

GAVILAN COLLEGE ACADEMIC SENATE MEETING

Tuesday, February 1, 2005 2:30 p.m., Mayock House MINUTES

PRESENT: Marlene Bumgarner (Vocational), Kathy Campbell (ESL), Erin Crook (English), Elena Dachkova (Natural Sciences), Mark Friedman (DSP&S) John Lango (PE/Athletics), Celia Marquez (Student Services), Larry Moeller (Library), Ken Wagman (At-Large, Full-Time Faculty), Jason Wolowitz (Business), Sherrean Carr (Ex-Officio), Debbie Roderick (PT Faculty), Marla Dresch.

Members Absent: ???(ASB) Jane Edberg (Fine Arts),

Positions Currently Vacant: Nursing and Social Sciences, ASB

Guests: Steve Kinsella, Fran Lozano, Susan Sweeney, Grant Richards, and Terrence Willett.

I. OPENING ITEMS

1. Call to Order – Jason Wolowitz called the meeting to order at 2:30 pm.
2. Welcome and Roll Call – Jason welcomed all to the meeting.
3. Agenda Adjustments – J. Wolowitz added item V – 13 Program Learning Outcomes as an item for discussion.
4. Approval of Minutes for December 7, 2004 – MSC (M. Friedman, K. Wagman) 1 abstention

II. INFORMATION ITEMS

No new information to add.

III. DISCUSSION ITEMS

5. **New Academic rules from CCLC (Community College League of CA.) – J. Wolowitz**

There are 2 new items affecting Academics that need the Academic Senate feedback.

1 – Repeating a course – This is clarifying the ability for students to repeat a course and how many times it may be done. This is a Policy that Gavilan already follows. It is recommended by J. Wolowitz to approve this item.

2 – Adding a New Grade – FW – This new grade is basically an explanation for the student failing the class – he/she failed the course due to lack of attendance and never withdrew from the course. The FW grade counts the same as an F grade in the student's GPA. It is J. Wolowitz's recommendation that the Senate not approve this item. D. Roderick asked if there was any benefit to the student to receive an FW rather than an F. J. Wolowitz said that there is no benefit; it is just a reason for getting an F.

6. **Pre-Reqs Eng 1A vs 250**

Leah Halper and Sherrean Carr will be coordinating a forum to discuss this topic further. K. Wagman stated that the statewide requirement for an AA degree is currently English 250...should it be 1A? The State Academic Senate meeting is in April, K. Wagman suggested that Gavilan come up with an opinion so that a vote can be sent to the April meeting and Gavilan's opinion will be represented.

7. **Finals – Faculty Must have a Final Class that is Scheduled During Finals Week also any final given needs to be given during that time.**

Although Finals may take various forms, the Final should be held on the scheduled day of the final.

8. **Accreditation Update – Wagman**

There is an all day training on Friday, 2/4/05. Other Institutions will attend this training as well. S. Carr and K. Wagman have been meeting regarding this topic. The goal is to stretch out the process so that it is doable. It takes about 1-½ years to go through this.

9. **Evaluation of Last Year's Administrative Reorganization – Wolowitz**

Please cross off #14 under Action Items, as it is a discussion item.

J. Wolowitz asked C. Marquez how it worked in the opinion of the Student Services Department. C. Marquez said that it would be a point of discussion in their Department meeting next week.

K. Wagman made the point that for a couple of years things will be ok, however, in his opinion, a VP of Instruction is needed to be an advocate for Instruction. J. Wolowitz said that advocacy is needed for the students, but if in the future there is a President that doesn't listen, it doesn't matter. His opinion is that the Administration is good right now, so it is

working. J. Wolowitz also suggested that if work were not getting done, perhaps just an Assistant would help and also save money. E. Crook pointed out that it seems strange to hire 2 VP's when there are still Faculty positions that need to be filled. E. Crook and the English Department are fine with 1 VP.

J. Wolowitz asked for the Senates recommendation: 3 VP's, As is with 2 VP's or something in between, i.e., 2 VP's with the option to expand, if necessary, in the future. J. Wolowitz asked the Senate to poll their Departments so that a vote can be taken at the next Academic Senate meeting and a recommendation can be sent to the President's Council.

10. Update on Measure E Bond (formerly HSF&G report)– Marla Dresch

Not much has changed here, as the committee has not yet met. S. Kinsella added that the location that is being looked at in the Coyote Valley is across from IBM on Santa Teresa & Bailey.

11. Technology Committee and ERP Update – Moeller

District meeting was last Thursday and plans to meet on Thursday afternoons. The sub-committee has completed the Campus walkaround and the findings will now be discussed. L. Moeller stated that 5 years from now the Gavilan campus would be a wireless campus. J. Wolowitz said that he spoke with Vic and the recommendations are going to tie in with the Measure E technology plan. If there is something that you want for your Department, tell Larry, Vic or another Faculty member that is on the Committee. Now is the time to get these requests in.

