



ACADEMIC SENATE MINUTES

Tuesday, November 8, 2022
1:00PM – 3:00PM

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

<https://cccd-edu.zoom.us/j/97505060146>

Meeting ID: 975 0506 0146 < 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	Damien Jordan – President; Counseling & EOPS
Pete Bouzar - Mathematics & Engineering	John Kasabian - Auto Tech, Digital Arts, Drafting
Margot Bowlby - Social Sciences	Heather Kelley - Vice President; Comm Studies
Jodie Butler - DEAC Coordinator (non-voting)	Theresa Lavarini - English
Kristine Clancy - CCI Chair; Communication Studies	Noah Levin – Vice President; Liberal Arts & Culture
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	Matthew Shimazu - Physical Sciences Sub: Alex Letourneau
Sara Ghadami – Business, Accounting, Computer Science, Management, Marketing	Julie Terrazas - Library
	Tammie Tran - World Languages & Sign Language
Kate Green - IPD Chair	Brooke Truong - ASGWC (non-voting)
Jon Holland - Cosmetology	Criss Vo - Part-time Faculty At-large

I. PRELIMINARY MATTERS

- A. Call to order – AS President Damien Jordan
Senate President Jordan called the meeting to order at 1:02 p.m.
- B. Welcome Guests
 1. Susana Castellanos, Director of Student Equity and Campus Life and Jeannette Jaramillo Hernandez, Research Analyst (1:10 p.m.)
 2. Claudia Alcalá, Counselor/DEAC Representative (1:20 p.m.)
 3. Natalie Dalton, Nursing (1:30 p.m.)
- C. Approval of the Agenda and Minutes
 1. Agenda – November 8, 2022. **MOTION by VP Kelley to approve the agenda as presented.** Seconded by Senator Flesher. Hearing no objections, the agenda was approved.

2. Minutes – October 25, 2022. **MOTION by Senator Flesher to approve the minutes.** Seconded by VP Kelley. Hearing no objections, the minutes were approved.
- D. Announcements, Congratulations, and Appreciation
1. VP Kelley informed she attended a recent presentation on HyFlex and stated she was impressed with the concept and recommended the AS look into it further.
 2. Senator Ramm Engle invited attendance of the Theater Arts performance of “The Drowsy Chaperone”.
- 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.*

Senator Bouzar informed on the recent discovery that during his term as AS President, two faculty positions (Counseling-Retention Specialist and Nursing) were hired without AS or Eboard approval and without prior consent of those search committees. He inquired on the hiring process for categorically funded faculty positions and affirmed the need to include the process in the college Decision-Making Guide.

- He added that Computer Science also hired a temporary faculty member, but that this position was one of the approved positions for hire by the college president during Program Review and that advanced notice was given to the AS.
- Senator Bouzar stated that a categorically funded Counseling-EOPS position was also recently approved for hiring without AS notice. President Jordan indicated that the AS consented to the search committee.
- President Jordan supported the need to confirm the hiring process of categorically funded faculty positions. He attributed the possible lack of transparency due to the hiring within their own disciplines and that the search committees do not require an out-of-discipline faculty member. He informed that temporary faculty members are evaluated just like tenure-track faculty members in the event that those positions roll over.
- Senators confirmed that temporary faculty positions do not roll over, but the positions would be posted and the temporary faculty member would have the opportunity to apply. If they were hired, their first year would count towards tenure and they would begin as second-year tenure track faculty.
- President Jordan informed that Senator Bouzar would be taking the lead and would collaborate with VPI Randall to confirm or develop a process for the hiring of categorically funded faculty positions. Senators interested in participating on this workgroup may contact Senator Bouzar.

II. CONSENT AGENDA

- A. [Brown Act Resolution](#) – November 8 through December 7, 2022.
Hearing no objections, the Brown Act Resolution to continue meeting online was approved. Senator Duvall informed that Governor Newsom would be lifting the state of emergency in February 2023 and inquired whether the AS meetings would resume on campus in spring. President Jordan to confirm with CFE.

