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

**Minutes**

**February 20, 2018**

**ATTENDANCE**

D. Achterman, A. Arid, B. Arteaga, C. Velarde-Barros, A. Delunas, N. Dequin (Chair), S. Dharia, B. Everett, P. Henrickson, J. Hooper, J. Lango, J. Maringer, N. Park, A. Rosette, A. Stoykov, L. Stubblefield, K. Wagman, O. Zamora

**NOT PRESENT**

**GUESTS**

F. Lozano, K. Rose, G. Walters (Facilities Master Plan Group)

1. **Opening Items:** 
   1. Call to order @ 2:32 by Nikki Dequin
   2. Welcome and Roll Call
   3. Approval of Minutes: February 6th, 2018

**MSC (Andrew Delunas/Ali Arid). 1 abstention (Arturo Rosette). Motion passed**

* 1. Approval of Agenda

**MSC (Andrew Delunas/John Lango). 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.*

The 2018 graduation ceremony was discussed and changes are being made to the event. Final changes should be finalized on March 6, 2018. Due to the size of the gym, restrictions have had to be made in the past and the 6pm ceremony has been difficult for people due to traffic. Some decisions have already been made, including having the ceremony on the soccer field where it will not be restricted. The ceremony will also be held in the morning but the time is to be determined. This will be the first year that Gavilan will be holding this ceremony under these conditions and it should make the ceremony easier for attendees.

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

Brianna Everett reported on the ASGC meeting held last week. A main discussion item was the dilemma of a missing ID printing camera which has disappeared. The last one had cost $3,000 and they are currently checking on prices for a new one. In addition, the committee is working on election items and preparing for the next semester.

* + 1. College President

Dr. Rose informed the committee of two major initiatives from Governor Brown and the Chancellor which will impact Gavilan college. She recommended reviewing the Chancellor’s website @ [www.cccco.edu](http://www.cccco.edu) to learn more. The initiatives include:

1) The funding formula – item is moving aggressively and the CEO group will be meeting and discussing the funding formula on March 1 through March 4 for the CEO Symposium. Each district will receive a base grant based on enrollment - a per student funding rate would apply to all districts which is 50%. Next, a supplemental grant based on number of low income students that district enrolls. This grant will reflect 3 factors: First, enrollment of students who receive the promise grant and Second, enrollment of students who receive the pell grant. Third factor will be the student success incentive grant. Each district will receive funding for students who meet the following: number of degrees and certificates granted, the number of students who have completed degrees/certificates in three years or less. The grant will also include additional funding for each Associates Degree for transfer granted by college. Lastly, during the first year of implementation, each district will be held harmless to the level of funding that each district would receive in 17/18. This new funding formula will impact us during the next two funding cycles and it is unclear on how much of an impact it will make at this time. There are a lot of questions about this and a lot of scenarios for projecting budgets going forward. Dr. Rose has put together a list of feedback to present to region 4 CEO’s and she will keep the committee apprised of the situation. We have 92 certificates that Gavilan district offers. Senate and Curriculum committees need to look at Gavilan’s completion agenda and how we are moving students through the system with our academic support services. Institution needs to find a better way to administer those services at the college.

2) The online college #115 – Please follow the debates closely.

**Action: Dr. Rose suggests the Senate Committee review the Chancellor’s website on the funding formula and for committee to look at our completion agenda.**

Dr. Rose updated the committee on the status of the Vice President of Academic Affairs position. Gavilan’s recruiting efforts for this position are underway and the search is open until the end of March. Administration is looking at the structure of Academic Affairs including non-credit and credit. They are taking a close look at methods and how the academic support services that Gavilan offers helps move students to completion. Gathering this data is difficult so she wants committee to help find a better way to gather this data.

* + 1. Vice President of Academic Affairs

No report. Vacant position at this time.

* + 1. Vice President of Student Services

No report. Kathleen Moberg was unable to attend the meeting today.

5) Senators

*English Dept:* Jessica Hooper would like five minutes for the next committee meeting on March 6 to discuss English acceleration program and the process of creating the handbook.

