

GAVILAN COLLEGE ACADEMIC SENATE MEETING

Tuesday, February 15, 2005 2:30 p.m., Mayock House MINUTES

PRESENT: Kathy Campbell (ESL), Elena Dachkova (Natural Sciences), Mark Friedman (DSP&S), John Lango (PE/Athletics), Celia Marquez (Student Services), Larry Moeller (Library), Debbie Roderick (PT Faculty), Marla Dresch (At Large), Jane Edberg (Fine Arts), Jason Wolowitz (Business), Jesse Sandow (ASB), Ken Wagman (Ex-Officio).

Members Absent: Erin Crook (English), Marlene Bumgarner (Vocational)

Positions Currently Vacant: Nursing and Social Sciences

Guests: Steve Kinsella, Sherrean Carr, Fran Lozano, Susan Sweeney, Terrence Willett, and Fran Lopez, Lucia Navarro, Ron Hannon, , Victor Robinson, and Joe Keeler.

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 – There were no agenda adjustments.
4. Approval of Minutes for February, 1, 2005
Correction to member titles: Change K. Wagman from (At Large, Full-Time Faculty) to (Ex-Officio). Include M. Dresch as (At Large) member. Change S. Carr from (Ex-Officio) to (VP Instruction & Student Services). MSC (K. Campbell, E. Dachkova)

II. INFORMATION ITEMS

No new information to add.

III. DISCUSSION ITEMS

5. Outreach Events – Lucia Navarro

L. Navarro passed out a schedule of the Outreach events that are currently scheduled and encouraged involvement in the Outreach activities. L. Navarro also emphasized the impact the instructors can have on the incoming students by participating in these events. There will be Outreach training, so if anyone is interested, contact L. Navarro requesting to be a part of the Speakers Bureau. The speaker's bureau is expected to get off the ground this semester.

L. Navarro informed all present that the Speaker's Bureau will take place at various times of the day and a schedule will soon be circulating. J. Wolowitz asked anyone interested to please email L. Navarro.

6. Women's Volleyball – Ron Hannon

R. Hannon shared the results of a survey taken at some of the local high schools. The survey revealed the interest in a women's volleyball program. Gavilan's "feeder" high schools, Live Oak, Gilroy, & Anzar? currently have successful volleyball programs which could lead to a successful program at Gavilan.

R. Hannon pointed out several points with regard to the Title IX issues. The new program would; increase FTS, attract new students and address an opportunity that we don't currently offer. R. Hannon has secured 2 grants worth \$10,500, \$5,000 Corporate sponsorships and would need to use approximately \$9,500 from the General Fund. R. Hannon is working on lowering the \$9,500 through fundraisers and sponsorships and anticipates that they would not be asking the college for any new money.

J. Wolowitz pointed out that the Academic Senate is going to need to offer a recommendation to the President's Council with regard to this issue – whether it is supported by the Senate or not – so if there are any questions or concerns, please contact R. Hannon.

M. Friedman asked if a coach would be hired.

R. Hannon replied that yes a coach would need to be hired and the stipend would cover the salary.

There were questions with regard to the survey from Gilroy High School that has not been returned yet. D. Roderick brought up the possibility that when the survey is returned the interest would not reflect what R. Hannon anticipated. R. Hannon said that Gilroy High

School has a successful girls volleyball program, so he believes that that would be an unlikely result of the survey.

J. Wolowitz asked that the Senate members please discuss this issue with their Departments and come back with an opinion.

7. IEC – Lockhart

There was no one present to discuss this issue. It will be moved to the next meeting.

8. Student Add Policy – 2 weeks like DeAnza, West Valley, EVC, Cabrillo

J. Wolowitz pointed out that Gavilan's current add policy is 4 days, whereas, several Colleges in the area offer a 2 week add period. In his view, the 2-week period is more appropriate as it gives the students more time and also alleviates all of the signatures required with a 4 day add period.

K. Wagman stated, that if a 2 week add period is advertised, students will take advantage of the extra time and come in on the last day to add. In his opinion, this will not help the student succeed, as they will have already missed 2 weeks of instruction.