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
 - 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
- ASGWC Councils will be posting on the GWC app to help students know about the valuable resources available to them.
 - ASCCC attended an ASGWC meeting to present on the safe parking initiative.
 - The ASGWC is collaborating with Kaori Nakama in the Center for Global and Cultural Programs to create an UNIBI college program to facilitate answering questions from prospective students from all over the world.
- B. DEAC update – Student Success Module in Canvas – Jodie Butler, DE Coordinator and Claudia Alcala, Counselor (1:20 p.m.)
- Claudia Alcala reviewed the Student Success Module in Canvas. Jodie Butler shared the DEAC’s recommendations that all students enrolled in online classes complete the module and for faculty to replace their first week of class with their own content. The Student Success Module received positive feedback from the Senators. Jodie stated the hope is to have the link available in December and then push for the middle of spring.
- VPI Randall encouraged making the module accessible to students following their counseling or orientation appointment in the hope that it might inspire more students to be comfortable with online classes and get them trained prior to the start of classes.
 - President Jordan shared that Dr. Serban approved the updated counseling orientation that includes new design elements which cleans up the Canvas presentation of information.
 - **MOTION by Senator Bowlby to approve the DEAC Student Success Module.** Seconded by Senator Duvall. The votes were counted as: (20) Best, Bouzar, Bowlby, Clancy, Crescimanno, Dalton, Flesher, Ghadami, Jordan, Kasabian, Kelley, Lavarini, Letourneau, Levin, Quiros, Ramm Engle, Terrazas, Tran, and Vo. Jodie Butler agreed to return to a future Senate meeting to present some pilot courses to implement the module.
- C. Nursing Program update – Natalie Dalton, Nursing (1:30 p.m.) [\[Presentation PDF\]](#)
- President Jordan advised that he understood a lot of the information comes through curriculum, but stated he felt it was important in terms of 10+1 program development to have Nursing provide an update to the AS on their program:
- Senator Dalton presented the Student Success Program, future health pathways include night and weekends non-traditional RN program, non-credit, and a certificate of achievement.
 - The Student Success Coordinator is funded by a grant. Jean Chung, RN, provides early intervention and identifies student barrier concerns. She meets with the students and sets them up for success and tracks the student progress, provides workshops on how to be successful nursing, school testing strategies, and time management.
 - A concurrent enrollment program will begin in Fall 2023. Twenty students will join the traditional cohort of nurses in partnership with Cal State San Bernardino. At the end of the two years, the students will obtain their bachelor’s degree.

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. [HEDS Campus Climate Survey results](#) – Susana Castellanos, Director of Student Equity and Campus Life and Jeannette Jaramillo Hernandez, Research Analyst (1:10 p.m.)
Susana Castellanos and Jeanette Jaramillo Hernandez presented on the HEDS Campus Climate Survey results. The goal is to obtain the Senators feedback to assist with how the college can move forward in developing the DEIA Plan.

Questions/concerns:

