: base allocation-enrollments (FTES), supplemental allocation and student success allocation.

The final agreement includes a three year phase-in that begins by providing 70% enrollment-based funding, 20% funding based on the enrollment of low-income students, and 10% funding based on performance outcomes. Over a three-year period the formula would shift to 60% enrollment-based funding, 20% funding based on the enrollment of low-income students, and 20% funding based on performance outcomes.

The new funding formula presents several challenges for colleges. A discussion occurred regarding how FTEs are no longer worth the same amount and whether this new funding formula really benefits the students. Some points are given to a college if a student completes transfer level courses in math and English during the same academic year. A lot of enrollment management efficiencies will need to take place over the next semester. For further information on the funding formula, please refer to the Overview of the Student Centered Funding Formula document.

1. **Discussion:**
   1. Guided Pathways decision making structure

A discussion ensued as to where Guided Pathways should be housed, possibly fitting it into Gavilan College’s current existing shared governance structure. The idea of bringing in Co-Chairs to the Guided Pathways ensemble was mentioned. A Senator recommended it be an institutional committee because it also involves administration and students. A few Senators recommended housing Guided Pathways work groups within the Integrated Planning Group (not yet a committee). These work groups may report to the Integrated Planning Group which ideally should include a strategic enrollment management representative and a fiscal representative. The Integrated Planning group will need their structure formalized and a Chair will also need to be determined. K. Warren also suggested having a designated three-person tracking process through the Academic Senate. She suggested a recommendation be written to add integrated planning to the shared governance policy and establish a timeline for when this is brought back to the Academic Senate. N. Dequin recommended that Senators take this proposal back to their departments for discussion and this item will be brought back as a recommendation item at the next Academic Senate meeting.

A motion was made to extend the meeting by five minutes.

**MSC (A. Delunas/B. Arteaga). All in favor. Motion passed.**

* 1. Faculty Professional Learning Day schedule and Professional Learning Plan draft

L. Halper informed the Academic Senate that an email was sent out with the Professional Learning Day(s) schedule and descriptions. She recommended people inform J. Maringer in advance if they will be attending her sessions due to limited space. A pot luck located in the library mezzanine will take place on Thursday. Friday will include a full slate of sessions, with safety at the center of many discussions. The GCFA will provide lunch on Friday in the Student Center. A live calendar for the event has been created and an additional information resource page has also been created. A recommendation was made to review the draft plan with the various departments and relay feedback to L. Halper. L. Halper has also identified the need for a budget for this event.

* 1. Academic Senate release time and structure

N. Dequin commented on the discrepancies of release time for Gavilan College compared to some of the other colleges. She passed around a document containing release times for various colleges. N. Dequin would also like to see additional tasks accomplished by the Academic Senate like attending department meetings to discuss the Academic Senate and recruiting efforts. The Academic Senate is on a two year trial for release time. This item is something that would need to be negotiated.

**VI Action:**

1. BP’s 2010, 2345 & 2735

**MSC (M. Sanidad/J. Maringer). All in favor. Motion passed.**

**VII Closing Items:**

* 1. Open Forum: (time permitting)

No discussion.

* 1. Potential items for next agenda
* Guided Pathways decision making structure

**VIII Adjournment**

**A motion was made to adjourn the meeting at 4:03 by A. Delunas. Next meeting: December 4, 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.*