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| lgavlogo | Gavilan College Academic Senate  Tuesday, May 7, 2019 from 2:30 – 4:30 p.m.  LOCATION: N/S Lounge |

**Minutes**

**Attendance: Nikki Dequin; Alex Stoykov; Mary Ann Sanidad; Sabrina Lawrence; Pat Henrickson; Jessica Hooper; Jane Maringer; Andrew Delunas; Nicholas Park; Ozzy Zamora; Sejal Dharia; Blanca Arteaga; Carla Velarde-Barros; Linda Stubblefield; Cherise Mantia**

**Guests: Kathleen Rose; Kathleen Moberg; Sydney LaRose; Scott Sandler; Rob Overson; Aeja Echeverria; Marian Hernandez; Bea Lawn; Fran Lozano; Rosa Sharboneau; Megan Wong; Eduardo Cervantes; Celia Marquez; Randy Brown; Debbie Klein; Karen Sato; Ryan Shook; Leslie Tenney; Jillian Wilson; Denee Pescarmona**

1. **Opening Items:** 
   1. Call to order @ 2:31
   2. Welcome and Roll Call
   3. Approval of Agenda

**MSC: (Hooper/Delunas) Move Action Item A to discussion. Passed, 1 opposed Arteaga.**

**MSC: (Delunas/Sanidad) Motion for approval of Agenda**. P**assed**

1. **Public Commentary:**

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.

Rob Overson: GCFA should look at the 50% rule to build a better understanding of how it works in a hiring plan. Scholarship nominations are due by May 12. There have been inquiries about possible high school collaborations. Overson said he would ask Career Technical Education (CTE) to review the options.

He asked faculty to look at the Reorganization Plan and provide input.

Karen Warren: Spoke as an individual, reminded that the Senate had wanted a task force on Guided Pathways last fall. It was determined that it was up to the Senate to make decisions on structure and the decision making process. She said she would like the Senate to create the task force.

Scott Sandler: He said he felt demoralized because the Department Chairs were asked to review the Guided Pathways Clusters plan and provide feedback, but discovered it was an action item for the Senate the following day. He was glad that it was moved to a discussion item. He said the college needs to think about the college processes. Now that there is a beginning plan he said the college needs to think about it, slow down and engage with one another for authentic feedback. Denee understands what it’s like to be an instructor.

Sydney LaRose: Spoke as a classified person not union representative: She reminded the Senate that the Reorganization plan affects classified employees as well as faculty. The feedback she has received has been favorable or neutral on the plan. She is in favor of the plan and is looking forward to its implementation. It is an opportunity to learn, build and improve. She hopes for honest evaluation of the plan, as well as, respect to be given to all opinions.

Bea Lawn: Spoke as an independent faculty member. She cautioned that the Senate should not ignore its processes. Urgency should not override discussion.

1. **Consent Agenda** 
   1. Approval of Minutes: April 16th, 2019
   2. Curriculum Meeting Minutes April 8th, 2019
   3. Faculty Professional learning Meeting Minutes March 20th, 2019

**MSC: (Delunas/Sanidad) Motion to approve Consent Agenda, passed**.

1. **Information:** 
   1. Faculty of the year nominations recognition

The Senate recognized the awardees and nominees for Faculty of the Year.

Karen Sato, FT Faculty of the Year; Andrew Delunas, PT Faculty of the Year; Nick Park was a nominee.

* 1. Re-organization proposal Denee Pescarmona

Pescarmona expressed gratitude to faculty and staff for conversations about Gavilan and the Reorganization.

The plan is a temporary, one-year, interim structure. Pescarmona will be drafting a narrative explaining the reasoning behind the plan structure.

The retirement incentive has left gaps in the current leadership of the college. This plan attempts to cover them while maintaining a portion of the budget recovered through the retirement incentive.