- What is an affinity group? A demographic group that may be based on race, gender, special interest, special populations, clubs, etc.
- What is the President's role? What is the higher leadership involvement and their solutions to resolve this? Susana indicated it is a priority of President McGrath to share the results of the survey and obtain feedback to help with the development of the DEIA Plan.
- A Senator highlighted that a large majority of respondents acknowledged being generally to very satisfied which would demonstrate a positive in the college's ability to service students. VPI Randall clarified that it wasn't a simple satisfaction survey, but that 1% or more acknowledged experiencing derogatory remarks. This perspective would allow us to take notice that there is work to be done.
- When reviewing the Survey Response Rate, although there was clearly a low response rate, Jeannette and Susana clarified that the focus should not be on the numbers, but on the voices, what the individuals shared, and the needs that came out as a result of the survey.
- A Senator highlighted the positive contributions from faculty with their students in creating their classrooms as a safe place, but states to have been shocked with the results that many people felt negativity during what would have appeared to have been a safe place while working or learning from home. She noted the missed opportunity to survey the students on the return to campus.
- A Senator acknowledged that the survey needs to be taken at face value and focuses on two important issues. One case of discrimination or harassment is one too many. Because they are important issues, she suggested a follow up survey that employs the type of methodology that provide accuracy of the results and provides statistical measures. The concern is that the college implements policies and procedures and finds that the results are exactly the opposite of what was hoped for because the methodology going into it wasn't really sound. She indicated that from a scientific and social scientific point of view, a follow up survey with statistical measures may help to define what policies, programs, trainings, etc. should be developed and compare it in the future to confirm if what was implemented is actually working.
- Another Senator supported the need for future assessments which includes broader results that are more representative of the campus. He acknowledged that response rates do matter.
- President Jordan acknowledged that the results were difficult to hear. He agreed that it is important to hear from administration on a solution. He announced that the DEI Committee will be charged with collecting the feedback and addressing it, and welcomed Senators and faculty to contact Susana, Jeannette or the AS Eboard to share additional feedback, share ideas or to simply talk and vent.
- VP Levin acknowledged that part of the task is going to be figuring out the ways the campus can approach moving forward from all perspectives. He acknowledged that the DEI

Committee is going to take the lead as they should, however, he invited faculty to ask themselves what can they be doing from the faculty perspective? He shared concerns regarding part-time faculty. VP Levin noted that the AS can focus on those particular issues that pertain to faculty and the next step is to figure out which parts of the campus are going to approach which aspects of the results as well. The AS will evaluate what they can do in their role and work with the DEI Committee to improve whatever is within their control.

2. Low Instructional Material Cost – Damien Jordan, AS President

President Jordan reported that Dr. Serban requested the colleges identify a low instructional material cost that will require a vote today by the AS. As a result of District and statewide discussion, in Summer 2022, District determined that \$40 would be the determination initially for low instructional material costs per course. This amount was approved by OCC and CCC.

- VP Levin shared that \$40 has been the proposed amount throughout the discussions during the past eight years. He added there is long history on this matter and that there were various reasons why technically the low instructional material cost hadn't been implemented. He supported the need for consistency among the campus since the \$40 low instructional material cost was adopted by the other colleges but informed that last year the student organization for the state had recommended \$25 but this year updated it to \$30 and that inflation may continue to increase it. The student groups within the District supported the \$40 proposal.
- **MOTION by Senator Duvall to approve \$40 as the low instructional material cost threshold.** Seconded by VP Kelley. The votes were counted as: (21) Bouzar, Bowlby, Clancy, Crescimanno, Dalton, Flesher, Ghadami, Green, Jordan, Kasabian, Kelley, Lavarini, Letourneau, Levin, Nguyen, Quiros, Ramm Engle, Terrazas, Tran, and Vo. Hearing no objections, the motion passed.
- CCI Chair Clancy supported a consistent cost among the District and moving forward to reevaluate the actual cost and potentially bring it down.
- Senator Crescimanno expressed support of zero cost textbooks but shared the concerns of the Biology department in finding quality anatomy material at the college level.
- VP Levin indicated the most important reason for the designation is to communicate to students how much they are going to pay for the materials.

3. District College Technology Three-year Plan – Damien Jordan, AS President

President Jordan reported the college has been asked to develop a three- year college technology plan. He will distribute the proposed plan to the Senators as it appears not to have been included with the agenda. Further discussion will take place at future Senate meetings.

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 that the Program Review Assessment Committee has met and making good headway on the mechanism for the Program Review process. They will perform a live test at their next meeting and discuss guidelines and how to implement Program Review by the wings.

B. AS Vice President Reports – Heather Kelley (none) and Noah Levin

- VP Levin reported that the recent [ASCCC Fall Plenary](#) included a lot of general sessions for items that are heading our way and admired that the GWC Academic Senate and the faculty that those initiatives are relevant to are already working on them. He noted that it was good to see that as a faculty, the campus is staying up to date on things such as curriculum.
- He reported on the news concerning the impact of CalGETC.
- VP Levin reported Fall Plenary included discussions on DEI and acknowledged that GWC is on top of that by way of the HEDS survey discussions.

