



# ACADEMIC SENATE MINUTES

Tuesday, February 28, 2023  
1:00PM – 3:00PM

**THIS MEETING WILL BE HELD ELECTRONICALLY IN ZOOM BY GOING TO THIS WEB ADDRESS**

<https://ccd-edu.zoom.us/j/99036078392>

Meeting ID: 990 3607 8392 ■ Refer to the last page for further details.

Meeting documents are also available in the [AS SharePoint](#) (available Districtwide)

**Mission:** The Golden West College Academic Senate’s mission is to serve its faculty, promote the best interests of higher education, and to represent the faculty in campus, district, and state level senate charges by carrying out the primary functions as delineated in the CA Code of Regulations, Title 5, section 53200, which includes both academic and professional matters, and consulting collegially with the local campus and district governing boards. For additional information on the Academic Senate and its mission, please visit the [Academic Senate for California Community Colleges](#).

**Vision:** The GWC Academic Senate represents all faculty in the shared governance process. We are deeply committed to creating an inclusive and welcoming environment for faculty to express their diverse viewpoints and concerns while maintaining focus on curricular and professional activities. Our campus culture serves to express the collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our faculty invest in their work. The GWC Academic Senate will continue to focus on promoting excellence, access, opportunity, and inclusion on our campus and in our programs.

**Please note:** All GWC Academic Senate meetings are subject to audio and/or video recording at the discretion of the Academic Senate for purposes of maintaining a record of the proceedings. Agendas and minutes will be archived online through the [Academic Senate’s SharePoint](#). (Employee log-in may be required to access links).

## ACADEMIC SENATE ROLL CALL (Bold=Executive Board)

Amanda Best - Arts	John Kasabian - Auto Tech, Digital Arts, Drafting
Pete Bouzar - Mathematics & Engineering	<b>Heather Kelley - Vice President; Communication Studies</b>
Margot Bowlby - Social Sciences	<b>Gary Kirby - CCI Co-Chair Pro Tem</b>
Jodie Butler - DEAC Coordinator (non-voting)	Theresa Lavarini - English
Annamaria Crescimanno - Biological Sciences	<b>Noah Levin – Vice President; Liberal Arts &amp; Culture</b>
Natalie Dalton – Nursing/Health Professions	Teresa Nguyen – Noncredit & ESL
Laura Duvall - Psychology	Victor Quiros - Criminal Justice
Matthew Flesher - Kinesiology, Health Ed, Athletics	Martie Ramm Engle - Performing Arts
Sara Ghadami – Business, Accounting, Computer Science, Management, Marketing	Matthew Shimazu - Physical Sciences
	<del>Julie Terrazas</del> - Library
<b>Kate Green - IPD Chair</b>	Tammie Tran - World Languages & Sign Language
<del>Jon Holland</del> - Cosmetology	Criss Vo - Part-time Faculty At-large
<b>Damien Jordan – President; Counseling &amp; EOPS</b>	Vacant - ASGWC (non-voting)
<b>Monica Jovanovich - CCI Co-Chair Pro Tem</b>	[Patty Fonseca -Administrative Assistant/Recorder]

## I. PRELIMINARY MATTERS

- A. Call to order – AS President Damien Jordan  
President Jordan called the meeting to order at 1:01 p.m.
- B. Welcome Guests
  1. Andrea Rangno, Director, Marketing & Creative Services (1:10 p.m.)
- C. Approval of the Agenda and Minutes
  1. Agenda – February 28, 2023. President Jordan requested to amend the agenda and move Item IV-B to VI-B under New Discussion and remove New Discussion Item B-4. **MOTION by VP Kelley to**

**approve the agenda as amended.** Seconded by Senator Vo. Hearing no objections, the agenda was approved.

2. [Minutes](#) – February 14, 2023. **MOTION by Senator Crescimanno to approve the minutes.** Hearing no objections, the minutes were approved.

D. Announcements, Congratulations, and Appreciation

1. President McGrath shared an update on the Baccalaureate conference that GWC is hosting on March 2 and 3, 2023.
2. Senator Ramm Engle announced the Theater department’s performance of *Inventing Van Gogh* which runs March 10 to 19, 2023 in the GWC Mainstage Theater. Students can volunteer as ushers and watch the performance for free. [Usher sign up form.](#)

- E. Opportunity for Public Comment (*3 minutes per speaker*) - *Members of the public have the opportunity to address the Academic Senate on any item that has been described in this notice, before or during consideration of the item. We ask that you keep your comments to three minutes. Thank you.*

## II. CONSENT AGENDA

**MOTION** by Senator Flesher to approve the consent agenda. Seconded by VP Kelley. Hearing no objections, the consent agenda was approved.

