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| lgavlogo | Gavilan College Academic Senate  Tuesday, May 21st, 2019 from 2:30 – 4:30 p.m.  LOCATION: BUS 103 |

**Minutes**

**ATTENDANCE: Nikki Dequin; Alex Stoykov; Mary Ann Sanidad; Ozzy Zamora; Nicholas Park; Cherise Mantia; Pat Henrickson; Carla Velarde-Barros; Blanca Arteaga; John Lango; Linda Stubblefield; Jessica Hooper; Sabrina Lawrence; Sejal Dharia; Ken Wagman**

**ABSENT: Doug Achterman; Andrew Delunas**

**GUESTS: Robert Overson; Brian A. Franco; Scott Sandler; Karen Warren; Leah Halper; Bea Lawn; Jessica Gatewood; Denee Pescarmona; Jane Maringer; Dr. Kathleen A. Rose; Fran Lozano; Eduardo Cervantes; Carina Cisneros; Leslie Tenney; Rosa Sharboneau**

1. **Opening Items:** 
   1. Call to order @ 2:32 p.m.
   2. Welcome and Roll Call
   3. Approval of Agenda

**MSC: (Sanidad/Stoykov) Motion to approve Agenda with corrected spelling of Velarde-Barros’ last name. Passed**

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.

1. **Consent Agenda**
   1. Approval of Minutes: May 7th, 2019
   2. Curriculum Meeting Minutes April 22cnd, 2019

**MSC: (Velarde-Barros/ Lawrence ) Motion to approve Consent Agenda. Passed**

**MSC: (Maringer/Henrickson) Motion to move information item F to A. Passed**

1. **Information:** 
   1. **Guided Pathways (GP) work plan update - Randy Brown**

The GP Guidance Team must submit a work plan to receive its funding in an annual allocation.

It is currently working on an annual update and assessment on GP work. The Chancellor’s office distributed a template of what is due by the end of September. They asked all colleges to populate template then the state will review it. The state will then provide feedback on the progress.

Brown was asking for senators and their constituency to provide feedback.

History of GP: Pescarmona served as the demonstration project director at College of the Canyons. The college was one of 20 colleges selected statewide to test GP implementation. There was a 6 institute series to help the colleges develop plans. These colleges were asked to complete the assessment that Brown is presenting today. The Community College Research Center developed the assessment for nationwide and statewide implementation of GP. The assessment has 3 main areas in terms of implementation and design. It helps a college benchmark what and how things are being done to keep the process moving.

Brown said there are pockets of projects in the works, but it is not following a systematic plan. Part of this process will help in targeting and prioritizing the GP projects.

The final version of the work plan will be brought back to the Senate in the fall,

Dequin will distribute the information to all. Feedback should be directed to Randy Brown.

* 1. **Guided Pathways Senate subgroup - Jessica Hooper/Blanca Arteaga**

Arteaga said they wanted to ensure the Senate had a decision making model for any GP work.

They suggested the Senate for a subcommittee that would include formal representatives from faculty, student and other groups, to oversee and evaluate any GP work. They believe that the Senate does not have a formal review vehicle which is causing, a breakdown of, and lack of information.

Hooper: The Senate is not being asked to make a decision at this time. The group will bring the proposal back to the Senate in the fall. They are seeking input on the forming of a subcommittee.

Senate members asked if it was the same as the GP Steering Committee? Would the Subcommittee serve as an informational group to provide better communication between the Senate and GP Steering?

The group said this is an attempt to formalize the structure. It may be there is only one committee in the end that serves as the guidance team and advisory team. They are asking for feedback from the Senate.

Karen Warren: Suggested they approach (Laura Scalaria) to see if she would be interested in providing a workshop to help form the committee.

There was discussion over holding a Senate retreat or calling a special meeting this summer.

* 1. **ASGC Bylaws - Blanca Arteaga**

Link sent to show some of the changes to the by-laws. The biggest change was to formalize that the Inner Club Council (ICC) will select the representatives for clubs to ensure that the candidates have knowledge of the ASGC workings. The ICC would nominate their representatives.

Other changes included: An updated election process; detailed resignation process; the removal of a President’s Cabinet, VP Cabinet due to the lack of enrollment in ASGC to facilitate the panels.

ICC would nominate their representatives.

* 1. **Preferred Name - Blanca Arteaga/Carla Velarde-Barrios**

The representatives asked how they should proceed with development of this policy.

The senate advised that the Policy be formed first. The BP-AP number has not been assigned yet. The committee is working with the President and VPSS offices to develop the legal language.

The IT department will be integral in helping to develop the form students will use to select a name, as well as, implementing the process.

In the draft policy, students selected their preferred name to be used on non-governmental paperwork and in classrooms. The legal name would still occur on vital information such as Financial Aid, payroll, transcripts and diplomas.

The policy will still be going through changes. Input from the Senate or others should be addressed to Arteaga and Velarde-Barros.

* 1. **Library and Distance Education name change - Sabrina Lawrence**

Distance Education is changing its name to Library and Distance Education, to better describe what services are under the department. There is no structure change.

