

GAVILAN COLLEGE ACADEMIC SENATE MEETING

Tuesday, April 5, 2005 2:30 p.m., Mayock House MINUTES

PRESENT: Marlene Bumgarner (Vocational), Kathy Campbell (ESL), Erin Crook (English), Elena Dachkova (Natural Sciences), Marla Dresch (At Large), Jane Edberg (Fine Arts), Mark Friedman (DSP&S), Ken Wagman (Ex-Officio), Jason Wolowitz (Business), Sherrean Carr (VP Instruction & Student Services), Debbie Roderick (PT Faculty), Jesse Sandow (ASB)

Members Absent: Kay Bedell (Allied Health-Nursing), John Lango (PE/Athletics), Larry Moeller (Library), Celia Marquez (Student Services).

Positions Currently Vacant: Social Sciences

Guests: Fran Lozano, Joy Parker, Victor Robinson, Susan Sweeney.

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 5.5 – Discussion about Impac
M. Friedman made a request to all in attendance to ask their Departments about greater attendance at Graduation. E. Crook included a suggestion from one of her colleagues that students are encouraged to invite their instructors to graduation. E. Crook also suggested that ASB initiate a student drive to invite Faculty members to graduation. A reminder was also given that the deadline for ordering caps and gowns is coming soon.
4. Approval of Minutes for March 15, 2005
M. Friedman requested that in item 8.5, the Board member's name be put in the minutes as it was used during the last meeting. Wording changed from "Board member" to "Mark Dover, Board member".
MSC (E. Crook, M. Friedman) 1 abstention

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 not much new to report from the Tech committee. He requested that everyone go to the website to start answering the questions with regard to the ERP system. V. Robinson said that he thought the questions seemed a little abbreviated and urges everyone to make comments so that we can be done with this and move forward.

5.5 Impac

M. Bumgarner said that the Annual statewide Impact meeting is on April 30, 2005 and they will be discussing articulation. Representatives from the CSU's are attending the meetings. If anyone is interested in attending to represent his or her discipline, please contact M. Bumgarner.

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

M. Dresch said that Terrence did a survey on the parking situation 2 years ago. He found that there was less parking for students and not enough parking during peak hours. It was decided at the HSF& G meeting to keep the parking policy as it is. As a result of Block scheduling, the parking needs have changed and they will change again with the start of the 16-week calendar. The parking situation will be looked at again after the 16-week calendar is in place. The minutes for the HSF& G meeting are on the website.

7. Registration Policy Update – Wolowitz

J. Wolowitz said there are 2 issues with regard to the registration policy. The first issue is, "Do faculty want add codes?" A majority of the Faculty were in favor of Add Codes. The second issue is, "How long should registration be?" A Majority of Faculty were in favor of 5 days. In the future, J. Wolowitz said that the Senate would talk discuss more issues with registration and late registration. J. Wolowitz has been talking with other local community colleges about their internal and external policy and what criteria are used for "Instructor Discretion". The internal policy will be created by the Instruction Administration based on our input. J. Parker said that signatures would no longer be accepted; it will all be add codes.

The important thing is that everyone is on the same page.

M. Friedman asked about an assessment class that is open enrollment...does this need an add code? J. Parker said that add codes are not needed for open enrollment classes.

M. Bumgarner asked if there is a way around add codes. Particularly for PT teachers who aren't here all the time and for the large percentage of students who believe if you need an add code the class is full. J. Parker said that the only way would be to keep the classes open.

K. Wagman asked if add codes should be dated. J. Parker said she thought that was a good idea.

J. Wolowitz reiterated that the important thing is that there is consistency throughout the campus.

It was also noted that R. Sharboneau will track and document the issues and problems related to Add codes and late registration that have come up in the past as well as issues that develop in future semesters This will help with communication and prevention of recurring problems and help with the consistency.

8. Board Member Dispatch Article - Wolowitz

J. Wolowitz spoke with S. Kinsella with regard to Mark Dover's statements in the Dispatch. S. Kinsella said that he would take the following message to the Board: 1. Communication between the media and public needs to be well thought out and 2. If you have something to say to the Faculty/Staff at Gavilan, please come to the Senate meetings to voice your opinion.

J. Wolowitz will follow up with S. Kinsella to confirm that the message was given to the Board.

J. Sandow said that as a Board member, it was very clear to him that the President of the Board was going to be the spokesperson for the Board.

9. Budget Update – Wolowitz

There was a budget meeting on April 4 with Joe. There is an approximate \$400k loss for the year. This is due to 2 main reasons; enrollment is down and more money was spent on PT salaries than expected.

There will be another budget meeting at the end of May.