**Action: Please add the English acceleration program to the agenda for March 6 Academic Senate meeting.**

Concerns were discussed about campus safety due to recent events in Florida. Some instructors are unsure about protocol in an active shooter situation. Some concerns include the lack of locks on doors and that they cannot be barricaded from the inside because the doors open outward. Some have watched the safety video and went through training a few years ago during professional development day but many items like locked doors and a PA system did not apply. It was mentioned that a security officer is now on campus. Nikki was asked to put this on the agenda for next Academic Senate meeting.

**Action: Please add safety protocol discussion to the agenda for March 6 Academic Senate meeting**.

John Lango informed the Academic Senate that the men’s basketball team has a game at home Friday night. It has been 49 years since Gavilan has made playoffs. He announced that he is the new head football coach and that he plans on opening the doors to departments for discussions regarding the football team. People can email or call him with any further discussions.

Pat Henrickson stated that she is on the scheduling sub-committee of the Enrollment Management team. She emailed the committee members several resources that the team is looking at and the proposed actions they are taking for adjusting schedules. She will post the information coming from the committees on the Academic Senate website. Her team meets every Wednesday at 8:30 in the business building and all are welcome. The team is reviewing the problems and the weaknesses and strengths regarding the schedule which will greatly impact the Senate. They are using the Educational Master Plan and theSWOT analysis for looking at weaknesses in schedule. A plan and proposal will be in place by March 19. She will report the information from the team to Department Chairs. Subgroups are meeting to create this proposal which will then be taken to the shared governances. They are looking at a roll out for next year so time is of the essence.

6) Senate President

Nikki Dequin discussed the SLO Symposium she attended which centered around a data driven environment. This was discussed with the Academic Steering Committee last week and they want to look at data behind all initiatives so Gavilan can make the best decisions for students.

7) Senate Vice President of Academic Affairs

Arturo Rosette informed the Academic Senate that the Enrollment Management team will be meeting today for 30 minutes to analyze how the schedules are rolling out and any changes that may need to happen. They are making a plan and determining what procedures to put in place on how to institutionalize the plan.

Shared governance - they are in final throws of a draft and will forward to Chairs’ of committees for shared governance then Senate for discussion and approval. Finally, it will be reviewed by President’s Council.

Curriculum Committee has started to negotiate increase workloads. Bonnie Donovan will be retiring at end of semester and there is concern about transition. Committee wants to get someone in for added support and training before she leaves.

8) Senate Vice President of Student Services

Blanca Arteaga reported on the faculty handbook and website. There are questions about emergency procedures which the website does not address. Her hope is to have clear guidelines for most basic emergencies and wants to make sure security numbers are available to all sites and everyone. She will follow up with Wade Ellis and let Senate know.

Student services – The transfer with Associate’s degree deadline for verification is March 9. Other students that are graduating without transfer is April 13. Students have to meet with counselors to develop graduation applications via walk-ins or appointment. Please encourage students to do so. Dates to remember: career day on March 15 from 11-2; signing day is April 16, students can sign for the colleges that they are being transferred to; Super Saturday for graduating high school students on May 5 from 9-1; staff recognition on May 11; faculty of year info will be coming up in March.

There are changes to 8540 for students who are paying residence tuition. It was extended to 3 years of full time attendance for any sort of education level here. More info is to come from admissions and records.

Blanca passed around a Gilroy community resources guide from St. Mary’s church. This is a great sheet with local resources to refer students to. She also passed around a flyer for Grand Canyon University which may be here for next transfer day and the University covers many costs to explore their school.

9) GCFA President

Ken Wagman informed the committee that elections for part time faculty member as a Vice President starts tomorrow. The Representative Council has their first meeting this Thursday and he sent an email to faculty last Thursday but he is not sure that non-credit faculty are receiving them.

* 1. Academic Senate Standing Committees

John Lango informed Academic Senate that voting has started for faculty member of the year. Please email your nomination to him or Alice by March 14. Voting will take place between March 16 through March 23 by 5pm. Nominations can be made across departments.

