

## GAVILAN COLLEGE ACADEMIC SENATE MEETING

Tuesday, April 19, 2005 2:30 p.m., Mayock House MINUTES

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

Members Absent: Kay Bedell (Allied Health-Nursing), Kathy Campbell (ESL), Mark Friedman (DSP&S), John Lango (PE/Athletics), Celia Marquez (Student Services).

**Positions Currently Vacant:** Social Sciences.

Guests: Joy Parker, Rosa Sharboneau, Susan Sweeney and Leslie Tenney.

### I. OPENING ITEMS

1. Call to Order – Jason Wolowitz called the meeting to order at 2:40 pm.
2. Welcome and Roll Call – Jason welcomed all to the meeting.
3. Agenda Adjustments – E. Crook requested that item 6 B be added to the agenda – Discussion on Writing Center Computers.
4. Approval of Minutes for April 5, 2005  
MSC (M. Bumgarner, E. Crook) All in favor.

### II. INFORMATION ITEMS

No new information to add.

### III. DISCUSSION ITEMS

#### 5. HSFG Report (Measure E Issues) – Dresch

No new news here.

#### 6. Technology Committee and ERP Issues - Wolowitz

##### a. New computer Purchases

##### b. Writing Center Computers

There is a predetermined list of computer upgrades for the campus. This list will be emailed out to all Faculty. The calendar for the upgrades can be found online on the District Tech. The RFP is being worked on right now. Over the next few weeks, L. Moeller and V. Robinson will be meeting with the person who will help decide what is needed on campus. The goal is to have equipment installed and ready to go by August.

Any concerns ultimately need to go to L. Moeller and V. Robinson, as they are the Faculty Reps first.

#### 7. State Senate Meeting Updates – Wolowitz

##### a. 1A and Math 233 suggested requirements for Associates Degree

Passed by a 2/3 vote at the State Senate meeting, English 1A & Math 233 will be recommended as the minimum standard for all AA & AS Degrees to the State, the Board of Governor's. D. Roderick asked what the timeline for the change would be. J. Wolowitz said he was unsure of the exact timeline but assumes it will be a slow process and there is no rush to change the curriculum at Gavilan any time soon.

K. Wagman asked what the actual wording of the vote was with relation to Math 233. J.

Wolowitz said that he would email the specific wording on the vote.

S. Carr asked if there was any discussion from the Occupational Education group with regard to the requirements. J. Wolowitz said no, there was not.

#### 8. GE PLO's – Wolowitz/Carr

2 handouts were given with details of the proposed GE Learning Outcomes and the GE Student Learning Outcomes Assessment Method Possibilities at Gavilan that were put together by an Academic Senate subcommittee.

S. Carr will take these to the Curriculum Committee in May.

J. Wolowitz requested that the committee review the handouts and give their input to him or S. Carr.

K. Wagman asked if it could go through the Curriculum Committee before it becomes an action item for the Senate. J. Wolowitz said yes.

M. Bumgarner asked how the various items are measured. J. Wolowitz said that T. Willett has a measure for each of the items.

#### **9. Board Member Dispatch Article - Wolowitz**

At the last Board Meeting, J. Wolowitz invited the Board members to attend future Senate meetings. J. Wolowitz discussed the Dispatch article with Mark Dover. J. Wolowitz was told that the last time some Board members attended a Senate meeting, it didn't go too smoothly. K. Wagman reminded the committee that the last time was when the Athletic Director Position was created against the Faculty Wishes. J. Wolowitz said that Mark Dover was concerned that the Faculty were upset about the article. Mark Dover reiterated to J. Wolowitz, his opinion that Athletics brings the students to the campus.

J. Wolowitz said the right opportunity didn't come up to address the venue in which he expressed his opinions. J. Wolowitz said that he would bring it up with Mark Dover again and be more specific with the venue issue.

M. Bumgarner stressed that it is the issue of venue that is important.

#### **10. Budget Update – Wolowitz**

J. Wolowitz said that there is not much new to report. We are still \$400k in the hole due to revenue and PT salaries.

There will be another meeting in the middle of May.

The budget information can be accessed on the Budget website.

#### **11. Repeat Policy – K. Wagman, J. Parker**

J. Parker & K. Wagman worked together to come up with a draft of the repeat policy – this was handed out at the meeting.

3 of 4 items were deleted and they came up with 3 new procedures.

Certain courses can be repeated and this is designated in the curriculum process.