Plan basic structure:

* The positions held by Kathleen Moberg, Fred Harris and Peter Wruck will be held open for a period of time.
* Moberg will be replaced by two student services deans. The model is a more traditional model. Student Services personel are ideal candidates for these positions.
* There is an Associate Dean for OEPS and a vacancy for an Associate Dean in AEC that will remain vacant temporarily.
* The plan has 5 academic affairs deans.
* Fran Lozano’s position as Liberal Arts and Sciences will be divided under two deans; Arts, Humanities and Social Sciences; and STEM.
* Career Education and Health and Wellness will remain under their current dean structures.
* A reconfiguring of Foundational Skills and Academic Support will be under the final dean.
* Deans will have the opportunity to help support staff and faculty by participating in the Guided Pathways process. The Deans would not be in charge of the workgroups, but participate in and support the process.
* Internal hiring of the Deans. All interested in leadership are invited to interview.

Pescarmona said the interim plan and internal hiring helps mitigate cost and create opportunities for people to try it out.

Internal hiring helps to alleviate costs associated with bringing in new people from outside Gavilan.

1. **Discussion:**
   1. Department chair duties – Scott Sandler

The Department Chairs have evaluated their list of duties. They identified some areas that they felt did not fall under their prevue and others that need clarification.

Items identified as inappropriate duties:

* Assist with creating a pool of Trained Faculty Observers.
* Contractual obligation to provide input for evaluation of professional support staff.

Clarification was needed:

* Short and Long-term participation in Integrated Planning.
* Creating and ensuring textbook orders and optional texts per course outline in place.
* Ensure that ILOs and PLOs are updated.

The Department Chairs are seeking Senate input and to have the Senate forward these recommendations to the GCFA Negotiations Team to adjust the contract.

* 1. AP/BP 4100 – Chapter 4 workgroup Maryann Sanidad, Denee Pescarmona, Nikki Dequin, Rosa Sharboneau:

The counseling department has been looking at current residency requirements. The group noted conflicting information in the board policy and all catalogues since 1997.

All colleges have a residency requirement of completing at least 12 units in residence or 48 units at the college. The Committee would update this information to read the student must complete at least 12 units at Gavilan to fulfill the residency requirements.

The argument is it is less efficient to require more credits that may not be needed for graduation just to fulfill residency requirements.

* 1. Equity Plan – Eddie Cervantes

Cervantes asked for input from the Senate on a draft of the new equity plan.

Creation of the draft was complicated by changing data streams provided by the state. The state changes were attempting to align with the Vision For Success through the Chancellor’s office.

The metrics are based on the 2017-18 baseline year with exception for transfer which is based on 2016-17.

Cervantes said there have been some great conversation about equity around campus and the college is making progress. One area where equity has not been addressed in the past is in program revue.

Cervantes said the college needs to build an equity guide that clarifies what it is and best practices.

He added the plan is a holistic plan for the campus, not necessarily tied to funding, as in the past. The draft needs to be returned by June.

* 1. Re-organization

During this segment senators and guests identified their concerns and interests in the reorganization process.

* Jessica Hooper: Noted in an ideal world, deliberate shared governance would start at the beginning of the academic year, a task force would have been formed, all voices would have been heard. A vision for student success cannot be created alone. As there are time constraints on forming this reorganization, Hooper suggested forming AS special sessions to address the issue. She said feedback she has received includes: The structure is imbalanced; Peer tutors are low paid; classified staff needs support; Gavilan is reorganizing in two extreme ways through GP Clusters and Supervisory. She asked for volunteers to help draft a Senate Resolution on the reorganization.
* Andrew Delunas: Said the reorganization plan is a good idea but too hasty. He believes Gavilan needs more time to iron it out.
* Carla Velarde-Barros: Wants more time to bring the information back to constituent groups to have the discussion. She also stated that reorganization and GP are separate issues and should be treated that way.
* Jane Maringer: Her department hopes the dean that oversees it understands Title 5 regulations, and Title 5 funding cannot be spent on filling that position. She asked about the implications of slowing the process down and possibly filling the VPSS position with an interim hire. She suggested that the Senate help form the ad-hoc task force and work with the VPAA on the plan.
* Debbie Klein: Guest faculty: shared a list of facts and myths. Her concerns were: Not discussing the issue through shared governance; Rushing to fill positions; Faculty fearful of change; misperception of what the reorganization is; the dean structure; GP and Reorganization overlap; cost/budget analysis; 10 +1 adherence. Forming an ad-hoc committee to address the issue.
* Sejal Dahria: Voiced concerns over the number of deans and the costs associated with them.
* Nicholas Park: Said feedback he has received was concerns over the speed of implementation and creation of the reorganization plan and adherence to Gavilan’s decision making processes.
* Nikki Dequin: Said her feedback has been that there has not enough information coming through the shared governance process. Also the original reorganization plan included the associate deans. She plans on bringing the new plan back to her constituents for further feedback. As a senate they should be focusing on hiring and figuring out what to do about that. She felt the Senate should be involved and have feedback on the reorganization. The administration can move forward with the process as they choose. The Senate has the option to form a Resolution stating recommendations.

