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| lgavlogo | Gavilan College Academic Senate  Tuesday, Nov. 7th, 2017 from 2:30 – 4:00 p.m.  LOCATION: N/S Lounge |

**MINUTES   
December 5, 2017**

**ATTENDANCE**

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

**NOT PRESENT**

B. Everett

**GUESTS**

K. Rose, M. Bresso, K. Moberg, F. Harris, F. Lozano, R. Hannon, P. Wruck, A. Benich (GECA), C. Mantia, B. Bautista

**I. Opening Items: (5)**

* 1. Call to order
  2. Welcome and Roll Call
  3. Approval of Minutes: November 21, 2017

MSC (Andrew Delunas, Carla Velarde-Barros**). All in favor.** Motion passes.

* 1. Approval of Agenda

MSC (Andrew Delunas, Blanca Arteaga**). All in favor.**

1. **Public Commentary: (5)**

*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.*

None.

1. **Reports: (15)**
   1. Standing Reports:
      1. ASGC: None
      2. College President: None
      3. Vice President of Academic Affairs: M. Bresso thanked the Academic Senate for appointing A. Rosette and D. Del Carmen for volunteering to be faculty reps on the Enrollment Management team.
      4. Vice President of Student Services - None
      5. Senators (please include any input regarding ongoing AS discussions)

K. Wagman shared the Spring Finals schedule. The start time of late finals were moved to reflect the start times of those classes.

J. Maringer reported that this was her last semester as Academic Secretary.  
L. Halper reminded everyone about the workshop on December 8, from 1-4pm in the North/South Lounge on Recognizing White Privilege. August 14 to help faculty to include a community component of any kind? We will publicize it more.

* + 1. Senate President

Nikki stated that there are two 20% release time positions available 1) Mentoring, since Leah is on sabbatical, and 2) FPLC liaison (Susan Turner’s previous position). If you have someone you want to recommend, please encourage him or her to apply. The applications will be due the week after they are sent out. Nikki wanted to recognize Jane for her service as the Academic Senate secretary for the past 2 years. Thank you to Jane, and she has been a great help to me especially.

* + 1. Senate VP of Academic Affairs

A. Rosette stated that the Curriculum Committee is continuing the discussion on the LEH factor, and the survey has gone out. There have been some errors identified in the new catalog and a call for all programs to look carefully in their areas for any changes needing to be published in an addendum. The proposed ILOs final draft has gone through the curriculum committee, and they will be coming back to the Senate in the Spring for approval, and then back to the Department Chairs and the Curriculum Committee. We are continuing to map the SLOs to our PLOs, and then once the ILOs are approved, we will continue our work towards including the finalized ILOs by the end of next semester. Sejal and the Shared Governance Manual task force are working on finalizing our draft to be ready. We are currently categorizing the inventory of the various campus committees into either institutional shared governance or operational committees. The FPLC has received 2 sabbatical applications that were submitted by December 1, 2017, and we won’t know if they will be funded until Dr. Rose lets us know once she hears from the Board. He is excited to be on the Enrollment Management team, and we will be exploring new ideas about enrollment and looking at how to optimize how we currently schedule. There are 2 Senate reps, r2row and Darlene Del Carmen and 2 Department Chair reps, Jennifer Nari and Pat Henrickson.

* + 1. Senate VP of Student Services

B. Arteaga stated that only 29 people returned the Faculty Handbook survey, and she will send it out one more time with the hope to get more responses. Please encourage your departments to complete the survey. The CSU/UCs have extended the application deadline from Nov. 30 to December 15, December 18 and some until January. Contact your students and encourage them to refer directly to the Cal State website for the application extensions or contact the school directly. Leah asked if it can go out to all students, and Blanca stated that it was sent to Jan so that it was supposed to go out to all students. The UC/CSU workshops were offered and approximately 100 students attended. Twenty-five students visited the Nov. 28 workshop. The Career Center stayed open, and they helped over 10 students.

* + 1. GCFA President

K. Wagman stated that funding was approved for the Senate VP positions and they will be paid for 3 units in January as retroactive check. A reminder to all faculty to complete the negotiations survey for 2018-19 that will be available until Wednesday, Dec. 6 at 11:59pm. The 2 20% release time positions, rush them Leah will be on sabbatical during the Spring semester, and Susan Turner has to step down for the FLPC liaison.

* 1. Academic Senate Standing Committees

Carla stated that the Equity Committee is calling for reports from the various funded programs, and they need to be submitted by January. The committee is currently identifying and setting 3 main goals for their comprehensive planning for 2018-19.

