



# ACADEMIC SENATE MINUTES

Tuesday, October 25, 2022  
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.

[Agenda documents \[PDF\]](#). Employee may be log-in required to access hyperlinks within the agenda.

**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	<b>Damien Jordan – President; Counseling &amp; EOPS</b>
Pete Bouzar - Mathematics & Engineering	John Kasabian - Auto Tech, Digital Arts, Drafting
<del>Margot Bowlby</del> - Social Sciences	<b>Heather Kelley - Vice President; Comm Studies</b>
<del>Jodie Butler</del> - DEAC Coordinator (non-voting)	Theresa Lavarini - English
<b>Kristine Clancy - CCI Chair; Communication Studies</b>	<b>Noah Levin – Vice President; Liberal Arts &amp; Culture</b>
Annamaria Crescimanno - Biological Sciences	Teresa Nguyen – Noncredit & ESL
Natalie Dalton – Nursing/Health Professions	Victor Quiros - Criminal Justice
Laura Duvall - Psychology	Martie Ramm Engle - Performing Arts
Matthew Flesher - Kinesiology, Health Ed, Athletics	<del>Matthew Shimazu</del> - Physical Sciences Sub: Alex Letourneau
Sara Ghadami – Business, Accounting, Computer Science, Management, Marketing	Julie Terrazas – Library Sub: Alana Krause
<b>Kate Green - IPD Chair</b>	Tammie Tran - World Languages & Sign Language
Jon Holland - Cosmetology	Brook Truong - ASGWC (non-voting)
	Criss Vo - Part-time Faculty At-large

## I. PRELIMINARY MATTERS

- A. Call to order – AS President Damien Jordan  
President Jordan called the meeting to order at 1:01pm.
- B. Welcome Guests
  - 1. Susana Castellanos, Director of Student Equity and Campus Life (1:10 p.m.)
  - 2. Meridith Randall, Vice President of Instruction (1:20 p.m.)
- C. Approval of the Agenda and Minutes
  - 1. Agenda – October 25, 2022. **MOTION by VP Kelley to approve the agenda as presented.** Seconded by Senator Bouzar. Hearing no objections, the agenda was approved.

2. Minutes – October 11, 2022. **MOTION by Senator Holland to approve the minutes as presented. Seconded by Senator Bouzar.** Hearing no objections, the minutes were approved.

D. Announcements, Congratulations, and Appreciation.

Welcome Alana Krause, Library, and Alex Letourneau, Physical Sciences (Part-time) who are subbing for Academic Senators.

- 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 Ramm Engle to approve the consent agenda. Seconded by VP Kelley. Hearing no objections, the consent agenda was approved.

- A. **Dawn Brooks**, Music, to represent Performing Arts on the Council for Curriculum and Instruction (CCI) for a three-year term from Fall 2022 through Spring 2025.
- B. **Laura Black**, Art (part-time faculty) to serve on the Diversity, Equity, and Inclusion (DEI) Committee for a one-year term from Fall 2022 through Spring 2023.
- C. **Alana Krause**, Library, to serve as the non-related discipline representative on the PVR for Health Information Technology (HIT).

## 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 2022. Click the link above to review committee responsibilities, meeting schedules, terms, and to submit your nomination.
- College Technology Committee (CTC)
    - DEAC
    - CFE (contact Rob Schneiderman, CFE President and copy Theresa Lavarini to self-nominate)  
President Jordan announced that Bill La was appointed by CFE.
  - Council for Curriculum & Instruction (CCI)
    - Part-time Faculty At-large
  - Enrollment Management Committee
    - CFE (contact Rob Schneiderman, CFE President and copy Theresa Lavarini to self-nominate)
  - Distance Education Advisory Committee (DEAC)
    - Auto Tech, Digital Arts, Drafting
    - Criminal Justice
    - Noncredit & ESL
    - Part-time Faculty At-large
  - Diversity, Equity, and Inclusion (DEI) Committee
    - English/ESL/ELL
  - Institutional Effectiveness Committee (IEC)
    - CFE (contact Rob Schneiderman, CFE President to self-nominate)

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

- A. ASGWC Report – Brooke Truong, ASGWC Vice President of Student Interest
- The Overnight Parking Initiative would provide enrolled students with a safe place to park on campus overnight. ASGWC President is in discussions with Therese Grande to determine the pros and cons and

determine why it was not supported last year. Brook was asked to keep the AS updated on the progress of this initiative.