Joe has put up a budget website which includes the budget guidelines.

M. Bumgarner stated that S. Carr has asked for a 10% reduction in sections and wondered if the PT salary issue was being considered. S. Carr said that the fall semester was too big, with too many sections and now we are correcting it. Fall '04 was compared to fall '05 with regard to enrollment and the number of sections offered. It has been left up to the discretion of the Department Chairs and Deans if they would like to delete a course now before the schedule goes out or wait 2-3 weeks before the start of the semester and then delete if necessary.

10. 16-week Calendar update – Wagman

J. Olivas and K. Wagman will be working on setting up the calendar. Please email K. Wagman with any input.

11. Accreditation Update – Wagman

S. Carr and K. Wagman met on April 5 with regard to accreditation. There are meetings for all those on the accreditation teams, next Tuesday, April 12 from 2-3pm and Wednesday, April 13 from 2-3pm - you don't need to attend both. Please let K. Wagman know which meeting you will attend. They will be handing out the standards and going over what needs to be done this year at the meeting. There will be 1 or 2 meetings this semester to get things going and the bulk of the work will be next fall.

IV. ACTION ITEMS

12. Repeating a course Policy and Language

S. Carr was asked to get input from the Academic Senate and the Curriculum Committee with regard to the repeating a course policy and language that is currently being used. A handout was given with the current policy and the recommended changes.

J. Parker said that there are a lot of inconsistencies with the policy that we are supposed to already be following and the actual practices being used at Gavilan.

J. Wolowitz suggested that a new written policy be drafted. J. Parker and K. Wagman will work together on this. Please contact J. Parker or K. Wagman with any input.

Although there are numerous inconsistencies with policy and practice, the Board policy handbook was just looked over in 2002.

There was no action taken on this item. It will come back to the Senate with the revised draft.

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

a. State Level AA requirement 1A vs 250 (Take to State Vote April 8th)

J. Edberg shared her opinion that English should be a proficiency when graduating from College, so Eng 1A seems more appropriate.

M. Bumgarner pointed out again that there needs to be consistency with the AA degree and the certificate programs.

There was a motion to require English 1A for the AA degree.

MSC (E. Crook, M. Bumgarner) All in favor

b. State Level AA requirement Math 205 vs Math 233

K. Wagman pointed out that there are topics in Math 233 that an AA candidate clearly doesn't need, however, it is required for a guaranteed transfer.

E. Dachkova said that her Department voted to make the requirement 1 course above 205.

However, it is her opinion that Math 233 should be the requirement as it is a middle school class. We need to stop telling students how hard it is and instead just tell them they can do it.

There was a motion to require 1 class above Math 205 for the AA degree

MSC (M. Friedman, M. Bumgarner)

On the vote to require Math 233 for the AA degree, there was 1 opposed, 1 abstention and the rest in favor. MSC (J. Wolowitz, M. Dresch)

It was also suggested that Math 233 be split into an A & B course to help students get through the course. If this were to happen, the course would need to be written so that the same number of units are given if the student were to take just Math 233.

V. STUDENT, ADMINISTRATION, AND SENATE PRESIDENT REPORTS

14. ASB Report – Sandow

Not much to report. Please remind the Departments to encourage students to vote on April 19, 20 & 21

15. College President Report - Kinsella

No report.

16. Vice President of Instruction - Carr

FTES are within 67 and a possibility of 25 more FTES with the summer enrollment.

S. Carr, J. Wolowitz, F. Lozano, L. Tenney & M. Dwyer are working together on the General Ed. PLO's to get into the fall calendar.

There are a lot of PLO's coming to the Curriculum Committee on Monday, April 11.

The Department Chairs have been working on a 5 yr FT Faculty hiring plan. If we get the 3% growth for the year some extra funds will go towards FT Faculty.

The course learning outcomes on the syllabi are not readily available as of yet. B. Donovan said they will be available and ready for the fall.

17. Senate President Report – Wolowitz

a. **President's council** – The last meeting was cancelled due to the Chancellor's visit.

b. **Board of Trustees** – Tuesday, April 12 is the next meeting. J. Wolowitz will invite the Board to the Campus and to the Academic Senate meetings.

c. **Appointments to Committees** – The hiring committees are comprised of 5 Faculty members. Please forward any recommendations or suggestions to J. Wolowitz.

18. Acknowledgments – Please give Employee of the month nominations to J. Wolowitz.

VI. CLOSING ITEMS

19. Items for next meeting's agenda

E. Crook asked that the computers for the writing center be brought up for discussion. A suggestion was made to disengage computers from the Measure E fund so that we can get them more quickly.

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

21. Adjournment – Meeting adjourned at 3:50 pm