IV. ACTION ITEMS

12. English and Film Degrees Approval – Grant Richards

The English degree is in the last step of the approval process. The Film degree is coming to the Academic Senate for the first time. In order to make the upcoming catalog, these need to be voted on today (2/1/05).

Questions/comments:

Grant had to turn away 47 students with add cards. 147 students enrolled in the T/Th class and over 100 in the M/W class. Can definitely take more students but he will need more rooms. The rooms are important due to showing films.

E. Crook asked who teaches the film classes. G. Richards is the only one teaching the classes.

G. Richards noted that English 440 students could easily go into these classes.

The Film Production major will be smaller classes. Humanities 25A is a course that everyone in the Film major needs to take. This is consistent with USC, UCLA, CSUSF and various other universities. M. Friedman asked why there would not be more instructors hired if this major will increase enrollment.

MSC (M. Bumgarner, L. Moeller) All in favor of the motion to approve the Film Degree English Degree – MSC (M. Bumgarner, E. Dachkova) 2 abstentions.

13. Program Learning Outcomes – S. Carr

A subcommittee of the Academic Senate is needed to come up with the PLO's for the General Education Requirements. J. Wolowitz will form the subcommittee by next week.

14. 2005-2006 Calendar Approval

A substantial majority approved the 2005-2006 Calendar, starting August 22nd, during the Union voting. The main concern is how this affects students who travel during the holidays or school breaks. L. Moeller recommended that more research be done with regards to the traveling patterns of the students and how it affects the student's success issues. He felt that there is more information that should be presented before making this 2005-2006 calendar decision.

M. Dresch asked if the issue would go away when Gavilan converts to the 16-week calendar.

K. Wagman said that it affects MWF classes the most

J. Wolowitz noted that this calendar decision isn't as critical as the 16-week calendar issue. He said it comes back to the issue of what does everyone think is in the best interest of the school. K. Campbell noted that the 16-week calendar would go to the Board for approval.

Motion to approve the revised 2005-2006 Academic Calendar MSC (E. Crook, K. Campbell)

V. STUDENT, ADMINISTRATION, AND SENATE PRESIDENT REPORTS

15. ASB – No one was present at the meeting.

16. College President Report – S. Kinsella

There was a joint meeting with the San Benito High School District Board. A High School Civics class was present and was asked, "Why would you not go to Gavilan Community College?"

Student answers: "Because my teacher said there is a 60% dropout rate." The Superintendent was recommending students to go to Hartnell.

There is a lot of misinformation and bad information being given to High school students. J. Wolowitz pointed out that this is a major reason that outreach is critical.

S. Kinsella said that the non-credit program is moving along and that the Curriculum Committee is working on another batch of courses to approve.

Issues with the State Legislature – prop. 98 and enrollment. Across the state Community College enrollment is flat. Gavilan is near the low end on per student funding and is not receiving the full allocation. Gavilan is on the line with whether we receive funding or not. The 2005-2006 budget is off to a good start and we are up approximately 150 on the enrollment count.

There needs to be a decision made as to whether to hire a Contractor for \$250k to do the conversion on the 16 week calendar and assist with web services or to hire an Assistant Director for \$100k. The Assistant Director position would be a classified Manager position and would also be used for Project management but for a 2-year time frame only. The money to pay for these positions is coming from the Capital Projects Fund and can only be spent on certain projects. There is currently \$300k in the Fund and once it is gone...it is gone. M. Friedman asked if the positions would go through the standard hiring process. S. Kinsella said yes they would.

There will be a comprehensive Board Evaluation with 2 months, so if there is anything that you want to say to the Board, write it, sign it and send it in.

17. Vice President of Instruction – Carr

The Unit plans are posted on Terrence's website. The Unit plans will be reviewed on February 28. Each Department needs to look at the program goals of the various programs and make sure that they are tied to the Budget requests. J. Wolowitz asked if is a 0 based budget. S. Carr said to just not if there is an increase.

Staff Development Committee will look at the Development plan.

Interviews for the Dean of Student Services will be held on February 10.

It was noted that there is limited funding for DSP&S. Any tapes will come out of your own Departments budget, not DSP&S. M. Bumgarner suggested that a training be done on using the closed captioned feature.

Instructional Technology Committee – make sure to give your input so that it is made part of the process.

Names of speakers for Graduation can be forwarded to S. Carr.

Add codes have caused a lot of frustration. M. Friedman's opinion is that the statement in the catalog is confusing and could use clarification.

18. Senate President Report - Wolowitz

a) Board of Trustees – Meeting on Tuesday.

b) President's Council – Wagman

Discussion on the 2 VP's.

c) Appointments made to Committees

Celia is on the Interim Dean of Instruction hiring committee.

19. Acknowledgements

VI. OTHER ITEMS?

VII. CLOSING ITEMS

20. Items for the next meeting's agenda

21. Next Meeting: **Tuesday, February 15, 2005 at 2:30 pm in the Mayock House**

22. Adjournment – Meeting adjourned at 4:00 pm