



# ACADEMIC SENATE MINUTES

Tuesday, November 22, 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/99036078392>

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

Employee 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)

<del>Amanda Best</del> - Arts	<b>Damien Jordan – President; Counseling &amp; EOPS</b>
Pete Bouzar - Mathematics & Engineering	John Kasabian - Auto Tech, Digital Arts, Drafting
Margot Bowlby - Social Sciences	<b>Heather Kelley - Vice President; Comm Studies</b>
Jodie Butler - DEAC Coordinator (non-voting)	<del>Theresa Lavarini</del> - 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	<del>Julie Terrazas</del> - Library
<b>Kate Green - IPD Chair</b>	Tammie Tran - World Languages & Sign Language
Jon Holland - Cosmetology	<del>Brooke Truong</del> - 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 1:03 p.m.

### B. Welcome Guests

1. John Kasabian, Automotive Technology; Bern Baumgartner, Computer Science; and Barbara Miyadi, Nursing – Q&A Session (1:10 p.m.)
2. Rob Schneiderman, CFE President (2:00 p.m.)
3. Rupa Saran, Chief Information Technology Officer (2:40 p.m.) [Postponed to December 13, 2022]

### C. Approval of the Agenda and Minutes

1. Agenda – November 22, 2022. The Cyber Security presentation has been postponed to December 13, 2022. **MOTION by Senator Kasabian to approve the agenda as amended.** Seconded by Senator Crescimanno. Hearing no objections, the agenda was approved.
  2. Minutes – November 8, 2022  
**MOTION by VP Kelley to approve the minutes as presented.** Seconded by Senator Crescimanno. Hearing no objections, the minutes were approved.
- D. Announcements, Congratulations, and Appreciation
- President Jordan announced the call for applications opened today for a GWC CBE Coordinator. Deadline: December 2, 2022. [Application form](#)
  - Senator Crescimanno congratulated Travis Vail, Biology, as the December Faculty Excellence Award (FEA) recipient nominated by students. Congratulations to Michael Valinluck, Biology, FEA nominee.
- 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

## 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
    - Social Sciences
  - 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 (Absent)
- B. [Sunshine Report](#) – Rob Schneiderman, CFE President (2:00 p.m.)  
Rob Schneiderman reported on the initial bargaining proposal from the District to the union:
- Article VIII. Evaluation of Faculty

- Section 8.2 – Evaluation of Temporary Faculty Members - Establish a timeline for the evaluation of temporary faculty members and ensure temporary faculty are evaluated consistent with Title 5 regulations and DEIA competencies.
  - Rob reported the Senates have expressed concern that the proposal may cause an increase in part-time faculty appealing a recommended improvement plan on their evaluations.
  - A Senator did not support that faculty are to be evaluated consistent with DEIA competencies when the campuses haven't clearly defined those parameters.
  - Rob stated that Deans are not subject matter experts; the union feels it is better to get the suggestions on the improvement plan from those evaluators who know the subject matter and allow the Dean to recommend teaching assignments.
  - Rob stated he would need to review the contract to confirm an inquiry whether a regular faculty member may perform an evaluation of a part-time faculty member to help alleviate the load off of the department chair. Another senator shared the concerns involving a multidiscipline department and requested confirmation of the contract language.
- Section 8.5 – Evaluation of Contract Faculty Members (Tenure-Track) – Allow evaluators the ability to conduct follow-up classroom observations unannounced.
  - Rob reported the union is seeking clarification on what this is trying to solve.
  - Clarification of the language is needed as “unannounced” may be interpreted as “just showing up” versus establishing a prearranged range of dates with the evaluatee and attending unannounced on one of those dates.
  - A Senator requested clarification on what is considered a follow-up observation.
- Section 8.6 – Evaluation of Regular Faculty Members – Include the Deans in classroom observation process for regular faculty evaluations. Allow the use of specified data as part of regular faculty evaluations.
  - What specified data? Rob reported that is unknown and shared the union is very concerned about this proposal and per feedback received at Flex Day, faculty have clearly expressed this is not an area of interest.
  - Rob reported the union is concerned that the Deans are not subject matter experts, and this does not seem appropriate. What are they trying to resolve?
- Article X. Academic Relations
  - Section 10.2 Textbook Selection – Include language encouraging Open Educational Resource (OER) use.
    - Rob reported the intent of this proposal is unknown and understands the Senate feels this is Senate purview. Further discussion at Senates is forthcoming.
  - Section 10.3 Department Chairs – Revise the process of Department Chairs in the case of a tie to allow the Dean to make the selection. Develop a matrix for Department Chair compensation.
    - Rob reported the union would like to have a better matrix/rubric for Department Chairs and understands the increase in workload for some during the summer. It's assumed it would include how many full-time and part-time faculty and how many sections offered.
- Article XI. Hours of Service
  - Section 11.1 Standard Work Week and Work Day – Clarify which committees count for “committee service”.
    - Rob reported that clarification of committee service is needed.
    - A Senator requested clarification to define a standard Monday through Friday, forty-hour work week and work day since it does take into consideration those that teach online and on weekends. Rob stated the union does not know what the District is planning to propose at this time but indicated the contract language is very old. Faculty was welcomed to submit their ideas to the union.
  - Section 11.3.d – Overload Assignments – Correct overload maximum to 7.0 consistent with previously negotiated agreement.