J. Wolowitz mentioned that adding a student will still be up to the Discretion of the instructor, using the add codes to add students without the additional administrative hoops.

M. Friedman said that, in his opinion, to truly be a College of Choice, Gavilan needs to offer the same opportunity that the other colleges are offering...2 week add period.

K. Campbell added that, in her opinion, 2 weeks is too long especially with regard to a daily class. There will be a lot of missed lessons for the student adding after 2 weeks.

J. Wolowitz again pointed out that it would still be up to the instructor. If the instructor felt that the student missed too much, they would have the choice not to add them to their class.

J. Edberg pointed out that something also should be put in place for the online courses. As of right now, people can add a class without the knowledge of the instructor.

C. Marquez added that she felt 2 weeks would be fine as long as the student was getting the necessary support to succeed in the class.

J. Wolowitz added that this is an item that needs Committee input, so please put some thought into it and the Academic Senate will come back to the issue at another time.

9. Academic Policy Updates/Adoption from CCLC - Jason Wolowitz

a. FW grade – This item was discussed at the 2/1/05 Academic Senate meeting. J.

Wolowitz expressed his opinion that this does not necessarily benefit the student.

b. Repeating a Course Process – This process is basically the same one that Gavilan currently follows.

At the next Academic Senate meeting there will be a vote in favor or against these 2 policies and the recommendation will go to the Board.

10. Pre-reqs Eng 1A vs 250

At the State Academic Senate, there will be a vote to increase the State requirements for an AA degree to English 1A. If Gavilan is to be included in the vote, the Academic Senate needs to come up with an opinion to go forward to the State Senate.

M. Dresch pointed out that there are similar issues with the Math requirement – Math 233 vs 205.

C. Marquez shared her opinion that she would like to see English 250 as the requirement not English 1A. Her opinion is that with the higher course requirement it will inhibit vocational students from succeeding.

K. Wagman pointed out that in the Math Department, there is more flexibility, as another course above Elementary Algebra can be offered. This is not the case in the English Department.

M. Dresch pointed out that if our degree program is at or below the High School level this could be a reason we are not looked at as the College of Choice.

M. Friedman said that English is more subjective than Math. The same grade can mean something different coming from 2 different teachers.

F. Lozano added that there is an exit exam from English 250 that is graded by 2 different instructors than the primary instructor and is counted as 25% of the student's grade.

S. Carr, L. Halper and K. Warren met for the 2nd time on 2/15/05 as an English 1A- English 250 task force. The areas of focus for this task force are increasing the basic skills students' assistance, retention and success. T. Willett is gathering information to help the task force.

11. 16-week Calendar Update – Wagman

An example was handed out, One used by West Valley for their 16-week calendar semester.

V. Robinson brought up ERP and hiring an MIS person. Information was emailed to all last week. The Tech Committee has tabled the vote for the ERP, 16-week and Web reg and will address it at a special session on Thursday, 2/18/05. He needs authorization from the Academic Senate for a yes or a no vote. V. Robinson's recommendation is yes for all 3 pieces mentioned above. V. Robinson reminded everyone that the money being used was bond money and capital fund money that couldn't be used for anything else.

S. Kinsella said that the MIS programmer position is a contract position and the Assistant Director is a 2-year contract.

J. Keeler clarified that the money being used for the Web reg and 16-week calendar is coming from the Capital project fund and the ERP is being paid for by the bond money.

**Motion to approve V. Robinson's recommendation MSC (M. Friedman, L. Moeller)
All were in favor.**

12. Budget Update – J. Wolowitz

As of last week, the proposed budget has us coming out about Breakeven. J. Wolowitz will be able to give more information after the next budget meeting and once the State updates its budget.

13. Accreditation Update – K. Wagman

K. Wagman said there was a training workshop where J. Wolowitz learned a lot of good teaching techniques. The Accreditation process will be starting in spring with a big push in the fall.

14. Update on HSG and Measure E Bond – M. Dresch

The Committee will meet next week, no new information as of yet.

