



ACADEMIC SENATE MINUTES

Tuesday, September 13, 2022
1:00PM – 3:00PM

THIS MEETING WILL BE HELD ELECTRONICALLY VIA 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.

[Academic Senate Microsoft Teams](#) – employee log-in required to access agenda documents in SharePoint

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); (----) = Absent	
Amanda Best - Arts	John Kasabian - Auto Tech, Digital Arts, Drafting
Pete Bouzar - Mathematics & Engineering	Heather Kelley - Vice President; Communication Studies
Margot Bowlby - Social Sciences	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
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
Damien Jordan – President; Counseling & EOPS	(Patty Fonseca - Recorder/Administrative Assistant)

I. PRELIMINARY MATTERS

A. Call to order – AS President Damien Jordan

- President Jordan called the meeting to order at 1:01 p.m.
- Eboard was introduced.
- Senators were requested to open the agenda and meeting documents in the AS Teams.
- The Senate Office will confirm with District IT regarding student access to committee Teams. President Jordan suggested looking into access to SharePoint only since that is the site accessible to all employees.

B. Welcome Guests

President Jordan welcomed all in attendance and stated he looks forward to their contributions and collaboration.

- C. Approval of the Agenda and Minutes
1. Agenda – September 13, 2022. **MOTION by Senator Bowlby to approve the agenda as presented.** Seconded by Senator Kasabian. **Hearing no objections, the agenda was approved.**
 2. Minutes – May 24, 2022. **MOTION by VP Kelley to approve the minutes as presented.** Seconded by VP Levin. **Hearing no objections, the minutes were approved.**
- D. Announcements, Congratulations, and Appreciation
- Congratulations and welcome to our new GWC full-time faculty:
 - Jeanette Adame, History
 - Ruth Calcanas, Sociology
 - Matthew Carlson, Physical Sciences
 - Doreen Fioretto, Education
 - Sara Ghadami, Computer Science (1-year FT temporary)
 - Anh Nguyen, Nursing
 - Phuong Nguyen, Nursing (1-year FT temporary)
 - Shatarupa Ray, Biological Sciences
 - Herman Singh, Economics
 - Kyle Smith, Psychology
 - Maria Tran, Counseling (1-year FT temporary)
 - Michael Tran – Counseling/Transfer Center Coordinator
 - Aleksandra Uchlik, Accounting
 - Rachel Zacharia, Business
 - Congratulations to GWC faculty receiving tenure:
 - Natalie Dalton, Nursing
 - Amy Jennings, Psychology
 - Heather Kelley, Communication Studies
 - Matthew Shimazu, Chemistry
 - Mujib Tahir, English
 - Stephanie Tanio, Biological Sciences
 - Mark Thomason, Physics
 - Cristina Tiernes Cruz, Spanish
 - Nam Vu, Biological Sciences
- 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 Flesher shared a link to the [GWC Athletics website](#) and encouraged faculty attendance of athletic events in support of their students. Student athletes are required to submit a timely [Absence Form](#) to their professors to sign for attendance of GWC sanctioned or approved activities. He requested faculty do their best to be supportive and accommodating of the students, but affirmed it is the responsibility of the student to provide that form to their professors during their first week of classes. Athletic schedules are available on the website.
 - Senator Bowlby suggested bringing excessive absences and accommodating athletic schedules to CCD for further discussion.

II. CONSENT AGENDA

- A. [AS Faculty Appointments to Committees](#) (items highlight in yellow) [May need to enlarge file to view text]
 President Jordan reviewed the consent item spreadsheet and also noted the vacant positions. He informed on Claudia Alcalá's resignation from the Planning Council and requested to move the appointment of Senator

Bouzar as the AS President/designee to replace Claudia’s Faculty At-large position and appoint himself to the AS President/designee (ex-officio) position. **MOTION by VP Kelley to approve the consent of faculty membership on committees as amended.** Seconded by Senator Crescimanno. **Hearing no objections, the motion was approved.**

B. [Tenure Review Committees \(TRC\)](#)

MOTION by Senator Flesher to approve the TRC as presented. Seconded by Senator Vo. **Hearing no objections, the motion was approved.**

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.