* 1. **Faculty Professional Learning Liaison Report - Leah Halper**

Halper distributed a draft of the professional learning planned for August 23. She will have it finalized in a few days.

The day will be student-centered with 8 student panels, student groups, Senate, Health and Safety concerns. To make attending more accessible for part-time faculty, some sessions might be using Zoom cameras.

She is also working on getting some training offered online with Denee Pescarmona, Sabrina Lawrence and Peter Howell. A couple of the online trainings over the summer could be “Creating an Excellent Equity Informed Syllabus” and “Trained Faculty Observers.”

Cherise Mantia thanked Halper for all her hard, worthwhile work.

* 1. **Re-organization cost savings information – Denee Pescarmona**

Pescarmona distributed a three-part cost analysis of the Administrative Salary Schedule for the reorganization plan. The three scenarios created by the Business Office for the Deans’ salaries were the current costs, a 10% out of class stipend model and an Administrative Salary schedule.

The scenarios are hypothetical, actual costs will not be determined until the positions are filled.

She cautioned the models are the total cost of ownership of the positions. Some positions are funded through different streams.

Discussion: Maringer thanked Pescarmona for being transparent.

1. **Discussion:**
   1. **Distance Education Best Practices- Sabrina Lawrence**

A Draft was sent out with agenda information. The last update to the Distance Education (DE) Best Practices was approved in 2012-13. The department is recommending adoption of the updated plan to the Senate.

The updates to the best practices include: Institutional, faculty, and student services, evaluations, responsibilities and guidelines; a reference Title V; form D on Curricunet; The AEC name change; The OEI consortium, the course design rubric one of the standards.

A Resolution on the peer review process will be presented to the Senate in the fall.

* 1. **Tutoring center oversight and space update- Jessica Gatewood**

The tutoring department will be moving into the writing center this summer. They will share the space. Discussion is taking place over which style of tutoring is best for students, centralized or networking.

The current model allows for tutoring in multiple areas around campus and within departments.

There is discussion of whether a centralized tutoring area would be a better choice.

Talks are also taking place with Human Resources on student workers.

Funding of instructor-based tutoring is variable among departments.

Gatewood said the group asks the senate to consider several points; the reorganization; facilities bond; filling a 100% release time position; AB705, and how that affects tutoring.

She asked for input from the Senate on the future design and implementation of tutoring on campus and the satellite sites.

Some senators expressed preference for a centralized tutoring service. Others preferred varied services around campus. All were encouraged to keep equity in mind.

A student representative said that the style of tutoring is affected by subject. Some subjects are more effectively taught through one-on-one interaction, while others, such as math, are better served through group discussion. He also stated that recent developments in staffing and funding have hurt the current tutoring system.

The faculty was encouraged to keep in mind the nature of student learning. Some students do well and can seek out help. Others need to be guided and directed by faculty to the services provided to assist in learning.

Karen Warren said tutor training is highly important. Plans are moving forward to implement a Guidance training course. There is no longer a director overseeing the tutoring efforts around campus.

There is a coordinated care model included in the next phase of the Title V grant.

Pescarmona said the optimal way to support learning assistance is to create a model that generates apportionment; to have a model where you do have line of sight. That complies with Title V and has curriculum.

* 1. **Academic and Career Pathways clusters, titles, descriptions and designs – GP Guidance team**

Randy Brown: The recommendation is to have a planning group, consisting of original Meta-Majors work group team, guidance team and an additional senator to work over the summer with the existing model to develop one or more proposals to be brought back to the Senate in the fall.

These proposals would be moved through the shared governance process. More GP work will be coming over the next year and will expand the college’s focus on GP. Brown added, the mapping is the starting point with the student facing piece, but also a model for moving forward as a college.

**Discussion:**

Pescarmona: Honored the work that the group has done and she believes they worked hard to be inclusive and collaborative. She said GP work is not static. The model needs to be responsive to the changing needs of students and the college.

Arteaga and Hooper: Asked who was going to evaluate the models and programs that are generated through GP.

Ideas mentioned were; forming a new sub-committee, reinvigorating the Learning Council, special training provided by Scalari.

Some senators felt the model did not adequately follow the shared governance process and the timeline was too rushed for receiving and addressing constituent feedback. Others argued that the development of the Meta-Major clusters and other GP work has been brought forth several times since last fall.

Revisions to the model were done this May, after feedback was received. The model placed the Language and Communication track between Social and Human Development, and Creative Arts tracks. Business, STEM, and Health Sciences tracks were also grouped together to facilitate student use of the charts when looking for their field of study.

**MSC: (Arteaga/Zamora) Move that we hold a special meeting in which the original Meta-Majors clusters are added as an action item on the agenda. Meta-Majors planning group as an action item. Passed, Hooper abstained.**

**Discussion:** Possible design changes to the graph were outlined and how the English departments input was incorporated into the design. Adjusting the timeline and the design will be discussed further at the special meeting.

* 1. **Reorganization resolution – Jessica Hooper**

The Senate is drafting a Resolution to the Board of Trustees (BOT) on their opinion of and recommendations for the current Reorganization Plan for Gavilan College.

