|  |  |
| --- | --- |
| lgavlogo | Gavilan College Academic Senate  Tuesday, Feb 6th, 2017 from 2:30 – 4:00 p.m.  LOCATION: N/S Lounge |

**Minutes**

**February 6, 2018**

**ATTENDANCE**

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

**NOT PRESENT**

A. Rosette

**GUESTS**

S. Lawrence, F. Lozano, K. Moberg

1. **Opening Items: (5)**
   1. Call to order
   2. Welcome and Roll Call: 2:32pm by Nikki Dequin
   3. Approval of Minutes: December 5th, 2017

**MSC (Andrew Delunas/Carla Velarde-Barros. 1 abstention John Lango)**

* 1. Approval of Agenda

**MSC (Andrew Delunas/John Lango). All in favor. Motion passes**

1. **Public Commentary: (5)**

*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: (15)**
   1. Standing Reports:

1) ASGC

The student representative, Brianna Everett, was unable to attend. Blanca Arteaga gave an update discussing Black History Month which the ASGC is co-sponsoring. Events start February 8th at the Students Center and Blanca distributed a flier, which is also posted online. Brianna will update us on any specific dates regarding upcoming ASGC elections.

2) College President

None. Dr. Rose was unable to attend the meeting today.

3) Vice President of Student Services

Kathleen Moberg reminded everyone that it is scholarship season and if you have great students to please refer them to financial aid. The Pister scholarship for UC Santa Cruz is available and no applicants as of yet. We have extended the application process through this week. Gilroy Rotary Scholarship of up to $50,000 is also available.

4) Senators (please include any input regarding ongoing AS discussions)

*English Dept.:* Jessica Hooper informed the Senate that the English department has finalized a draft instructional training handbook for instructors in the acceleration program.

*Secretary:* Jane Maringer pointed out that we are cleaning up our website and sent around a list to check when our individual memberships are up. Please check phone directory and check the term and write her a note if any information is wrong.

5) Senate President

Nikki Dequin stated that the athletics sub-committee met last week and is looking to meet again in March. She would like to include Ron Hannon and Chris Spence, who is working in sports media an information media now. They plan to discuss and develop a recruiting packet and continue discussions on the student athlete handbook. The committee is discussing creating a student athlete newsletter and alumni newsletter which would focus on positive information, for example, the basketball team’s success. Jane Maringer is no longer Secretary as her term is up and Ozzy Zamora has taken on her position. No vote was taken and it was decided that Ozzy is now appointed as Secretary.

6) Senate Vice President of Academic Affairs

None. Arturo Rosette was unable to attend

7) Senate Vice President of Student Services

Blanca Arteaga gave a quick update regarding the faculty handbook information that she received from the faculty survey she conducted. 64 faculty members completed the survey and the information gathered regarding their major areas of interest will used to populate the online faculty handbook. The College of Marin was used as a great resource tool and Blanca worked with Karl Sachtleben to develop an outline of what it would look like and they are currently converting the PDF handbook to the website. With the support of Dr. Rose and Kathleen Moberg, Blanca is also working with HR and payroll to gather up to date information about Gavilan College.

Students who are transferring to 4-year universities are being asked to complete their supplemental applications, which update their GPA or coursework. Please remind students to do that now if they are transferring in the fall. San Jose State rep will be here on the 8th from 1-2pm at the Career Transfer Center. Students’ who have been awarded the President or Dean’s list have been sent a letter for recognition on February 22 from 5pm-9:30pm in the student center.

Santa Clara County Behavioral Health Services came to Gavilan and met with Student Services regarding mental health services and provided some great information. Blanca Arteaga distributed Santa Clara County’s Mental Health Resources hand-out which included a number of mental health resources and contact information. She also passed out another hand-out that included information regarding free basic and advanced training opportunities you can use for flex or personal development with regards to mental health. Faculty can request an online code and do it on your own or they will come to your department. The contact information is provided on flier.

