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| lgavlogo | Gavilan College Academic Senate  Tuesday, May 15, 2018 from 2:30 – 4:00 p.m.  LOCATION: N/S Lounge |

**Meeting Minutes**

**May 15, 2018**

**ATTENDANCE**

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

**NOT PRESENT**

B. Everett, P. Henrickson, J. Lango, A. Rosette

**GUESTS**

R. Brown, F. Lozano, K. Moberg, E. Ramones, K. Rose, K. Warren, P. Wruck

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

**MSC (Andrew Delunas/Blanca Arteaga). 1 Abstention: Ozzy Zamora. Minutes approved as presented.**

* 1. Approval of Agenda

**MSC (Andrew Delunas/Jane Maringer). All in favor. Agenda approved as presented.**

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 the completion of the ASGC election process. The newly elected officials include Nolan Golden as President, Adam Lopez as Trustee, Brianna Everett as Vice President of Community Outreach, and Z. Medina as Vice President of Student Technology. Next week they will have an end of year celebration and they continue to prepare for the graduation reception.

* + 1. College President

No report.

* + 1. Vice President of Academic Affairs

No report. Vacant position at this time.

* + 1. Vice President of Student Services

No report.

* + 1. Senators

Andrew Delunas reported that he and Nathan Osborne have been working on the Program Learning Outcomes for the philosophy program. The Fine Arts department is finishing up its collective Program Learning Outcomes and they are near completion.

Jane Maringer announced that the pool is open for employees. A water aerobics class will take place on Monday, May 21; Wednesday, May 23; and Monday, May 28. She also reminded senators, on behalf of Pilar Conaway, that evaluation and observation forms are due and need to be submitted.

* + 1. Senate President

Nikki Dequin provided an update on the Academic Senate Steering Committee. They had a meeting last week, and they believe the process is working well so the committee will continue in the fall. Distance Education has made a recommendation to be a sub-committee of the Academic Senate. They would like the membership to remain the same. Nikki would like to bring this item back as a discussion item for a future Academic Senate meeting. Nikki will review other campus models where Distance Education falls under the Academic Senate to see if we may be able to replicate them.

* + 1. Senate VP of Academic Affairs

Arturo Rosette could not attend. Nikki Dequin reported on behalf of Arturo. He has been dealing with some health problems in the family. He thanked the Academic Senate for their work and support. He continues to work on the Enrollment Management Plan proposal. He has stepped down from participating on the recruitment for the position of the vice president of academic affairs. The role of senate vice president of academic affairs remains open.

* + 1. Senate VP of Student Services

Blanca Arteaga reported that on Wednesday and Thursday (May 16-17) a professional photographer will be in the Student Center from 2-6 pm. The photographer will be taking pictures of graduating students who want them. The Scholarship Ceremony is this Friday, May 18, at 6 pm. The final meeting to discuss graduation is Wednesday, May 16 from 1-2 pm. They will be discussing the status of the walkways for graduation since there is concern they will not be completed in time. The programs are complete. Students can still submit their names for the ceremony but their name will not be on the program. Guided Pathways had an open house this afternoon to discuss meta-majors. It provided an opportunity to work with people in other areas of the college and to get a better understanding of the process.

* + 1. GCFA President

Ken Wagman reminded GCFA members to please vote and that they should have received their ballot. Finances may soon be on the table and hopefully the district will have some suggestions on that topic.

Academic Senate Standing Committees

No reports.

1. **Information:** 
   1. Quality Focus Essay drafts - Fran Lozano

Fran Lozano distributed two draft quality focus essays as informational items. One was on shared governance and the other was on Guided Pathways. The quality focus essays are new pieces that are used for the accreditation process and will be used to show improvement for the 5 year plan. The accreditation draft will be finished and probably posted in August. The feedback suggests that shared governance needs improvement so that it directly relates to student learning. The essays need to be presented to the Board in October.

Some recommendations mentioned include: reviewing Foothill College’s QFE and develop a similar adaptation; place more emphasis on how committees will reshape what they are doing to move towards the Guided Pathways direction; calling it a “piece” of Guided Pathways; and how we are adapting to AB705 and all the changes related to that. Jane Maringer also discussed the campus wide accessibility plan and suggested she could develop something for the timeline.

* 1. Learning Council - Doug Achterman

Doug Achterman reported on the status of the Learning Council. They have been involved in some major efforts including communications and Focused Inquiry Groups (FIGs). As a result, many successful movements have come from the Learning Council.

Doug Achterman will be stepping down from his role as co-chair of the Learning Council. They are looking for a replacement but have not been able to find one as of yet. A part-time employee can also serve in this role. He has expressed concern for the sustainability of the group due to lack of participation. Kathleen Rose asked that this be a priority item for the Academic Senate and that it serve as an advocate for the Learning Council. She recommended this be an agenda item for the executive committee over the summer and for the fall Academic Senate meeting.

1. **Discussion:**
   1. Guided Pathways - Karen Warren

Karen Warren and Randy Brown provided a brief presentation on the Guided Pathways work plan. This summary can be found on Gavilan’s Guided Pathways website. The state has asked the college to complete a work plan on how it is moving forward for full implementation of Guided Pathways. The state provided Gavilan with 14 elements and asked the college to do a self- assessment on things like data integration, technology, cross-functional planning and other items. They have a proposed organizational structure for planning pathways. It was emphasized that Gavilan reach out to all facets of the college including all staff and students to help improve and change the way things are being done.

