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| lgavlogo | Gavilan College Academic Senate  Tuesday, Nov 6, 2018 from 2:30 – 4:00 p.m.  LOCATION: N/S Lounge |

**Meeting Minutes**

**ATTENDANCE**

D. Achterman, N. Andrade, B. Arteaga, C. Velarde-Barros, A. Delunas, N. Dequin (Chair), S. Dharia, J. Maringer, M. Sanidad, L. Scott (minutes recorder), A. Stoykov, L. Stubblefield, O. Zamora

**NOT PRESENT**

P. Henrickson, J. Hooper, R. Overson, N. Park

**GUESTS**

W. Ellis, B. Everett, B. Franco, F. Lozano, K. Moberg, D. Pescarmona, K. Rose, K. Warren

1. **Opening Items:** 
   1. Call to order
   2. Welcome and Roll Call

N. Dequin called the meeting to order at 2:34 pm

* 1. Approval of Minutes: October 30, 2018

**MSC (A. Delunas/O. Zamora). All in favor. Minutes approved as corrected.**

* 1. Approval of Agenda

**MSC (B. Arteaga/M. Sanidad). All in favor. Agenda approved as corrected.**

The date on the agenda for the next meeting was changed to November 20.

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

B. Franco informed the committee that several ASGC members attended the California Community Colleges Student Affairs Association (CCCSAA) 2018 Student Leadership Conference. The conference was a success and N. Golden hosted three presentations on gender fluidity. The recent ASGC Halloween event was also a success. The ASGC is donating funds for a foster youth event through Gavilan College’s EOPS Program. Additionally, ASGC is currently working on updating their bylaws.

* + 1. College President

Dr. Rose expressed her thanks and gratitude to everyone for their work and support of Gavilan College.

* + 1. Vice President of Academic Affairs

D. Pescarmona updated the committee on the ISER report and thanked everyone who contributed to the ISER, specifically commending Fran Lozano and Sydney LaRose for their efforts. D. Pescarmona recently attended the CIO Conference where the statewide Academic Senate played a large role. Curriculum was a large topic of conversation during the conference. Part of the new funding formula includes metrics accountability and colleges have been given 30 days to clean up their coding metrics in MIS systems and in curriculum. Colleges are held accountable to a three year average of full-time equivalent students (FTES). J. Ghiorzi, Gavilan’s curriculum specialist, is currently working on cleaning up codes and making sure the degrees are being counted appropriately.

* + 1. Vice President of Student Services

Kathleen Moberg informed the committee that Gavilan College’s Health Services is providing a flu shot event and thanked the nursing students, nursing faculty, and Diane Reid for orchestrating the event. Gavilan College will be hosting an annual event on November 7, meeting with high school partners, to discuss various student related updates and information including AB 705.

* + 1. Senators

A. Delunas provided some highlights from the recent Strategic Planning Committee meeting he attended which include:

* Feedback was to adapt a 3 year model for the strategic plan, shifting away from the current five year model.
* He will be soliciting feedback form part-time constituents regarding what they want to see reflected in the plan.
  + 1. Senate President

N. Dequin recommended that senators review their terms on Gavilan College’s website to ensure the term length is correct and to send any changes or updates to O. Zamora. The senate will need to go through an election process for those positions that are near term end. She also informed the Academic Senate that Gavilan College’s women’s volleyball team has won their third conference championship.

* + 1. Senate VP of Academic Affairs

No report.

* + 1. Senate VP of Student Services

B. Arteaga relayed information from a meta-majors work session she recently attended. The work group has started with six clusters and the next step is sorting majors electronically. She will email the link to the online system once she receives approval so the Academic Senate can review the information and provide input.

B. Arteaga informed the Academic Senate that next Friday, November 16, is the “W” deadline and recommended that senators please remind students. Next, B. Arteaga conveyed that the nursing program is being updated and the admission criteria packet is being revised. The application period will be Friday, November 9th through Monday, December 10. Application workshops will be available starting November 15. The information packet and admissions criteria can be found on the Allied Health website

* + 1. GCFA President

No report. Rob Overson was unable to attend.

