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| lgavlogo | Gavilan College Academic SenateTuesday, February 19, 2019 from 2:30 – 4:30 p.m.LOCATION: N/S Lounge |

**Meeting Minutes**

**ATTENDANCE:**

Alex Stoykov, Ozzy Zamora, Jane Maringer, Jessica Hooper, John Lango, Doug Achterman, Sejal Dharia, Nicholas Park, Carla Velarde-Barros, Andrew Deluna, Linda Stubblefield, Pat Henrickson, Nikki Dequin, Blanca Arteaga, Mary Ann Sanidad

**GUESTS:**

Sabrina Lawrence, Leah Halper, Peter Wruck, Kathleen Moberg, Fran Lozano, Erin Crook, Kathleen Rose, Denée Pescarmona, Holly Strother, Pilar Conaway.

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1. **Opening Items: (5)**
	1. Call to order

Nikki Dequin called the meeting to order at 2:34pm.

* 1. Welcome and Roll Call

Attendance recorded as noted.

* 1. Approval of Agenda

MSC (Arteaga/Sanidad) to approve agenda; all ayes.

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

This portion of the meeting is for members of the public to address the Senate. No action will be taken. Each individual is limited to one minute.

1. **Consent Agenda (5)**
	1. Approval of Minutes: February 5th, 2019

MSC (Sanidad/Lawrence) to approve minutes as submitted; 13 ayes, 2 abstentions.

MSC (Velarde-Barros/Sanidad) to amend agenda and add “Work Groups with Breakout” as item IV; all ayes.

1. **Work Groups with Breakout Sessions**

The groups gathered and summarized key points of their discussion:

* **Integrated Planning/ Hiring/Equity and Grants**: Andrew Delunas, Mary Ann Sanidad, Carla Velarde-Barros: they are in the process of determining who is on which committee; Integrated Planning takes place on Thursday; Gavilan College may not be eligible to apply for another Title V grant.

* **Student Learning Outcomes and Institutional Research/Data**: Jane Maringer, Nick Park, Sabrina Lawrence: information is being gathered at the Enrollment Management Meeting; how to use GavData; RPIE is available to help with reports. Identified the need to support ongoing SLO work with Jenny Grohol and continue to assess ILOs. The group wanted to distinguish the difference between Distance Ed and the Tech Committee. Information regarding the OEI will be posted on the Distance Ed website regarding the OEI rubric, the form, and training.

* **State Mandates & Legislation (including AB705, Guided pathways and OEI)**: Jessica Hooper, Sejal Dharia, Blanca Arteaga. Work is ongoing regarding meta majors, the analysis of data and the creation of clusters; looking for patterns/needs and seeking more feedback.
* **Bond/Facilities/Health and Safety**: John Lango, Ozzy Zamora, Linda Stubblefield: expressed concerns regarding campus safety, phones, locks, need for role playing/training with “active shooter” scenario, the need for an operational PA system, being able to determine what we can do with students in order to be prepared/safe. Queried about the Mental Health Committee and who might be chairing.
* **Distance Education/Technology and Learning Resources**: Pat Henrickson, Alex Stoykov, Brian Franco.
1. **Information:**
	1. Faculty Professional Learning Flex Day, survey results and feedback (Leah Halper) (15)

Leah Halper provided an update regarding the Faculty Professional Learning Days held in January. She stated, overall, most workshops were well received. As a follow-up, a series of Wellness/Well-being workshops will be offered March 8. Other recommendations: future professional learning sessions will be increased to one hour; keep one mandatory flex day per semester; keep the opening institutional experience at the beginning of the semester (President/State of the College address); continue discussion and feedback regarding safety and look to possibly create a simulation to help address potential emergencies. Ongoing feedback, continuous improvement is planned.

* 1. Accreditation readiness ( VP Denee Pescarmona) (15)

Denée Pescarmona thanked all for their effort and contributions to the Institutional Self Evaluation Report and stated the report is posted on the accreditation homepage. The visiting team will be on campus March 11-14 and will be housed in the Library. The campus should be prepared to potentially receive members of the visiting team in classrooms as well as committees. The team will provide a final summary report at the Theatre during College Hour (12:50pm-1:50pm) on March 14.

