



ACADEMIC SENATE MINUTES

Tuesday, September 12, 2023
1:00PM – 3:00PM

MEETING LOCATION: LRC 250 COMMUNITY ROOM

Guests may attend on Zoom: <https://cccd-edu.zoom.us/j/87044261696> Meeting ID: 870 4426 1696
Meeting documents are also available in the [AS SharePoint](#) (log-in required)

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	Heather Kelley - Communication Studies
Pete Bouzar - Vice President; Mathematics & Engineering	Gary Kirby - CCI Co-Chair
Margot Bowlby - Social Sciences	Theresa Lavarini - English
Dawn Brooks - Performing Arts (<i>pending consent</i>)	Noah Levin – Vice President; Liberal Arts & Culture
Annamaria Crescimanno - Biological Sciences	Teresa Nguyen – Noncredit & ESL
Laura Duvall - Psychology	Diep Pham – Nursing/Health Professions
Matthew Flesher - Kinesiology, Health Ed, Athletics	Victor Quiros - Criminal Justice
Maguire Garcia - ASGWC (<i>non-voting</i>)	Jason Sheley - DEAC Coordinator (<i>non-voting</i>)
Sara Ghadami – Computer Science	Matthew Shimazu - Physical Sciences
Kate Green - IPD Chair	Justin Smith – History & Education
Jon Holland - Cosmetology	Julie Terrazas - Library
Damien Jordan – President; Counseling & EOPS	Tammie Tran - World Languages & Sign Language
Monica Jovanovich - CCI Co-Chair	Aleksandra Uchlik - Business, Account, Marketing, Management
John Kasabian - Auto Tech, Digital Arts, Drafting	VACANT - Part-time Faculty At-large

I. PRELIMINARY MATTERS

- A. Call to order – AS President Damien Jordan
President Jordan called the meeting to order at 1:06 p.m.
- B. Welcome Guests
 1. Carla Martinez, Dean of Students and Chair, BAT and Kyle Smith, BAT faculty rep (1:15pm)
 2. Kay Nguyen, Acting Vice President of Instruction (1:30 pm)
 3. Meridith Randall, College President (1:40pm)
 4. Rick Hicks, Acting Vice President of Administrative Services and Tim Vu, Associate Dean/Director Regional Criminal Justice Training Center (2:00pm).
 5. Welcome Senate Executive Board, Academic Senators, new Senators Brooks, Pham, Smith, Uchlik, DE Coordinator Sheley, ASGWC rep Garcia and campus guests.