* 1. Academic Senate Standing Committees

No reports.

1. **Information:**

A) ASCCC Plenary recap: N. Dequin

N. Dequin summarized her experience at the Academic Senate for California Community Colleges (ASCCC) Plenary Session. She informed the committee that a lot of information surrounding the funding formula (a points-based formula), AB 705, Guide Pathways, and hiring were discussed. Furthermore, she has a lot of notes and links to the power point presentations from the sessions that she would like to share and will forward the information to senate members. N. Dequin also informed the committee that most of the resolutions passed with amendments and she will send the completed packet on the adopted resolutions to senators. She has Academic Senate membership cards to distribute as well.

Once more, D. Achterman commented on the presentation he provided at the ASCCC regarding the statewide library project. 107 out of 114 colleges have agreed to participate in the statewide library project where colleges will be on a single library platform/system. This will be a dramatic cost saver and the system will provide a similar interface for each college involved. Gavilan College will be moving toward the new system in January and the library staff will be involved in working on this over the next nine months.

Other speakers at the ASCCC Plenary Session included a representative from the Online Education Initiative (OEI) and the California Virtual Campus (these two groups have merged). New practices for online education at the state were discussed. OEI is piloting an exchange where students can enroll in other classes on the exchange without having to go through the full application process with other colleges. In other words, if a class is not available at a student’s home college and in their major, they can enroll in a participating college’s course via the OEI Exchange. Gavilan College is currently a pilot college in the OEI Exchange. A lot of questions remain about the OEI rubric and how that fits in with courses put on exchange, however, most view the rubric as a driving force for quality online education. The OEI discussed the potential of integrating the library work with the OEI Exchange.

B) Guided Pathways Events & Senates Role: K. Warren

K. Warren updated the Academic Senate on Guided Pathways work and upcoming events. Mapping workshops are scheduled for November 6 and November 14 from 2-5pm in Li170 (Study Room) and will include instructional faculty. These workshops provide an opportunity to map ADTs with support from counseling faculty. The meta-majors group is currently undertaking the work of clustering majors. The Campus Communication and Engagement Group which includes students, faculty and staff are working together to plan a series of events.

Some additional upcoming events include:

* Wednesday, November 7, Integrating Campus Services Into Student Pathways
* Thursday, November 15, “drop-in” Student-Centered Planning (A student inquiry activity)
* Tuesday, December 4, Data-Driven Decisions (Qualitative/Quantitative Data Tools)
* Professional Learning Day, January 24, various times throughout the day are offered to work on mapping and meta-majors
* Professional Learning Day, January 25, various times throughout the day are offered to provide an introduction to Guided Pathways

K. Warren distributed flyers and recommended that the Academic Senate help promote these events and pass the information along to faculty and students. She stressed the importance of student involvement and asked the Academic Senate to seek out students who may be interested in attending appropriate Guided Pathways related events. Some incentives may be provided. Furthermore, she suggested that senate leadership work with Guided Pathways leaders to help develop an ongoing recommended decision making structure for determining what is pushed forward with the Guided Pathways work. K. Warren will be discussing this further with N. Dequin and other Academic Senate officers. She emphasized that an opportunity exists to grow and merge integrated planning and Guide Pathways into one decision-making structure versus two separate parallel structures. K. Rose expressed the importance of ensuring that Gavilan College has adequate representation across campus with the Guided Pathways movement. She urged the Academic Senate to work with Guided Pathways leaders and assist in identifying any gaps or bottlenecks with the process and reach out to the Leadership Council if necessary.

B. Everett informed the committee that she, along with another individual, provided a presentation on Guided Pathways at the Student Senate for California Community Colleges (SSCCC) General Assembly and was later asked by the Dean of Guided Pathways to also provide a presentation to the Chancellor’s Office. She recommended that the senate send her any questions that she may be able to follow up on with the Chancellor’s Office. Moreover, she offered to be a point person of contact for any students potentially interested in Guided Pathways work.