1. **Information:**

A): Uniform Practice in Asking for and considering the Preference and Availability of Part-time faculties

There was discussion about part time faculty concerns with regard to class selection limitations. Some part time faculty believe that Gavilan is losing talented instructors due to restrictions and that different departments seem to have different rules and practices. The importance of consistency and uniformity was expressed and it was stated that each part time faculty member should be asked what their preference for classes are and their availability. It was recommended that the Enrollment Management team come up with a more uniform approach to seeking input from part time and full time faculty. Pat will discuss with Enrollment Management Team tomorrow.

Another point was made that the passing grade (P) for a student in Math 400 and 402 is equivalent to 88% or higher. According to one individual, he has yet to come across another school campus that has this policy or practice. Math is the only department at this institution that includes this specific grading policy.

**Action: Please add enrollment management discussion on the March 6 Academic Senate agenda for further discussion at that time.**

**V.** **Discussion:**

* 1. Facilities Master Plan

Doug Achterman introduced George Walters with the facilities master plan group to share draft of proposal. He presented 4 slides out of a 40 slide presentation. The slide show is available on Gavilan’s website. The group will be gathering input for the plan from staff over the next month. He passed out a handout which included the timeline and four slides presented. Various departments will be moved and several new buildings are in the plan including a new theatre. The slides included the Gilroy, San Benito and Coyote Valley campuses. Feedback is encouraged and can be sent to Doug Achterman. Architect will be the one involved in structural and design details. Next phase is to get feedback from the committees and then President’s Council. Timeline date for feedback is March 20. This is tied to the G.O. Bond. Dr. Rose stated that the fee and cap load count as well as projections are predicated on this facilities mater plan.

* 1. Streamlining Our Efforts

Nikki Dequin informed the committee of the Academic Steering Committee discussions. She spoke with Erin Crook about Guided Pathways and efforts can be streamlined with a program review. A member suggested this be brought back as an agenda item so committee can discuss how to help institution streamline processes.

**Action: Nikki to add Streamline Processes to March 6 agenda.**

Per Nikki, Blanca is cleaning up website and handbook, streamlining information so things can be found in a timely manner.

* 1. Guided Pathways Work Plan

Doug Achterman informed the committee that a work day took place on February 14 and the goal was to finish a draft of the work plan that Gavilan is filing with state. A large group including students and faculty devised a plan on better ways to conduct business on campus. There are 14 parts to the plan and it is a work in progress. Details for the work plan were given to Gavilan by the state and the timetable is short. Doug, Karen Warren and Randy Brown are working on it and hope to have information out via email by Thursday. This needs to go through the shared governance in March and then sent back to the state by end of March. A draft of this form was attached via email with the agenda. The task force is asking the Senate to vote on this plan at the next Academic Senate meeting on March 6. It needs to be submitted to the state by March 30. This is a living document and will change as feedback comes in.

**Action: Please include as an action item to be voted on at the March 6 Academic Senate Meeting.**

* 1. AP’s & BP’s 7100-7150

No discussion. Coming back next meeting as action item

**Action: Add AP’s and BP’s to March 6 agenda as an action item.**

**VI Action:**

1. Online Education Initiative (OEI) Resolution

Motion to approve OEI Resolution

**MSC (Andrew Delunas/Ali Arid ). 14 Aye’s and 3 Nay’s (Jessica Hooper, Alex Stoykov, Arturo Rosette). Motion passed.**

Discussion: Some of the details of the Exchange are unclear. English and Math department have concerns about using the exchange because they were given the impression that if the local college does not have a seat then Exchange will pop up with the appropriate class. This may not be true. It may offer a seat even when the local college has availability which would create competition and conflict. It was mentioned that a faculty member is currently using the Exchange for another college.

Motion made to extend meeting five minutes

**MSC (Jane Maringer/Ali Arid). All in favor. Motion passed**

The argument was made that a student can still graduate from home institution if they take a class on the Exchange and that it opens up more opportunities for students. Additionally, the vote is not a commitment to put all online classes on Exchange but just to apply to be part of the process as time is limited.

**VII Closing Items:**

* 1. Open Forum:

No report.

* 1. Items for next agenda

No report. See above Action items.

**VIII Adjournment**

**A motion to adjourn was made by Ken Wagman at 4:08. All in Favor. Next meeting: March 6, 2018.**

**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.*