- C. Approval of the Agenda and Minutes
1. Agenda – September 12, 2023. **MOTION** by Senator Best to approve the agenda as presented. Seconded by Senator Kelley. Hearing no objections, the agenda was approved.
 2. Minutes – [May 23, 2023](#). **MOTION** by Senator Best to approve the minutes as presented. Seconded by Senator Nguyen. Hearing no objections, the minutes were approved.
- D. Announcements, Congratulations, and Appreciation.
- President Jordan announced the following:
1. Congratulations and welcome to our new GWC full-time faculty:
 - AJ Edmonds, Computer Science
 - Armando Garcia, Counseling EOPS
 - Shawn Hampton, Nursing
 - Phuong Nguyen, Nursing
 2. [Program Review process](#)
President Jordan expressed appreciation of Lauren Davis Sosenko, Dean of Institutional Effectiveness, for her contributions to the Program Review process. He asked for the faculty’s feedback on the PR submission process.
 3. ASCCC Local Senate visit
President Jordan informed the site visit may be postponed to November. Additional information is forthcoming.
 4. [ASCCC Fall Plenary](#) will be held November 16-18, 2023, in Costa Mesa or a virtual option. Funded by the IPD with registration paid in advance if apply by September 22, 2023. Contact [Patty Fonseca](#) for assistance.
 5. Academic Senate group photo will take place at the next meeting.
 6. Congratulations to newly tenured faculty in attendance, Jason Sheley and Justin Smith.
- 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 Best to approve the consent agenda as presented. Seconded by Senator Terrazas. Hearing no objections. The consent agenda was approved.
- A. **Jennifer Bailly (Economics), Erin Craig (Mathematics) and Noah Levin (Philosophy)** to serve on the GWC College President Search Committee.
 - B. Academic Senate:
 1. **Dawn Brooks** (Music) to replace **Martie Ramm Engle** representing Performing Arts (2023-25).
 - C. Council for Curriculum and Instruction:
 1. **Veronica Pizano** (Spanish) to replace **Cristina Tiernes Cruz** representing World Languages and Sign Language (2023-25).
 2. **Sergio Sanchez** (ESL, Part-time faculty) to represent Noncredit & ESL (2023-26).
 - D. Distance Education Advisory Committee:
 1. **Ashley Berry** (Part-time faculty) to represent Psychology (2023-26).
 2. **Joel Powell** (Political Science) to represent Social Sciences (2023-25).
 - E. **Noah Levin** (Philosophy) to replace **Pete Bouzar** (Mathematics) as the Academic Senate designee on the Budget Council (2023-25).
 - F. **Barbara Miyadi** (Nursing) to represent the area “one from either Art, Athletics, CTE, CJ, or Nursing” on the Enrollment Management Committee (2023-25). *The EMC is currently on hiatus.*
 - G. Tenure Review Committees:
 1. **Dawn Brooks** (Music) to replace **Martie Ramm Engle** (Theater Arts) as the Search Committee representative on the Tenure Review Committee for Leslie Bitong, Dance (2023-24)

2. **Maryam Khakbazan** (Mathematics) to substitute for **Lindsay Lewis** (Mathematics) as the out-of-discipline representative on the Tenure Review Committee for Shatarupa Ray, Biology (Fall 2023).
3. New Faculty. Term 2023-2027:

	New Faculty	In-discipline	Out-of-discipline	Search Committee
a.	AJ Edmonds, Computer Science	Cristian Racataian	John Kasabian (Auto)	Bern Baumgartner
b.	Armando Garcia, Counseling EOPS	Jimmy Nguyen	Veronica Pizano (Spanish)	Michelle Sambrano
c.	Shawn Hampton, Nursing	Natalie Dalton	Michael Valinluck (Biology)	Ju-An Broyles
d.	Phuong Nguyen, Nursing	Barbara Miyadi	Nikki Plaster (Biology)	Amy Thach

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 Fall 2023. Click the link above to review committee responsibilities, meeting schedules, terms, and to submit a nomination.

- Academic Senator
 - Part-time Faculty At-large (2023-24)
- Council for Curriculum & Instruction (CCI)
 - Communication Studies (2023-26)
 - Criminal Justice (2023-26)
 - Liberal Arts & Culture (2023-24)
- Distance Education Advisory Committee (DEAC)
 - Criminal Justice (2023-24)
 - Large Class Factor (2022-25)
 - Physical Sciences (2023-24)
 - World Languages & Sign Language (2023-26)
- Institute for Professional Development (IPD)
 - Auto Automotive Technology, Digital Arts, Drafting (2023-24)
 - Business, Accounting, Management (2023-24)
 - Computer Science (2023-26)
 - Cosmetology (2023-25)
 - Criminal Justice (2023-25)
 - Part-time Faculty At-large (2023-25)
- Budget Council
 - Faculty Member from CCD (2023-24)
- College Technology Committee
 - DEAC rep (2023-25)
- Diversity, Equity, Inclusion, Committee
 - One faculty from either Art, Athletics, CTE, Criminal Justice, or Nursing (2023-25)
- Planning Council
 - Faculty At-large (2023-25)
- Recruitment Brain Trust

President Jordan informed that President Randall and Andrea Rangno, Director of Public Relations & Marketing, are looking to revitalize the RBT. It was started 4-5 years ago by the former Dean of Counseling and Director of International Students as a way to get together informally to discuss ways to

engage the faculty and students and collect input on college programs for events such as Goldchella senior day, pathways, or college night. Membership is open to all those that are interested. VP Bouzar mentioned that although the Enrollment Management Committee is currently on hiatus, that the RBT would be a perfect work group to fall under that committee. President Randall will speak further on the EMC in her report.

