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| lgavlogo | Gavilan College Academic Senate  Tuesday, December 4, 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, P. Henrickson, J. Hooper, J. Maringer, R. Overson, N. Park, M. Sanidad, L. Scott (minutes recorder), A. Stoykov, L. Stubblefield, O. Zamora

**GUESTS**

D. Besson, E. Cervantes, W. Ellis, B. Franco, J. Lawton-Haehl, F. Lozano, K. Moberg, K. Rose, S. Turner, K. Warren, P. Wruck

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

N. Dequin called the meeting to order at 2:30 pm

* 1. Welcome and Roll Call
  2. Approval of Minutes: November 20, 2018

**MSC (M. Sanidad/O. Zamora). All in favor. Minutes approved as presented.**

One abstention (C. Velarde-Barros).

* 1. Approval of Agenda

**MSC (P. Henrickson/D. Achterman). All in favor. Agenda approved as corrected.**

Approval for the Song-Brown Grant Application Form B was added as a discussion item to the agenda.

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. Lawton-Haehl, the Director of the Theatre Arts Program, distributed a handout with information pertaining to the lack of policies and procedures for facilities and finals scheduling. He relayed that conflicts and problems have occurred from past Theatre Arts and GECA finals facilities scheduling. J. Lawton-Haehl believes this item falls within the purview of shared governance. He recommended that both the GCFA and Academic Senate work together to create and adopt a clear procedure that outlines scheduling and facility use as well as protocol for resolving conflicts.

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

B. Franco updated the Academic Senate on ASGC related events. ASGC is working on the spring 2019 Textbook Scholarships and the scholarship application deadline is January 16. Also, furry friends are back this year for finals week. ASGC coordinated with the library to provide stress reliever items like puzzles and games for finals week.

* + 1. College President

K. Rose informed the Academic Senate that a student mapping exercise for Guided Pathways was underway in the Student Center. She informed the Academic Senate that L. Tenney, with a counseling perspective, has been assisting Department Chairs with mapping exercises and K. Rose encouraged the Academic Senate to continue efforts towards the completion of mapping before the end of the semester.

She also thanked everyone for their work with Guided Pathways and emphasized the important of continued discussions and work related to Guided Pathways. Gavilan College will need to address the criteria for Vision for Success and report it to the Chancellor’s Office by May 19. Gavilan College has recently completed and submitted the baseline statistical reporting for the funding formula. The ISER will be presented to the Board of Trustees for final approval at their next meeting on December 11. Evidence is currently being aligned with the ISER and the ISER will be distributed via a thumb drive to the team on January 11, 2019. Furthermore, three new Board of Trustees members will be sworn in and the new bond management team will be introduced at the December 11 Board of Trustees meeting. The Accreditation Team will be visiting Gavilan College the week of March 11, 2019.

* + 1. Vice President of Academic Affairs

No report. D. Pescarmona was unable to attend.

4) Vice President of Student Services

No report.

* + 1. Senators

A. Delunas reminded the Academic Senate that he will be attending the Academic Senate for California Community College’s (ASCCC) third annual 2019 Part-Time Faculty Leadership Institute in February and will be presenting at two break-out sessions during the event.

* + 1. Senate President

N. Dequin congratulated the women’s volleyball team for taking third place in the California Community College Athletic Association (CCCAA) State Volleyball Championships. Coach Kevin Kramer was awarded the Western Region Coach of the Year.

N. Dequin updated the Academic Senate on a few different activities and events. She attended the integrated planning meeting last week with A. Delunas and M. Sanidad. N. Dequin expressed that there are still concerns about transparency and with duplication of efforts across campus. The Integrated Planning Group was provided with a crosswalk of the different efforts happening with all the programs on campus. The Integrated Planning Group discussed the following:

* Identifying who was missing from the table
* Establishing major goals and accomplishments
* Best practices
* Integrated planning at other colleges
* Aligning the strategic plan with the Vision for Success

N. Dequin also attended the Strategic Enrollment Management Group meeting (through the IEPI) and the Enrollment Management meeting (two separate entities and meetings) last Friday. The Strategic Enrollment Management Group discussed current course overlaps in the schedule that creates conflicts for students. Additionally, there are courses that fall outside the normal time blocks for students and other issues exist. This group will be working on creating a course schedule for part-time and full-time students to present to department chairs for review and future use. This group was tasked with reviewing discrepancies in the fall 2018 schedule and report back to the entire Strategic Enrollment Management Group on Friday. This group also identified three other department chairs to help with the process of developing the schedule.