1. **Information:** 
   1. General Obligation Bond (5)

Dr. Rose presented a PowerPoint and asked us to think about our beliefs and potential of a new bond. She reported on what it took to support the Measure E Bond from 2004. She distributed a scripted handout about the concept of a bond that was given to the Cabinet. The first page talks about what we did in 2004 for the Measure E Bond and the 2nd page of the script lists talking points. Questions are outlined for us to use when asked by members of the communities. The second handout was the publication of the 2017 Report to the Community by the Citizen Oversight Committee to review only, not as a copy for everyone. She will be distributing to members in our District. The theme is focused on students and it includes a President’s Circle. She explained that we are dreaming about a new bond for 2018 with a student concept. She stated that Gavilan is in the planning stage for the college. Our Educational Master Plan was completed, and the Facilities Master Plan will be completed by the spring. We plan to match the other documents such as the Strategic Plan to these documents. She passed around a booklet that we used for our 2004 Measure E bond to review. Some of the community members do not know about our feasibility study results and what we do for our 4 communities. Plus they do not know about how the Measure E bond was concluded. The consultants showed us what we could do if we change the imprint of our college. Our consultants have given us a detailed analysis on our square footage and growth projections. We have to conceptualize what the consultants have presented and think about the following:

* Why do we need a campus in San Benito County? In Hollister we need some classes, labs and some offices.
* What are we doing at Coyote Valley? We need to strategically think about this. We could add a 2-story modular that could include lab space with a central quad area. We can maximize our partnerships.
* On the main campus, we need a central plan for the HVAC, and possibly a new central quad for a common area; it may mean to move a building to creating a new place for the Library and Learning Resource Center/Student Center/Welcome Center. Maybe a one-stop area close to parking.
* Instructional improvement for classroom design.
* What if we have a Theater complex?
* STEM Center (amphitheater idea)

We have put money into the athletic fields, the student center. We did so much for this district; we need to finish things. We may be planning to ask the community at large about whether they will support a bond in 2018. We have to be prepared if the Board says yes, and it will not go onto the ballot until next spring. She is available for one-to-one discussions to talk about these ideas. K. Wagman suggested that we need to consider faculty meeting spaces and the faculty mailboxes need to be centralized. Fran asked where the STEM Center be placed and Dr. Rose said it would be in the Natural Sciences Quad area.

1. **Discussion:**
   1. Intercollegiate Athletics (15) Kathleen Rose

Dr. Rose stated that we have learned a lot of lessons from the experience, and she has taken a real interest in how we recruit, retain and support our student athletes. Students are coming for an academic experience not just an athletic experience. The Athletic department has stepped in fully, and they have been very involved in conversations, investigations and trainings. The Dean reports directly to her, and they are working on the recruitment and student athlete supports. The Board has established a subcommittee due to the letter and conversations from the English department stating their concerns about the 17 student athletes. She asked where do we go from here? She would like the conversation to continue toward an outcome of welcoming student athletes. The subcommittee will look at source documents with an outcome of putting together a comprehensive document to be better prepared. We will look at the academic side and student services side, including the culture of our college. They discounted us as an institution, and they did not get to know us.

J. Hooper thanked Dr. Rose and the Athletic Department. She stated that there appears to be some misunderstanding regarding “our athletes”; we are close to the students since they write to us all semester long. Maybe this subcommittee can create a pamphlet or handbook to give to coaches, athletes, and make it accessible to everyone else, possibly on the website, that lists our constitution/bylaws and tailor it to our campus. It should include the rights, what is available, and what instructors should know? She stated that she would like a letter sent to the 17 athletes to thank them for their sacrifices – list what the campus has done, give them some direction and resources for them, and re-humanizing them knowing that they are important. We are looking for volunteers to join this small subcommittee of the Senate to look at these documents with Jessica and Dr. Rose. Andrew, Neal and Leah (in the Fall) agreed to be members of this task force.

Arturo asked Dr. Rose about the anticipated activities. She suggested that the workgroup to report back to the Senate, and then to the President’s Council regarding the BP/AP and the student athlete handbook. She hopes to have a report by the end of the Spring semester.

* 1. Facilities Master Plan Feedback (15) Doug Achterman

Nikki asked the group to move Doug’s discussion (Item B) on the Facilities Master Plan before Item A. Doug reported on a survey that was distributed about issues relating to our facilities. The consultants held visits and observations on all four campuses. Highlights included: 1) Access to our campus – there is a lack of a strong visual presence, no clear entrance point and it is hard to see, especially signage; 2) the bus stop on our campus is great, so don’t lose it; 3) parking; 4) pedestrian traffic – north/south is easy; east/west is difficult with a lot of accessibility issues; 5) beautiful outdoor spaces, but not a lot of student spaces (from survey and observations).

He showed a map on an assessment of buildings; for example, the library is (black) which means needing major repairs. It showed the Library and the buildings that are more than 50 years old that are in dire need of upgrade, but some of them have been upgraded. The campus zoning is logical and sustainability due to the solar project. In San Benito, there were comments of where we are in the process of development of that space and potential plans for future. He does not have info on Coyote Valley or Morgan Hill yet. The survey, site visits and focus groups are happening during the next weeks. Peter stated that Student Services had their focus group already. Nikki asked to encourage your department to participate in the focus groups. All of these issues are connected to the Educational Master plan. K. Rose will give a report by the end of the next semester.

* 1. AP 5400, 5410, 5420 (3)

Nikki would like you to look these APs over, and they will become action items at our next meeting in February 2018. R2row mentioned that they were student-related & about ASGC.