- A. As elected by the voting members of CCI, **Monica Jovanovich** (Art) and **Gary Kirby** (Mathematics) to serve as [CCI Co-Chairs](#) for a term of Spring 2023.
- B. **Matthew Carlson** (Chemistry) to represent Physical Sciences on [CCI](#) for Spring 2023.

## III. NOMINATIONS & ELECTIONS

**Full and Part-Time Faculty members are encouraged to nominate themselves.**

Visit the [Academic Senate’s Faculty Service Opportunities webpage](#) to view committee openings, review committee description, meeting information, and to submit your nomination. (PATHWAY: GWC Homepage > Quick Links > Academic Senate > Committees – Vacancies & Nominations)

- A. Open until filled. Accepting nominations for terms starting Spring 2023. Click the link above to review committee responsibilities, meeting schedules, terms, and to submit your nomination.

## IV. GUEST REPORTS & UPDATES (*max 5 minutes per item; total time 15-20 minutes*)

- A. Marketing & Creative Services Update – Andrea Rangno, Director (1:10 p.m.)

Andrea Rangno introduced herself as the new Director of Marketing and Creative Services having joined GWC after working several years at OCC’s Marketing and Public Relations department. She shared a brief update on her marketing ideas for GWC and answered questions from the Senators.

- Andrea informed that the college is implementing a new communication tool called Slate ERM. The department is seeking an Academic Senator to assist with the development of templates that will be sent to students when they identify a pathway that they are interested in. President Jordan volunteered.
- President Jordan informed that several [Academic Programs webpages](#) were outdated. Faculty are the experts in their field and to ensure the discipline content is current and accurate, faculty were encouraged to review their discipline webpages and consider designating a department representative to update the text. Andrea informed that there are several faculty that have taken charge of their discipline webpages and any others who would like more measure of control over their content were provided the option to attend training. Departments may also continue submitting work orders via the new [Marketing work order system](#) for the web developer to update with the understanding that this is a slower process.

## V. UNFINISHED DISCUSSION & ACTION ITEMS (*max 15-20 minutes per item*)

- A. AAC AP 7120C Faculty Hiring Task Force Membership/Timeline – Noah Levin, AS VP

VP Levin informed the task force includes Senators Bouzar, Bowlby and Ramm Engle. He informed they have been reviewing the administrative policy as well discussions by the three colleges are taking place during DCC BP/AP Subcommittee meetings. The process may take approximately two months. In review are the hiring processes, committee composition and the number of faculty representatives, and diversity. Faculty were encouraged to submit their feedback to VP Levin.

## VI. NEW DISCUSSION & ACTION ITEMS (*max 15-20 minutes per item*)

A. Role of AS in addressing systemic inequity and institutional barriers as it pertains to academic and professional matters - Acknowledgement \* Accountability \* Action

B. Other Agenda Requests

1. Starfish – Damien Jordan, AS President

President Jordan informed that Starfish is an online platform that allows faculty to send an early alert to students that a change may be necessary for academic success or to communicate kudos as well as identify additional resources that may support a student’s learning. GWC does not currently utilize an early alert software and has been providing this type of support manually via a time-consuming process through the hiring of a one-year temporary part-time counselor.

- He affirmed taking the opportunity to utilize one-time SB 85 funding to purchase Starfish for a three-year pilot. He added there will be no funding available for faculty hiring, therefore, the current part-time Early Alert counselor would no longer be available to provide support.
- President Jordan reported the English and Math departments are in favor of utilizing Starfish.
- He reported that District acknowledged that installation may be delayed. This concern was shared with VC Serban and Rupa Saran, Chief IT Officer, and received their commitments on timeline and implementation.
- Since OCC and CCC have already implemented Starfish on their campuses, GWC will be able to use their patchwork to streamline implementation. President Jordan offered to schedule a Starfish demo to the Academic Senate.

Following a brief discussion by the Senators, **MOTION by Senator Bouzar to utilize SB 85 funds to purchase Starfish for three-years and secondly, that the Academic Senate will place a call for faculty representation from the various academic areas to serve as liaisons on a Starfish Implementation Team. The Planning Council would place a call seeking managers and classified representatives. It would be a joint venture by the Academic Senate and the Planning Council to implement Starfish across campus and with Guided Pathways. At some point, the Enrollment Management Committee may also wish to provide input on how to use this tool.** Seconded by Senator Flesher. The votes were counted as: Yes (19) Bouzar, Bowlby, Crescimanno, Dalton, Duvall, Flesher, Green, Jordan, Kirby, Kasabian, Kelley, Lavarini, Levin, Nguyen, Quiros, Ramm Engle, Shimazu, Tran, and Vo. Hearing no objections, the motion passed.

2. [CCCD Academic Senates Joint Resolution](#) in Support of Retaining Area E as a Lower Division Graduation Requirement by the CSUs – Damien Jordan, AS President [[District BOT Resolution](#)] President Jordan updated on the Academic Senates Joint Resolution and expressed appreciation to President McGrath for his contribution in underscoring the financial impact to the community college system.

