|  |  |
| --- | --- |
| lgavlogo | Gavilan College Academic Senate  Tuesday, September 18, 2018 from 2:30 – 4:00 p.m.  LOCATION: N/S Lounge |

**Meeting Minutes**

**ATTENDANCE**

D. Achterman, N. Andrade, B. Arteaga, C. Velarde-Barros, A. Delunas, N. Dequin (Chair), B. Everett, B. Franco, P. Henrickson, J. Hooper, J. Maringer, R. Overson, N. Park, M. Sanidad, A. Stoykov, L. Stubblefield, L. Scott (minutes recorder), O. Zamora

**NOT PRESENT**

S. Dharia

**GUESTS**

J. Bernstein-Chargin, W. Ellis, N. Golden, M. Gonzalez, L. Halper, F. Lozano, K. Moberg, D. Pescarmona, K. Rose, K. Wagman

1. **Opening Items:** 
   1. Call to order 2:30 p.m. by N. Dequin
   2. Welcome and Roll Call
   3. Approval of Minutes: September 4th , 2018

**MSC (A. Delunas/B. Everett). All in favor. One abstention (M. Sanidad). Minutes approved as presented.**

Approval of Agenda

**MSC (A. Delunas/C. Velarde-Barros). 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

B. Everett updated the committee on recent and upcoming events. ASGC will be attending the upcoming annual California Community College Student Affairs Association (CCCSAA) conference in Los Angeles. In addition, ASGC has approved the endorsement for the general obligation bond, Measure X for $65,000.77. ASGC has also approved AB 1969 as well as the donation of 300 reusable bags for food distribution for the Just in Time project. They are currently recruiting members for vacant positions in ASGC. B. Everett also mentioned that she has created a Guided Pathways cheat sheet so it is easier for students to understand. They are having a Guided Pathways training sessions today from 4:30-6:00 pm and Thursday, from 5:00-6:30 for new student workers in HE 106. She invited all who are interested to attend.

* + 1. College President

K. Rose discussed two major items with the committee. The first item for discussion was about her first podcast for the academic year. This podcast includes interviews with Tony Marandos, the President, and Mark Roberts, the Vice President of the Gavilan College Educational Foundation Board. This faculty and student centered board is there to support the college. The Board’s community minded members will be attending many future Gavilan events to learn more about the college. Not a lot of people know about the foundation and what it can provide. Individuals can learn more by visiting the foundation website and they can also donate money to the foundation for college initiatives through that website. A. Delunas and K. Rose briefly discussed a potential podcast interview for November and snippets of faculty podcasts may be available in the future.

The second major item K. Rose discussed was Gavilan College awareness. She suggested that all Gavilan employees participate in building community awareness for the college. She recommended that faculty and staff become stewards for the college and help inform the community of the college’s mission and vision. Individuals can help portray the work and success of instruction, administration, the foundation, and student achievement. All of this information and data is available to all.

* + 1. Vice President of Academic Affairs

D. Pescarmona informed the committee that four percent of faculty (12 individuals) are left for the first census rosters. Those who have not turned theirs in will receive a personal visit from D. Pescarmona as the Vice President of Academic Affairs. She emphasized the importance and seriousness of the census reports. The college needs to make sure it is compliant and faculty needs to turn them in on time. She also thanked those who turned them in by the deadline.

D. Pescarmona also reported that the Department Chairs had a meeting yesterday and are working hard on winter and spring schedules and curriculum. They will also be creating a Canvas shell and comprehensive calendar with deadlines and trainings. As a result, a lot of resources will be available to those interested in being a Department Chair.

She also informed the committee that she recommended the Department Chairs vote to prioritize the hire for a full-time nursing instructor for Spring 2019. The recommendation was done in order to be compliant with the standards. They will inform her by Friday, September 21, of their decision to approve this bump.Additionally, the nursing department voted to move the Director of Allied Health from the faculty ranks to the administration ranks.

* + 1. Vice President of Student Services

K. Moberg reminded the Academic Senate that ASGC is having their first Just in Time food delivery of perishable items. Please contact Annette Gutierrez in CalWORKs if you are interested in volunteering. She also informed the committee that 47 students received their College Promise Grant reimbursements.

* + 1. Senators (please include any input regarding ongoing AS discussions)

J. Hooper announced that Gavilan will be hosting a guest speaker from Silicon Valley De-Bug on October 18, 2018 at 11:30 am located in the quiet study room of the library. Silicon Valley De-Bug is an organization that is very involved in criminal justice advocacy and reform in California.

* + 1. Senate President

N. Dequin commented on the need to continue the conversation for integrated planning. She will add it to the October 2 agenda. Integrated planning can help support Guided Pathways. The committee needs to help evaluate what is currently being offered on campus with regards to Guided Pathways and the services provided in order to determine how the institution can be more efficient for students. The Senate will also need to evaluate request forms and evaluation rubrics.