Denee Pescarmona:

* Agreed an ad-hoc task force of cross campus stakeholders is a good idea.
* She noted in the plan, the deans are interim positions. This allows for the process to move forward and to thoughtfully construct and reorganize the college over the coming year, while still providing leadership.

There have been discussions on filling the vacating positions, while working on a reorganization plan.

* The need to keep professional support staff in mind. They are concerned about who they will report to after some of the current deans retire and budget processes with no leadership.
* The implications of the 50% rule and where Gavilan falls. The Department Chairs will be working on hiring practices at their May 20, meeting.
* Specific cost savings under the plan.

Karen Warren: suggested an open forum sponsored jointly with all constituent groups for more information sharing and broad discussion.

Dr. Kathleen Rose: All are welcome to bring their concerns to the President’s Council meeting tomorrow at 4 p.m. and the final President Forum on Thursday at 1 p.m.

1. **Action:**
   1. Academic and Career Pathways clusters, titles, descriptions and designs Rosa Sharboneau

**MSC: (Hooper/Delunas) Motion to move to discussion, passed, 1 opposed: Arteaga**

**Discussion:**

Andrew Delunas: said his constituents are concerned that the process has been a bit too quick and needs more discussion:

Jessica Hooper: is a part of a work group meeting with Sydney LaRose on May 10, to discuss Senate and Guided Pathways processes. Her department is under the cluster Social and Human Development. They are reaching out to other language studies to discuss development of a cluster of Global Communication and Social Justice Studies.

Blanca Arteaga: Stated she personally has been working on Guided Pathways Meta-Majors workgroup for almost 2 years. During this time, she has delivered or written regular reports for the Senate. The students have voiced approval on the clusters and find it better organized and easier to understand than what Gavilan has in place now. The group used the school’s processes to create the cluster with students in mind. It is organizing something Gavilan already has into an easily understood, flexible context. She believes it should be piloted.

Nicholas Park: Said his department is not opposed to the clustering itself, but how these cluster categories are labelled and explained. He asked for time to have conversations within his department.

Jane Maringer: We have been following the GP guidelines and getting Senate feedback.

Nikki Dequin: Spoke with other school Senate Presidents to query about how they rolled out the plans at their schools. The majority started with a first draft and fine-tuned it before rolling it out.

Debbie Klein:Said to her knowledge, her department has not had one conversation on the Guided Pathways Clusters. She added she finds the naming or categorizing of her department in the cluster plan to be uninspiring. She wants the opportunity to have her department be a part of the conversation.

Rosa Sharboneau: The document was distributed campus-wide on April 25. The group solicited feedback and suggestions. They received very little feedback. They are not asking for formal adoption of the clusters at this time. She said they are asking to try the clusters in a pilot and for the Senate to create an evaluation process to identify the programs strength and weaknesses. It needs to remain flexible and changeable with the needs of students and the college.

Sharboneau polled students at Super Saturday and they preferred the clusters over the alpha list of majors.

Nikki Dequin: Asked what harm is there in taking a little more time, maybe another semester, to bring them to their departments for more dialogue? In essence use what has been created with the students, but still work on the plan and adjust it as needed.

Blanca Arteaga: While not formal adoption of the plan, she said it does need to be supported from the Senate to move it forward. The GP work plan is due in September.

