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| lgavlogo | Gavilan College Academic Senate  Tuesday, February 5, 2019 from 2:30 – 4:00 p.m.  LOCATION: N/S Lounge |

**Meeting Minutes**

**ATTENDANCE**

D. Achterman, C. Velarde-Barros, A. Delunas, N. Dequin, S. Dharia, P. Henrickson, J. Hooper, R. Overson, M. Sanidad, A. Stoykov, O. Zamora

**GUESTS**

R. Brown, B. Franco, F. Lozano, K. Moberg, D. Pescarmona, K. Rose, P. Wruck, H. Strother

1. **Opening Items:** 
   1. Call to order

N. Dequin called the meeting to order at 2:32 pm

* 1. Welcome and Roll Call
  2. Approval of Minutes: December 4th, 2018

**MSC (A. Delunas/O. Zamora). Minutes approved as presented.**

* 1. Approval of Agenda

**MSC (M. Sanidad/C. Velarde-Barros). 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.*

There was no public commentary.

1. **Reports: (15)**
   1. Standing Reports:
      1. ASGC

No report.

* + 1. College President

Dr. Rose informed the Academic Senate that the first of three open forums was held this morning. The second forum is scheduled for Thursday, February 7 at 3p.m. and the final forum is scheduled for Wednesday, February 13 at 3 p.m. These forums will be covering several topics including Measure X, the SERP, Guided Pathways, accreditation, college reorganization, and the Centennial.

* + 1. Vice President of Academic Affairs

No report.

* + 1. Vice President of Student Services

K. Moberg announced that over 4,000 students were in the welcome center over the month of January, with roughly 900 students inquiring about financial aid and counseling. She also conveyed that ASGC will be hosting a number of events in honor of Black History Month. A flier is in the making and will be distributed soon.

* + 1. Senators

A. Delunas reported that he will be attending the Academic Senate for California Community Colleges (ASCCC) third annual Part-Time Faculty Leadership Institute from February 21 through February 24. He will be co-leading two leadership workshops at this conference.

D. Achterman relayed that a kick-off meeting occurred last Friday, February 1 for the new statewide library services platform. 110 colleges are participating in utilizing this same platform, including students and instructors. D. Achterman is part of the leadership team that will be implementing this system and creating new best practices over the next year. He also mentioned that a team is working on planning an event, probably occurring in April, celebrating Leah Halper’s work on Gavilan history and community.

J. Hooper provided an update on the English Department’s recent activities. There will be some course changes for the fall 2019 schedule due to AB 705. The fall schedule will include many English 1A classes and potentially English 1A with the support of an English 210 (2 units) class. The department is also considering offering a grouping where a student can attend English 280 (3.5 units) for 8 weeks and then English 1A for the following 8 weeks, all in one semester.

J. Hooper also announced two trainings that will be conducted on campus through the Rapid Response Network. The first training is scheduled for Tuesday, February 19 from 6:30 p.m. to 8:30 p.m. The second training is scheduled for Tuesday, February 26 from 6:30 p.m. to 8:30 p.m. She also distributed fliers pertaining to the event.

* + 1. Senate President

N. Dequin informed the Academic Senate that she attended the strategic enrollment management mid-year meeting. The take away from that meeting is that updates will need to be made to the recently adopted strategic enrollment management plan. She reminded the Academic Senate that she sent out copies of the crosswalk that was created from this meeting. N. Dequin recommended individuals contact her if they need another copy of the crosswalk. Lastly, she mentioned that she recently attended the Guided Pathways retreat.

* + 1. Senate VP of Academic Affairs

M. Sanidad relayed that she will be serving on the committee that reviews and edits board policies and academic procedures for Academic Affairs. In addition, she and Sydney LaRose will be co-chairing the Integrated Planning Committee and will be providing reports to the Academic Senate.

* + 1. Senate VP of Student Services

No report. B. Arteaga was unable to attend.

* + 1. GCFA President

R. Overson reminded the Academic Senate that contract negotiations start in the spring and the GCFA hopes to have them wrapped up by May. He also informed the committee that the E Board met and they would like to ensure that each department has a representative at the Department Representative meetings. The E Board recommended that departments which do not have a department representative send a stand-in representative. R. Overson will be providing updates on the negotiations to the Academic Senate.

* 1. Academic Senate Standing Committees

No report.

1. **Information:** 
   1. Guided Pathways update

K. Warren provided an update on Guided Pathways and distributed a Guided Pathways Update flier and Making the Case for Guided Pathways flier. The first year of allocated funding for Guided Pathways has resulted in the work of meta-majors, mapping as well as campus communication and engagement. Tiffany Palsgrove is the new faculty co-chair of the Guided Pathways Guidance Team. Also, Sara Burkhamer is the new co-lead for the Campus Communication and Engagement Team. The Guided Pathways Update flier provides detailed information with a spring timeline and suggested next steps. A work plan update will be submitted to the state sometime in the spring. Gavilan College recently met with a state designated Guided Pathways liaison, Dr. Laurie Scolari, to discuss a needs assessment.