- ASGWC is hosting a drive-in movie theater for students and the community on October 27, 2022 at 5pm. All are welcome.
- The VP of College Life and her team have been working on success bags for the month of October. They included an infographic on the midterm elections.
- The VP of Finance is working on updating the student's discount page and in response to student requests is collaborating with Brooke to plan an event on financial literacy.
- ASGWC is currently accepting student nominations for the November Faculty Excellence Award.
- Fifteen GWC students representing ASGWC or a club recently attended the California Community Colleges Student Leadership Conference.

- B. [2022-25 Student Equity Plan](#) – Susana Castellanos, Director of Student Equity and Campus Life (1:10 p.m.)  
Susana presented the 2022-25 Student Equity Plan and is requesting AS feedback by October 31<sup>st</sup>. The Equity Plan will be submitted to the State Chancellor's Office by November 30<sup>th</sup>. Approval is needed by the College President, Vice President, AS President, Guided Pathways Director, and the BOT.

- Susana reported on the requirements from the State Transfer Office and the expectations on how GWC is moving forward to get those requirements completed. [Presentation Link](#)
- Due to the short timeline to submit to the state, following review by the President's Cabinet a second reading by the AS will not be possible.
- In response to an inquiry regarding addressing student needs and resources post-pandemic, Susana confirmed the Plan includes COVID impact.
- **MOTION by Senator Bouzar to approve the 2022-25 Equity Plan as presented pending there are no significant changes following review by the President's Cabinet.** Seconded by VP Levin. Hearing no objections, the motion passed.
- Following submission of the Student Equity Plan, the DEI Committee will begin work on the Comprehensive Equity Plan and will present to the participatory governance committees for proper vetting.

- C. [Mid-Term Report](#), 1<sup>st</sup> reading – Meridith Randall, Vice President of Instruction (1:20 p.m.)  
VPI Randall presented the Mid-Term Report and reminded that GWC was reaccredited in 2018 which is good for seven years, however, a mid-term report is due halfway in between. The mid-term report is due in March 2023, but District is requesting a draft for the BOT by November 3, 2022.

- The Report is to address the two plans from the previous full report and their responses to the recommendations for improvement: Program Review and Curriculum
- The Report is to also include a section on student learning outcomes, institution set standards, and the quality focus essay.
- Dean Kay Nguyen added the need for further discussion on the component concerning institutional effectiveness and reviewing all of the metrics that are related to the college mission, setting goals from those metrics, ensuring that the college reviews the data every year, and discuss how to move the needles on those metrics. She recommended bringing this to the President's Cabinet for further discussion
- The draft Mid-Term Report will be available on the AS Teams for senators to review and provide feedback.

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

- A. Creation of AAC Workgroups – Heather Kelley, AS Vice President  
VP Kelley reported on the AAC's first meeting stating she received a lot of great feedback from faculty and managers on how to improve the Program Review process. The AAC workgroup will meet on the first and third Mondays at 10am. Senator Bouzar requested the AAC workgroup create a PR process flow chart that will be included in the Decision-Making Guide. President Jordan reported the revised PR process will be presented to the AS in spring.

B. Mid-Cycle – Damien Jordan, AS President

1. Ratings Timeline

President Jordan reviewed this year’s revised Mid-Cycle Timeline. He noted having collaborated with VP Houlihan, VPI Randall, and Dean Brooks to accommodate purchasing deadlines.

- A discussion ensued concerning the recent loss of campus support staff and an inquiry on the prioritization process for classified staff.
- A senator noted that although classified hiring is not an AS purview, that the loss of support staff affects the campus and inquired whether a joint Resolution with Classified Senate to the Board would help since it appears the decision to hire is made by the Board and not by each campus.
- VPI Randall reminded of the [partial hiring freeze](#), informed on the 50% rule, and that District is no longer allowing the hiring of temporary staff which affected Performing Arts, Science, and Athletics. She indicated the classified request process would be finalized this year. She further reported on the special budget presentation on October 21<sup>st</sup> where District indicated the biggest issue involves salaries.
- Dean Brooks informed that during her term as Classified Senate President, a classified staff prioritization process was created and presented to Planning and Budget that was similar to the faculty prioritization list and would be used to determine classified hiring priorities. The flow chart was pending and was in development at the time by Dean Brammer.

