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| lgavlogo | Gavilan College Academic Senate  Tuesday, May 1, 2018 from 2:30 – 4:00 p.m.  LOCATION: N/S Lounge |

**Meeting Minutes**

**May 1, 2018**

**ATTENDANCE**

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

**NOT PRESENT**

B. Everett, J. Hooper, J. Lango, A. Rosette, O. Zamora

**GUESTS**

M. Gonzalez, S. LaRose, S. Lawrence, F. Lozano, K. Moberg, Dr. Ramones, Dr. Rose, Dr. Wruck

1. **Opening Items:** 
   1. Call to order @ 2:33 by Nikki Dequin
   2. Welcome and Roll Call
   3. Approval of Minutes: April 17, 2018

**MSC (Andrew Delunas/Doug Achterman). Motion passed. Minutes were approved as corrected.**

* 1. Approval of Agenda

**MSC (Andrew Delunas/Carla Velarde-Barros). Motion passed. All in favor.**

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

Blanca Arteaga announced that ASGC is currently updating their inner club council by-laws. They are also planning the graduation reception for May 25. Four ASGC members are graduating this semester. Three of them are transferring to UC Berkley and the fourth is transferring to UC Davis.

* + 1. College President

Dr. Rose discussed the Puente Program that has been running for 30 years at Gavilan. She thanked Celia Marques for her years of service in helping lead this charge. Celia is stepping down from this role but Scott Sandler will still continue running the program. She also thanked Gavilan faculty for contributing to students’ success.

Dr. Rose announced that Gavilan has been accepted to the pilot program on the Online Education Initiative (OEI) Course Exchange. She also discussed Guided Pathways and stated that Gavilan has received the funding and now the work begins. This will be an evolving process and culture for Gavilan.

Dr. Rose discussed the Policy Review Subcommittee and stated that their purpose is to look at why and when do we use policy. They also look for gaps in policies and will work to develop better processes and communication moving forward. They will create a guide book for staff to refer to.

* + 1. Vice President of Academic Affairs

No report. Vacant position at this time.

* + 1. Vice President of Student Services

Kathleen Moberg informed senators about Super Saturday enrollment event on Saturday, May 5 from 9-1 pm and invited everyone to join.

* + 1. Senators

Carla Velarde-Barros updated senators on the 3rd annual signing day. Students filled out pennants that include their name and schools they will be transferring to. These will be posted in the student center.

Andrew Delunas updated senators on the Guided Pathways meeting today. The goal was to address questions and clear up any misconceptions. They hope to have another meeting before the semester ends. He also expressed concern about staff grading loads. He will explore ideas for possible funding to help get Teachers’ Aid exchange or loan programs. Please let him know if you are interested in helping with this endeavor. Dr. Rose will check the educational codes to see if the individual evaluating students has to be FSA.

Jane Maringer informed senators that the District Tech Committee has a small task force working on updating the tech plan. They hope to have a draft for review at the next Academic Senate meeting. Please contact her if you have any technology initiatives that you would like to add to the wish list.

* + 1. Senate President

Nikki Dequin reminded senators that the Academic Senate is still seeking a Vice President of Academic Affairs. A part-time representative is also needed for next year. If interested, please submit your name to her by Friday, May 4. The Academic Senate for California Community Colleges (ASCCC) 2018 Faculty Leadership Institute will be held June 14 through June 16 in San Diego. Please let her know if you are interested in attending.

* + 1. Senate VP of Academic Affairs

No report. Arturo Rosette could not attend.

* + 1. Senate VP of Student Services

Blanca Arteaga reported that priority 1 registration started today and asked that faculty encourage students to look at the class schedules for summer and fall. Registration is now open for both and classes book quickly. Also, attendee payments for the staff recognition party are due Friday, May 4. Work continues on the faculty handbook website. Please send any feedback to her. The goal is to discuss next steps at the May 15 Academic Senate meeting.

* + 1. GCFA President

Ken Wagman informed the Academic Senate that negotiations are currently underway. In addition, the GCFA is currently seeking student scholarship nominations. Please send any student nominations to Kathy Campbell. GCFA Elections are next week. He will be sending out an email with a financial update of the college with information from the Community College Association (CCA) conference last week.

* 1. Academic Senate Standing Committees

1. **Information:** 
   1. Distance education –Sabrina Lawrence

Sabrina Lawrence discussed the distance education outcome from the Academic Senate California Community Colleges (ASCCC) 2018 Spring Plenary Session. The ASCCC adopted a paper that addressed the needs for guidance and best practices for online education. The first section (first 9 pages) is most pertinent to the Academic Senate. There are some changes coming to Title V as it applies to distance education. The Academic Senate will need to play a role in how courses for the Online Education Initiative (OEI) are reviewed, accepted and delivered. The Academic Senate needs to help develop a plan to put best practices in place and provide direction to the OEI Implementation Team that is to be developed. Nikki Dequin will forward the entire document to the Academic Senate. Nikki also needs to appoint a person to the OEI Implementation team so if you are interested, please let her know. Jane Maringer will also post the document on the Academic Senate website.