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

A. ASGWC Report – Maguire Garcia, ASGWC

Paige Filipan, ASGWC Vice President of Sustainability, informed that due to a class conflict, Maguire Garcia would no longer be available to serve on the Academic Senate and they are actively seeking a replacement. Paige reported that student government received training on the Brown Act, a recent info session was successfully attended by a good number of students, and ASGWC is now holding committee orientations.

B. [Behavioral Assessment Team \(BAT\) Updates.PDF](#)– Carla Martinez, Dean of Students and BAT Chair; and Kyle Smith, BAT faculty rep (1:15pm)

Dean Martinez reported that BAT attended a retreat where they thoroughly reviewed NaBITA's newly published manual on industry standards and best practices. These updates guided the changes BAT made to their own practices and will continue to use NaBITA standards as a benchmarking tool. (Refer to the PDF for BAT updates). Highlights:

- Plans to rename BAT (current name sounds a bit punitive). They are open to ideas.
- Part of best practices and standards is to provide regular and ongoing training for BAT members which will include regular certificates from NaBITA and BAT case reviews. President Jordan suggested a post incident review of the recent safety and security incidents not only to identify strengths and weaknesses but to determine ways of improvement.
- BAT is partnering with Kyle Smith, Psychology instructor, and Christina Oja, Academic Support Manager, to offer a CIL workshop on October 27 from 12-1:30pm on procedures and best practices for faculty.
- A LGBTQIA Safe Zone Train the Trainer program will be held September 21st and 22nd. Dean Martinez hopes to reinstate the ally training on campus.
- Question – what is the threshold for campus incidents? Dean Martinez informed that incidents perceived to have the potential to escalate are brought to the attention of the Exec Team for threat assessment and management.
- Who manages non-student issues if BAT states they only assist with currently enrolled students? President Jordan will follow up. (HR oversees employee related incidents).
- Prior cases are filed indefinitely in the BAT system. When a report is filed and BAT opens a case, prior cases associated with that student are automatically flagged and available for review.
- Kyle Smith, new faculty rep on BAT, informed that his goal is to increase the amount of transparency faculty is experiencing. As a licensed MFT, his specialty as a clinician was working with children on the autism spectrum and ADHD. He welcomed faculty contact him for assistance or as a partner in strategy and is available to meet in person or on Zoom.

C. [2023-24 Program Vitality Review Recommendations-MEMO](#) – Kay Nguyen, Acting Vice President of Instruction (1:30pm)

VPI Nguyen reported on the recommendations for Program Vitality Review. (Refer to linked memo for details).

- Digital Arts
- Intercollegiate Athletics
- 2022-23 American Sign Language and Interpreting PVR

The Academic Senate will be placing a call seeking faculty from non-related disciplines to serve on the PVR Committees.

D. [Projects for Fall 2023 \(PPT\)](#) – Meridith Randall, Interim College President (1:40pm)

President Randall shared a PowerPoint presentation on campus updates and projects for Fall 2023. Additional comments:

