

## GAVILAN COLLEGE ACADEMIC SENATE MEETING

Tuesday, December 7, 2004 2:30 p.m., Mayock House MINUTES

PRESENT: Marlene Bumgarner (Vocational), Kathy Campbell (ESL), Erin Crook (English), Elena Dachkova (Natural Sciences), Mark Friedman (DSP&S) Tim Kenworthy (PE/Athletics), Celia Marquez (Student Services), Larry Moeller (Library), r2row (Fine Arts), Ken Wagman (At-Large, Full-Time Faculty), Jason Wolowitz (Business), Sherrean Carr (Ex-Officio).

Members Absent: JoAnn Albers (Part-time Faculty), Erin Crook (English), Michelle Vuchetich (ASB).

Positions Currently Vacant: Nursing and Social Sciences.

Guests: Jan Bernstein-Chargin, David DiDenti, Marlene Dwyer, Steve Kinsella, Bea Lawn, Fran Lozano, Ken Miller, Vic Robinson, Jesse Sandow, Susan Sweeney.

### I. OPENING ITEMS

1. **Call to Order** - Ken Wagman called the meeting to order at 2:38pm.

2. **Welcome and Roll Call** - Ken welcomed all to the meeting

3. **Agenda Adjustments:** There were no adjustments to the Agenda.

4. **Approval of Minutes for November 16, 2004**

Item 10 – Change J. Bumgarner to M. Bumgarner. Correct the spelling of Cristina Alonzo's name – “z” not “s”. Correct the spelling of Jason Wolowitz' name – “o” not “a”. MSC (J. Wolowitz, E. Dachkova)

### II. INFORMATION ITEMS

M. Friedman gave a copy of the Brown Act to Jason Wolowitz. He asked that special attention be paid to posting the minutes at least 72 hours prior to the next meeting.

### III. DISCUSSION ITEMS

5. **Equivalency Committee report: Min. Quals and FSA's - Ken Miller & Marlene Dwyer**

K. Wagman pointed out that minimum qualifications and Faculty Service Areas are important in hiring and firing of Faculty.

M. Dwyer said the screening for the Anthropology positions will be held during finals week.

K. Miller wanted the Committee to be aware of 2 main points with regard to minimum qualifications & FSA's. Point 1 – Do we want to increase the minimum qualifications for non-credit courses?

According to Title V, the minimum qualification to teach a non-credit course is a Bachelor's Degree.

Point 2 – FSA's: When Faculty with multiple FSA's retire, the question comes up as to how many people must we hire to replace all those lost. We might have to hire 3 or 4 Faculty members to replace the retired person who had multiple FSA's or bring in a lot of part-time Faculty.

S. Kinsella pointed out that you can't change the minimum qualifications set by the State, but you can add “desired qualities”. K. Miller also said that it should be made clear who addresses these issues. Is it the Academic Senate or the Equivalency Committee? M. Dwyer said that “teaching experience” could be an added part of the requirement. Members from the ESL or English Departments were asked to take part in the Equivalency Comm.. If anyone is interested, please respond to M. Dwyer.

6. **Curriculum Committee Report – Marlene Dwyer**

K. Wagman thanked M. Dwyer for her hard work as Committee Chair of the Curriculum Committee.

Sue Dodd will be taking over the position beginning next semester. M. Dwyer passed out a summary of the semester highlights for the Curriculum Committee. M. Dwyer pointed out that Bonnie Donovan's workload dealing with the Curriculum has been tremendous. To make Bonnie's job easier, please talk to S. Dodd, B. Donovan or M. Dwyer before filling out the Curriculum forms.

**The Curriculum Committee made a formal motion to the Academic Senate, stating the Curriculum Committee supports taking a look at the Lecture/Lab equivalency hours and requests that this is forwarded to GCFA for negotiation.**

There are still a lot of discussion items that the Curriculum Committee will address next semester.

Because there were so many curriculum changes during the last semester, the Curriculum Committee did not get the opportunity to discuss all issues that were brought up.

M. Dwyer said that she enjoyed her time as Chair of the Curriculum Committee Chair.

7. **General Education Program Learning Outcomes – Sherrean Carr**

Each Department is working on their own Program Learning Outcomes.

The General Education Program Learning Outcomes need to be included in the schedule in April.

S. Carr is looking to the Academic Senate to establish the G. E. Program Learning Outcomes.

J. Wolowitz: Can this be a general statement that will be included on the page of Gen. Ed.

Requirements? S. Carr: Yes. There are several ways to look at it .Possibly 2 or 3 people can work together to come up with something. K. Wagman asked for volunteers to establish the PLO's for General Education. The committee will be created to accomplish this task.

