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

**Minutes**

**March 6, 2018**

**ATTENDANCE**

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

**NOT PRESENT**

J. Lango, B. Everett

**GUESTS**

F. Lozano, K. Moberg, J. Grohol

1. **Opening Items:** 
   1. Call to order @ 2:31 by Nikki Dequin
   2. Welcome and Roll Call
   3. Approval of Minutes: February 20, 2018

**MSC (Andrew Delunas/Jane Maringer). Motion passed with 1 correction.**

Passed with the following insertion/correction:

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.

* 1. Approval of Agenda

**MSC (Andrew Delunas/Carla Velarde-Barros). Motion passed with 1 Nay (A. Arid).**

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.*

Jenny Grohol (guest speaker) is the student learning outcome liaison and provided the committee with an update. On flex day she passed out a grid regarding students who have been assessed over the last five years. This semester she is working on assessing the program learning outcome and will soon be passing out a grid based on that. She will take another look at the last two years of academic classes to see if progress was made and to see if percentages have increased for assessments. If any members have any input, please let her know.

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

Blanca Arteaga stated that ASGC is working on Cesar Chavez Day and club day on March 29. They are also conducting a student survey regarding graduation time. They have had 100 respondents as of last Friday and do not know exact results yet.

ASGC owns a poster printer and will be opening up poster printing services to the campus at cost. This service will be shared in the next few weeks. ASGC will be creating a poster printing policy which will outline the costs of printing and laminating posters. The money raised will be utilized for student scholarship funds.

Student elections are coming up in April and they are working on announcing elections and recruiting students for ASGC.

* + 1. College President

No report. Dr. Rose was unable to attend the meeting today.

* + 1. Vice President of Academic Affairs

No report. Vacant position at this time.

* + 1. Vice President of Student Services

Kathleen Moberg reported that Student Services will be working on educational forums at local high schools starting next Tuesday. There will be 8 different evenings over the next three weeks where special programs, student services, CTE, and Dr. Rose will provide information about Gavilan and its programs and services. The intent is to recruit more people to campus. Gavilan has partnered with Cal-SOAP so this year they hope to have more participation from the high schools.

Gavilan graduation will still take place on the soccer field. No tickets will be required and anyone can attend. There are 3,000 seats and hopefully that is sufficient. The time has been moved back to 6pm based on student survey. There is not a lot of time to plan so perhaps the time will be changed to morning next year.

5) Senators

Jane Maringer reported that she is on the District Tech Committee and they are updating the tech plan to be included in the updated technical resources section on the accreditation standard. Please send any technology issues or resource wishes for your program to your departmental Dean, Jane or Kyle Billups to get them on tech plan.

Andrew Delunas reported that he was newly hired to be the faculty development liaison coordinator. Some of his goals include facilitating a sense of collegiality and addressing concerns regarding slow SLO and IPO assessment, etc. He would like to develop new breakout sessions for professional development day as well as other things. Please send any ideas or points aforementioned his way. He will send an email out soon regarding a brown bag series for discussions and topics of interest. A topic is not needed for a lunch session.

6) Senate President

No report.

7) Senate Vice President of Academic Affairs

Arturo Rosette informed the committee that the shared governance plan is finished and his goal is to share that plan with committee at the March 20 meeting. It should be ready for action at the April 17 meeting. After that, it will be reviewed by the President’s Council and then the board by the end of the semester.

*Fine Arts Department:* Arturo Rosette recommended that Academic Senate and the GCFA review Article 29.1.2 in the contract. The language about candidate nomination qualifications and selection is unclear and new to him. He would like clarity as the contract states each department recommend a full time faculty member and then, if one is not able to, a part time candidate can be nominated.

8) Senate Vice President of Student Services

Blanca Arteaga reported on a few updates. The content of the faculty handbook website is almost finished and she hopes to have it finished in two weeks. Next goal is for focus groups to review content and provide more feedback. Once that is accomplished, she will bring it to Academic Senate and go live with it.

Please remind students who are transferring (ADT or T degrees) that the deadline for verification for CSU is this Friday, March 9. They must meet with a counselor in order to complete graduation applications and get verifications. The deadline for regular degrees is April 13.

Blanca Arteaga passed around a postcard listing a variety of scholarships available to students. Please announce to students that the deadline is March 16. Career day is March 15. She participated in the Principals of Community workgroup and the information has been sent to Equity. They are very happy with the final outcome and it will soon be presented to Academic Senate.

Additionally, she passed around two fliers and the first described collaboration with Chico State for those who want to obtain a bachelor’s degree related to concrete industry management. The second is about the GRIP Training Institute which is hiring. This organization works with students who are incarcerated to provide life-building skills and education so they can make better choices.