**MOTION by VP Kelley to approve the revised 2022-23 Mid-Cycle Timeline as presented.** It was clarified that this timeline is due to the time crunch for this semester. A future Mid-Cycle timeline is in development as part of the work of the AAC PR workgroup. Seconded by Senator Bouzar. Hearing no objections, the motion passed.

2. [Scoring form](#) – President Jordan informed the same scoring form will be used, however, the new column was included for Senators to check whether the Faculty Request met the extenuating circumstance criteria.

3. Ranking: One list or two?

- Senator Ramm Engle informed on the history for the development of extenuating circumstance for Mid-Cycle versus emergency needs.
- Senators shared their support of either one list or two, and expressed concerns with the college president’s final hiring selection process.
- It was affirmed that faculty has a voice in the shared governance process by way of the final Faculty Prioritization list that is submitted to the college president as a *recommendation* by the Academic Senate.

**MOTION by Senator Lavarini to create a single list incorporating the Mid-Cycle ratings with Program Review and color-coding them separately.** Seconded by Criss Vo second. Hearing no objections, the motion passed.

C. CFE Update – [DEIA Competencies and Criteria Recommendations](#) – Theresa Lavarini, Academic Senator & GWC CFE rep

Rob Schneiderman, CFE President, reported on the VC of Finance’s Budget Report presentation during the BOT special session on October 21, 2022. [\[LINK: Fiscal Year 2022-23 Budget Presentation\]](#)

- The statement in the report, “Augmentations that increase SCFF rates above the COLA – rates to be recalculated at each apportionment in 2022-23 and finalize in February” failed to mention the \$10M of which \$5M has already been received. This was based on the preliminary allocation reports that were signed off by the VC of Finance and submitted to the state Chancellor’s office. CFE questioned why the \$10M was not included in the Budget Report since there had been reference made repeatedly of how in three years a \$9M shortfall is expected in the district budget. This \$10M ongoing each year is not insignificant. CFE submitted a letter to the VC inquiring on this omission to the 25-page

Budget Report and the perceived deception. The \$10M is unrestricted general funds and just a base augmentation that is ongoing.

- Rob reported on the CFT campaign for part-time faculty healthcare in community colleges that was approved by the governor and will pay 100% of PT healthcare. In addition to the other \$10M, this healthcare funding will save the District approximately \$2M a year. As partners with management to help meet the budget, Rob noted the additional disappointment that this healthcare funding was also not included in the budget presentation.
- The unrestricted general fund should be \$228M per year, however, the VC of Finance budget presentations are only stating \$218M. Why?
- The reserve is currently \$16M.
- Rob reported CFE is taking a pause on all faculty evaluations at this time until there is more direction from the state in reference to DEIA requirements. President Jordan recommended developing training through the CIL.

## 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. Faculty hires report – Damien Jordan, AS President

President Jordan reported on the recommendation and acceptance by the BOT for no faculty hires districtwide unless in the case of licensure or accreditation challenges such as Nursing and the Criminal Justice Training Program.

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

- [Area D report](#) – President Jordan requested senators review the ASCCC resolutions for Area D planned for a vote during next week's Fall Plenary. Senators were asked to submit their recommendations to President Jordan. He provided clarification on the resolution to remove Area E.
- The college has been asked to create a non-paid MOU position for an Equitable Placement and Student Success Liaison for Equitable Placement Strategies for English and Math. This is due to the recommendation because of removal of placement strategies, as a result of AB 705 and anticipation of DEIA. He proposed further discussion at AIC.
- President Jordan invited attendance on Jan 11, 2023 to the ASCCC meet and greet with new legislators due to this being an election year. It would be a good opportunity to meet with legislators on items that may affect the college on the local level.
- There are changes in minimum qualifications for Ethnic Studies. Those haven't changed in fifty years and used to be discipline related to the subject but now it will be a master's degree in Ethnic Studies.
- President Jordan submitted a request to the ASCCC for a college visit in the spring on collegiality and and shared governance. Another visit on Guided Pathways will be scheduled with the AAC Guided Pathway's workgroup.