**MSC: (Hooper/Maringer) Extend meeting by 5 minutes. Passed**.

Karen Warren: Recommended a clear set of guidelines be developed for a constituent taskforce to roll out plans and gather feedback. The guidelines should also include how this feedback will be addressed.

Scott Sandler: Asked the workgroup to provide clarification on the clusters and how they would be used for constituents not working in Guided Pathways. He said his next Department Chairs meeting is May 20. He asked for feedback to be sent by Wednesday, May 15 for the next meeting.

* 1. Peer online review process draft proposal –Sabrina Lawrence

**MSC: (Delunas/Mantia) Motion to approve. Passed**

6 people have completed the certification process.

C) Senate Officer voting results: Pat Hendrickson

President: Nikki Dequin

VPAA: Debbie Klein

VPSS: Andrew Delunas

2, FT Senator-at-Large: Scott Sandler, Kelly Glass (2 write-in)

1, PT Senator-at-Large: Angello Castillo (write-in)

1. **Workgroup reports:**

Alex Stoykov: Distance Education voted for Distance Education best practices which include Institutional, faculty and student services responsibilities.

Jane Maringer: We need to revisit ILO/SLO work group. She has collected all the minutes from the former SLO workgroup. By-Laws may need to be drafted.

1. **Reports:** 
   1. Standing Reports:
      1. ASGC: Blanca Arteaga: Deadline for graduation registration is May 10. An ASGC reception begins at 12:30 in the Student Center. Students will line up at 2:45 outside the Student Center on Sycamore Lane. Faculty should have requested its regalia. A dressing area will be set-up in the North/South Lounge.

Gavilan has qualified for an extension of the Title-5 grant offering financial aid information and literacy to students on an app.

More information will be coming forward.

* + 1. College President: Dr. Kathleen A. Rose

Graduation is May 24, at 3 p.m. Dr. Rose said she is looking forward to the faculty participation in the event.

More reorganization discussion will take place at the President’s Council meeting and the President’s Forum this week. Rose stated that the college has been discussing the Reorganization since January.

Dr. Rose wanted to address how reorganization might affect students. At this point she has heard no discussion how it would harm students. This week she met with members from ASGC in her office to discuss a course conflict question. This conflict was in Natural Sciences and had been going on for years. The students approached counselors and the area dean but no assistance was available. The students came to Rose because they had no idea who or how to further address the issue.

The students said they attended her spring forums about the reorganization and said they believed that the reorganization would help them through better support and more services for students.

Currently the students feel they have to come directly to the President, if they don’t get answers from their deans and counselors.

Board policy dictates that Dr. Rose has to have an organizational structure in place to run the college. She said they want transparency in the process and involvement from the Senate, professional classified staff, students and the community.

* + 1. Senate VP of Academic Affairs

Mary Ann Sanidad: The committee plans one more revision to the Board Policies and Administrative Procedures, Ch. 4., for this semester. They will be addressing auditing.

Integrated Planning will hold its last meeting next Thursday, and will concentrate on funding sources other than the general fund. It is looking at it with an Equity and GP lens. The group may continue to meet during the summer to maintain its momentum.

* + 1. Senate VP of Student Services: NR
    2. Senators (please include any input regarding ongoing AS discussions)

Jane Maringer: Asked that everyone who hasn’t completed the Chancellor’s office survey do so. It is a State-wide survey.

* + 1. Senate President

Nikki Dequin: read from written report.

Title 5 project is under development focusing on guided pathways processes. They are working on a comprehensive development plan to reinvigorate students and close equity gaps.

The IEPI Program Review team met and prioritizing its work for next year.

The Academic Support workgroup is discussing what support services are available to students and how they operate. They also are discussing the Senate and Guided pathways roles.

The active shooter drill is this week. Contact Wade if you don’t know what you should do during the drill.

She mentioned the Staff Recognition event on Friday and expressed appreciation for the retiring faculty.

* + 1. GCFA President
  1. Academic Senate Standing Committees

1. **Closing Items:**
   1. Open Forum: (time permitting)
   2. Items for next agenda
2. **Adjournment: Sanidad @ 4:38**

**Next meeting: May 21st 2019 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.*