N. Dequin also provided the committee with an update on the Academic Academy she attended with a few others. Guided Pathways was the focus of discussion at this event. The Senate will need to determine who the Guided Pathways Liaison to the Senate will be. The role of the Senate within the Guided Pathways framework was also discussed. One of the major tasks is to identify what the institution’s major goals are for students and see what can be accomplished over the next year from the established work plan. The Senate also needs to have a discussion with the Guided Pathways Task Force to determine where the organization will “live” on campus. She also passed around an information sheet about the Academic Senate 10+1 and how it relates to Guided Pathways.

The President’s Committee met last week and discussed policy and the subcommittee, the President’s Council Policy Committee (PCPC) is meeting tomorrow. N. Dequin requested information from J. Bernstein-Chargin that outlines all of the committees so the Academic Senate can make sure the institution is fully integrating the planning process. A Governance Review Subcommittee is listed in the approved shared governance handbook and that committee is to review all of the other committees.

Another item N. Dequin discussed was the adopted budget that was presented to the board. The College Budget Committee needs another faculty member since J. Kearns has stepped down. This individual needs to make sure that the budget committee is following accurate processes and also provide updates to constituents and the Senate.

* + 1. Senate VP of Academic Affairs

M. Sanidad stated she expects to be part of SEAP moving forward and will be able to provide information back to Senate as needed.

* + 1. Senate VP of Student Services

B. Arteaga reminded the committee about a few important dates and tasks. The first is that the Transfer Admission Guarantee (TAG) applications are due September 30. The second item discussed was the list of committees on the intranet. She informed the committee that the site includes some inaccurate information about members as well as dates and times of meetings. She will be discussing this challenge with IT and potentially post updated student and faculty committee information on one public site. Lastly, she will continue to work on the ISER.

* + 1. GCFA President

R. Overson provided an update on the GCFA contract. The contract has been finalized and approved by the board. The contract language is being updated and a copy will be sent to the Senate when completed. R. Overson also informed the committee that the GCFA has approved the general obligation bond, Measure X. The committee is also exploring a PAC in order to donate money for the bond.

R. Overson also reported that the Representative Council has met once and will meet the third Thursday of the month. They are looking for reps in departments that are missing representation and they will try to fill those gaps. Also, the E Board has met numerous times already and will be meeting this Friday to finalize some items like Measure X. He recommended that Senate remind faculty that a survey will be sent out for the next contract negotiations.

* 1. Academic Senate Standing Committees

1. **Information:**

**Motion to move item IV D, The Mission Statement, to item IV A; move item IV A, Faculty Professional Learning to item IV C; and move item IV C, Efficiency Task Force Update to item IV D.**

**MSC (A. Delunas/J. Stewart). All in favor. Motion passed.**

* 1. Mission Statement – J. Bernstein-Chargin (formerly agenda item IV D.)

J. Bernstein Chargin passed out a document that included the current and draft potential missions statements. The document was a result of the survey and workshop that occurred. Feedback suggested that “inspire” and “empower” be included in the mission statement. Department Chairs are currently reviewing the various mission statements. N. Dequin recommended that a final statement be included as a discussion item in the next agenda for the meeting on October 2 and then as an action item for the October 16 Academic Senate meeting. It was decided that a small group including B. Arteaga, M. Sanidad, J. Hooper, and A. Delunas, will discuss and review input and provide feedback to J. Bernstein-Chargin before September 26. B. Arteaga will call the meeting between the group.

B) Updated EEO Plan - Michaela Gonzalez

M. Gonzalez informed the committee that some of the recommendations made by the Academic Senate were integrated into the updated EEO Plan. The HR team worked on this revision plan that has been approved by the Board of Trustees. She outlined some of the updates to the committee. A discussion took place about whether the EEO Committee was involved in the revisions. M. Gonzalez informed the committee that she is a member of the EEO Committee. However, the EEO Committee did not work closely with HR on this matter.

D. Achterman had some suggestions about the revisions. M. Gonzalez confirmed that this is a work in progress and HR will continue to update these items as more information is gathered. She recommended that the Senate submit any suggestions to her. She also informed the committee that this will be discussed at future EEO Committees now that is has been approved. A member emphasized the importance of having more inclusive communication with faculty and staff to help ensure commitment to the plan.

**Motion to move item IV C to and IV D down after discussion items and move discussion items A, B, and C up.**

**MSC (A. Delunas/M. Sanidad). All in favor. Motion passed.**

**V Discussion:**

* 1. ISER

The ISER was divided up and some of it was updated in the Canvas shell. Feedback on the ISER standards was discussed. A few Senators had some questions and concerns with regards to the sections of the Standards they reviewed and also expressed the need for the inclusion of evidence. One Senator suggested changing out the photo used in Standard 1. D. Pescarmona informed the committee that evidence is often the last piece that is added in the ISER report and that adding evidence is a labor intensive process. Some senators expressed uncertainty as to whether they had the most current draft. F. Lozano will send the Academic Senate a copy of the most current draft.