* 1. BP 5400, 5410, 5420 (3)

R2row mentioned that these policies were also related to Student Services & ASGC. Carla said that it looks like a change of title. Nikki said she would send an email to ask Blanca and Brianna to take a look at them carefully and report back next semester.

1. **Action:**
2. Guided Pathways Self-assessment draft- K. Warren, R. Brown, C. Mantia (5)

**MSC (A. Arid/A. Rosette). 1 Abstention (L. Halper).** Motion passes.

Discussion: C. Mantia reported on the draft of the Guided Pathways Self-Assessment document. She stated that there were no substantive changes, and they received a wide variety of feedback. There is a consensus that Gavilan is in the Early Adoption stage in every single area. Doug reported that this is a working tool and a living document, and it helps us with the next step of developing the work plan and filing it with the state. We are asking the Senate to endorse this self-assessment and approve it. Ali asked about the overall assessment. Carla asked if we are approving the action document or the written content. Nikki said that we are approving this document only since it will need to go to the Board next week and sent to the state to meet the deadline. Jane asked if some of the surveys that have not been turned will still be counted, and Doug said the information would be collected. Leah asked if the Early Adoption stage is where other colleges are, and Doug assumes that Cabrillo may be further along than this stage. Nikki said that when she discussed it with other colleges, she was proud to state that we were further along than most colleges in the north. Doug stated that the 20 plus colleges in the early pilot are getting more support, and they are further along including the 3 colleges in the national project.

Cherise was impressed with the results of the self-assessments and to learn that other departments were already doing so much; it was a real eye-opener. Pat’s department is heading in the right direction. Arturo commended the work that has been done by the task force, and he wants the Senate to also look at the work plan and the charge of how Guided Pathways will be integrated into Shared Governance. Since March 30th is the deadline for the work plan, the Senate needs to work closely with this task force. Doug recommended that we have an agenda item on each of our Senate meetings to report on the progress of the task force. Motion to approve the self-assessment. L. Halper abstained since her department is divided.

1. AP’s 5012, 5045, 5052, 5120, 5205, 5150 (3)

**MSC (C.** **Velarde-Barros/ A. Delunas).** Motion passes.  
Discussion: Arturo did meet with Dr. Rose on these APs. His only concern is with AP 5012, but he thinks AP 540 will address it; however, the concern is about the language of requirements for establishing residency and wondering how does it may effect the DACA students. K. Moberg said that the requirements forInternational students are not the same.

1. BP’s 5015, 5055, 5120, 5150, 5200, 5800, 5570 (3)

**MSC (A. Rosette/D. Achterman).** Motion passes.  
Discussion: Arturo did meet with Dr. Rose to discuss these BPs.

1. Proposed update: AP & BP 3570 regarding Smoking & Tobacco on campus (5)

**MSC (J. Maringer/C. Velarde-Barros). 1 Opposition (L. Halper). 1 Abstention (A. Delunas).** *Motion passes with a condition of bringing up some type of appeals process at the Board meeting.*Discussion: Nikki asked if the Senators received the changes that were sent out this morning regarding the AP & BP 3570. It was revised by Nancy. Arturo could not see what changes were made. Nikki said it included e-cigarettes and fines. It will take into effect in April 1, 2018 beginning with a three-month educational campaign with student support on smoking cessation and implementation for July 1, 2018. The BP includes the fines of 1st offense ($25), 2nd offense ($50) and 3rd offense ($75). Ken mentioned that there doesn’t appear to be an appeals process included. L. Halper asked if there was some reason why we have to approve it today since we are not sure about an appeals process; plus, it is a lot of money for our students. Nikki said that it says when students do not comply, they will be subjected to the specified student code of conduct. K. Moberg stated that it may be similar to receiving a parking citation, but she doesn’t think there an appeal process currently in place. Doug stated that if we can approve it with the condition to ask the AS President to express concerns about establishing an appeals process in place. When this comes to the board next week to address that there is no appeals process. Arturo stated that this could always come back afterwards. Leah is uncomfortable with voting if we don’t know that there is an appeal process. Nikki reported on the history and this does not change the fact that we are still not going to be a smoke free campus and the violation occurs when people smoke outside of the designated smoking areas.

1. Resolution – Tobacco and Smoke Free Environment Cessation/Prevention (3)

**MSC (A. Rosette/K. Wagman).** *Motion passes with the grammar and formatting edits.*

Discussion: Nikki said that this was our first attempt at a resolution. She sent the first draft to Alice and Arturo with input from Blanca and Carla. Arturo gave a background about creating Senate resolutions. He stated that resolutions provide Senate support and show that we have a position about the topic. There were several grammar edits needed, so r2row asked if we could approve the content, and have our grammar and editing experts help us to fix the mistakes. Ken said that the final copy should be sent back out to everyone.

1. **Closing Items:**
   1. Open Forum: (time permitting)
   2. Items for next agenda
2. **Adjournment**

**A motion to adjourn was made by N. Dequin at 4:05pm after thanking everyone for a great semester.**

**Next meeting: February 6, 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.*