* + 1. Senate VP of Academic Affairs

M. Sanidad relayed that she felt some clear objectives were established surrounding the Vision for Success from the integrated planning meeting last week. She mentioned that Sydney LaRose drafted a crosswalk related to support services which was cross referenced against another college’s crosswalk related to funding sources and overlaps were assessed. M. Sanidad also conveyed that she is continuing efforts related to Guided Pathways work and has been viewing webinars posted by the ASCCC and the last one posted included students perspectives. She suggested involving students with Guided Pathways work by including students in panels, committees and focus groups.

* + 1. Senate VP of Student Services

B. Arteaga communicated that the Meta-Majors Workgroup for Guided Pathways just posted the links (<https://www.gavilan.edu/academic/guided_pathways/Guided%20Pathways%20Meta-Majors.php>) to a survey and two options for a sorting activity so students can sort the majors in different groups. These links will be emailed to students. Student feedback is going to dictate and facilitate the meta-majors mapping work that is completed on Professional Learning Day. Students who complete the activity will be entered into a drawing for a $50 book voucher for anything in the book store. B. Arteaga suggested that Academic Senate members review the sorting activity sites.

On Tuesday, December 11, the Meta-Majors Workgroup will be facilitating an activity with the Leadership Council so they can experience sorting of majors and meta-majors. During the spring 2018 semester, the Meta-Majors Workgroup will be meeting on Mondays form 9-10 am. She recommended that faculty let her know if they are interested in attending these workgroup meetings.

* + 1. GCFA President

R. Overson updated the Academic Senate on the work of the GCFA. The E Board met on Friday, November 30 and the Representative Council met on Thursday, November 29. The faculty surveys were reviewed during these meetings. The Sunshine Agreement was signed today and will be presented to the Board of Trustees on December 11. The GCFA will update faculty once the Sunshine Agreement is approved. The GCFA will be providing information during both Professional Learning days. Lunch will be held in the Student Center with the CSEA.

* 1. Academic Senate Standing Committees

D. Besson, Chair of the Faculty Professional Learning Committee, reported on recent events related to this committee and led a discussion regarding term limits for the Faculty Professional Learning Committee. This committee reviews all flex, co-curricular, travel, sabbatical and conference items. This committee implemented, for the first time, the sabbatical proposal rubric and felt that was successful. The deadline for sabbatical applications is today at 5 pm.

Term limits were implemented two years ago and D. Besson relayed that the Faculty Professional Learning Committee has some hesitations about these term limits. This committee reviewed their bylaws and made some edits regarding the chairperson term limit. These changes will be forwarded to the Academic Senate for approval. The bylaws initially stated that members may serve two consecutive two year term limits and then they must “rest” for a two year term before being eligible to serve again on the committee. Under the original bylaws statement, the entire Faculty Professional Learning Committee will expire in 2019.

This committee has expressed that long term membership credit/history and a point of reference is imperative for the work that is being done. The committee has three or four disciplines that are not represented so there are open sports for new members. The committee has changed the initial statement regarding term limits in the bylaws and “reinstatement is based upon approval of the Senate” has replaced the last part of the statement, “must rest for a two year term before being eligible again.” A Senator asked how the committee would consider new members who are interested in the chairperson position. D. Besson recommended the individuals serve as a committee member first, due to a learning curve, and serve some time on the committee; then submit their name for consideration as a chairperson.