1. **Discussion:** 
   1. Guided Pathways Mapping: C. Velarde-Barrios

C. Velarde-Barros touched on the meaning of mapping and described it as a roadmap of courses for students that need to be taken in a sequence. The plan is to start with mapping ADTs and the mapping workshops offer an opportunity for discussing the various mapping options. As previously mentioned, the next mapping session is scheduled for November 14 from 2-5 p.m. The student-centered planning event on November 15 will provide incentives, like book vouchers, for students. If students are interested in working on Guided Pathways, they can contact K. Warren or any ADT students interested in Guided Pathways work can contact Leslie Tenney.

B) BP’s 2010, 2345 & 2735

These BP’s have been reviewed by the President’s Council Policy Committee (PCPC) and updated. They will be an action item at the next Academic Senate meeting on November 20.

**VI Action:**

1. ISER

**MSC (M. Sanidad/A. Delunas). All in favor. Motion passed.**

B. Arteaga informed the Academic Senate that ASGC has some comments and concerns that they were going to send to D. Pescarmona. Currently the ISER is 100 pages over the desired amount. She relayed that individuals will be informed as to whether their input can be included, and if not, why. The draft ISER will be presented to the Board of Trustees next week. The ISER may be presented to the Academic Senate once more for review prior to the accreditation team visit.

1. AB 1969

**MSC (A. Delunas/D. Achterman). All in favor. Motion passed.**

Some language modifications were made to the previously presented AB 1969 Resolution.

**VII Closing Items:**

* 1. Open Forum:

B. Franco relayed that the ASGC voted to update the vendor policy related to the Student Center. This is a result of student complaints and concern for vendor aggressiveness. The main change was that vendors and solicitors inside the student center will be held to a maximum of three consecutive days and no more than ten days in a calendar month. Some minor grammatical changes were also made. Banks, finance and/or credit card institutions will not be permitted to solicit customers on campus. Symbols of smoking, vaping, drug and/or alcohol paraphernalia will not be sold or displayed on campus.

N. Dequin updated the Academic Senate on a few items. Ongoing webinars and resources surrounding Guided Pathways are available. The Vision Resource Center has been completely revamped and she recommended that senators visit the site. Additionally, the SLO Symposium is coming up on January 25. The statewide Academic Senate’s Part-Time Faculty Institute event is on February 24. The ASCCC 2018 Spring Plenary Session begins on April 12 and N. Dequin encouraged senators to attend. She recommended more discussions take place regarding release time from institution when participating with professional development events.

D. Achterman recommended the following:

1) Academic Senate examine full-time versus part-time faculty percentages to determine if this topic fits into the 10+1 and possibly prioritize this particular issue.

2) Send invitations to senators to attend the upcoming ASCCC plenary sessions; drive efforts to grow leadership; and determine what can be done for individuals stepping into this role.

3) Adding budget and processes discussions to future Academic Senate agendas so that senators gain a better understanding of both items.

4) Scheduling a retreat for the next break

N. Dequin suggested scheduling the retreat prior to Faculty Professional Learning day on January 24. She will be conducting a session on the Academic Senate on Friday, January 25. N. Dequin recommended that senators let her know if they are interested in participating. Similarly, L. Halper has been asked to provide a preview of Faculty Professional Learning Day to the Academic Senate. N. Dequin also reached out to the Budget Committee to discuss their processes with the Academic Senate.

A brief discussion ensued regarding where ILOs stand in the process with CurricUNET. A recommendation was made that faculty engage in more dialogue about SLOs and authentic assessment. Gavilan College has requested CurricUNET turn on the SLO reporting and program review module so more information can be pulled for reports.

* 1. Items for next agenda

**VIII Adjournment**

**A motion to adjourn was made by A. Delunas at 3:45 pm. Next meeting: November 20, 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.*