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

**Meeting Minutes**

**September 4, 2018**

**ATTENDANCE**

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

**NOT PRESENT**

R. Overson, M. Sanidad

**GUESTS**

R. Brown, S. Carr, A. Gutierrez, P. Howell, F. Lozano, K. Moberg, D. Pescarmona, E. Ramones, K. Rose, K. Warren, P. Wruck

1. **Opening Items:** 
   1. Call to order @ 2:30 by Nikki Dequin
   2. Welcome and Roll Call
   3. Approval of Minutes: May 15, 2018

**MSC (A. Delunas/D. Achterman). All in favor. Minutes approved as presented.**

* 1. 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.*

No report.

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

B. Everett announced that she is the new Vice President of Community Outreach. She introduced B. Franco as the new Vice President of Clubs. The ASGC had their first meeting to discuss various items such as budget and events.

* + 1. College President

K. Rose welcomed the Academic Senate back for the new school year. She discussed the Institutional Self-Evaluation Report (ISER) and informed theSenate that the draft will be released to them for review very soon. The Senate and faculty will need to determine where gaps are in achievement data, retention and other areas. The emphasis on institution-set standards and student achievement has never been as great as it is now. Please review the four standards to ensure that Gavilan is meeting the standards of the Accrediting Commission for Community and Junior Colleges (ACCJC). The draft will go to the board for the first reading in October and has to be complete by December.

K. Rose asked the Senate to review the ACCJC Manual for Institutional Self-Evaluation prior to reviewing ISER. The manual provides the institution with a template of what the ISER should look like. She also recited important sections of the report with particular emphasis on the introduction.

* + 1. Vice President of Academic Affairs

D. Pescarmona introduced herself and stated that she has been here for eight weeks. She also discussed the ISER report and stated that she has been through the ISER a few times. She will be reaching out to lead participants to help fill in the blanks and get some questions answered.

D. Pescarmona informed the committee that she served on the Institutional Efficiency Task Force this summer which looked at different recommendations to help put the budget back in line. They will be presenting a report to the Senate soon. Additionally, there is a need for a Class Capacity and Instructional Efficiency Task Force. She will provide information to N. Dequin regarding this matter which will be presented later to the Senate. She also thanked staff and faculty for helping welcome students as well as completing other tasks to prepare for the semester.

* + 1. Vice President of Student Services

K. Moberg discussed launching the College Promise program after census. For the first time, first year full-time students may receive free tuition. Students must fill out a Dream Act application for eligibility. She thanked the financial aid department and the business office for setting up the infrastructure to make that possible. Concern was expressed for tracking student assistance versus student needs. K. Moberg informed the Senate that a recent report showed that the Welcome Center and Student Services received 3,300 students in the month of August.

* + 1. Senators

A. Delunas reported that he attended the statewide Faculty Leadership Institute in June. He was invited to present at the Part-Time Leadership Institute in San Francisco this last August. He was nominated to a statewide senate part-time issues committee that had their first meeting this past Friday. This committee is working on a draft resolution to empower part-time faculty to serve. Currently, many colleges do now allow part-time faculty to serve on the Senate and other committees. They will also be working on drafting new break-out sessions for upcoming part-time institutions.

J. Hooper informed the committee that the English department has been working hard on reconstructing curriculum over the summer as a result of AB 705. The department is trying to determine how to best serve its students. Two new English courses have been offered. They will continue to gather information via conferences and campus visits. They are also working on self-placement which is another big project. The department is also continuing work on their handbook which they plan to review and update every 2 years.

A. Stoykov informed the committee that, per the Vice Chancellor’s Office, the Career Technical Education Department (CTE) will be rebranding itself as Career Education Division (CE).

* + 1. Senate President

N. Dequin reported on some recent and upcoming events. She and several other faculty members attended the Curriculum Institute over the summer. Some positive discussions and plans with curriculum stemmed from it. She will be attending the Academic Academy in San Francisco next week. Also, a few members of the executive committee for the Academic Senate for California Community Colleges (ASCCC) will be holding an open forum for discussions at Gavilan on Thursday, September 6. They will be talking about new legislative updates, communications and many other things. On Friday, September 7, the ASCCC will also be holding their executive committee meeting at Gavilan which is open to the public. They are also accepting nominations for a few awards including the Stanback-Stroud Diversity Award. Information can be found on the ASCCC website.

* + 1. Senate VP of Academic Affairs

No report. M. Sanidad was not able to attend.

* + 1. Senate VP of Student Services

B. Arteaga reminded the committee about a few important dates. First, UC TAG (Transfer Agreement Guarantee) is open from September 1 through September 30. Any student who is thinking about completing a transfer admissions agreement to the universities that Gavilan has an agreement with can start applying now. Also, the last day to add or drop a class is this Friday, September 7, 2018. Census is due on, Monday, September 10, 2018. The self-service banner on the myGav account, in the faculty tab, provides assistance to those who need instructions for census. She is also happy to provide any assistance to those who need it.

* + 1. GCFA President

No report. R. Overson was not able to attend. It was briefly discussed that the tentative agreement may possibly be sent out today via e-mail.

Academic Senate Standing Committees

No reports.

