

**Academic Senate Meeting**

**September 3, 2019**

**Minutes**

1. **Opening Items**
   1. Call to Order - 2:35p
   2. Welcome Roll Call

N. Andrade, A.Delunas, N.Dequin, S. Dharia, K. England, P. Henrickson, J. Hooper, P. Howell, C. Mantilla, J. Maringer, C. Marquez, J. Nari, N. Park, S. Sandler, B.Stone, A. Stoykov

Administration/Guests

R.Brown, S . La Rose, D. Pescarmona, M. Renzi, K. Rose

* 1. Approval of Agenda

Nikki requested to move/switch Discussion items by beginning with VI.B, then VI,C and then VI.A,

MSC: Delunas/Maringer

Motion to approve change to Discussions

All in favor – unanimous

**Motion passed**

Nikki requested the addition of an urgent matter: IEPI Grant needs to be signed. Requested to add as an Action Item

MSC: Andrade/Mantilla

Motion to add item as an Action Item

All in favor – unanimous

**Motion passed**

Motion to approval of agenda with changes

MSC: Delunas/Henrickson

All in favor – unanimous.

**Motion passed**

1. **Public Commentary**

Guest – GECA faculty- observation of Academic Senate proceedings.

1. **Consent Agenda**

Regarding A) Approval of Academic Senate Minutes for May 21, 2019, May 28, 2019 and of the Faculty Professional Learning Committee from April 17, 2019

Request for motion to approve A, B, and C.

MSC: Delunas/Mantilla

Two (2) Abstain

**Motion passed**

**Reports**

1. Standing Reports
2. **ASGC**

Cherise announced that she is the new ASGC Advisor. ASGC just had its first meeting in which the ASGC budget, purchase of give-aways were discussed. The next ASGC meeting will be held Friday, September 6th in which creation of a calendar noting all fall activities will be discussed.

1. **Senators Reports**

None

1. **Academic Senate VP Reports**

Andrew will be applying for a grant to the ASCCC for 2019 plenary session and is beginning to update the online faculty handbook.

1. **Academic Senate President Report**

Nikki is working on and is close to completing filling tenure committee positions for new full-time faculty.

Nikki stated that over the summer spoke to a number of individuals regarding the tenure process and discussed a possible future Tenure Process faculty professional learning item.

In reference to the ASCCC John Stanskas, Nikki requested all to please consider the main items when working on upcoming goals. Nikki noted that at the last meeting goals were discussed, as were work groups (outside of senate meetings) and how information is disseminated, as was working on including a representative from Allied Health.

Finally, Nikki noted that Academic Senate is still in need of a secretary. Jane has volunteered to fill in temporarily.

1. **GCFA President**

Not present

1. **Superintendent/President – Dr. Kathleen Rose**

Dr. Rose distributed a special edition Centennial Pin to all present as well as a special edition of the Dispatch newspaper which highlights the Centennial of Gavilan College. The Gala will be taking place Saturday, September 7th beginning at 5:30p and currently has 400+ guests.

Dr. Rose announced that the Edward Boss scholarship for $30K will be publicized at the Gala.

Additionally, Dr. Rose noted the Measure X Focus Group (Library), continues work and strides with Guided Pathways.

At this time, Dr. Rose introduced the new Vice President of Administrative Services, Michael Renzi.

Michael Renzi addressed Academic Senate and spoke to tying in program review and budget allocations and offered his assistance. Michael stated that he wants to be an active contributor to Participatory Governance and looks forward to working with constituent faculty members.

Michael was candid and indicated that he is aware of current challenges: he wants to hear from faculty: to listen and work with suggestions/ideas and maintain an open line of communication.

1. **VPAA/Interim VPSS**

Denee addressed the current enrollment updates. She noted that as noted in the most recent Daily Enrollment Update, the college is down in headcount. However, she also pointed out the increase in number of units taken by students.

Denee informed all that the number of students in the Gavilan Promise Program has doubled since Fall 2018.