8) GCFA President

Ken Wagman discussed the Science Alive program which has opened up for 300 middle school students in the district. It starts on Saturday, March 3 and includes 3 sessions of a student’s choice. The students will be performing various activities like dissecting squid and using the ink to make an art print. There are 19 different workshops on the Gavilan website. Registration just opened today. Middle school students are getting brochures. Gavilan will also take students outside of district and cost is $10.

Ken Wagman has received emails from Leslie Tenney regarding upcoming elections for the Executive Board which is now down to 3 people. Negotiations are getting started and they will be publishing a list of dates.

* 1. Academic Senate Standing Committees

Carla Velarde-Barros stated that the Equity Committee had a retreat on January 17 and had over 20 participants. The retreat started with a review of the principles of community. Invites were sent to the students to participate in the sub-committee and review material. They are including expanded language like being explicit about equity, inclusivity, collaboration, and relationships. Carla is drafting some of the notes from that day and she will have them ready on Friday.

Nikki Dequin informed the Senate that a steering committee was formed last year and the Executive Committee of the Senate (Blanca Arteaga, Nikki Dequin, Arturo Rosette, and Jane) recently gathered and came up with dates for this semester. They are inviting Chairs from respected committees to meet and start that process. The group hopes to have more communication between all the committees to keep everyone updated on what is going on.

Pat Henrickson has agreed to be the Co-Chair of the department chairs. Senate has 2 seats on President’s Council so both Nikki and Pat will attend. At department chairs’ meeting, they decided to look at full time faculty hiring process. A work group including Scott Sandler, Mark Turetzky, and Dr. Rose will look at our current full time hiring process and ideally have it completed by this semester. Andrew Delunas volunteered but feels overextended. Carla Velarde-Barros will think about it. Nikki will forward Andrew’s name and possibly Carla’s.

1. **Information:** 
   1. Senate Resolution - Tobacco and Smoke Free Environment Cessation/Prevention – Revised edition

Nikki Dequin stated that this edition has already been passed but the grammatical changes were made on the document and shared changes with committee.

* 1. Faculty Liaison Position - Mentoring, Nicholas Park

Nikki Dequin introduced Nick Park as the new Faculty Liaison for mentoring.

* 1. Faculty Liaison Position - Professional Development

Nikki Dequin stated that the application deadline is February 7th. Nikki has information about an upcoming 4CSD conference in March that involves professional development and flex time. It may be of interest to the individual taking this position. Also, due to some overlap with mentoring and professional development there might be opportunities for these two positions to work together.

* 1. Senate Recommended criteria for schedule reductions

Nikki put this on agenda because there have been a lot of course cancellations this semester. She printed and looked at the criteria from 2010 which was on the Gavilan website but she wants to make sure information is updated and relevant. A discussion followed about course cancellations versus students’ needs. Blanca Arteaga suggests looking at the number of students who are to graduate, class availability and how far along they are in their degree to determine if they have time. Nikki suggested that the department chairs might want to revisit this if they deem appropriate.

Per Doug Achterman, department chairs’ have access to Degree Works which provides information like Blanca suggested. Ken Wagman believes that 8-9 students’ covers cost of instructor. Doug Achterman believes that it is very important to have contributing voices and input from the Academic Senate group and department chairs. Feedback can be passed on to Pat Henrickson, Doug Achterman, Sabrina Lawrence, Fran Lozano or Arturo Rosette. There is a small team working on this item and they meet weekly for 30 minutes whenever scheduling is taking place. The team will be making recommendations to revise the formal policy. The goal is to have revisions in place for next cycle.

Ken Wagman states that from a GCFA perspective, article #5 is no longer in the contract unless you are talking about part time faculty without rehiring so not sure. It needs to be clarified. Alex Stoykov states that his Dean informed him that the district has decided that an instructor can only teach 3 additional classes on top of their normal load. Carla Velarde-Barros recommends Gavilan schedule classes a couple of years out to have efficient plans in order to have those classes full. Goal is to keep the students we have and make sure they are on track and finishing their degree here. We need to be explicit about the number of students required to keep courses open and how that is determined every semester. Katherine Moberg shared that there is a different number based on the fiscal situation. She suggests that Wade from the Budget Committee comes more often to discuss situation. Enrollment Management group will continue their work and then Academic Senate committee can revisit.