- The ICAST system has not been taking a lot of input from the community college system in terms of the impact of Area E removal.
- During the last board meeting, the BOT indicated they would like to see more movement from the local Academic Senates in favor of what they determined to be the most appropriate mechanism. It was determined to have the Academic Senates press the ICAST group to leverage against the CSUs to retain Area E as a lower division graduation requirement at the CSUs allowing community college students to complete it here at the community college. President Jordan indicated they will not be putting it in the general education.

- If the community colleges retain it as a lower division graduation requirement at the CSUs and they make that commitment, then that preserves LHE allotment for coaches. It preserves health, dance, kinesiology, amongst counseling courses.
- This resolution is on today's OCC Academic Senate agenda and will be on CCC as well.
- President McGrath stated CCCD would be one of the first districts in the State that would approve this resolution. He acknowledged this is a huge issue for the community college system and it dramatically impacts the underrepresented students.

**MOTION by Senator Flesher to approve the CCCD Academic Senates Joint Resolution.** Seconded by Senator Bouzar. The votes were counted as: Yes (19) Bouzar, Bowlby, Crescimanno, Dalton, Duvall, Flesher, Green, Jordan, Kirby, Kasabian, Kelley, Lavarini, Levin, Nguyen, Quiros, Ramm Engle, Shimazu, Tran, and Vo. Hearing no objections, the motion passed.

~~3. 2023-24 Coordinators – Damien Jordan, AS President~~

4. 2023-24 Department Chairs – Damien Jordan, AS President & Rob Schneiderman, CFE President  
Rob Schneiderman reported on a potential rubric on department chair allocations.

- The inequity of department chair allocation is longstanding. Historically, LHE was based on what was available and how rich the budget was at that time which then fixed it into the future.
- He informed on the union's contribution in securing funding to compensate department chairs for their work outside of the normal contract and the rubric to determine this specific compensation. Rob clarified that the compensation was to fund their regular workload and not to add any additional job responsibilities. He noted that deans had inquired whether they could require additional duties.
- Is there a certain amount of LHE designated to each college? Rob indicated it is a local decision. The district does not allocate the money for general department chairs. VPI Randall acknowledged that it was her understanding that the union might develop a rubric and if not, then it would return to the local level. Senator Ramm Engle informed there may be a department chair rubric that may be about ten years old and to contact Senator Best for a copy.
- Rob acknowledged that CFE would be happy to address this at the negotiations table and affirmed that faculty feedback is needed.
- The current formula takes the number of department faculty into consideration, however, a Senator shared that although their department may not consist of a large number of faculty, it does include several programs. That results in more hours of work to support the needs of the department (e.g., separate program reviews and CORs).
- A Senator suggested creating a basic department chair job responsibilities list and additional specialized duties required of that position may be added by the deans. The compensation can be adjusted in consideration of those additional duties including those with advisory committees or industry partnerships that result in an increased workload. It was suggested the metric should include program review, scheduling, and dual enrollment in addition to the unique duties of certain programs such as Performing Arts.
- A Senator inquired that if a campus has a finite number of LHE, should the job duties that are outside of the normal responsibilities be compensated from that finite number of LHE or should the college consider a stipend or separate MOU in support of those additional job duties? Does the current designation of LHE pull away from other areas because it is a finite pool? Should those additional job responsibilities become standardized under the contract?
- Rob confirmed the additional summer compensation was distributed in November but moving forward it would be issued in either April/May or May/June for work performed during Summer 2022.
- A Senator affirmed the need to evaluate the possibility of expanding the finite number of LHE and review the work that faculty contributes and the future needs (e.g., expanding dual enrollment to other high school campuses) and compensate faculty adequately for the work that they do and what they rightfully deserve. Furthermore, the contract specifies that faculty

are eligible for a stipend, release time, or a combination of thereof, but acknowledged that administration focuses on stipends without consideration of the amount of time dedicated to these duties. Time is the most valuable commodity.

- A Senator suggested dividing up by disciplines since there are disciplines that move around departments as well. If the calculation can be done at a discipline level, then those in multi-discipline departments can combine those into just one.
- Faculty may submit additional feedback directly to Rob Schneiderman.

## VII. REPORTS & UPDATES (*max 3 minutes per report; total time 15 minutes (@ 2:45pm)*)

*Electronic copies of written reports are due to the Senate Office by Thursday at 5:00PM the week preceding the meeting for which the report is attached to the agenda.*

### A. AS President's Report – Damien Jordan

- President Jordan thanked the Senators for their participation in the recent AS poll concerning the ASCCC local visit. They will be onsite on May 9<sup>th</sup> to present on shared governance and guided pathways.
- In light of recent concerns regarding President McGrath's leadership, President Jordan announced his plans to "agendasize" a College President's Report at AS meetings to provide the space to address concerns and report on college matters. Due to Senator concerns expressed in the chat, further discussion on this matter will take place at the next AS meeting.