The mapping of ADT’s in their initial form are to be submitted by March 19, 2019. The Meta-Majors Group is working on data analysis to provide three meta-majors plans to share with the campus and gather input. The Campus Communication and Engagement Group is conducting student inquiry events to gather input from various student demographic groups. The point was emphasized that Guided Pathways needs to be incorporated into department meetings, committees (including Academic Senate), and programs and will provide the framework for moving forward.

* 1. Academic Senate meeting structure moving forward

The Academic Senate briefly discussed the retreat, which focused on meeting practices, that was held prior to the beginning of this semester. Five workgroups were discussed at the retreat and those included:

1) Integrated Planning, Hiring, Equity and Grants

2) Student Learning Outcomes plus Institutional Research and Data

3) State Mandates and Legislation, including AB 705, Guided Pathways and the Online Education Initiative (OEI)

4) Bond, Facilities, Health and Safety

5) Distance Education, Technology and Learning Resources

The goal is to have three senators on each of the work groups to prioritize specific areas of focus and explore what the Academic Senate can do for issues as they relate to the ten plus one. The Academic Senate also discussed extending the meetings by thirty minutes (2:30-4:30 p.m.). The senate also discussed moving “reports” to the end of the meeting so there is enough time for important issues to be discussed. The next Academic Senate meeting will follow this structure. N. Dequin recommended senators email their area of interest to her and, in return, she will send an email with the breakdown of the work groups.

1. **Discussion:**
   1. Reorganization/College structure

N. Dequin conveyed that a number of faculty and staff are retiring from Gavilan College. A possible reorganization was discussed with a focus on the student perspective and from a Guided Pathways/meta-majors viewpoint. The current organizational structure was also discussed and includes the following deans:

* Dean of Kinesiology and Allied Health
* Dean of Liberal Arts and Sciences
* Dean of Career Education
* Associate Dean of Community Development/Education
* Dean of Research, Planning and Institutional Effectiveness
* Associate Dean of EOPS and Care
* Associate Dean of AEC (vacant)

Following this discussion, the Academic Senate broke out into groups to discuss the possible options for organizational structure and the role of deans. Group one recommended keeping AEC as a stand- alone entity. This group also recommended making support services more centralized and suggested placing counselors, AEC, tutoring, and the library in one building. Group two discussed the possibility of having a first year dean who focused on a student’s success during their first year. Additionally, the group considered using Meta-Majors as a potential model for restructuring. They recommended keeping the support and functional infrastructure the same across the various meta-majors. The third group raised several questions, one being the short-term impact of attrition on students and faculty. The second was whether there will be an increased need based on meta-majors. One member relayed that a new library is planned and will be built around supporting Guided Pathways. Another member suggested analyzing other successful categorical programs like STEM and EOPS. An ASGC member proposed cycling counselors through each meta-major annually so they may receive a thorough understanding of all meta-majors.

* 1. Gavilan College Incarcerated student grant proposal

R. Brown conveyed that Gavilan College has been working with incarcerated students for over ten years.

The state was offering $5 million dollars in grants for colleges working with incarcerated students. Gavilan College applied for $100,000 of funding over a two and a half year period. Gavilan College’s development team discovered that peer support for incarcerated students needed to be developed. The team has proposed that former inmates help develop a peer support model that helps guide inmates through this difficult transition. Gavilan College will likely find out if the institution will receive funding by March, 2019.

**VI Action:**

1. Board Policy/Administrative Procedures Chapter 6

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

**VII Closing Items:**

* 1. Open Forum:

One member conveyed how proud he is of Gavilan College for participating in the incarcerated students program. He also recommended the podcast *Ear Hustle* for those interested in learning more about the prison population.

Another member recommended that the Academic Senate consider ways to celebrate the faculty and staff that will be retiring at the end of the academic year. Furthermore, the point was made regarding how important it is to connect with retiring faculty in order to retain pertinent information for success moving forward.

Future meetings will include discussion surrounding the new college structure with two Vice Presidents and also upcoming elections for the Academic Senate. A. Delunas, P. Henrickson, and B. Arteaga were on the committee that worked on the prior election and a recommendation was made that this same group start working on the upcoming election.

* 1. Items for next agenda

**VIII Adjournment**

**A motion to adjourn the meeting was made by C. Velarde-Barros at 3:54 p.m. Next meeting: February 19th**

**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.*