8. **Evaluation of Last Year's Administrative Reorganization – Ken Wagman**

In summary, last year the positions of VP.of Instruction and VP of Student Services were combined into 1 position. This saved the college \$150k. This created a temporary 1-year position. In March,

the hiring process will begin for the permanent position or positions. The question is how did this work for everyone? And, how effective is it now? Do we keep this as 1 position or change back to 2? M. Friedman noted that the Counseling & Student Services Departments had concerns.

J. Wolowitz pointed out that as a Senate, each Department representative should poll their own group and come to the Senate with one Department "answer" or stand on an issue.

M. Bumgarner suggested that surveys be more specific without open-ended questions.

S. Kinsella said that the President's Council will discuss this also. The College will be surveyed if the group decides it's the best thing to do. D. DiDenti said that from an ASB standpoint (not from students), they had no problems with 1 VP and that things ran smoothly with Sherrean doing both.

**9. Update on Measure E Bond developments (formerly HSF&G report) – Steve Kinsella**

S. Kinsella said that the planning is still continuing.

Property Acquisition items in Coyote Valley are moving forward. The San Benito properties are still being investigated. It is on the Board Agenda to discuss & review the golf course property in Gilroy to determine if this is the best use of the property. R2row asked about the status of the 1-stop Center? S. Kinsella said that we wouldn't qualify for another building with the current enrollment.

**10. Technology Committee and ERP Update – Larry Moeller**

The Technology subcommittee is surveying the campus. Until they are finished with surveying, everything is on hold. There are 2, Title V grants to spend on technology this year. The year is from October 1, 2004 – September 30, 2005.

**IV. ACTION ITEMS**

**11. Campus Mediation Services Proposal – Lawn, Halper & Chargin**

The current proposal is to begin the mediation program Student to Student. Faculty –Student mediation is not being proposed at this time as it doesn't conform with the grievance procedure.

D. DiDenti asked for a clarification on the term "Agent of the District".

S. Kinsella defined Agent of the District as District Administrators and Faculty members.

Faculty and Student mediation training will be held in January.

It was pointed out that other Colleges currently have Faculty/Faculty mediation.

J. Wolowitz made a formal motion: **The Academic Senate recommend the institution of a campus Mediation services proposal to start with student/student mediations and add more as it becomes feasible. MSC (J. Wolowitz, M. Bumgarner)** The motion was passed with 3 abstentions. This will now be brought to the President's Council.

**12. 16-Week Calendar Vote to Give Direction to the President's Council Reps – K. Wagman**

The Faculty vote that was brought to the President's Council was that the 16-week calendar begin in Fall 2006. This was a 6-2 vote with the other 2 votes in favor of beginning in Fall 2005.

K. Wagman's concern is that the vote should come from the Academic Senate, not to make the final vote, but to bring the consensus opinion from each Department to the Academic Senate.

J. Wolowitz concurred with this opinion. J. Wolowitz made a formal motion: **"I move that the Academic Senate recommend to the President's Council that the College moves to a 16-week calendar. MSC (J. Wolowitz, M. Bumgarner)** This motion passed with 3 abstentions.

J. Wolowitz made a motion that the Academic Senate recommend to the President's Council that the 16-week calendar be implemented in Fall 2005. MSC (J. Wolowitz, M. Bumgarner)

This motion did not pass: No one in favor, 5 no votes, 2 abstentions

M. Friedman made a motion that the Academic Senate recommend to the President's Council that the 16-week calendar be implemented in Fall 2006. MSC (M. Friedman, C. Marquez)

Larry asked if this was actually possible with regard to ERP.

S. Kinsella said that a timeline will be made to see if this option will work.

This motion passed: 6 in favor, 0 against & 1 abstention.

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

13 ASB – David DiDenti - No report.

14 College President Report – **Steve** thanked everyone and wished everyone Happy Holidays.

**15 Vice President of Instruction – Sherrean Carr**

There are approximately 8 spaces available for the April 22-23 Teacher Academy.

**16 Senate President Report – K. Wagman – None.**

**17 Acknowledgements** - Thank you to Ken Miller.

**VI. OTHER ITEMS**

**VII. CLOSING ITEMS**

**18 Items for the next meeting**

**19 Next Meeting: Tuesday, February 1, 2005 @ 2:30pm in the Mayock House**

**20 Adjournments – MSC (T. Kenworthy, K. Campbell) Meeting adjourned at 4:05p.m.**