

GAVILAN COLLEGE ACADEMIC SENATE MEETING

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

PRESENT: Marlene Bumgarner (Vocational), Kay Bedell (Allied Health), Kathy Campbell (ESL), Erin Crook (English), Elena Dachkova (Natural Sciences), Mark Friedman (DSP&S) John Lango (PE/Athletics), Larry Moeller (Library), Ken Wagman (Ex-Officio), Jason Wolowitz (Business), Sherrean Carr (VP Instruction & Student Services), Debbie Roderick (PT Faculty), Jesse Sandow(ASB), Kay Bedell (Allied Health)

Members Absent: Marla Dresch (At Large), Jane Edberg (Fine Arts), Celia Marquez (Student Services).

Positions Currently Vacant: Social Sciences

Guests: Susan Sweeney, Jesse Sandow, Victor Robinson, Rosa Sharboneau, Leslie Tenney, **Reporter from the Rambler Art??.**

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 8.5 – M. Friedman, Athletics and Trustees article.
4. Approval of Minutes for March 1, 2005
MSC (M. Friedman, J. Lango)

II. INFORMATION ITEMS

No new information to add.

III. DISCUSSION ITEMS

5. Technology Committee and ERP Issues – Robinson, Moeller

V. Robinson said that there is a committee working on a new home page for the Gavilan website. The sample was emailed to everyone with a request to give V. Robinson feedback.

J. Wolowitz said if there were any questions or concerns with ERP or computers, to email V. Robinson or J. Wolowitz.

J. Sandow asked for an update on the status of the new computers. V. Robinson said that late summer would be the soonest they could be expected.

J. Keeler has made a decision to go with RFP for the purchase of the computers but needs assistance in writing the RFP. This is one of the reasons for the delay.

J. Wolowitz asked what the budget for is. V. Robinson said that there is 3 million allocated for hardware and he is not sure how much for the computers – at least 1 million he believes.

J. Wolowitz asked if this amount includes the labs on campus. V. Robinson said yes it does.

Email V. Robinson or L. Moeller if you'd like to give input.

The Tech Committee meets every couple of weeks. If anyone is interested in attending, contact V. Robinson for dates and location.

V. Robinson said that the brainstorming session of the ERP is coming to an end. The wants and needs assessment for ERP will be next. There are approximately 70,000 questions to identify wants and needs. The survey is divided into sections so that you don't have to do it all at once.

V. Robinson reminded everyone that now is the time to take the opportunity to discuss the wants and needs so that they don't pop up at the end.

6. Measure E Bond (HSF&G Report) - Dresch

M. Dresch sent out an email with the current parking policy.

S. Carr said that the HSF&G Committee would be discussing it at the next meeting.

M. Friedman said that it is his opinion that staff will continue to park in Student spots if they have the opportunity to. M. Bumgarner added that if this was truly the case, then possibly the parking spots need to be moved and an evaluation of the locations of the staff parking spots needs to be done. J. Lango suggested that an email be sent out asking where staff is currently parking.

L. Tenney pointed out that parking is a big issue for students and she would be very concerned if actions were taken to take away from the student parking.

It was requested that questions or concerns regarding the parking situation be emailed to either J. Wolowitz or M. Dresch.

7. Pre-Reqs (Eng 1A vs 250) or (Math 205 vs 233)

a. State level AA requirement 1A vs 250 (April 5th vote)

The Academic Senate will be voting on this item at the next committee meeting. This vote will be a recommendation taken to the State Academic Senate. As far as changes on the Gavilan campus with regard to these courses, a recommendation can be made and taken to the Curriculum Committee.

E. Crook said that the English Department feels that Eng 1A is the appropriate requirement for an AA Degree. She said that Eng 1A is a college level class that is needed to transfer which is why the English Department feels this is an appropriate requirement.

M. Bumgarner pointed out that the transfer requirements and the AA degree requirements could be different.

L. Moeller pointed out that an AA degree is a transfer degree and an AS is a vocational program so it might have lower standards.

L. Tenney agreed that it is important to make the distinction between and AA degree and an AA to transfer. To those not transferring to a 4-year college, the Eng 1A requirement may be too much.

M. Bumgarner added that Eng 1A is freshman English and having an AA degree means a 2 year college degree. So, it might be the case that a student should get a vocational certificate instead of an AA degree if the Eng 1A requirement is too hard.

E. Dachkova said that the Math Department's view is that Math 233 should be the AA requirement.

8. 16-week Calendar Update – Wagman

No updates.

8.5 Athletics and Trustees article – M. Friedman

M. Friedman brought an article that was published in the Gilroy Dispatch with quotes from a Board member. There was much concern from the committee members present that the Faculty at Gavilan was not shown in a good light. The statement in the article "Faculty are out of touch with the students" was of concern as it was pointed out that this quote can be damaging to the College of Choice image that Gavilan is trying to portray. The appropriateness of the Board member to make these statements was definitely questioned.

J. Lango wanted to make certain that the opinions of the board member with regard to hiring FT coaches was the board member's opinion and not the opinion of the PE Department.

It was decided by the Committee that J. Wolowitz will talk with S. Kinsella about the Committee's concern with the appropriateness of this article.

K. Wagman suggested that an invitation be extended to the President of the Board or any other Board members to sit in on the Academic Senate meetings so that there are open lines of communication.

9. Accreditation Update - Wagman

No updates.