9) GCFA President

Ken Wagman informed the committee that he sent out an email regarding Science Alive, thanking everyone who participated. Special thanks went to Alex Stoykov and Carla Velarde-Barros who participated in Science Alive. It was very successful and included almost 300 middle school students. The series included a number of activities and worked with a local veterinarian. The children interacted with Gavilan students and worked with UC Santa Cruz students in physics and chemistry.

Ken Wagman announced that the two week long election is over which will move the Executive Board forward. Ken passed around stickers which the negotiators asked each person wear during the week of March 12-16 as negotiations are underway. This will help remind trustees that fair contracts are supported by all. He also reminded everyone that when the Enrollment Management team meets to discuss items they have to abide the contract when taking any actions.

* 1. Academic Senate Standing Committees

No report.

1. **Information:**

A): English Acceleration

Jessica Hooper discussed the rapid changes going on in education and the steps the English department has had to do to work with those changes. ESL was the first major change and they are really feeling the cut in that area. Jessica stated that the department got together and created a department wide set of values and principals. One value is slow growth and it helps the department to deal with change better by looking at things closely and making adjustments as needed. They have also created a strict decision making process where all items are discussed at meetings, sent out via email and put to a vote.

The department has a small group of 5 full-time faculty who are working on numerous items including grants and unions, among other things. They are often splitting time between campuses and grants come and go so training faculty can be difficult. This is why the department has put together the handbook. It was put together by mostly part-time faculty with input from full-time faculty. Faculty have been asked to do this extra work and are stretched thin. The department is concerned that faculty are being paid through grants at $40/hour which is half their rate and not through the general fund. Members thanked the department for their hard work, wonderful handbook and their ability to work very well together as a department. It was recommended that the department give a report to the board with this information.

She passed out a rough draft sample of the English Department Acceleration Handbook. The handout includes the table of contents, mission statement and demographic information. Scott Sandler spent hours on the demographic information focused on Gilroy, Hollister and Morgan Hill. Some of the draft handbook can be found online at this time. After reviewing the impact of the English Acceleration program on campus, the department has found that the institution has one of the shortest pathways up to transfer level for bay area colleges. The program is similar to Hartnell College but we have surpassed them.

Research has shown that, with young adult brains, students do better with college level material when there is more scaffolding. Gavilan delivers a more deliberate curriculum and students will now learn college level material but with more hands-on research, reading, writing and more time on task. Others colleges have several levels prior to transfer and include more workbook and multiple choice type to of work.

The current program has two levels before transfer. The lower level is English 400, the next level is English 200 and the transfer level is English 1A. Based on data gathered from over 200,000 students statewide, Gavilan has learned that students accelerate at higher levels if they go straight into the 200 level. As a result, Gavilan has made a change in the program and they have opened up the 200 level to complete open access. The students now have a choice that if they test at the 400 level, they can go straight into 200 level.

The research has also shown that if students have an overall high school GPA of 2.6 or higher, they are well placed in English 1A and have been misplaced in English 200. As a result, Gavilan is opening up access to English 1A for students. Gavilan had a success rate of 50% in English 1A and now they are succeeding at 60% and higher. The curriculum department shared a list with Jessica of transfer level courses that were perquisites in English. This list showed they have had English 250 classes with 1A level course work. This demonstrated that Gavilan has been accelerating them all along. The impact and change will be on supporting these students, not that they will see a new kind of student.

A question remains about what to do with the English 400 level. This level still serves a purpose for those lower literacy level students who may never excel to English 1A. However, the state of California wants to get students to the transfer level in one academic school year and they are pushing away from that second level below English 1A through mandates.

B): Campus Safety

Nikki Dequin discussed concerns regarding campus safety and stated that an e-mail was sent out to all on March 1 with a campus safety and emergency response plan attached and a link to the campus safety page. Wade Ellis was consulted by some Senate members about the concerns and the overall input suggested that more work is to be done in this area. Ultimately, the input was that the best thing to do in an active shooter or life threatening emergency situation is call 911. In a non-life threatening situation, one can call Gilroy campus security and they can refer them to the appropriate person or place.

Morgan Hill has a security officer at the door from 5:30pm to 9:30pm. There was a suggestion to work with the Morgan Hill Community Center next door to share common resources. Coyote Valley campus has no onsite security due to police academy except during the weekend from 7am-11pm. Gilroy campus security is onsite from 6am to 11pm and the Sheriff is on campus from 8am to 3pm. There is concern that the Sheriff provides a false sense of security and it will prevent other avenues of safety precautions from being taken. The Sheriff is to wait for back up to arrive before proceeding. San Martin is a closed campus with gate code access.