15. Technology Committee and ERP Update – L. Moeller

This information was covered earlier in the meeting while discussing item III. – 11

IV. ACTION ITEMS

16. Administrative Re-Organization = 3 choices, 2 VP's, 3 VP's or 2 VP's with an option for 3 VP's later

C. Marquez read a statement from the Student Services group that states the request for 3 VP's with the following reasons:

- 1 – Develop clear lines of communication
- 2 – Easier access to the President to communicate needs and wants of the division
- 3 – An Executive Cabinet has diverse perspectives, for example, allocation of resources
- 4 – Visibility of CSSO affirms values of the Student Services
- 5 – We need State and Regional representation
- 6 – CSSO presence and voice at Campus and Community level
- 7 – Not having a CSSO impacts negative morale
- 8 – Having a centralized Student Services division will improve communication and coordination of Student Services
- 9 – Classified jobs are being redefined and have been expanded by not having a CSSO working at a classification currently.

M. Friedman added that DSP&S was not a part of putting the statement together.

J. Wolowitz asked what Student service issues have not been addressed and what items have fallen through the cracks. In general there were no major problems mentioned with the 2 VP system so far, but some were concerned about what might be missed in the future.

J. Wolowitz pointed out that there is still a budget crisis on campus and with the State and there are many needs currently within the College and this issue is mainly one of fiscal prioritization.

M. Friedman shared his opinion that currently Gavilan has the most open Administration that he has seen. Personnel issues take a lot of time and people are being represented however, the Administrators do not get any release time from meetings, etc. So, in the long run, another VP's can share the responsibility to make things more manageable.

D. Roderick shared her view that although we may not see any specific things going wrong, in the long term, Student Services and Instruction need a lot of attention. D. Roderick and her Department believe that the two VP positions should be separated.

J. Wolowitz added that another VP and more Administration can actually create more meetings, so instead of just sharing the load, we may add to the load. Each Department should discuss what they think the College priorities are and look at it from that context.

D. Roderick stated that the senate recommendation should not be based on the College and Faculty needs and priorities but simply whether there should be 2 VP's or 3 VP's. Another VP might be able to help with the load

M. Friedman asked if another VP were brought back would the Dean of Student Services be taken away?

S. Kinsella said no this is not the case. The Dean of Students will still be a position.

K. Wagman said that a decision needs to be made by March 1.

K. Wagman shared his opinion that it would be great to have another VP so that each VP can have their own specific focus.

J. Edberg asked if these positions are clearly defined.

K. Wagman said yes, as they will go back to the positions that they were.

J. Lango asked about the option for 2 VP's with an option to add another one later...when is later?

S. Kinsella said that it would be within a 2-year period. The problem now is that we didn't hit the enrollment numbers and the Budget is still a major concern.

J. Lango shared his opinion that we have great leadership right now, with great administration and great faculty and if we don't have the money for a 3rd VP. We will get through it with 2 VP's because of the great leadership.

The Senate took an informal vote on the 3 options.

2 VP's with the option to add another - 5 votes

3 VP's - 4 votes

Undecided - 1 Vote

17. 16-week Calendar Recommendation - Hire the MIS help

V. STUDENT, ADMINISTRATION, AND SENATE PRESIDENT REPORTS

18. ASB - Jesse Sandow

Thanks to Gary Cribb for setting up the great motivational speaker. Still looking for 1 Student Service representative.

19. College President Report - S. Kinsella

Nothing to report

20. Vice President of Instruction - S. Carr

Enrollment: FTS are up 2.7% up for spring, which is about equal to last spring.

Summer 05 we are looking to increase the number of sections offered with class size of 25 or more.

Fall '05 we will be reducing the number of sections by 10% with numbers of 15 or less.

There are various reasons to keep some with 15 but not all.

Non-credit is coming online for fall. There are approximately 16 classes in the making.

Several classes were just approved at the Curriculum Committee.

Thank you to Ellis for healthy relationship day.

We are currently contacting prospective speakers for Graduation.

21. Senate President Report - J. Wolowitz

a) Board of Trustees

b) President's Council

c) Appointments made to Committees

22. Acknowledgements

Nothing new to report.

23. Next Meeting: Tuesday, March 1, 2005 at 2:30 pm in the Mayock House

24. Adjournment - Meeting adjourned at 4:00 pm