1. **Information:** 
   1. Just in Time Food Distribution – A. Gutierrez

A. Gutierrez discussed the new Just in Time food distribution program which will provide additional needs to students. This new program includes perishable items such as milk, eggs and other items. The process is the same as the food pantry. Parking lot A will be affected between the hours of 7-3 pm on every third Thursday of the month for delivery and pick up. Volunteers are needed. This pantry is in addition to the food distribution that happens downtown.

* 1. ISER draft

N. Dequin provided an update on the ISER report. It was stated that Monday, September 10 is the date that the draft should be ready to send out. She recommended downloading the ACCJC Manual for Institutional Self-Evaluation prior to reviewing the ISER. The ISER will be on the next senate agenda so there will only be two weeks for review before voting on it. It will be voted on at the October 2 Academic Senate meeting. She recommended that everyone review and focus on the introduction and possibly divide the rest into sections that are assigned to different senators. She also suggested the people already assigned to review a section continue working on that particular area. It should also be sent out to constituents for additional review and feedback. N. Dequin will send it out for the breakdown of section review and discuss at the September 18 Academic Senate meeting.

Dr. Stephanie Droker, the liaison for the Accrediting Commission for Community and Junior Colleges (ACCJC), will be at Gavilan in mid-September and will review and advise on portions of the ISER.

1. **Discussion:**
   1. Guided Pathway Task Force Update – R. Brown, K. Warren

K. Warren and R. Brown provided a presentation on the Guided Pathways work plan. They provided handouts for Guided Pathways work plan goals, principles and elements as well as the building blocks. This summary can be found on Gavilan’s Guided Pathways website. Gavilan received funding for approximately $166,000 a year over the next 5 years. The accreditation cycle will help the college forecast goals and needs in Guided Pathways.

The same model and structure that was put together last year will be used. The new Vice President of Academic Affairs, D. Pescarmona, will be added to the executive team/guidance team. The focus will now be on work groups which include meta–majors, mapping and engagement. They are currently identifying leaders of the work groups and co-chair. These leads will facilitate, and coordinate efforts and events. The goal is to get moving on the “work” this semester. Cross-functional teams at all levels of the campus (including students) are more effective. The lead will form a work group through an application and selection process.

The task force is currently housed between the Academic Senate and President’s Council. Every area of the college is affected by Guided Pathways and everyone should be discussing and working on it. The goal is to infuse it into the overall organizational structure and planning of the college.

There was a discussion about the different phases of the Guided Pathways plan which went into some detail about mapping, meta-majors and engagement. R. Brown and K. Warren will continue to update the Academic Senate on progress.

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

D. Achterman recommended that the Academic Senate create a standing committee for Distance Education. There was discussion surrounding Distance Education and the connection with the 10+1 under the senate. P. Howell talked about future challenges and opportunities. There was a question as to whether Distance Education was already placed under the Senate years ago. N. Dequin will research it. If it is not, then the item will be brought back as an action item for a vote at the next Academic Senate meeting on September 18.

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

There was a minor change noted-a missing L on one of the items. N. Dequin reminded the committee that these are board policies and administration procedures and affect how Gavilan operates. Changes and additions can be made. The President’s Council Policy Committee (PCPC) is working on vetting things from the Community College League of California (CCLC).

* 1. Inclusion of faculty in the budget development process of SEAP and institutional planning

There was a discussion about SEAP and what it entails. Basic Skills, Equity and the Student Success and Support Program (SSSP) are now together in one fund under the acronym SEAP. Concern was expressed that the major initiatives, such as Guided Pathways and AB 705, was not included in a recent report of budget allocation of SEAP and institutional planning from Basic Skills. A question was asked about how funding decisions get made. It was recommended that there be some faculty representation in that group.

Some faculty expressed concern over Guided Pathways impact on technology and infrastructure changes. The committee was informed that some faculty members have been appointed to the Integrated Planning Committee which will meet soon. Additionally, the SEAP does mandate how to support the Guided Pathways initiatives. The Chancellor’s Office informed Gavilan that they are currently revamping the SEAP legislation.

It was stated that money needs to be brought to the table for Guided Pathways discussions to help keep things moving. Others commented that a bigger picture, a comprehensive goal for administration, needs to be developed first. The intent for this month will be to look at things line by line to determine needs and budget. The Senate was reminded that September is adopted budget month. On September 11, the adopted budget will go before the Board of Trustees. The Institutional Efficiency Task Force worked hard towards the adopted budget recommendations. These recommendations were given to the Board of Trustees Budget Subcommittee. Some faculty representatives are included in this sub-committee. The agenda and adopted budget can be accessed from Board Docs on Gavilan’s homepage.

**VI Action:**

1. AP’s & BP’s 7310 – 7700

**MSC (B. Arteaga/P. Henrickson). All in favor. Motion passed.**

**VII Closing Items:**

* 1. Open Forum: (time permitting)

There was a discussion regarding continuing efforts on campus safety and a possible training in the future.

Additionally, TB testing at Gavilan was discussed. It was reported that previous inquiries indicate that it is expensive to bring this service back to Gavilan. K. Moberg asked R. Brown to provide her with the information and she will set up a Memorandum of Understanding (MOU) at student services so student workers can get reimbursed.

B) Items for next agenda

* ISER Draft
* Distance Education as a sub-committee

**VIII Adjournment:**

**A motion to adjourn by C. Velarde-Barros was made at 3:58. Next Meeting: September 18, 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.*