

GAVILAN ACADEMIC SENATE MINUTES
TUESDAY, MAY 18, 2004

I. OPENING ITEMS

1. Call to order at 2:37 pm by Ken Wagman.
2. Welcome and roll call. Members Present: JoAnn Albers (At-Large, Part-Time Faculty), Marlene Bumgarner (Vocational), Kathy Campbell (ESL), Xochi Candelaria (English), Elena Dachkova (Natural Sciences), John Lango (PE/Athletics), Celia Marquez (Student Services), Larry Moeller (Library), r2row (Fine Arts), Ken Wagman (At-Large, Full-Time Faculty), Jason Wolowitz (Business), and David DiDenti (ASB)
Members Absent: Mark Friedman (DSP&S) and Marty Johnson (Ex-Officio).
Positions Currently Vacant: Nursing and Social Sciences.
Guests: Jan Bernstein-Chargin, Sherrean Carr, Marla Dresch, Alice Dufresne-Reyes, Marlene Dwyer, Leah Halper, Ron Hannon, Steve Kinsella, Lynn Lockhart, Fran Lopez, Fran Lozano, MR², Terrence Willett.
3. Agenda adjustments – Mediation added at the beginning of the Committee Reports.
4. Approval of Minutes for May 4, 2004 (with this adjustment: a one-year ASB card can be bought for \$10.00.) Xochi Candelaria abstained.

II. INFORMATION ITEMS

(#5 - COMMITTEE REPORTS)

Mediation at Gavilan – Leah Halper distributed a FAQ sheet regarding mediation. 20 Gavilan employees recently participated in and graduated from a mediation training program. There is interest in discussing how to implement a mediation program here at Gavilan. We can do formal mediation or informal skills building. Currently ASB and the mediation group are evaluating the grievance process and how mediation might be better incorporated. For more information, contact Leah Halper, David DiDenti or Fran Lopez.

Curriculum Committee Report – Marlene Dwyer distributed a report summarizing the curriculum committee's work during the Fall '03-Spring '04 semester. In the Fall, 152 course updates were done with 42 still remaining. In the Spring, 89 courses were updated with 49 courses remaining. In addition, a number of new and experimental courses were approved. Other major discussions involved prerequisite issues. For more details, please see the report or contact Marlene Dwyer.

Equivalency Committee Report – No equivalencies were approved this year. The committee has been looking at the screening process for minimum qualifications and will return to the Senate in the fall with ideas regarding units, eminence, certificates, the role of FSA (faculty service area), and granting of equivalencies. For more information, contact Marlene Dwyer.

HSF&G Committee Report – Alice Dufresne-Reyes & Marla Dresch reported on the work of the HSF&G Committee. Some of the issues they worked on were: Measure E, campus posting policy, revised emergency procedures, food handling procedures, non-smoking policy (not finalized, but 10 designated smoking areas are being examined and smoking is prohibited within 25 feet of doorways), removal of Bucky the Ram, and most recently the discussion and planning of the upcoming renovations. A "Green Team" has been formed to evaluate what environmentally friendly options we have when we make over our campus. They will continue to work over the summer, with two major areas of concern being the hiring of an architect and a project manager.

IEC (Institutional Effectiveness Committee) – Lynn Lockhart reported on this semester’s IEC work. Everyone has been working on updating learning outcomes and programs to reflect modified goals of Gavilan College. It would be a good idea to have this work readily accessible on a database, so all can stay informed. Latest work will be submitted to The Board in June.

Staff Development Committee Report – Celia Marquez reported on this semester’s Staff Development work. Projects included: the calendar, planning of fall and spring Staff Development days, 3-5 year action plan, modifying of forms and the website, and reviewing staff development, flex and co-curricular applications.

Technology Committee Report – Larry Moeller distributed draft of Tech Committee By Laws and reported on this semester’s activities. An Ad hoc tech committee has sent this draft to each of the governing constituencies to be debated and then sent on to the President’s Council and the Board to become a standing committee of the college. Many faculty members are interested in educational technology, and the Senate is being asked to create another standing committee.

Ken Wagman thanked and acknowledged all of the committees on behalf of the Senate for the quality work that is being done. We all appreciate your dedication and commitment. Alice Dufresne-Reyes thanked the Academic Senate for its hard work.

6. Faculty of the Year Nominations – Please vote via email. The nominations will close Wednesday morning, 05/19/04.

III. DISCUSSION ITEMS

7. Vending Machine Update – There is nothing in the machines in Morgan Hill. Ron Hannon agreed to follow up on this. Also please help to discourage people from sticking gum in the slots.