- Committee updates:
 - Safety Committee – met once last spring. A Lockdown drill is scheduled for September 26 in the Math/Science building and the Great Shakeout will occur on October 19. The Sustainability and Facilities Committee no longer includes safety.
 - Enrollment Management Committee – on hiatus while the Planning Council determines the future of this committee. It was suggested that a committee, possibly the EMC, be charged with reviewing the issues with the student enrollment process. President Randall encouraged bringing these concerns to her attention. The ASGWC students were encouraged to provide feedback. President Randall stated she would continue to report these issues to District, and the Exec Team will continue to evaluate internal processes and Banner issues.
 - Hiring of Managers update (Pending approval by the Chancellor’s Cabinet)
 - Replacing Director of Equity with Associate Dean of Equity with broader responsibilities and more authority (SEAP funding). There is a delay at the Chancellor’s Cabinet due to HR matters concerning a multi college district and assessing title changes of the same position at the other campuses.
 - Hiring MESA Director with dedicated funding. There is long term dedicated funding for the MESA program. Five years at about \$300K a year which includes the director’s salary.
 - Acting positions are likely to be extended even if a new president joins GWC in January 2024 due to timing.
 - The announcement of the Acting Athletics Director will be announced tomorrow.
 - A newly hired Athletics Counselor is pending board approval.
 - Future-Oriented Projects
 - The Stand will be expanding and relocating to the former Rustler Hangout in the Rec Ed building and should open in spring. VP Lee will consider offering additional food pick up locations on campus.
 - Revenue Generation
 - Swap meet – great revenue to the college. May increase fees. It was suggested to look into expanding although parking is scarce. Faculty suggested reserving Gothard staff parking for employees that work on the weekends. A suggestion was made to consider food truck rental.
 - Facility rentals – May invest in improving spaces that would generate revenue (i.e. floor in the theater). Reviewing facility rental rates.
 - International Students – new manager will have goals. It is a big source of revenue.
 - Potential Resources – A budget workshop for the campus is in development.
- E. Active Shooter Drill ([Announcement](#)) - Rick Hicks, Acting Vice President of Administrative Services and Tim Vu, Associate Dean/Director Regional Criminal Justice Training Center (2:00pm)
 Dean Vu reviewed the planned events for the Active Shooter Drill scheduled on Tuesday, September 26.
- Lockdown Drill – Math & Sciences Building, 8-10am (Drill will last approximately 15-20 min).
 - First Responder Training – RCJTC, 10-10:10am
 - Interactive Debrief, RCJTC MPR, 11am-noon

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

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
1. [2023-24 Academic Senate Goals](#) – Damien Jordan, AS President
 President Jordan presented the activities that are ongoing for 2023-24.
 - The Program Review work group attempted to improve the PR method of submission process, however, long term the need is for an online submission form.
 - Getting ready to provide English and Math faculty a live demo of Starfish in a test environment.
 - The Dual Enrollment work group is preparing their recommendations to present to the Academic Senate.

2. [Letter to Board of Trustees: Open Q&A Forums for Executives](#) – Damien Jordan, AS President
VP Levin commended President Jordan on his proposed Letter to the BOT for an open forum for the final candidates for the GWC President. He reported that although there was initial push back by the board last semester to support an open forum, the DCC BP/AP Subcommittee met recently and reported that the board was now in favor of supporting it and will be including that in the AP for Recruitment and Selection for Executive Management Employees. The format of the open forum is to be determined. Faculty may contact VP Levin to share their suggestions. **MOTION by VP Bouzar to approve President Jordan’s Letter to the BOT: Open Q&A Forums for Executive Letter and present it to the Board of Trustees.** Seconded by Senator Kasabian. Hearing no objections, the motion passed.

B. Other Agenda Requests

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 reported the bid for demolition of the General Ed building was accepted at the last board meeting and the bidder may begin work.
- President Jordan noted some resistance when Dual Enrollment first rolled out because faculty did not have a lot of agency over how it was rolling out and due to several misunderstandings. He reported having spent six weeks at Westminster and stated it was intense, not the kind of instruction like GWC, but was really rewarding. He recommends continued conversations in terms of enrollment and the return. Central allotment does not change from the District. If GWC could be compensated for their growth in comparison to other colleges, then possibly the college would feel better about capping LHE allotments for disciplines on campus. He informed he will be co-presenting with VPI Nguyen later this week at the Dual Enrollment Summit.