Suggestions for increasing security include revising doors, implementing more training and streamlining infrastructure. Next steps for the Academic Senate include working with the Health & Safety Committee to discuss questions and concerns and write a resolution for actions. Streamlining efforts across committees through discussions about these topics will help implement change. It was also suggested to work with students and ASGC to create a joint resolution. Blanca Arteaga will discuss with ASGC about having an active role in this.

The committee also discussed ideas of activism that can be implemented in the community and at Gavilan to help drive awareness and change. It was brought to the committees attention that a nationwide walk out was scheduled for March 14 in support of the students and staff that were killed in Florida.

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

* 1. Streamlining our efforts/Integrated planning

Arturo Rosette provided an update on efforts of the committees to streamline processes. The Shared Governance Plan will intersect with efforts of the Academic Senate and other committees. The plan will make it more clear regarding the roles, responsibilities and expectations of the committees and members. It will shed more light on the roles of Chairs and the type of communication expected by representatives to their constituents. The Academic Senate Steering Committee is working on determining what is next to help keep discussions going.

Enrollment Management Team is also a piece of the puzzle, working closely with Academic Senate to implement change. A goal of the Academic Senate is to determine what else the committee can do so faculty understands all nuances around the number of committees that currently exists. Understanding the various committees and where they stand in the shared governance model is key to moving forward. A Governance Council is being created to help manage the development of committees. This council will sit inside the President’s Council.

In order for a committee to be created, it will have to submit the by-laws and constitution to this Governance Council. This Council will then make sure that its requirements and standards are met but it will not give approval. The President’s Council will vote to approve or decline the committee. Once exception is a task force. A task force can only be created by the President’s Council or the President for specific tasks and for a predetermined time. Dr. Rose created the Enrollment Management Team that Peter Wruck and Doug Achterman lead. The hope is to streamline processes and inspire equitable engagement by all faculty so some do not feel so overstretched. The faculty development liaison coordinator plans to work closely with the Academic Steering Committee to facilitate that kind of change.

Integrated Planning Committee

Kathleen Moberg reported on the status of the Integrated Planning Committee (formerly known as the Grants Council). The members met last week and determined some next steps and areas to focus on. They reviewed a spreadsheet of all the actual dollars in the various funding streams that are not part of the general fund. These funds totaled $90,000 and the spreadsheet gave an overview of where dollars were being spent. The committee will drill down further on spending in areas where the institution is mandated and in the goals of the institution itself

The members will look at the institutional effectiveness objectives and how to contribute to those and also at improving Guided Pathways. An area for improvement is talking collectively as a college about planning and budget. A goal is to get everyone to understand what the college’s mission is in terms of improving student achievement. An idea is to take program plans to the Integrated Planning Committee for review and discussions prior to going to budget. Discussions about each plan would include the need, why it is important to institution and how does it connect to other plans. A vehicle needs to be created for big conversations regarding needs and budget.

The next meeting will take place at the end of March. They would like to have more faculty on the committee. Jane Maringer stated that she is interested in participating on the committee. A Senator recommended that the Integrated Planning Committee provide a request to Nikki and she would bring it to the Senate for discussion where people would be appointed to participate in committee. A concern of shared governance is that, with so many committees, redundancy and loss of effectiveness would occur. A suggestion was made that cross divisions/departments work together to join efforts as an institution versus separate committees. Shared governance is looking at putting various mini committees together under one umbrella within a main committee, the Student Success and Equity Committee. This creates linkage and a reporting structure.

* 1. Facilities Master Plan

No report.

**VI Action:**

1. Guided Pathways Work Plan

Nikki Dequin provided an update from the workgroup that got together on February 14. This was a collaborative effort between many people including students on campus. The document is due on March 30 and is a working document. Nikki passed out the document and would like input from missing individuals. Common themes include: 1) Resetting shared governance 2) Developing targeted cross functional work teams 3) Improved data integration 4) Valuing inclusive participation 5) Incorporate career exploration 6) Development of meta-majors math majors and inter-department collaboration 7) Integrated academic and student support services 8) Unified professional learning.

Motion to approve work plan

**MSC (Arturo Rosette/Pat Henrickson). All in favor. Motion passed.**

Discussion: Need to do a check in with this task force as things continue to move forward. Part of the task force’s charge was to determine whether to put together a committee to work on this as it evolves.

B) AP’s & BP’s 7100-7150

Motion to approve

**MSC (Arturo Rosette/Blanca Arteaga). All in favor. Motion passed.**

**VII Closing Items:**

* 1. Open Forum:

No discussion.

* 1. Items for next agenda

An at-large senator recommended the following items be added to the next agenda: The first is the requirement of 88% or higher for a passing grade in Math 400 and Math 402. The second is the way classes are offered to part time faculty**.**

**VIII Adjournment:**

**A motion to adjourn was made by Arturo Rosette @ 4:02. Next meeting: March 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.*