B. Academic Senate Vice President Reports – Heather Kelley and Noah Levin

- VP Kelley announced there are vacancies on the PR workgroup for Noncredit and Business/Accounting
- VP Levin reported on the Academic Integrity and Freedom workgroup. They will continue meeting every offset Tuesday with a goal to get a handle on the academic dishonesty issues that faculty have been facing recently with a focus on prevention and education. Faculty will be receiving a survey asking for feedback on their experiences with academic dishonesty.
- VP Levin informed there is a faculty at-large vacancy on the OER workgroup chaired by Kristine Clancy.

- VP Levin reported on the recent DCC meeting. He indicated President McGrath is planning to make the rounds and present the budget impact to college.
  - VP Levin informed the BP/APs currently in review do not affect faculty.
- C. Council for Curriculum & Instruction (CCI) – Kristine Clancy, Chair
- Chair Clancy reported the OER workgroup will be meeting the first week in November and has an opening in DSPS and general Arts. Their big project is working towards getting the ZTC, zero textbook costs degree map done.
  - CCI extends a big thank you to Christy Banales for presenting on CPL. Next is to identify faculty discipline experts. Will bring to CCD and information will be shared by the Department Chairs.
- D. Institute for Professional Development (IPD) – Kate Green, Chair
- Apply now prior to the end of the fall semester for conferences taking place over winter break. In addition, faculty may consider signing up for a class over winter break to earn salary advancement credits or alternative methods overload. Conference funding was increased to \$2,500. Chair Green recommended attending the Great Educational conference in Hawaii in January.
- E. Distance Education Advisory Committee (DEAC) – Jodie Butler, DE Coordinator
- Senator Duvall reported that Jodie will have an update at the next meeting to report on her presentation to CCD.
- F. Union Update – Rob Schneiderman, CFE Union President or Theresa Lavarini, GWC representative
- Senator Lavarini expressed concern at the cancellation of two negotiation meetings by District and getting pushed back and eventually finding themselves meeting on off times or negotiations going until June.
- G. Special Reports (as requested by Academic Senate)
- Planning Council – Senator Bouzar, AS designee
    - The Planning Council is working on the Decision-Making Guide. It is a living document and being updated as they meet. Any changes will be presented to the AS.
    - PC meetings changed to the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays from 2-3pm.
    - The PC is working on prioritizing the areas of focus and guiding the other committees to also focus on some primary areas such as enrollment.
    - President Jordan Requests reported on the Program Review technology requests and indicated the PC is trying to develop a capital expense fund plan for the college and how to refer items to various funding sources. The proposal will be brought to the AS.
  - Budget Council – Pete Bouzar, AS designee
    - BC Co-Chair Ramm Engle reported that the BC reviewed the list provided by P&B and allocated the funding for those items and established a cut off. Some items were ambiguous and were returned to the department to provide more detail. She noted that this part of the new set up is working well. There are some things the BC did know how to handle but are working it out. Those that submitted requests during the last Program Review cycle will be notified of the decision.
    - Senator Bouzar added that the BC was able to see the various funding sources allowing the BC refer to the appropriate funding versus impacting general funds. Next time, the BC can determine line items that should be funded each year.
    - Senator Bouzar informed that there is an annual cycle of the budget process that is old and that Paul Wisner will be updating that.
    - President Jordan suggested a Flex Day session to update everyone on the spending, and the funding sources and noted it is valuable to demystify the process.
    - President Bouzar suggested creating a rubric to determine the thresholds for meeting the strategic goals of the college. The threshold should be enrollment.
    - VPI Randall reported the BC and PC are planning to meet together to discuss how to allocate the funds. It is a work in process.

## VIII. ADJOURNMENT

- A. Move to Adjourn. Have a great week everyone! Thank You! – Senate President

President Jordan adjourned the meeting at 2:22 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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