The Guided Pathways Task Force has identified work to be completed in two initial phases. Phase one will focus on meta-majors. Meta-majors are cross-functional pathways for degrees, certifications and transfers. It will also focus on mapping which includes curriculum maps for degrees, transfers and certificates. The third element and focus is engagement which is campus-wide communication and involvement. Phase I will be implemented over summer/fall 2018. The proposed plan includes individuals to cover three areas: guidance team, leaders and work groups. These individuals will consist of faculty, classified professionals, admin and students. People have expressed interest but there currently is no membership. Gavilan has just received funding which will help in these efforts. The task force is proposing putting these groups together to start work over the summer.

Meta-majors were described as clustering majors, departments and other areas that serve a student’s career path. STEM is a great example of meta-majors. After discussion, a number of concerns were expressed. One concern was for mapping that may take place outside of the pertinent department. It was stated that each department will be involved but it will have partners and student support. The summer work will be to engage and plan groups, not the actual mapping. Students will have designed support for focused units in specific areas. Another concern was the limited funding to compensate faculty and staff for their additional work. After discussions about putting this to a vote at a future meeting, it was voted that the executive committee will meet and vote on the proposal over the summer.

Motion to defer vote for proposal to executive committee.

**MSC (Doug Achterman/Andrew Delunas). 1 Nay: Jessica Hooper. Motion passed.**

* 1. AP’s & BP’s 7310 - 7700

There was a discussion about why AP7380 was changed for retiree health benefits. It was stated that legally this is the best way to refer to the contract.

**VI Action:**

1. ILO’s

**MSC (Doug Achterman/Andrew Delunas). All in favor. Motion passed.**

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

**MSC (Andrew Delunas/Jane Maringer). All in favor. Motion passed.**

This schedule was sent out two weeks ago. For planning purposes, this will always be the fall final schedule and spring schedule. It will now go to Pilar Conaway for the calendar.

1. Enrollment Management Plan

**MSC (Andrew Delunas/Doug Achterman). Vote - 2 Nays: Alex Stoykov and Ken Wagman. 4 Abstentions: Jane Maringer, Linda Stubblefield, Sejal Dharia, Jessica Hooper. 7 Aye’s: Nikki Dequin, Doug Achterman, Carla Velarde-Barros, Blanca Arteaga, Andrew Delunas, Nick Park, Ozzy Zamora. Motion passed.**

A senator spoke on behalf of Arturo Rosette, who was unable to attend, with regards to his thoughts on the Enrollment Management Plan (EMP). He encouraged the senate to endorse the Enrollment Management Plan. It has been a years’ worth of collaboration across Gavilan. It has been worked on and modified extensively based on faculty feedback. He recommended that the Academic Senate endorse the plan, which is a working document, and assign follow up with the senate president and the new vice president of academic affairs.

Concern was expressed for the cancellation of classes and the minimum number of students stated, which is 20, to keep a course from being cancelled. Another issue discussed was the notification of cancellations occurring 7 days prior to the semester starting. It was also discussed that these course cancellations can impact students’ lives dramatically. Additionally, the OEI exchange combined with course cancellations can lead to the loss of student enrollment and teaching positions. A senator stated that it appears the college breaks even when there are 10-15 students for a course and the college needs to be adding enrollment. Another senator described the Enrollment Management Plan as the most comprehensive plan Gavilan has had and recommended that the Academic Senate endorse the plan now but continue to work on any issues. This individual also stated that additional criteria, including leadership and departments, are considered when cancelling courses.

1. Equal Employment Opportunity Plan

**MSC (Doug Achterman/Andrew Delunas).**

The Academic Senate was asked to look at the Equal Employment Opportunity Plan (EEOP) that was submitted and provide recommendations and feedback. Individuals charged with this task compared it to a best practices handbook from the state. There were several key areas recommended for revision. Some mentioned included: incentives in hard to hire areas; diversity in relation to promotion and retention; remedying significant under-representation; and professional development with inclusion. Overall, the senate believed that a lot of work had to be done in order for the plan to align with the best practices document from the state. Eric Ramones and Kathleen Rose asked the senate to approve the plan with recommendations in order to keep the work moving forward. The final approve comes from the President’s Council.

Motion to amend the motion to accept the EEO plan with recommendations for revisions from the Senate with the understanding that the final plan come back next fall for review.

**MSC (Doug Achterman/Carla Velarde-Barros). All in favor. Motion passed.**

There was a brief discussion on taking another look at the course cancelations section in the near future and how that might be addressed.

Motion to extend meeting by five minutes.

**MSC (Ozzy Zamora/Jane Maringer). All in favor. Motion passed**

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

Motion to approve E and F together.

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

1. Web Accessibility Complaint Process draft

**MSC (Linda Stubblefield/Jane Maringer). All in favor. Motion passed.**

**VII Closing Items:**

* 1. Open Forum:

No discussion.

* 1. Items for next agenda:

**VIII Adjournment:**

**A motion to adjourn by Ken Wagman was made by at 4:04. Next Meeting: September 17, 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.*