### B. AS Vice President Reports – Heather Kelley and Noah Levin

- VP Kelley reported on the recent Program Review work group meeting where Uyen Tran, ORPIE, provided a demonstration of the data dashboards to help streamline the instructional aspect for program review.
- VP Levin announced the next AS meetings will take place on campus in LRC 250 and reminded of the GWC Academic Senate's Brown Act meeting attendance guidelines.
- He reported on the Academic Integrity work group, a survey, and a ChatGPT discussion is planned for Flex Day. He encouraged evaluating how the college can use this appropriately with the students rather than fight it since it is an inevitability. VP Levin informed he is drafting a policy for immediate implementation.

### C. Council for Curriculum & Instruction (CCI) – Monica Jovanovich and Gary Kirby, Chairs

- [New Credit & Noncredit Course Effective Term.PDF](#)
- [Existing Credit & Noncredit Course Revisions Effective Term.PDF](#)
- Chair Kirby reviewed the linked documents and reported on the procedures.

### D. Institute for Professional Development (IPD) – Kate Green, Chair

- The IPD is currently accepting Faculty Excellence Award nominations for Innovation and encouraged department chair participation in nominating a colleague.
- Chair Green informed on the IPD's Flex Day session on salary advancement credits and reported having received many applications.
- She reported it was confirmed by HR that faculty may move multiple columns within an academic year. In the past, the contract was interpreted by the IPD to mean that faculty may only move one column, therefore, SAC applications were restricted to ten IPD credits per year. She announced that faculty will now be allowed to submit multiple applications. Horizontal movements take place once a year in September.

### E. Distance Education Advisory Committee (DEAC) – Jodie Butler, DE Coordinator

- Jodie reported on recent updates to the distance education requirements eliminating the requirement of student-to-student contact in online classes. They changes were codified in October 2022. Essentially, that means that faculty can stop burying students in discussions in their online courses since the student-to-student interaction is no longer require in the ed code. It is still an option if it makes sense in that class, but it was decided that it is under the faculty purview not the state's to determine whether student to student interaction makes sense.
- In light of faculty concerns shared during Flex Day, Jodie assured that Pope Tech is simply a dashboard tool for faculty to use to make the legal responsibilities easier for all. She shared the

- administration’s concern regarding a report they must file on the accessibility of online classes. CRNs will be selected randomly. Faculty may receive notification that their course was randomly identified to run the accessibility report. Faculty would have thirty days to correct any errors. Will they have access to a faculty’s canvas course? Jodie was asked to keep the Academic Senate updated when District determines the methodology on running the reports.
- F. Union Update – Rob Schneiderman, CFE Union President or Theresa Lavarini, GWC representative
- Senator Lavarini reported on the disappointing negotiations and stated the tone changes at each meeting. The meetings include new guests and members to their team that CFE was not made aware of in advance. The agendas are provided late and they are working on ground rules on how to conduct themselves in preparations for discussion of contentious issues. The next meeting will be in April.
  - Bob Fey added that from a historical perspective, the negotiations should be much further than they currently are.
  - CFE will seek clarification whether negotiations agendas are considered confidential or accessible to faculty in advance.
- G. Special Reports (as requested by Academic Senate)

## VIII. ADJOURNMENT

- A. Move to Adjourn. Thank You! – Senate President  
President Jordan adjourned the meeting at 2:58 p.m.

## IX. INFORMATION ITEMS

- A. Senate Scholarship Fund Balance: \$\_\_\_ (*Contact the Foundation Office to submit donations*)
- B. Senate Sympathy and Salutations Fund – (*Senators may contact the Foundation Office to submit donations*)
- C. 10+1 Senate Purview
1. Curriculum including establishing prerequisites and placing courses within disciplines (*rely primarily*)
  2. Degree and certificate requirements (*rely primarily*)
  3. Grading policies (*mutually agree*)
  4. Educational program development (*rely primarily*)
  5. Standards or policies regarding student preparation and success (*rely primarily*)
  6. District and college governance structures, as related to faculty roles (*mutually agree*)
  7. Faculty roles and involvement in accreditation processes, including self-study and annual reports (*rely primarily*)
  8. Policies for faculty professional development activities (*rely primarily*)
  9. Processes for program review (*rely primarily*)
  10. Processes for institutional planning and budget development (*mutually agree*)
  11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate (*mutually agree*)

Meetings are conducted via Zoom until further notice – Hosted by Damien Jordan, Academic Senate President  
The format of this meeting is due to the State Public Health Emergency Declaration regarding COVID-19

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