Denee also informed all of the importance of updating Chapter 4’s BPs and APs. Those available and interested in reviewing CCLC recommended changes to Chapter 4 BPs and APs to the current documents please let Denee know. Addressing the Hollister Gavilan Site at the Briggs Building, Denee addressed the upcoming construction of 400 block. Andrew informed all that construction is currently delayed

Denee was please to announce the names of new FT faculty:

* Kim Enderle
* Kyle Hull
* George Kalu
* Eric Lopez
* Craig Mosher
* Tyson Norton
* Maggie Pereyra-Gutierrez
* Raylene Potter
* Max Rain

Denee spoke to additional duties taken on by faculty: Nick Park, Leah Halper, Cherise Mantilla, Denise Besson, Lesile Tenney, and Stephen Gaitan, who is the new BIT Faculty Liaison and will be reaching out to faculty for revision on Red Folder

In regard to the new Program Review schedule, Denee stated that this will be conducted during Dept. Chairs meetings the first meeting taking place on September 16th.

1. Academic Senate Standing Committees Reports

None

1. **Information**
2. Guided Pathways Structure Update

An Inclusive Guided Pathways Leadership Approach Proposal was presented. Nikki spoke to guests who met with Guided Pathways Leadership.

The PowerPoint presented noted strengths, which include Guided Pathways Leadership Charge and the makeup of the leadership team.

Dr. Randy Brown spoke to the teams’ review and use of best practices of other college’s and some recommendations, as well as principles of how we conduct our work, and improve our decision making process.

Nikki indicated that a new senator will be selected to be on the Guided Pathways Team in October 2019.

Randy spoke to upcoming work in the various Guided Pathways work teams as well as integrated services with academic and student support.

Scott requested clarification on dissemination of information from Randy.

Jane asked how to determine the status of current Guided Pathways work groups. Randy stated that this information will be provided soon.

Jessica asked if the Academic Senate representative should be chosen now.

The Academic Senate members present discussed this and decided to first make proposal first, then select an Academic Senate Guided Pathways representative.

Celia indicated that she had enjoyed reading the Guided Pathways new letters and asked Ran when the next news letters would be distributed. Randy stated that there will actually be more face-to face communication as opposed to newsletters.

1. Integrated Planning Program

Nikki informed all of the meeting and the discussions with Daylene Meuschke, Institutional Researcher at College of the Canyons, regarding what Gavilan is current doing regarding program planning and plans to move forward with a new process.

Pat stated that it is necessary for all to review Master Plan.

Nikki noted that there was significant conversation regarding the Master Plan and various committees and how they feed into what Gavilan does. “How do we communicate across disciplines?”

Scott asked if support/mentoring would be available for those who need help with Program Plans.

Denee noted that the PIPR committee will be available (PIPR and Budget will actually be meeting regularly) to discuss and review SEAP, Strong Workforce, Title V, etc. She also stated that hiring an Institutional Researcher is a top priority.

**VI. Discussion**

B) Ad Hoc Committee for Reorganization Evaluations

Regarding the key importance of the Ad Hoc Committee for the evaluation of reorganization, Nikki stressed the following components:

* Achieving open and continuous communication with the campus about the efficacy of the model
* Assess if we are meeting the metrics of the funding formula
* Assess if we are following the Guided Pathways framework
* Assess if we are creating wrap around services for our students
* Assess if we are achieving the ILO’s
* Assess and ensuring that suitable professional learning is in place in order to support the Deans and
* Assess and ensure Gavilan is in alignment with our strategic plan.

Academic Senate has requested that one (1) counseling faculty member be on Task Force which was discussed during the Academic Senate retreat as well as the addition of one instructional faculty member. (Maggie Pereyra-Gutierrez was recommended).

Dr. Rose stated that if the Academic Senate wants two faculty members on the committee, the conversation will need to go back to President’s Council, where the recommendation will be discussed.

Nikki noted there were faculty members interested on being on the committee with the addition of a counseling faculty.

Nikki asked the committee if the current faculty task force was sufficient as it currently has active/participating membership.

Jane asked make up of President’s Council. Nikki reviewed.

Andrew stated that having a counselor on President’s Council would be a good idea.

Nikki suggested adding a member to President’s Council Task Force. However, a motion to suggest this would be required.

Kim asked if not having a counselor on the President’s Council Task Force would impede progress.

Celia remarked that many faculty members on campus are not entirely aware of what all counselors do.

Cherise recommended Academic Senate create its own task force and include a counseling faculty and have the two task forces communicate and if needed, go back and change composition on either task force.

Andrew prompted a motion to wait for Counseling faculty to decide if they would like to be part of either task force (Academic Senate or President Council’s).

2nd – Hooper

All in favor: unanimous

**Motion to wait for Counseling faculty to determine if they would like to be part of either task force passed.**

Nikki asked the members assembled if an Academic Senate Ad Hoc task force were to be created, how many individuals should be part?

Jessica stated at least three.

