

ACADEMIC SENATE MEETING
TUESDAY, NOVEMBER 4, 2003, 2:30PM
MAYOCK HOUSE

I OPENING ITEMS

1. Call to Order: 2:35pm by President Wagman

2. Roll Call: Present: X. Candelaria, K. Campbell, E. Dachkova, M. Friedman, M. Johnson, E. Luna, F. Martinez, r2row, K. Wagman, J. Wolowitz. Visitors in attendance: D. Didenti, S. Kins F. Lozano, MR^2, M. Quiroz-Rivera, J. Keeler, J. Parker, T. Willett

3. Agenda Adjustments – none

4. Approval of Minutes MSC M. Friedman/r2row Approve with amendment: Add the name of X. Candelaria to the list of the AS members (roll call: present)

II. INFORMATION ITEMS

5. Paying Part-time Rep – Wagman

It has been established that paying Part-time Rep is not a work load issue any more, however the union hasn't decided to negotiate the payment. The issue is a subject to further discussion.

6. Any Academic Impact from the Cut in Custodial Services? – Wagman

R2row/No improvements have been noticed in the art department with respect to the quality of cleaning. Hopefully, the situation will be gradually improving with hiring two full-time custodians.

7. Changes for Next Semester - J. Parker.

The use of add codes for every student. The advantages of using add codes are that add codes will help with telephone registration; add codes will give faculty much more control over the information about how many students are in class and, finally; add codes will eliminate blue cards. It's necessary to advise to the students the option of registering by phone.

The concern was expressed that admission and records will be closed two working days before school starts. This action could be taken negatively by those who put off registration until the last minute. However, J. Parker, as well as many AS members, consider that it shouldn't be such a problem since we should develop the culture of registering early, but not at the very last minute.

No more Re-Repeating Students Paid by the state.

The State will not be funding the students who need to repeat the same class more than twice. Starting next semester, anyone, who is repeating the class more than twice has to fill out a special form and get it signed by the appropriate Dean to get the permission to do it third time (in case of emergency only). Students need to be aware, though, that if they withdraw, then they can repeat the class as many times as they want.

8. Developing a Process for Evaluating Administrators - Wagman

President Kinsella brought this issue. Those who are interested in creation the process of evaluating the administration are welcome. So far L. Moeller who has expressed the desire to participate and K. Wagman will join S. Kinsella.

9. Difficulties with the Web – Wagman and others

J. Keeler / The issue is with the Webmaster. There is a lot of things that should be done, but we cannot start unless we find some resources. An interesting idea was expressed to involve the students (for extra credit, probably) for updating the databases and keeping the Web. The resulting point of the discussion was that the Web is a visible image of the college, and it has to be kept in shape.

III. INFORMATION ITEMS

10. Proposed Food Handling Regulations – J. Keeler

The document was prepared that didn't explain very well what could be done and what cannot be done in terms of laws to food handling regulations. The Safety Committee has revised it. The new, revised document was presented to the Academic Senate. The issue from the safety was whether the new document better explains the rules and regulations. It's important to take all the rules and regulations under consideration, but, sometimes, it seems to be too much. The very last thing we want to do is to have a safe food distribution from which people get sick or die. From this perspective all those rules are not such a hassle. How to enforce all those rules and policies is still subject to discussion.

11. State Academic Senate Issues from Pasadena Conference - Wagman

- a. The most important question was a budget and what to do about it.
- b. Basic Skills issues will be discussed on the Forum on Basic Skills (11/06/03)

12. Matriculation Update – Regalado – Rodriguez and others.

a. Progress report of what had been accomplished in terms of Matriculation was presented. One of the issues is inputting through the MIS system the information about ed. plans and other issues under the umbrella of matriculation. It's imperative to work out the way to deliver the information to the Chancellor's office.

b. T. Willett/ Assessment of the students is a regulated process and must follow some steps that ensure that it doesn't bias against any specific demographic group. Instructors have to be careful with the students that are placed into their classes through the placement process. Instructors cannot adjust the enrollment process on their own. If there are any concerns with inappropriate placement, it's safer to contact the counselor.

13. Nominations for the Gavilan College Employee of the Month – Wagman

Anybody who has nominations, please e-mail them to Ken.

14. Basic Skills Forum.

M. Johnson/ The first draft that came out of the Discussions on Underprepared Students was presented. The whole purpose of this document is to make people to think it over and to make Forum discussion richer.

15. Vote for the Bond measure

Steven Kinsella/ We are looking for the AS comments on the proposed numbers. We consider that at this point of time, considering the economics, that is the right amount of money. Wagman/ Raised the concern about the lack of listing any improvements for the AJ building and he commented how it smelled. It was embarrassing to have Senator McPherson come for a visit to the campus in those facilities. Steve assured the Senate that money would be used to do things to improve the AJ classrooms. However, the community is not willing to fund the building of buildings with this bond.

A motion was made to support the \$108 million bond proposal. MS E. Luna/X. Candelaria – it carried unanimously.

16. New Summer Calendar – Does the senate recommend it? - Wagman

The draft for summer session calendar was presented. Wagman/ The concern about offering several summer sessions is a possibility of confusion. If we claim that the summer session starts on the 1st of June, we may potentially lose the students from high school. Friedman/ New calendar will give a lot of more flexibility for scheduling. Regalado – Rodriguez/ It's a good opportunity to set two start days, and people like late starts. With proper marketing the confusion could be easily eliminated. M. Johnson/ The idea of having 8 weeks instead of 6 weeks for complicated classes adds flexibility to scheduling. This will be discussed again at the next meeting.

III STUDENT, ADMINISTRATION, AND SENATE PRESIDENT REPORTS.

17. ASB – F. Martinez

Transfer Day and Halloween events were very successful.

Canned Food drive will go until November, 14. Clubs will have barrels for donations.

18. Vice President of Instruction - M. Johnson

- a. Custodians have problems with cleaning after evening classes and parties. The request to the instructors is to make sure that if you allow food or drinks in the classroom, you need to make sure students clean up after themselves.
- b. There was some confusion with the bookstore and book orders. Instructors, please make your book orders.

19. Senate President - Wagman

- a. Board of Trustees – Main item is bond measure proposal

As soon as they vote it in, no support using paid time or campus facilities including e-mail and phone will be allowed.

- c. Robert Funk was nominated by the college as the 2003 Gilroy Educator of the Year.

VI. CLOSING ITEMS

20. Next Meeting: Tuesday, November 18, 2003 at the Mayock House – 2:30 pm

21. Adjournment – 4:20