1. **Information:** 
   1. Shared Governance Review Process

E. Cervantes discussed the proposed shared governance review process and handbook. The Governance Review Subcommittee is a subcommittee of the President’s Council and this subcommittee’s charge is to ensure that Gavilan College is adhering to the operational guidelines within the Shared Governance Handbook. The Governance Review Subcommittee members include:

* Kelly Glass
* Jillian Wilson
* Lucy Alvarez
* Eduardo Cervantes
* Esteban Talavera
* Nolan Golden

The Governance Review Subcommittee is launching a pilot self-evaluation process for the committees, workgroups and task forces within shared governance. The pilot evaluation is to assess the following: compliance with shared governance; is the work of the committee or group relevant to the institution?; and are there clear goals and do these goals align with the strategic plan? The evaluation will also assist with ensuring information in the handbook is correct. Recommendations made by the Governance Review Subcommittee will be presented to the President’s Council. This subcommittee is interested in receiving feedback from the Academic Senate on the evaluation process and the self-evaluation draft. The goal is to implement the evaluation process in the spring 2019 semester and provide a report by the end of the spring 2019 semester.

A few questions and comments were discussed regarding the evaluation process and the review subcommittee. These items include:

* Can anyone attend and assist with the Shared Governance Review Subcommittee? E. Cervantes relayed that, pending on approval from the President’s Council, assistance is appreciated.
* Expand the questions to include more post evaluation reflection such as:

1) Was your committee or group successful in meeting their goals?

2) What were the barriers for the committee or group?

3) What are the identified needs from the institution, i.e. training?

* Where would the information be available once the evaluations are complete? E. Cervantes relayed that a shared governance webpage is being discussed. Also, the subcommittee will be requesting that evaluations be submitted electronically and should be able to provide a report. N. Dequin suggested cleaning up what currently exists online. K. Rose suggested that Senators send any “page not found” issues to webmaster@gavilan.edu
* Will the Shared Governance Handbook address and include integrated planning? N. Dequin communicated that integrated planning is a separate structure and the shared governance handbook will have to be updated to include integrated planning once the evaluation process is complete.

1. **Discussion:**

A) Approval for the Song-Brown Grant Application Form B **-** Susan Turner

Susan discussed the Song-Brown Grant Application Form B with Academic Senate members and relayed the importance and benefits of the Song-Brown Grant which assists in attracting students from under-represented minority groups to nursing programs and helps increase the number of registered nurses in shortage areas like Santa Clara County. Gavilan College has not been a recipient of this grant in the past and the item was brought forward today because the application deadline is tomorrow, December 5.

The grant provides up to $200,000 payable over two years and applicants can then reapply. Questions were raised as to how this would impact full-time faculty and who would be the grant administrator. There is no Director currently in place so S. Turner will most likely be the grant administrator for now but it is an administrative decision. The intention for grant use is to add full-time faculty to the RN program. Whether new full-time faculty additions for the RN program will be permanent or temporary is still unknown. There is an annual evaluation process in place for grants and a signature is required from the Academic Senate President in order for this to be a recommendation to the President’s Council.

A motion was made to endorse the application for the Song-Brown Grant.

**MSC (D. Achterman/M. Sanidad). All in favor. Motion passed.**

L. Stubblefield and N. Dequin will sign the endorsement document for the Song-Brown Grant application.

B) Board Policy/Administrative Procedures Chapter 6 –Wade Ellis (formerly item V. A on agenda)

W. Ellis addressed the Academic Senate regarding Board Policies and Administrative Procedures for Chapter 6. He informed the committee that the blue text indicated changes made by the Community College League of California (CCLC) and the red text indicated changes by Fred or Wade. He noted a few corrections on the documents from errors that were caught today. These corrections include:

* BP 6200, Budget Preparation - This section, ”The target unrestricted general reserves shall be no less than 10% of the unrestricted general fund up to a maximum reserve of $1.5 million” should be in blue. Gavilan College is removing this sentence from BP 6200 because it is included in BP 6250.
* BP 6250, Budget Management – In the following statement, “The District’s unrestricted general reserves shall be no less than %. (A prudent reserve is defined by the California Community College Chancellor’s Office as 5%),” the percentage was left blank by the CCLC and Gavilan College has deemed it as 10%, which has been approved by the Board of Trustees.
* AP 6305, Reserves – The following text, “no less than 10% of the unrestricted general

fund up to,” has been removed from the last section.