The draft outlines why the Senate believes it is its responsibility to be a voice and instrumental in the reorganizational design. The document defines the California Code of Regulations, Title 5, article 53200 as it pertains to the Academic Senate authority and responsibilities under the 10+1 areas; Gavilan BP/AP 2510; Gavilan’s, “Principles of Community.”

The document asks for the formation of an Ad-hoc task force to analyze and evaluate the reorganization plan. It also, directs the BOT to halt the implementation of the reorganization plan until the faculty has had the proper time to respond to the plan.

Guest faculty, Bea Lawn, helped draft the resolution. She said the speed of events and the lack of faculty input in the creation of the reorganization, leads some to say it shows a lack of respect in the administration for the faculty voice. It sets a precedence of indifference for future dealings and is possibly dangerous and diminishing of the faculty standing with the district.

Hooper: The resolution is asking for the creation of an Ad-hoc task force to analyze and make modifications to the current plan. The administration is asking for a task force to evaluate the current plan as it is implemented throughout the coming school year.

Gaps in the system and foundational needs can be identified and addressed starting in the fall.

Lango: Stated that they should not delay the reorganization because the college needs to have a structure in place. He said lack of that structure would cause problems for departments where decisions must be made. No pecking order will be disastrous. He supports the task force.

Dequin: Noted that the resolution can not “Direct” the BOT or any other body to do something. This resolution, as written, asks the BOT to direct the administration to do something.

Sanidad: Said she believes senate approval is not required for this reorganization. She detailed the start of the VPAA’s employment began with preparing for accreditation. She said there has been talk about a re-organization since Dr. Rose was the VPAA. She was unhappy with how quickly the reorganization came out, but said she believed there was opportunity for input through forums, meetings, emails and one-on-one appointments.

She added she felt valued in the process but also made it a point to talk to Pescarmona.

Financially, the SERP was not approved until the January board meeting. She said she believes it is important for the Senate to look at the larger picture and go forward. She believes the task force is important and training for the interim-deans.

Velarde-Barros: Said on a personal level, she wished for a more collegial consultation by bringing the reorganization plan through the senate. She added there was an effort to get input, but some people do not like to attend meetings. It was not brought through the senate processes.

She recommended the resolution be edited to be more about working together, the process that was taken, and how the evaluation will go forward. She said the Senate needs to articulate how we do this.

Wagman: He said an Ad-hoc task force is fantastic. He said he doesn’t believe the senate has a 10+1 purview of the reorganization plan. He said what will change is to whom he reports. Nothing in it will impact his teaching. His concern is, without a plan, some colleagues will not have a dean. He was uncertain of the Union’s perspective as to the ramifications of an Associate Dean becoming a Dean.

Mantia: Said her constituents are concerned about the process and what happens after the interim year is over. She believes it has not been explained as to what happens to the faculty who become Interim-Deans.

The Senate recommended that the drafting Senators work on the wording of the resolution and bring it back as a Second Reading to a special meeting.

**MSC: (Hooper/Velarde-Barros) Motion treat as first reading, vote to approve as a first draft with changes of removing first resolve, changing language to ensure recommending not demanding, second reading at special meeting. Passed**

1. **Action:**
   1. Department Chair duties (Recommendations to GCFA) (5) Scott Sandler

**MSC: (Arteaga/Velarde-Barros) Motion to approve Department Chairs duties. Passed, Wagman abstained**

* 1. AP/BP 4100 (5) Mary Ann Sanidad/Nikki Dequin

**MSC: (Sanidad/Velarde-Barros) Motion to approve. Passed**

* 1. Equity Plan (5) – Eddie Cervantes

**MSC: (Velarde-Barros/Wagman) Motion to approve. Passed**

No changes were made to the plan, just language cleared up. Cervantes added the college has come a long way and he is proud of our campus.

* 1. Recommendation on reorganization

**MSC: (Velarde-Barros/Arteaga) Motion to strike from agenda. Passed**

1. **Reports: (5)**
   1. Standing Reports:
      1. ASGC is finished for the year. They have elected 5 new board members. It will host its annual going away party on May 29.
      2. Senators (please include any input regarding ongoing AS discussions)

Maringer asked that, all who have not completed the Chancellors office survey please do so quickly. She will be sending it back at week’s end.

Sanidad: Integrated Planning Committee completed its task for this semester. It analyzed the use of funding sources on campus and their plans. The group might hold further meetings this summer on budgeting.

**MSC: (Arteaga/Hooper) Motion to extend meeting by 5 minutes. Passed**

Arteaga: Graduation information: New plan due to inclement weather. The ceremony has been moved to parking lot H.

Dequin: Title V grant was not on agenda because time was too tight.

* + 1. GCFA President

Rob Overson: Check email for voting in of the new e-board.

Currently there are 82 Full-time faculty members. After the SERP there is a loss of 9 members.

The hiring process, guidance and direction needs to be discussed through the Senate. Overson urged the Senate to arrange training on the 50% law.

He asked that faculty bring items to the Senate so GCFA can get direction and negotiate.

* 1. Academic Senate Standing Committees

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

**Next meeting: Special Meeting TBD**