J. Wolowitz suggested that item #3 should include some wording about what is defined in Title 5.

Questions were brought up as to why some courses can be repeated and others not. It was stated that if the skill set has changed in a course it could be repeated – something has to have changed in the curriculum. There are certain support classes that can be repeated as many times as a student wants.

#### Academic Renewal

This policy was redrafted as well and refers to a petition for Academic Renewal. It should be made clear that courses cannot be removed, they can be renewed.

M. Bumgarner asked if #7 on the Academic Renewal policy is a policy that Gavilan needs to continue. It is her recommendation that it be changed so that students are not being punished after showing academic success. D. Roderick agreed with this point.

J. Parker clarified that #7 is only related to one specific honor that a student can receive. It does not eliminate a student who has had Academic renewal from graduating with honors; it is specifically for the Student of the Year honors. M. Bumgarner requested that #7 be reworded to include the specific honor that this is referring to.

M. Bumgarner inquired as to whether or not #6 on the draft is actually going to be put into practice, as it has not been the practice in the past.

J. Parker stated that you can either delete a course or renew a semester – not both.

S. Carr said that the next step will be to bring the approved draft to the Curriculum Committee. It was agreed that #7 will be reworded and come back to the Academic Senate for approval.

#### **12. 16-week calendar Update – Wagman**

J. Olivas, S. Turner, K. Wagman, F. Lozano, F. Lopez, M Arvizu & J. Parker met to work on the block schedule. The West Valley model was used. A tentative academic calendar will be coming.

There will be 6 blocks starting at 8 am to 5:30 pm. All blocks are 95 minutes long. The blocks butt up to each other but the classes don't necessarily have to.

M. Dresch asked if there will be Friday classes. K. Wagman said yes, that the instructors could do what works for their classes and room schedules. There will be some flexibility within the blocks.

D. Roderick asked how other schools address the services available to students with regard to tutoring, computer labs, etc. K. Wagman said that the committee will be meeting 3 more times and they can talk about this issue.

A year from this fall, the 16-week calendar will be implemented (Fall 2006).

### **13. Accreditation Update – Wagman**

The goal is to get the format out to everyone and then come up with a list of questions for T. Willett and go from there.

S. Carr and K. Wagman are still meeting every week with regard to accreditation.

## **IV. ACTION ITEMS**

### **14. No action items.**

## **V. STUDENT, ADMINISTRATION, AND SENATE PRESIDENT REPORTS**

### **15. ASB Report - Sandow**

Current happenings:

Elections, Career Day, Cosmetology Fashion Show, GavFest, Cinco de Mayo and Graduation. Please encourage students to vote.

2 scholarships were awarded – 1 to Domingo Payne and 1 to Audrey Viscera.

### **16. College President Report – Kinsella**

Congratulations to S. Kinsella for finishing the Boston Marathon in 3 hours 44 minutes.

### **17. Vice President of Instruction - Carr**

The Academic Senate Tech Task Force is in need of establishing minimum standards for labs and classrooms and Faculty input is needed. Recommendations will come from this task force.

L. Moeller clarified that this process is really about smart classrooms and not the labs. This is about teaching with technology, projectors, screens, etc. The PC purchase for the labs is a separate piece.

Examples will be brought to the Faculty to make sure we are going to get what we want.

J. Wolowitz asked that the Academic Senate be updated as decisions are made or new information comes up.

K. Wagman requested that the Committee members go out to the Faculty with all of this information.

M. Bumgarner pointed out that the PT Faculty should really be listened to as they are working at other campuses and actually bring a lot of technology to Gavilan.

L. Moeller asked how to reach the PT Faculty.

D. Roderick said that if she were emailed the information, she would email the PT Faculty she has on a group list.

L. Moeller added that the wait out period on the Title V funds is being eliminated. Input is needed on issues with regard to Title V.

Gavilan just won the 2<sup>nd</sup> Student Support Services TRIO grant.

The Teaching Academy is Friday, April 22 & Saturday, April 23.

The Non-credit forum was April 18. There was a representative from the Chancellor's office and a Dean from West Valley.

They will be putting together a Q & A form for those who were not able to attend.

### **18. Senate President Report – Wolowitz**

#### **a. President's council –**

#### **b. Board of Trustees –**

#### **c. Appointments to Committees –**

The hiring committees are still working on many critical positions.

### **19. Acknowledgments – Please give Employee of the month nominations to J. Wolowitz.**

## **VI. CLOSING ITEMS**

### **20. Items for next meeting's agenda**

### **21. Next Meeting: Tuesday, May 3, 2005 at 2:30 pm in the Mayock House**

### **22. Adjournment – Meeting adjourned at 4:00 pm**