

GAVILAN COLLEGE ACADEMIC SENATE MEETING

Tuesday, March 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 (Ex-Officio), Jason Wolowitz (Business), Sherrean Carr (VP Instruction & Student Services), Debbie Roderick (PT Faculty), Marla Dresch (At Large), Jane Edberg (Fine Arts). Jesse Sandow(ASB)

Members Absent:

Positions Currently Vacant: Nursing and Social Sciences

Guests: Steve Kinsella, Fran Lozano, Susan Sweeney, Victor Robinson, Lynn Lockhart, Rosa Sharboneau and Joe Keeler.

I. OPENING ITEMS

1. Call to Order – Jason Wolowitz called the meeting to order at 2:35 pm.
2. Welcome and Roll Call – Jason welcomed all to the meeting.
3. Agenda Adjustments – Add item 8A – non-credit courses to the discussion items.
4. Approval of Minutes for February 15, 2005
Change M. Bumgarner from absent to present. Item V –20, change the name Ellis to Alice.
MSC (K. Wagman, M. Friedman) 1 abstention.

II. INFORMATION ITEMS

No new information to add.

III. DISCUSSION ITEMS

5. IEC – Lockhart

L. Lockhart handed out the Spring 2002 – Fall 2007 IEC Calendar, which shows which program, is being reviewed at the various times listed. AJ is the only program being reviewed this semester.

There is an Instructional model and a non-Instructional model that can be downloaded from the website for reference.

The programs being reviewed for in Fall 2005 –Spring 2006 are as follows:

- a. Computer Graphics
- b. Allied Health
- c. Child Development
- d. MH site
- e. Business
- f. Cosmetology
- g. Philosophy
- h. Vocational Education

M. Friedman asked if there is an approved model that can be looked at prior to submitting one for review. L. Lockhart said that people can email S. Carr, L. Jennings or D. Clark for the approved model.

6. Technology Committee and ERP Issues – Robinson, Moeller

V. Robinson said that the Technology Committee voted to approve the issues discussed at the last Academic Senate meeting with regards to ERP, 16-week and Web reg and is moving forward to the next levels.

ERP Introduction – There will be trainings on 3/1/05 & 3/2/05 on how to use the site. Through a needs assessment, they will put together a Charter as to what the Committee is going to do and then will move forward.

V. Robinson reminded everyone that the needs assessment is vital to everyone and everyone should be involved and contribute. However, it is best to work at the needs assessment as a group and not individually so that the needs can be more closely identified.

There was an email sent out to everyone with a link to the questionnaire. V. Robinson will resend this email to all to ensure that everyone receives it.

Once the needs assessment is complete and a charter is written, the 2nd phase will begin with more detailed and specific questions.

- L. Moeller said that there are 2 issues that need the Academic Senate's input.
- a. Define what technology is wanted for the classrooms and what capabilities are needed.
 - b. How is the last of the Title v money going to be spent?

M. Bumgarner suggested taking a look at the technology in the local high schools and even elementary schools to find out what students will be expecting when they come to Gavilan.

7. Measure E. Bond (HSFG Report) – Dresch

M. Dresch pointed out that Gavilan needs to figure out how to get the most points for usage of classrooms so that we will qualify when asking the State for funds. There will be an informational session to discuss this, probably in the fall.

When there is a power outage, please contact a Dean first and they will contact Art. During the last outage, Art was busy fielding calls from the campus that he wasn't able to contact PG&E right away.

The Chapel has fungus and mold and the pond doesn't have safety rails so they are both closed right now.

- a. Parking Issue – There is an off-campus agency that handles parking tickets on the campus, so once a ticket is issued, it cannot be "undone". There is conflicting information as to whether or not Faculty can park in a student parking space and not be ticketed. D. Roderick said that this issue was brought up at President's Council a little over a year ago and it is her understanding that an adjustment was made to allow Staff to park in a student's parking spot if a Staff spot was not available. J. Wolowitz asked M. Dresch to get clarification on the rule and bring it back at a future meeting.

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

Discussion about changing the 4 day add policy to a 2 week add policy continued at this meeting. J. Wolowitz pointed out that the process for adding will be friendlier to the students and would therefore, be a better way to serve our customers. There was concern expressed by K. Campbell that if the decision is left up to the instructors, the students will not be receiving a consistent message. D. Roderick also pointed out that the message in the catalog wouldn't be clear to the students, as they will be getting different responses from different instructors. Therefore, wording in the catalog is key. M. Friedman expressed that the 2-week policy questions the integrity of the curriculum, however, if Gavilan is going to be the College of Choice, we should offer at least the same that other Colleges do. R. Sharboneau requested that this issue be a discussion for Department Chairs before it comes back to the Senate as an Action item.