Other major changes in Chapter 6 are related to name changes where “College” is now referred to “District” and “President” is now referred to “President/Superintendent” and some codification has been added. A brief discussion ensued regarding other colleges % of unrestricted general reserves and W. Ellis informed the committee that more than half the colleges in California have more than 10% of unrestricted general reserves.

W. Ellis also relayed that Gavilan College took out a $7.2 million Tax and Revenue Anticipation Note (TRAN) to bridge the gap between the November and May property taxes because we no longer receive apportionment for the general fund. Additionally, Gavilan College receives about 1/3 of the general fund budget on the last day or second to last day of the year so cash flow can be challenging. C. Velarde-Barros noticed some minor edits on some of the Chapter 6 policies and procedures and will email them to W. Ellis. N. Dequin informed the Senate that Chapter 4 policies and procedures needs to be updated next and she recommended that Senators let her know if they are interested in helping review the Chapter 4 policies and procedures.

C) Faculty Professional Learning plan draft (formerly item V. B on agenda)

Leah Halper provided the Faculty Professional Learning Plan draft at the prior Academic Senate meeting. N. Dequin led a discussion regarding the goals listed for professional learning moving forward. A few more revisions are being made. D. Achterman indicated that this is a very ambitious plan and questioned how this list would be prioritized. A member conveyed input from faculty regarding concern over posting flex forms and information online. Also to the contrary, another faculty member recommended utilizing Canvas for posting forms online. N. Dequin encouraged Senators to send any additional suggestions and comments to N. Park or C. Velarde-Barros.

D) Guided pathways decision making structure (formerly item V. C on agenda)

N. Dequin commented on the status of Guided Pathways and the need for establishing a “home”or decision making body for Guided Pathways. The committee discussed the various stages of Guided Pathways up to this point and the question was asked as to where people go now to present the work or proposals from the various workgroups within Guided Pathways. K. Warren informed the Academic Senate that Gavilan College is redesigning how the institution delivers information to students using the Guided Pathways framework and a workgroup does not currently exist for this work. Building the framework and continued planning can take five to seven years. Several Senators expressed that integrated planning includes Guided Pathways however the proposed Integrated Planning Committee needs to be more defined. Currently there is a Guided Pathways guidance group providing some short-term direction with decisions. No decisions were made at this time and the committee established a need for more dialogue related to this topic moving forward.

**VI Action:**

1. Faculty Professional Learning Day schedule

**MSC (D. Achterman/B. Arteaga). All in favor. Motion passed.**

1. Academic Senate Release Time

N. Dequin led a brief discussion regarding release time for the Academic Senate President. She relayed that the Academic Senate for California Community Colleges (ASCCC) hosts two annual plenary sessions and there are other events like the Leadership Institute. 40% release time is a challenge for the position of the Academic Senate President. The Curriculum Committee Chair position is another position that presents a challenge with the current release time. N. Dequin conveyed that she would like to make a recommendation to the GCFA after the retreat.

A motion was made to table this item until the retreat where the Academic Senate intends to make a recommendation to the GCFA.

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

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

**MSC (A. Delunas/N. Park). All in favor. Motion passed.**

**VII Closing Items:**

* 1. January Retreat & Professional Learning Day session structure

A few proposed dates were discussed for an Academic Senate retreat. N. Dequin will email the Academic Senate with the proposed dates: January 15, 16, 22 and 23 and recommended Senators respond with their preference. Another member suggested Senators include a few bullets indicating items they would like covered during the retreat. Additionally, there is a session regarding the Academic Senate during Professional Learning Days for those who choose to attend. A. Delunas will be assisting N. Dequin with the session.

* 1. Open Forum: (time permitting)

No additional items were discussed.

* 1. Items for next agenda

C. Velarde-Barros suggested including the topic of class caps on the next agenda for the Academic Senate. N. Dequin relayed that she does not believe the group reviewing class caps has called a meeting and mentioned that she will inquire.

**VIII Adjournment:**

**A motion to adjourn the meeting was made by A. Delunas at 4:06 p.m. Next meeting: Retreat TBD January 2019**

**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.*