**Action item: Nikki will put on the agenda for her meeting with Dr. Rose. Committee to go over this document with Department Chairs. Nikki and Ken will work on updating #5 and then Blanca, Doug and Nikki will work on it and bring it to the Department Chairs’ as they are looking at scheduling for fall semester.**

1. **Discussion:**

Senate Resolution for OEI pilot application

Nikki asked Sabrina Lawrence here to discuss this item because we did not get a Senate resolution prior. Sabrina will be forwarding a power point presentation from another school to Nikki for review.

Sabrina states:

The state gave all 113 community colleges a total of $56 mil dollars over course of 5 years for the Online Education Initiative. The goal is to

* provide pathways to gateway classes for students who might not be meeting educational goals because they cannot get into classes.
* improve online education as well as to provide colleges with quality standards and consistent technologies across campuses for students. It does not cost Gavilan anything right now. The OEI helps streamline things for students while giving online education consistency and quality.

If you are a pilot college then you are able to participate in the Exchange. There are 6-8 schools currently participating in the Exchange. The Exchange is a database of classes that consist mostly of GE classes like English 1A and others that would transfer. The pilot schools put their online classes that have been approved on the Exchange. The plan is to take online courses that have been approved and put them on the Exchange and despite where a student is located in California; they can still claim a seat in one of those classes. However, if the school has the class and it is available and not full then they cannot take it through the Exchange. This Exchange piece has just rolled out in last semester or two. Sabrina has involved admissions and records, financial aid, and counseling. Administrations intent is to participate in the program. This is a big commitment and we have to make sure we are ready with any technology resources that may be required. Gavilan has to agree to provide a certain amount of classes on the Exchange. Classes have to go through a strict evaluation process, via a rubric, prior to being accepted. There are 2 evaluators who have been trained by the OEI project for this purpose. There is an application process that is required and applications are due March 1. Gavilan is in the process of applying to be a pilot college now. Sabrina is happy to send out info if anyone wants to look at it. They do not really have a number as to how many colleges they will accept but it is limited and many colleges are interested. The Academic Senate Committee will include a PowerPoint presentation and the YouTube video with the application. The committee needs to move quickly because deadline is coming up and Gavilan needs the systems ready for fall. Nikki stated that she did not have anything to go on prior and that a resolution was passed by the state-wide Academic Senate talking about the expansion. Committee pulled up Gavilan’s OEI application and Jane made appropriate revisions after reviewing Modesto’s Junior College OEI application.

**Action Item: Bring the Senate Resolution for OEI pilot application to your departments to discuss. Email if your department does not have a meeting scheduled before our next session on the 20th. Item to be voted on during our next session.**

**VI Action:**

1. AP 5400, 5410, 5420 (3)

BP 5400, 5410, 5420 (3)

MSC (Carla Barros/Ken Wagman ). **All in Favor. Passed with modifications made.**

Motion to approve with edits that the ASGC has requested.

* 1. Open Forum: (time permitting)

Jane Maringer brought up the SLO Symposium for discussion. Nikki and a group will be attending the SLO symposium in LA. Jane would like people to review the ILO draft and provide feedback. Nikki would like to move forward in March. Jane will resend email to Jessica that provides information and deadline for feedback.

* 1. Items for next agenda – Facilities Master Plan

Ken Wagman wanted to know the status of the Facilities Master Plan. Doug Achterman responded that the steering committee met with the developer and that it has been sent out to all shared governance places and we are getting final feedback.

**VIII Adjournment**

**A motion to adjourn was made by Nikki Dequin at 3:56 approved by Ken Wagman. All in Favor.**

**Next meeting: Feb 20, 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.*