B. AS Vice Presidents’ Reports – Noah Levin (no report) and Pete Bouzar

- VP Bouzar reported the need to use program review data to identify which programs should go into PVR; which metrics would be a red flag that indicate a program should be considered for PVR and at what level; and a need to develop criteria. There is nothing in writing that faculty may reference. Long term, faculty may need to figure out some KPIs for their own program that are not just the KPIs that are collected internally and measured by the state, but as their own discipline, what would they consider to be their own metrics to track. President Jordan added having received a call from Coastline asking for the colleges to meet to discuss their triggers for PVR and nobody in that room had a good answer other than observation of a decline in enrollment. He recommended beginning those conversations now and preparing in anticipation of potential funding challenges.

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

- Co-chair Jovanovich informed on [CCI’s website](#) updates and requested feedback from faculty if they are unable to find what they need in terms of curriculum so it can be addressed. CCI has reorganized its Teams and SharePoint sites and created a new program proposal form and agenda item request form.
- A new CCI email address will be used for communications to the faculty.
- Co-chair Kirby reported AB 928 Intersegmental Implementation Committee meeting on Monday, September 18th from 10:00 am - 4:00 pm. This meeting was tailored towards STEM-related issues for CAL-GETC, such as the possible recommendation of increasing the STEM AD-T unit cap.
- Program Review. As faculty work on their respective Program Reviews, CCI provided an Excel sheet containing the last outline review (LOR) for all courses and active programs at GWC. If faculty have any questions regarding these Excel sheets or their courses, please reach out to CCI Chairs.

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

- Chair Green encouraged faculty to attend conferences. Full-time faculty are eligible for \$3,000 to attend discipline-related conferences, and a separate fund of \$3,000 to attend general education/teaching conferences. First come, first served and subject to available funds.

- Although a travel ban is in place, since professional development is a contractual item, faculty may still travel to a prohibited state by including a signed travel ban statement with their conference application. Refer to [IPD website](#) for details.
 - The IPD is encouraging faculty to take advantage of Department Symposium funding. \$50 per eligible attendees (FT and PT (7.5+ LHE) faculty) used toward materials and food /refreshments. Consider applying for your upcoming department meeting on program review. [Symposium Application process](#)
 - Chair Green announced the IPD has a call for applications for a promotion in Academic Rank. Application deadline is Oct 31st. [Academic Rank Application process.](#)
- E. Distance Education Advisory Committee (DEAC) – Jason Sheley, DE Coordinator/DEAC Co-Chair
- Chair Sheley reported the DEAC is finalizing the DE Handbook which will be coming out soon.
 - The DEAC is potentially look at restructuring/streamlining the Canvas Level 1 and Level 2 Canvas certifications.
 - PopeTech requirements will be coming from District. The first group of classes will be selected on September 30th. Additional information is forthcoming. Sheryl Hathaway, the new DE Tech Specialist (previously Juli Van Dorn) will use information she gathered when running one of Chair Sheley’s classes through PopeTech in her training sessions with faculty.
- F. Union Update – Rob Schneiderman, CFE Union President or Theresa Lavarini, GWC representative
- Senator Lavarini reported that CFE is at a standstill as far as negotiations.
 - The union is looking into issues with AI writers like ChatGPT, including whether faculty having to check for it constitutes a union or working condition issue.
- G. Special Reports (as requested by Academic Senate)

VIII. ADJOURNMENT

- A. Move to Adjourn. Thank You! – Senate President
President Jordan moved to adjourn the meeting at 2:45 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*)

MEETING LOCATION: LRC 250 Community Room

Academic Senators – to ensure making quorum, the intent is to meet in LRC 250. Contact the Senate office to report your need to join online. (In accordance with [AS Brown Act Update 2/14/2023](#))
Guests are welcomed to attend via Zoom (with Meeting Owl)

Join Zoom Meeting (Owl meeting camera will be utilized)

<https://cccd-edu.zoom.us/j/87044261696>

Meeting ID: 870 4426 1696