- a. Non-credit issues – J. Edberg

J. Edberg expressed concern that non-credit courses were being put forward to the Curriculum committee for approval before the individual Department that the course is being housed in was able to give their input. S. Carr assured everyone that nothing will move forward without the approval of the Department. A Department Chair needs to sign off on non-credit courses before they can move forward.

9. GE Requirements – Wolowitz

J. Wolowitz noted that the AA Degree pattern brochure is not clear as far as graduation requirements. It is implied that a candidate for the AA degree can get a D in English 250 7 a D in Math 205 and still receive an AA degree. C. Marquez and R. Sharboneau assured the committee that this is not the case and on the petition for graduation it states otherwise. It was requested that the brochure be redone to include clarification.

10. Pre-reqs Eng 1A vs 250

This issue will be discussed at a later meeting.

11. 16-week Calendar Update – Wagman

K. Wagman informed the Committee that the Board meeting is on 3/9/05 and that the process has begun, with regard to hiring the contractors.

12. Accreditation Update - Wagman

S. Carr and K. Wagman will meet after Spring break. If anyone is interested in joining the meeting, please contact K. Wagman.

IV. ACTION ITEMS

13. Academic Policy Updates/Adoption from Community College League of California

a. FW Grade – Fail by no show

MSC (E. Crook, K. Campbell)

Vote: With the exception of 1 abstention, the Committee voted all in favor of keeping the grading as is and not adding the FW grade.

b. Repeating a course process and procedures

This issue will be brought back to the Senate at another time. It was requested that the language be adopted to confirm what Gavilan College is already doing with regard to repeating a course. Basically, then thought is to put in writing what Gavilan is currently doing.

V. STUDENT, ADMINISTRATION, AND SENATE PRESIDENT REPORTS

14. ASB – Jesse Sandow

Just finished a successful Black History week.

Tuesday, March 8, 2005 author Nina Martinez will be on campus. Thank you to the anonymous donor for putting this on.

Thanks to the Music Department for putting on an outstanding concert.

15. College President Report – S. Kinsella

The State Chancellor will be touring the campus on March 23. the State Academic Senate President, Kay Clark will be here as well. There will be an open forum from 2-2:45 – this is a tentative schedule at this time.

A State Civil rights representative will be on campus for a 4-day visit. The purpose of the visit is Title IX, vocational programs, equality issues & discrimination in the hiring process. They have requested documentation and will be interviewing about 20 people.

16. Vice President of Instruction – S. Carr

Last week there was a Biotech meeting that included Rich Gillis, the small business Development Director, on how we are going to build a Bioscience program here at Gavilan. It is probable that the program will be started with a 17-unit certificate. There is another meeting scheduled to continue to go over more details on the curriculum.

There was a Curriculum Committee on 2/28 and several non-credit courses went through.

Unit plans are still in the process and Dept. Chairs are working on a 5-year FT Faculty hiring plan.

17. Senate President Report – J. Wolowitz

1. Board of Trustees – Meeting will be next Tuesday, March 8
2. President's Council – S. Kinsella will recommend 2 VP's with an option for a 3rd VP in the future favored from the recommendation by the Academic Senate. The Women's Volleyball program will also be recommended with the concerns noted.
3. Appointments made to Committees – If anyone is interested in being on IEC or the Equivalency Committee please let J. Wolowitz know.

18. Acknowledgements – J. Wolowitz announced that pending Board approval on 3/8/05 J. Hall will have a permanent position as the Minutes recorder.

VI. OTHER ITEMS

April 7-8 will be the State Academic Senate meeting. There will be a vote on April 9 for the AA degree requirements, so a recommendation needs to be made so that Gavilan will have a vote with regard to the AA degree requirements.

S. Kinsella reminded everyone that 11 Faculty will be presented at the Board meeting on Tuesday, March 8 for tenure. The meeting will begin at 6pm and is located in Hollister. There will be a party at Gavilan on 3/16 for the tenured Faculty.

VII. CLOSING ITEMS

19. Items for the next meeting's agenda

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

21. **Adjournment – Meeting adjourned at 4:00 pm**