- Rob reported the need to update errors in the contract where some places indicate 6.8 but it should be revised to 7.0.
  - Section 11.7.a and Section 11.7.b – Cooperative Work Experience and Internship Academy – Restructure compensation for cooperative work experience and individualized study.
    - A Senator requested further information on the proposal and shared that her department used to run a class that students could sign up for individualized study but the class is no longer offered since District did not want to compensate faculty for it even though they ran it voluntarily for many years.
  - New Section – Summer & Intersession Loads
    - Rob stated the union has always taken the position that summer is about half of a regular semester (8 weeks). There is no stated limit for summer currently in the contract. The union has always felt that the state limit should be half, because it's accelerated...double; so half should be twelve LHE on summer overload.
    - A Senator expressed the concerns affecting the Biology department and summer load.
- Article XII. Working Conditions and Duties
  - Section 12.3 – Communication Resources – Clarify faculty requirements with respect to use of District email
    - Rob informed that emails are considered public information and suspects this proposal addresses use of work email for personal use. VP Levin added that use of a personal email for work related communications is subject to a freedom of information request. It was recommended to use your personal email address to conduct private personal-related communications.
    - He reported that there was an agreement that will probably be included in the contract that retirees will receive continued email access and will be issued a new retiree email address.
  - Section 12.13.e – Part-time Priority Assignments – Explore options to provide greater equity to PAL eligible faculty working in large departments. Explore modifications to when PAL lists are generated to ensure equity of access.
    - A Senator requested clarification on the needs improvement -reevaluation-unsatisfactory process. Are they allowed to be scheduled at GWC?
    - Rob indicated that evaluators do not have to do multiple performance plans. They can do one and then give an unsatisfactory at that point. If someone gets an unsatisfactory evaluation, it is up to management since they have the right to assignment. Faculty evaluators make recommendations based on the person's skills that have been demonstrated. The expectation would be that, especially if well documented, that departments would want full and part-time instructors to be great since it affects students.
    - VPI Randall stated she understood why they would like to give people a chance by issuing several needs improvements but supported an unsatisfactory when indicated.
    - Rob informed that since the union is not purveyed to evaluations, the union was not aware that it was an issue.
  - Section 12.14 – Classroom Management – Faculty responsibility to conform with accessibility requirements for online classes. Require faculty teaching online classes to do so via the learning management system adopted by the District.
    - Rob reported that faculty are required to use Canvas as the LMS. Dr. Serban has been informed that there are many departments where the software doesn't interface with Canvas. The union will make sure that the language reflects that according to Dr. Serban, Canvas would still be required to post the syllabus and class material, however, external websites would be permitted.
- Article XIII. Compensation – The District shall make economic proposals that will allow it to continue to retain and attract the best qualify instructors, yet preserve the ability of the District to remain solvent ad sustain resources of the District.