Jane acknowledged that she would be interested in participating.

Nikki stated that she would information to all faculty to invite others to participate.

Jessica stated that Debbie (Klein) would be interested.

The question of the charge of an Academic Senate Ad Hoc Task Force was posed to the group. Suggestions made were: to hear from faculty regarding their needs and concerns.

Celia added that timely, efficient communication about what’s going on as well as ensuring all faculty members are aware of the same information is essential.

Andrew noted that a part time faculty voice should also be a member of an Academic Senate Ad Hoc committee.

C) Goal Setting

Denee addressed works in plan for a new ICER, as well as continued work on Program Plans, Accreditation, There has been much work accomplished, yet there is still more to do.

Denee spoke to the creation of an SLO committee. An SLO coordinator position has not yet been filled.

Nikki spoke to the letter from ASCCC president, John Stankas and addressed the main topics of the letter.

As a hands-on project, Academic Senate took 5 minutes to form groups to discuss goals that Academic Senate should/would like to achieve this year.

Sharing of ideas:

* oversight of Measure X
* Sanity/reality check that classrooms and other needs are requested (get stockholder input
* RE: new laboratories – ensuring a specialist (science expert) has some oversight – not just a general contractor
* Diversification of new faculty.
* Being aware what’s going on in State-wide senate and what Gavilan is doing
* Connecting EEO plans and combining at hiring practices (student and faculty needs)
* Hiring priorities (this was noted twice) – need to create a process for hiring (there is confusion whether this is in Dept Chairs or AS.) Nikki stated this really is the purview of Academic Senate.
* A need of an SLO Coordinator and for an SLO committee which includes release time for SLO Coordinator
* Campus Safety (training and resources) – are there building representatives? Gavilan does not currently conduct practical drills, especially for lockdown procedures.
* Need to review and update the Faculty Handbook
* Equity issues regarding resources for satellite campus
* Review Library hours (have they been shortened?)
* Review and update the Participatory Governance Handbook
* Continued Academic Senate involvement in Guided Pathways
* Establish clearer, honest, and timely communication with colleagues and Administration
* Create/review norms

Nikki noted that there are a number of goal suggestions. Would need to prioritize – some – as they are activities – could be tackled by created workgroups.

1. Final Exam Schedule – DISCUSSION

Ken Wagman and Sonia Flores addressed the necessity to change the upcoming finals schedule as it was recognized that when spring final schedule was created, the Thursday was in conflict with GECA’s graduation.

Ken distributed the Fall 2019 suggesting that the final schedule be repeated – making the Spring 2020 the same as to not conflict with graduation.

Additionally suggested was switching the spring schedule for fall.

Sonia noted that in the past there had not been an issue, it was only this Spring 2019 that a conflict existed having an impact on GECA’s graduation practice as well as the actual ceremony.

***This will be an action item for the next AS meeting***

Cherise asked to this document to be sent to each Academic Senate member via e-mail

1. **Action**
2. Title V HIS Preliminary Approval

MSC: Stoykov/Dharia

Two Abstaining

**Motion passed**

1. DE Best Practices

MSC: Park/Mantilla

2nd Cherise

Peter pointed out that appendix A, OEI rubric of an exemplary online course.

Jessica asked if training would be provided. Peter stated that yes there would be training and noted platforms of best practices such as communication/accessibility, clarity, technology.

The OEI rubric is considered a best practice, but not necessarily the best for every course.

Denee reminded all that Gavilan does have a compliance issue with DE courses. It is essential that we strive to meet the highest standards possible.

Two Abstaining

**Motion passed**

1. PIPR Discussion

MSC: Sandler/Maringer

Nikki reviewed page 8 of the IEPI noting how funds will be used.

Also noted were funds for consultants, PT faculty training, an other operating expense (ex: data migration fees).

Denee noted that these items can be moved around depending on need.

All in favor – unanimous

**Motion passed**

1. **Closing Items**

Items for next agenda:

Jessica - Would like to have health and safety attend –

Nikki - Eric Medina had requested Security and Safety to attend

Cherise – where are we with the funding formula (invite Wade Ellis or Marie Noriega to future meeting to discuss)

Dr. Rose stated that during the Open Forum of the Board of Trustees Meeting, the request for more information/update on Funding Formula could be discussed.

1. **Adjournment**

Motion to Adjourn - Mantilla

Meeting was adjourned at 4:20p

The next Academic Senate meeting is scheduled for September 17, 2019