D. Pescarmona informed the committee that Stephanie Droker recommended the entire document read in one voice. She also recommended approving the concept document and to ensure the content is the best reflection of Gavilan College. The final draft, which is approved in October, may still undergo minor changes.

* 1. Endorsement of Rainbow Flag raising on National Coming Out Day Oct. 11th - Nolan Golden

N. Golden updated the committee on plans for celebrating National Coming Out Day. ASGC reached out to many organizations and 14 of them will be coming on campus on October 9 to provide resources to the LGBTQ community. He informed the committee that the ASGC wants to support these students by raising the Philadelphia gay pride flag (which also represents race and social justice) for four hours. N. Golden asked for an informal viewing of support for this idea. It was decided that Senators will ask their constituents and provide N. Golden with an email vote by end of week. N. Dequin will send a voting request via email to Senators who will in turn reply with their votes. She will then forward the results from the Senate to N. Golden.

* 1. AB 1969 - Nolan Golden

ASGC AB 1969 Sexual Orientation and Gender Equity

N. Golden reported that ASGC has endorsed the AB 1969 Resolution which relates to sexual orientation and gender equity. The ASGC is now moving it through the shared governance process. Ken Yeager, a Santa Clara County Supervisor and council member, has endorsed this resolution. Also, Mike Wasserman, the Santa Clara County Supervisor for this district is also in the process of reviewing this resolution. The resolution will be brought back for a vote at the October 2 Academic Senate meeting.

Faculty Professional Learning (formerly agenda item IV A. and IV C.)

L. Halper distributed and spoke about the professional learning draft work plan she crafted. She outlined the goals of the plan. The first goal is to involve stakeholders in the discussion about the purpose, mission and values for Gavilan professional learning. A small group, including a student, is currently working on this item. She also plans to have a discussion with the ASGC about including more students on this committee. She distributed a questionnaire and asked the Senate to review and discuss the questionnaire with their constituents. The idea behind the questionnaire is to make professional learning more faculty led and more faculty responsive. The professional learning group is going to review data from the survey and invite people to submit proposals. A. Delunas recommended a combination of compensation and release time in order to increase part-time faculty committee participation.

Efficiency Task Force Update (formerly agenda item IV C. and IV D.)

K. Wagman updated the Academic Senate on current Institutional Efficiency Task Force work. The main recommendation from the Institutional Efficiency Task Force was that enrollment caps be placed for classes. Enrollment caps are a Curriculum and Academic Senate issue. Therefore, he suggested that the Academic Senate recommend language to the task force and they will negotiate to place it in the contract. The task force also recommended, and the board approved, a golden hand shake of some kind. The parameters of that are to be negotiated.

A discussion then took place about what the charges were for the Institutional Efficiency Task Force. K. Rose recommended that the college and committee learn more about the work of the task force. The adopted budget work was critical and was an outcome of the work done by the Institutional Efficiency Task Force. The Spring 2019 schedule will be affected by the enrollment management plan. K. Rose recommended that this topic be brought back so that Academic Senate can discuss the adopted budget and the academic impact from it. These discussions need to include class caps, the 50% law and full-time hires. The 50% rule is that 50% of the district’s budget has to go into the classroom and an individual that is on 100% release time for a grant does not count. K. Rose also informed the committee that enrollment is down nearly 9%.

D. Pescarmona informed the committee that The Efficiency Task Force report was distributed to Senate Members in their packet. She recommended that Senators review the information and bring this back as a discussion item. In addition, she asked N. Dequin to appoint 4 faculty to form a new task force that is specific to instructional efficiency. She suggested that the faculty be representative of all departments. The plan is to have the work and initial recommendations of this new task force completed by December and then bring it to the board. N. Dequin asked that the Senators discuss cap sizes and what is best for their departments.

**VI Action:**

* 1. AP’s 5045, 5052, 5120, 5150, 5200, 5520

**MSC (C. Vellarde-Barros/A. Delunas ). All in favor. Motion passed**

* 1. Distance Education as a Sub-committee of the Senate - D. Achterman

**MSC (M. Sandidad/D. Achterman). All in favor. Motion passed.**

**VII Closing Items:**

* 1. Open Forum: (time permitting)

none

* 1. Potential items for next agenda
* Integrated Planning
* Mission Statement
* ISER
* AB 1969
* Efficiency Task Force

**VIII Adjournment**

**A motion to adjourn the meeting was made by A. Delunas at 3:59 Pm. Next Meeting: October 2. 2018 BUS 103.**

**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.*