- VP Levin stated the Academic Integrity workgroup is getting closer to finalizing the survey to faculty.
 - He expressed appreciation for President Jordan on his great representation of GWC at Fall Plenary.
- C. Council for Curriculum & Instruction (CCI) – Kristine Clancy, Chair
- CCI Chair Clancy informed that faculty should have received notice for courses that haven't been upgraded, updated, or reviewed in a number of years and recommended they speak to their CCI representative. She added there are a variety of courses sitting in suspension that should be retired.
 - She reported on the Curriculum Alignment meeting and informed on state funding to deal with 1111 and 1928. She stated a need to put the pressure on District to update the curriculum management software. CurricUNET is so old that they do even service it anymore.
 - VPI Randall shared that during the two years that she's worked here, the date for the implementation of CourseLeaf keeps getting pushed back. She recommended those that are on District wide committees advocate for CourseLeaf in those settings.
 - Senator Bowlby stated that she does not think it is meaningful to reduce the hours of the Articulation Officer and that now is the time to have a full-time Articulation Officer as well as possibly some assistance for that position. She added there will be many courses that will go back through the whole system due the convergence of Cal State and IGETC. She noted that faculty needs help, and they can't stay on top of all curriculum issues.
- D. Institute for Professional Development (IPD) – Kate Green, Chair
- IPD Chair Green announced a last call for Academic Rank upgrades and encouraged faculty to apply. Deadline is Friday, November 11. Email Kate for assistance.
 - Alternative Methods projects for the spring semester - Are you on the 5th column? Contact Kate to learn how to earn funding for a special project
 - IPD provides \$3,000 to attend conferences and encouraged faculty to apply.
- E. Distance Education Advisory Committee (DEAC) – Jodie Butler, DE Coordinator [Pope Tech Accessibility Checker](#)
- Jodie Butler informed on the Cyber Security training available in Cornerstone.
 - She reported that by law the college is responsible to do accessibility reports across the District for online classes, for the Canvas course shelves, hybrid and in face-to-face classes. She informed on the upcoming new dashboard that administration will be using called Pope Tech Accessibility Checker. It makes running report for online accessibility very easy. She recommended faculty utilize the accessibility checker on their pages now in anticipation of the roll out.
 - Jodie replied to an inquiry on available Canvas trainings for winter and spring and offered to forward a copy of her presentation at CCD that included dates. She noted that Level 1 and Level 2 is offered once each semester and that there have been plenty of options and opportunities for faculty to complete the training since the letter on the extension was distributed.
- F. Union Update – Rob Schneiderman, CFE Union President or Theresa Lavarini, GWC representative
- Theresa Lavarini informed that the campus will be receiving District budget updates and will be told that 90% of the funds are spent on salaries. She reminded that there is a lot that is offloaded due to Measure M, lottery funds and additional things that are used to offload expenditures. What is left isn't being spent on salaries because it is being spent in other places and paid through another system.
 - She noted District would report on the deficit spending and the fiscal cliff, but what is not being addressed is the base allocation augmentation. \$10 million that came into the District. \$5 million which was already received. You won't hear that we have a hiring freeze and that the VC Chancellor's presentation does not include that it is based on the assumption that we are hiring everybody that is leaving and that it simply not true.
 - Teresa encouraged not to "believe all the hype that the sky is falling". The union has a different perspective.
 - She reported that District is attempting to remove COLA out of the contract. It currently is awarded to faculty and classified staff.

- President Jordan announced that Rob Schneiderman, CFE President, will present the Sunshine Report at the next AS meeting.
- G. Special Reports (as requested by Academic Senate)

VIII. ADJOURNMENT

- A. Move to Adjourn. Have a great week everyone! Thank You! – Senate President
President Jordan adjourned the meeting at 3:06 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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