IV. ACTION ITEMS

10. Repeating a Course Policy and Language

a. Adoption of Repeat Policy from Community College League of California

The current policy at Gavilan states that there is a 15-unit max on repeating courses.

K. Campbell pointed out that she has an ESL course that is 8 units, if a student repeats it just once, they will go over the 15-unit max.

R. Sharboneau said that she is surprised at the 15-unit max and is not sure that we are strictly adhering to this policy.

S. Carr said that the policy from CCLC isn't anything different that what we are currently doing.

M. Friedman pointed out that the 15-unit max is only for graded courses not credit/no credit courses.

K. Bedell expressed concern that there isn't Department knowledge of courses being repeated. If it just goes to the Dean, then there is no Department signoff.

R. Sharboneau said that it would be very difficult for the student. Currently they need 4 signatures to repeat a course, by asking them to get 1 more signature would be making it more difficult.

J. Wolowitz suggested that the Department Chair ask their Dean to notify them if there is a repeatability issue.

K. Wagman pointed out that if we are currently following the policy recommended by the CCLC, then there doesn't seem to be anything to approve or disapprove.

S. Carr said that there is in fact a more detailed policy that needs to be approved. As soon as she can get input from the Academic Senate, she can bring it to the Policy sub-committee.

J. Wolowitz said that this issue would be brought back next meeting for a vote after the Committee has looked over the new policy.

11. AA GE Requirements – To change wording in the Catalog & Schedule to be explicit

a. Minimum Requirement to obtain AA Degree – Min C grade in the Golden Four

b. Change the Catalog & schedule to be clear to our Customers the Students.

R. Sharboneau pointed out that the **policy** to obtain an AA degree is a cumulative GPA of 2.0 or better. She said that the **practice** is that students aren't graduating with a D in English.

M. Bumgarner said that on the contract the college has with the students, it says you can graduate with a D in English. We need to change this to reflect what is actually intended. There was a motion to recommend that the Academic Senate take this issue to the Curriculum Committee. That it is necessary to get at least a C in the Golden 4 to graduate. MSC (E. Crook, M. Bumgarner)

L. Tenney will fill out the Form F with this recommendation and get it to the Curriculum Committee by the March 23 deadline.

12. Late Registration/Last Day to Add Period – Increase from 1 week to 2 weeks

a. All of the surrounding colleges allow Late registration into the 2nd week

b. This is a customer service/College of Choice issue to allow time for Admission

c. Faculty are not required to Add after the first day of instruction (Add code driven)

d. The Schedule is currently not clear, clean up the late add language

There was much discussion about the pros and cons of changing the late registration/add period.

J. Wolowitz expressed his opinion that by extending the add period to 2 weeks, it is still up to the discretion of the Instructor whether or not a student can be added. By extending the add period Gavilan is aligning itself with the other colleges in the area with a 2 week add period. The longer period will save some administrative work as well as not as many signatures will be needed during this time.

R. Sharboneau pointed out that her view of late registration is that if there is a seat available in a class you can register late. If it is strictly up to the discretion of the instructor, and there is a seat available and a student is not admitted then we have an access issue.

J. Wolowitz pointed out that the schedule is very unclear with regard to the description of the add policy.

R. Sharboneau agreed that the policy is not clear to the students and that they need clear guidelines. She believes that by adding time to the existing policy, we would just be extending the confusion and not helping it out. She said that there needs to be very clear policies so that the students can understand them.

J. Wolowitz said that this same "confusing" policy will go in the schedule in the next 2 weeks if something is not done about it.

L. Moeller stated that the Committee needs to examine the language in the catalog if it is going to change it. He suggested that this take place via email.

J. Wolowitz said that he would work on drafts of a new policy and email the Committee.

J. Sandow expressed his concern that the Committee might be rushing the vote on this issue.

V. STUDENT, ADMINISTRATION, AND SENATE PRESIDENT REPORTS

13. ASB Report - Sandow

Thank you to F. Lozano for setting up the Author signing and book reading.

There will be an election on April 19 & 21, please tell student that they need to submit their intent to run for office 10 days prior to the election.

14. College President Report - Kinsella

No report.

15. Vice President of Instruction - Carr

Congratulations to the Tenured Faculty

J. Edberg is taking a sabbatical leave in the Fall 2005, S. Carr is very excited about the multimedia, digitizing and categorizing work she will be doing.

The Board approved the 16-week calendar for Fall 2006

S. Carr noted that Unit plans should be finalized and the 5-year unit plans should be working.

16. Senate President Report - Wolowitz

Kent Child is a new Board of Trustee member.

Budget – Currently we are in the hole between \$400,000 and \$500,000 this year. This is due to PT faculty salaries and then there were some missing numbers so it was unclear what else was affecting this number. The goal is to reduce 10% in each Department. S. Carr pointed out that right now we are at a 6% reduction from the fall of 2004.

The hiring Committees are looking for people to join the committees. If interested please contact J. Wolowitz.

Any agenda items that you would like to be included in the next meeting please email J. Wolowitz.

17. Acknowledgements

Please contact J. Wolowitz with any recommendations for Employee of the month.

VI. CLOSING ITEMS

18. Items for the next meeting's agenda (after Spring Break)

19. Next Meeting: Tuesday, April 5, 2005 at 2:30 pm in the Mayock House

20. Adjournment – Meeting adjourned at 4:20 pm

Minutes respectfully submitted by Juli Hall, Minutes Recorder. Edited by Jason Wolowitz.