* 1. Web Accessibility Complaint Process draft- Jane Maringer

Jane Maringer discussed the Universal Access Committee that she co-chairs. State auditors have been auditing assisted technologies and Gavilan will develop best practices in order to be prepared. The committee has put a complaint process together for accessibility problems. The District Tech Committee has approved it and now they are going through all the appropriate channels. The web accessibility link is on the Gavilan site located in the footer. This draft resolution includes the process so please discuss with your constituents and get feedback. Nikki will add it to the next agenda. Karl Sachtleben will contact anyone who receives a complaint about their page.

1. **Discussion:**
   1. ILO’s

The Institutional Learning Outcomes are now in the final draft stage. They will be on the agenda as an action item for the May 15 Academic Senate meeting.

* 1. Setting the Fall Semester and Spring Semester finals schedules – Ken Wagman

Ken Wagman discussed and distributed a proposed fall and spring 2018 semester finals schedule. He proposed that Academic Senate vote to approve it and then it will be sent to Dr. Rose. If you have any questions or concerns, please contact Ken Wagman. Nikki Dequin will send schedule out electronically and it will be brought back for action at next Academic Senate meeting.

* 1. Enrollment Management Plan

Dr. Wruck discussed the development and highlights of the Enrollment Management Plan. A committee of people from various areas and departments worked on the plan. Areas of focus included software evaluation, scheduling, curriculum, metrics and training. A rough draft was written and sent through the appropriate channels. The goals fall into four areas including meeting students’ scheduling needs and ensuring that there is an adequate mix and breadth of subjects and courses. The document has been brought to the Academic Senate for perusal and discussion. It is a living document and will undergo some changes. Nothing in this plan was piloted for cancellations this semester.

As part of the Enrollment Management Plan, the team will discuss conflicts before scheduling is released. Any decision regarding course cancellations are due 7 days prior to the start of the semester. The plan also calls for a cancellation team to help students through the cancellation process. The team will also meet to discuss and re-evaluate areas for possible improvement or changes.

A variety of concerns were discussed regarding courses and scheduling, including a loss of full time equivalent students (FTES) and apportionment funding (Step 19 and 21 of the plan). It was stated that classes often get filled after the semester starts. Another concern was whether the students played any role in crafting the plan given that they are the number one stake holders. There were some questions and clarification regarding scheduling guidelines. The actual number of students enrolled in courses that determine course cancellation needs to be discussed as a department with the supervising administrator and does not have a hard line cut-off. Past practices and history will be considered with regard to the 7 days prior cancellation policy. Questions remain regarding creating a waitlist. It was suggested that a student be added to the Enrollment Management Team. Please review plan and send comments to Dr. Wruck. The plan will be an action item at the May 15 Academic Senate meeting.

* 1. Equal Employment Opportunity Plan

Dr. Ramones presented the draft Equal Employment Opportunity (EEO) Plan. The plan will be used to promote inclusion and diversity on campus. In an effort to promote initiatives, analyses on diversification were done to help draft this plan. The data used was from the Chancellor’s office. Having an EEO plan is part of criteria that the district needs to meet to help qualify for funding. Revising the application form for disabilities accommodations was discussed. Please review the EEO plan and submit questions or comments to Dr. Ramones.

Nikki will review the EEO plan and compare it against a paper adopted from the Equity & Diversity Action Committee. It was suggested to put a small workgroup together to review plan to determine if best practices align with this and the document from the state. Jane Maringer and Doug Achterman volunteered to be part of the workgroup.

* 1. AP’s 5010, 5011, 2012, 5013, 5015, 5030, 5031, 5070, 5530, 5610, 5800

AB 5070 was pulled out at this time. Discussion occurred on AP5012 about whether international students could purchase health insurance. Most recent document states that health insurance is mandatory. Students can purchase health insurance through the district.

* 1. BP’s 5010, 5015, 5030, 5070, 5800

No discussion.

* 1. Guided Pathways update

Nikki Dequin will ask the Guided Pathways Task Force to provide an update at the next meeting.

**VI Action:**

A)Senate Resolution in support of Student learning & Prof Development

**MSC (Andrew Delunas/Blanca Arteaga). All in favor. Motion passed.**

There was a discussion about supporting students’ needs and what the student’s responsibility is. It was suggested to come up with guidelines for instructors and students that may be added to the syllabus. Another suggestion was to include something in the faculty handbook about this.

Motion to extend meeting by 2 minutes.

**MSC (Doug Achterman/Jane Maringer). All in favor. Motion passed.**

B) AP’s & BP’s 7160-7260

**MSC (Andrew Delunas/Carla Velarde-Barros). All in favor. Motion passed.**

**VII Closing Items:**

* 1. Open Forum: (time permitting)

No discussion.

* 1. Items for next agenda:
     1. Guided Pathways update
     2. Faculty handbook website
     3. Web accessibility complaint process resolution
     4. ILO’s – action item
     5. Fall and spring 2018 finals schedule – action item

**VIII Adjournment:**

**A motion to adjourn was made by Blanca Arteaga at 4:02. Next Meeting: May 15, 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.*