- Rob informed that the union met with VC of Finance for a budget review and she answered tough questions and was collegial and extremely knowledgeable. She is trained in accounting and business. Rob reported emailing the BOT in support of her hiring.
- Rob informed of management’s plans to do away with passed through COLA and the union is against that. The union would like non-salary and benefit type funds included in the budget. LA District has pass through COLA. The Chancellor came from a district that had a total compensation package in the contract that describes how they procure the salaries, benefits, and everything into the pay schedule.
- Rob reported the BOT passed a resolution that 85% of salaries and benefits (compared to expenses not compared to the overall budget) to reduce from 90% to 85%. He stated confusion from the Board when he mentioned that if salaries and benefits are cut by 5% that it would not bring down the ratio by 5%; it would bring it down by one half of 1%. It would take \$75M of cuts to bring us down from 5%; which is \$10M. The union affirmed to the Chancellor that the resolution had not been discussed at any of the college campuses and committees, and the Chancellor indicated that it had been properly vetted. The AS Eboard confirmed that the resolution was not discussed at GWC and agreed the the discussion during the last board meeting was rushed. Rob affirmed he was not questioning the integrity of the Chancellor but solely attempting to confirm whether the resolution was properly vetted.
- Article XVI. Flex Days
  - Sections 16.1a and Sections 16.1b – Fall and Spring Flex Days – Establish that Flex Day planning and programming will seek to further the DEIA objections set forth by the State Chancellor’s Office
    - Rob indicated he’s unsure of management’s proposal. Fall Flex Day is offered by management in consultation with faculty so there is already a lot of leeway there.
- Article XX. Employee and Dependent Benefits Coverage
  - Section 16.1a and Sections 16.1b – Expansion of part-time faculty access to health benefits consistent with new legislation
    - Rob reported that the state gave \$200M to pay for part-time health care. It’s not known if that will actually pay for part-time healthcare, because if we gave in our district everyone who is eligible at 40% of a FT load or above, based on today’s cost of health care it would about \$10M. There is a guarantee from the state for \$200M, however, it is estimated that part-time healthcare would cost \$300M. There is a need to further evaluate this area especially in light of the potential fiscal cliff. The union is also in discussion with CFT.

Rob thanked the AS for providing the opportunity to report on the negotiations and welcome faculty submit their questions, comments, or concern to negotiation team.

- Senator Bouzar informed that the contract and AP 7120 Faculty Hiring are not in alignment for search committee composition.
- Senator Duvall expressed appreciation to the negotiation team, Rob Schneiderman, Theresa Lavarini, and James Almy, for their dedication and commitment and the amazing job they do on behalf of the faculty.

C. ~~Cyber Security Awareness – Rupa Saran, Chief Information Technology Officer (2:40 p.m.)~~  
Postponed to December 13, 2022.

## 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
- B. Other Agenda Requests -

## 1. Mid-Cycle Faculty Prioritization

## a. Q &amp; Session

President Jordan instructed on the Q&A process. Four minutes was allotted per speaker. Faculty representatives answered questions in reference to their Faculty Requests:

- i. Automotive Technology – John Kasabian (1:10 p.m.)
- ii. Computer Science – Bern Baumgartner (1:15 p.m.)
- iii. Barbara Miyadi – Nursing (1:20 p.m.)

b. Special Meeting – December 6, 2022 [\[Mid-Cycle Timeline\]](#)

## c. Faculty Ratings Process

President Jordan informed that Senators would receive instructions following the meeting on the Ratings Process. He reviewed the rating form, scoring criteria, extenuating circumstance, deadline, and directed Senators to the AS Teams to access the Faculty Requests and the link to the Q&A video.

**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 informed that the PR work group performed a live test of the PR process and it worked splendidly. The work group is excited to bring those recommendations back in spring.
- He will be attending a ASCCC webinar on Brown Act legislation and will update at the next meeting.

## B. AS Vice President Reports – Heather Kelley and Noah Levin (no report)

- VP Kelley reported the GP work group met and had a discussion on the challenges students face to enroll at GWC. There are several obstacles, and the process was lengthier than expected. The campus needs to be cognizant of that so the campus does not miss students applying for college or have them perceive that they would not be a good fit based on some of the enrollment questions. It was recommended that there be a separate enrollment process/pathways for people interested in enrolling in “fun” courses such as pickleball and one specific to students interested in transferring.
- She reported on the BOT meeting and acknowledged the discussion on the resolution for an 85% allocation for salaries and benefits.
- She reported that Juneteenth is now officially included on the District's calendar.

## C. Council for Curriculum &amp; Instruction (CCI) – Kristine Clancy, Chair (absent)

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

- Chair Green informed that now is the time to apply for conferences taking place through February. Deadline to submit your application to the IPD is Friday, December 9<sup>th</sup> at noon.

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

## F. Union Update – Rob Schneiderman, CFE Union President or Theresa Lavarini, GWC representative

- Theresa reported that the negotiation team will continue meeting on Fridays and welcome faculty submit comments or questions.

## 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 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*)

**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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