



Gavilan College Academic Senate
Tuesday, September 6, 2011
Mayock House

In Attendance: Debbie Klein, John Lawton-Haehl, Johanna Stewart, Neil Andrade, Ellen Venable, Bea Lawn, Jen McMillen, Robin Kreider, Jennifer Nari, Ali Arid, Linda Stubblefield.

Guests: Steven Kinsella, Kathleen Rose, John Pruitt, Fran Lozano, Leah Halper, Randy Brown, Susan Dodd, Leslie Tenney, Joey Hayes, (Recording- Cindy Gonzales and Pilar Conaway).

I. Opening Items

- a. Call to order at 3:05pm
- b. Welcome and Roll Call – Debbie Klein acknowledged the passing of Cindy Starr; reiterated thanks to Diane Stone as previous Academic Senate Minutes Recorder and current recorders, Cindy Gonzales and Pilar Conaway.
- c. Agenda Adjustments – None.
- d. Approval of Minutes from 7/12/11 & 8/9/11.

MSC (Kreider/Arid) to approve – Unanimous. Abstentions – None.

II. Comments from the Public

Joey Hayes submitted the ASB report and stated they would be holding the first planning meeting in September and would like to send a regular representative to Academic Senate.

III. Information Items

Based on feedback, Senate is in agreement that department reports be maintained on the agenda but limited to five minutes each, in order to keep committee meetings on schedule.

- a. Randy Brown presented three survey results which summarized our progress regarding student success, identified factors for student dropout rates, gauged the magnitude of student connection at Gavilan and the Natural Science SI Evaluation and correlations with GPA scores. Reports are available on the Gavilan Institutional Research website. Debbie Klein thanked Randy for the level of work and collaboration that allows the campus to generate these studies, which ultimately make the case for supporting programs that can prove these help/support students.

IV. Reports

- a. College President – Steven Kinsella reported the state budget is continuing to fluctuate. Next year, if the state conditions do not improve or enrollment corrects itself, we will look to do reductions. As the budgeting process starts again he asked for all to identify what is necessary to meet the plan objectives. He also informed the group that Gavilan has been recognized by the Accrediting Commission, on the basis of the institutional research provided by Randy Brown, and honored the district by inviting a full presentation on the Learning Council and its focus on student success.
- b. Executive Vice President – Kathleen Rose informed the Senate she will be taking September 19-30 off. The Accreditation Task Force kick off took place today and the committee is still seeking student participation. A second meeting is scheduled on September 13 with Ken Wagman and assigned standard team leads and chairs. The

accreditation website will be up and running soon. Additionally, in response to the IEC recommendation, the Office of Instruction will continue to take advantage of electronic media for communication and has created a homepage as well as a blog. Department Chairs will meet September 12 and will set the agenda for the semester, including discussion of the five-year hiring plan. The IEC will be initiating program reviews. Debbie Klein suggested perhaps a subcommittee could be formed to review LA&S degrees and general education pattern.

- c. Vice President of Student Services – John Pruitt reported the sad loss of Cindy Starr and will provide notification of the upcoming campus memorial. Accuplacer will be launched next week and will be working very closely with Natural Science and Math to set cut scores. Military veteran enrollment has doubled recently and Student Services will work to identify/develop services to support these students.
- d. Accreditation – addressed in Executive VP report.
- e. Budget – no report available (Jason Wolowitz).
- f. Curriculum – Susan Dodd reported presenting information on September 26 at the new faculty orientation and issuing a helpful, one-page handout that could be used a point of reference. Stand alone training continues, certifying information to the chancellor’s office; will be looking at criteria used to determine if courses meet the cultural requirement designation; will add senators to the curriculum distribution list and plans to attend Senate meetings regularly, in order to maintain good communication.
- g. Department Chairs – addressed in Executive VP report.
- h. Faculty Staff Development – Celia Marquez is Interim Committee Chair. No report available.
- i. GCFA – Leah Halper reported a campus wide “Welcome Back” event is scheduled on September 7, Mayock House, 3pm-5pm. The first budget was passed and the tentative agreement will be finishing up soon. Non-union part-time faculty are having union dues deducted from their checks and proposed a membership drive to help clean this up. In addition to providing information that helps determine what parts of the contract apply to full-time vs. part-time faculty she would like to work on a newsletter and goals that are very practical such as providing information on how to use and what to not use regarding computer, sick leave and state compliance issues, program suggestions, SLO’s and how that is going, faculty interest in a calendar. November 14 is set for learning how to make ravioli, watching a movie, eating the ravioli, and having a philosophical discussion about things that benefit all vs. sub groups.
- j. Strategic Planning –Working on program plans – will know more next time.
- k. Senate President – Debbie Klein expressed sadness over the loss of Cindy Starr. Condolences go out to family and loved ones. Senate presidents have been invited to lunch with Chancellor Jack Scott. Via this opportunity, senators are encouraged to utilize this event to send a message formally or otherwise; Senate Plenary scheduled November 3-5. A request was made from Cindy Gonzales and Pilar Conaway

regarding the utilization of a recording device for senate meetings. The Senate vote was unanimous to allow the use of a recording device during senate meetings.

V. Discussion Items

- a. Senate committee reports – Debbie Klein reiterated senators continue with outreach efforts to committee chairs for bullet reports.
- b. Release time recommendation – Members discussed other college practices regarding release time and recommended drafting a resolution that could be directed to the board. It was suggested that members put together information on shared governance and its operation.
- c. College hour – John Pruitt and Ken Wagman developed two different models for the college hour. Variations, advantages and disadvantages of the two were discussed. Drafts to be taken back to the respective departments for feedback. It was suggested that student involvement might be needed and Joey from ASB agreed to take it to ASB for input. Item will continue to be placed as a discussion item, awaiting feedback.
- d. Senator topics
 - 1) Early alert concerns were discussed regarding “No cell phone use” during class time and the possibility of using alternate methods for getting alerts out to students and staff. It was suggested that at least one computer be on during class time so email can be used to expedite the notification process; although, there are lingering concerns that not all faculty members have computer access during class hours and/or the class location may prevent any alarm system from being heard.
 - 2) Concerns were expressed regarding the first day of instruction being placed in the middle of the week rather than on a Monday. In particular, the impact this has on classes that are unable to meet until the third week into the semester because a holiday lands on the second Monday of instruction. It was suggested Senators refer this item of concern to the GCFA when the surveys go out regarding areas they would like to have addressed.

VI. Action Items

None.

VII. Closing Items

- a. Items for next agenda: Academic Calendar
- b. Next meeting: September 20, 2011 @ 3-5pm
- c. Adjournment at 4:45pm