She recommended all follow through with basic preparation: share and review the summary (hand-out) of the four Standards. This summary sheet cites what we are doing well and what we promised to address (following our previous accreditation visit). All should become familiar with the mission statement and requested everyone clean up their space and update their website. Dr. Rose encouraged the campus community to be present during the debrief on Thursday, March 14.

* 1. Board and Administrative Policies and Procedures chapter 4 update (5)

Nikki Dequin and Mary Ann Sanidad are seeking one more person to assist with the review of Chapter 4 Board Policy and Procedures. The group will be making recommendations regarding the updates.

* 1. Academic Senate Election Committee (5)

Pat Henrickson, Andrew Deluna and Blanca Arteaga will be working on the elections.

* 1. Senate Structure and release time review

Current release time for Academic Senate President (40%), Vice Presidents of Student Services (20%) and Vice President of Academic Affairs (20%) needs to be evaluated in order to make recommendations to GCFA.

1. **Discussion:**
	1. Program Integrated Planning and Review update (15) Peter Wruck, Erin Crook, Sydney LaRose

Erin Crook reported changes have taken place to what was formerly known as the Institutional Effectiveness Committee, now renamed Program Integrated Planning Review (PIPR). The emphasis is program centered; a three year rotation cycle for all is now in place; and, the new forms are user friendly. PIPR will be brought back to Academic Senate.

* 1. OEI Augmentation Grant –(10) Sabrina Lawrence

Sabrina Lawrence stated the OEI was funded 30MD and covers Canvas. Colleges can apply for funding. Areas looking to develop new online courses or develop an online certificate program should contact Sabrina. Applications are due March 15. Information regarding the OEI will be posted on the Distance Ed website regarding the OEI rubric, the form, and training.

* 1. AP 7270 Student Workers HR

The student worker pay scale is under consideration. The number of hours a student can work was recently redefined in order to fit CalWORKs’ requirements. Item will be brought back to Academic Senate.

1. **Action:**
	1. Gavilan College Incarcerated student grant proposal (5)

MSC (Deluna/Lawrence) to approve; motion passed.

1. **Reports: (15)**
	1. Standing Reports:
		1. ASGC – Black History month is being celebrated; all are asked to encourage students to attend events.
		2. College President – no report.

* + 1. Senate VP of Academic Affairs – Mary Ann Sanidad reminded all regarding the grade timeline submissions; the change of record form is an easy way to correct grade errors. Integrated Planning meeting is taking place on Thursday. The goal is to ensure we are in alignment with strategic planning and guided pathways in order to ensure student success. All funding sources will be asked to provide information on plans/budgets that support alignment.
		2. Senate VP of Student Services - discussion is taking place regarding moving the graduation time to an earlier timeframe. Cranium Café is offering online counseling. Student scholarship deadline is March 15. Revisions to Allied Health are in the works. LVN is not accepting new students.
		3. Senators (please include any input regarding ongoing AS discussions)

Jessica Hooper – Rapid Response training is taking place tonight (February 19); questions can be sent to Jessica Hooper. Sabrina Lawrence announced stipends of $300 are being offered for certified trained online course reviewers and is seeking a couple of participants.

* + 1. Senate President – Nikki Dequin met with Peter Wruck, Erin Crook, and Sydney LaRose regarding the program review process and attended integrated planning meetings.
		2. GCFA President – Rob Overson stated recent topics of discussion included negotiations, professional development; a “master” stipends list; Department Chair evaluation and changing the formula and chair duties; the academic calendar and coordinating with local schools; leaves; non-tenure track positions and the evaluation process; and overload caps. He is requesting feedback on a proposal capping overloads at nine units. Concern was expressed regarding capping Distance Ed as this area is growing. One consideration is that we cannot cap online courses until we determine a standard for face-to-face courses. Requests feedback from departments and academic senate regarding negotiating points. First negotiation meeting date is February 28. GCFA is actively looking for another negotiator. This offers a leadership opportunity and participants are provided training.

* 1. Academic Senate Standing Committees
1. **Closing Items:**
	1. Open Forum: (time permitting) – no discussion.
	2. Items for next agenda

Safety – email from Leah Halper/Kathleen Rose.

Bond money for safety.

1. **Adjournment:**

MSC (Deluna/Hooper) to adjourn at 4:25pm; all ayes.

**Next meeting: March 5th 2019**

**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.*