8. Title IX – Last week Ron Hannon presented the “Preliminary Gender Equity Action Plan” to the Board, a copy of which was distributed at the May 4th Academic Senate meeting. It was done through self-evaluation and from feedback from consultants. There is obviously a problem with women’s athletic programs. One key factor is the absence of an academic advisor for the athletics program. A counselor has 20% release time to advise and create ed plans, but this is not enough. Ron asked for assistance from faculty in informing him when student athletes are having trouble. The earlier the intervention, the better. It was suggested that having a roster of student athletes would be helpful to faculty. Another suggestion was to do progress reports similar to EOP&S. Finally, it was mentioned that special care needs to be taken to keep part-time faculty informed as they are not included in Gavilan’s automatic email list. Title IX affects not only Athletics, but many of our programs, and an educational seminar is planned for the Fall. Then a gender equity advisory committee, which will be comprised of faculty, staff, students and community members, will be put together. Our goal is to put together solid programs that we can be proud of, so that more students will look to Gavilan as their college of choice.

11. Sixteen Week Calendar – A workshop is being planned for Fall Staff Development Day.

12. Title V Report and Community Survey – Margery Regalado-Rodriguez briefed us on some of the work that has been done through the Title V Grant: smart classrooms, ESL and Math labs, air-conditioning in the library, grant writing office run by Larry Moeller, teacher training, and an 18 month long study which included a survey that examined the general population’s perceptions of Gavilan College and the “digital divide” between Hispanics and non-Hispanics.

Community Survey – Terrence Willett distributed “Fall 2003 Community Survey Highlights” and briefed us on a few interesting findings. First, the survey suggested that recent immigrants didn’t seem to understand how community colleges work, and that they are affordable and accessible. We might be able to change this perception with more outreach. Second, the phone survey assessed the extent of the digital divide – non-Hispanics had roughly twice the access as Hispanics to computers and the Internet. This has helped to highlight the need of the Title V grant and may help with future grant acquisitions. Third, the community’s main sources of information about Gavilan were mailings and word of mouth. We can use this information to expand and revise our outreach. Jan Chagrin mentioned that people were more familiar with programs that have been heavily marketed. We need to balance our marketing to adequately represent all programs. The full Community Survey report can be read on-line. If you have any questions or comments, please direct them to Terrence Willett.

IV. ACTION ITEMS

13. A summer quorum of four for Academic Senate meetings was approved. The dates are: Tuesdays 6/8, 7/13, and 8/10 from 3:00 – 4:00 P.M. The 6/8 meeting will be in Social Sciences 206.

V. REPORTS

14. ASB – A retreat for new and old members will be held June 6, 7, and 8. Plans for the upcoming year are underway. Ken Wagman acknowledged David DiDenti for all of his hard work.

15. COLLEGE PRESIDENT – We can expect a slight increase in revenue for next year. Our goal is to take advantage of allocated revenue and make sure we’re making the right kinds of decisions and improving the quality of programs rather than simply increasing the number of students. We need to assess and plan our growth carefully and ensure that we have the support services students need to be successful. The \$50 differential fee may drive some students away from community colleges, but there may be more demand for transfer level courses here because the CSU and UC systems are turning students away. We have a lot of issues to look at: the bond money, the Coyote Valley issue, capacity issues, etc. We have the ability to move forward, but institutionally we have to collectively decide what and how we’re going to move forward. Steve congratulated Fran Lopez on her new position as VP and thanked the Academic Senate and all the committees that have worked so hard this year.

16. VICE PRESIDENT OF INSTRUCTION – No report

17. SENATE PRESIDENT – The Senate has been busy filling numerous hiring committees: TRIO director, Human Resources Tech position, and others.

18. Acknowledgements - Ken acknowledged Pilar Conaway and Nancy Bailey for the great jobs they’ve been doing. He also acknowledged all those that contributed to the Honor Society Awards ceremony. It was excellent. Thanks to John Baker, Karen Springer and Hope Jukl for their great work. Further acknowledgements went out to the Learning Community Steering Committee. There has been much positive feedback from students and the community at large. Good work! (Please note that there will be a workshop regarding learning communities and faculty collaboration during Staff Development Day in August).

VI – CLOSING ITEMS

19. Items for next meeting – upcoming Board action
20. Next meeting – June 8, 2004 at 3:00. Social Sciences 206
21. Adjournment at 4:00 P.M (Albers, Moeller MSC).