- Academic Senator
 - DCC BP/AP Subcommittee
- Council for Curriculum & Instruction (CCI)
 - Part-time Faculty At-large
 - Performing Arts
- Distance Education Advisory Committee (DEAC)
 - Auto Tech, Digital Arts, Drafting
 - Criminal Justice
 - Noncredit & ESL
 - Nursing/Health Professions
 - Part-time Faculty At-large
 - Physical Sciences
- College Technology Committee (CTC)
 - DEAC
 - CFE (contact Rob Schneiderman, CFE President to self-nominate)
- Institutional Effectiveness Committee (IEC)
 - CFE (contact Rob Schneiderman, CFE President to self-nominate)
- Professional Development Advisory Committee (PDAC)
 - Full-time Faculty At-large

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

A. ASGWC Report – Brooke Truong, ASGWC VP of Student Interest

Brooke informed she created an educational resource to celebrate Constitution week; in collaboration with the College Life VP and Sustainability VP, she is organizing a craft day for students to make their own tote bag using recycled material; requested faculty encourage their students to join student government; each ASGWC executive member is serving on a GWC campus committee/councils.

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. [Academic Senate Teams](#) Exercise –Damien Jordan, AS President
 - President Jordan provided a demonstration of AS Teams.

- **MOTION by Senator Bowlby to retire the AS Canvas shell and utilize AS Teams for all AS committee matters.** Seconded by Senator Bouzar. **Hearing no objections, the motion was approved.**
 - Following a brief discussion regarding student access to committee Teams, the Senate office will contact District IT to seek clarification. Of concern is making the agendas and minutes available to the ASGWC rep but limiting access to non-public committee records. As a Brown Act body, the Academic Senate meeting and materials are public and accessible to the campus community via the Zoom link included on the agendas. Agendas are posted publicly on the [GWC Academic Senate website](#), for Senators on the [AS Teams](#), and to all CCCD employees in [SharePoint](#).
 - [Academic Senate Membership](#) - Introductions
2. [Brown Act Resolution](#) – September 13 through October 13, 2022 –Noah Levin, AS Vice President
The Senators agreed to continue meeting virtually in the fall semester and proposed additional meeting settings including a HyFlex hybrid format. Further discussion ensued regarding HyFlex in the classroom. Additional research is needed regarding technology. **MOTION by Senator Duvall to approve the Brown Act Resolution as presented.** Seconded by Senator Bowlby. **Hearing no objections, the motion was approved.** President Jordan indicated the resolution includes AS standing committees, however, they may elect to meet in person.
 3. Mid-Cycle Process and Extenuating Circumstances –Heather Kelley, AS Vice President
 - VP Kelley informed that for increased accessibility and convenience, the Program Review Mid-Cycle Request form will be a fillable Microsoft Word document.
 - Senators discussed what constitutes Extenuating Circumstances. Suggestions included unanticipated loss of faculty which the department can detail in the Mid-Cycle form (e.g. death, unanticipated retirement or resignation); sudden or unexpected retirement or resignation, a failed search since the last Program Review cycle, loss of tenure-track faculty and legal mandates.
 - Discussion on the Mid-Cycle ranking process.
 - Discussion on the process for funding requests. Under the new committee structure, VP Levin recommended submitting through the Program Review and Mid-Cycle. The Planning Council/Budget Council/President’s Cabinet would match to the available funding source.
 - President Jordan further explained that Planning Council would determine whether the request aligns with the Strategic goals of the college. Budget Council will match to an available funding source. If there isn’t an available funding source at that time, the item would be placed on a live docket for consideration of future funding (e.g. HEERF funds).
 - It was noted that further clarification is needed on the process for requesting funds outside of PR and Mid-Cycle.
 - A revised Mid-Cycle form will be presented at the next AS meeting with a goal to vote, approve and distribute to Department Chairs.
 4. Academic Senate 2022-24– Damien, Jordan, AS President
President Jordan discussed his proposed 2022-2024 AS Goals and informed he will post the document to the AS Teams and requested Senator feedback.
 5. [Committee Structures](#) & Recorder Training – Damien Jordan, AS President
President Jordan is working with the VPI office and HR to make available additional training for committee recorders to assist in aligning with the new committee restructure.

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

- Senator Bowlby inquired on the status of the AS workgroups. Senator Bouzar clarified AS workgroups are ongoing depending on their work and suggested they report regularly to the AS.
- VP Levin stated issues or concerns should be raised at AS and the Eboard would assign the work to the corresponding workgroup.
- Senator Bowlby informed on the needs of the Academic Integrity workgroup.
- Senator Bouzar informed the AS PR workgroup can control the process in collaboration and partnership with IEC.
- Review of current workgroup membership, their roles, and the process of making recommendations to the AS will take place at the next AS meeting.

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

- VP Levin reported that on behalf of the AS, he will be requesting CCD discussion on Guided Pathways. He asked faculty to review the pages on the GP website for accuracy (descriptions, images, etc.).
- VP Kelley will be requesting CCD feedback on the last PR (areas of strength and those that need improvement).

C. Council for Curriculum & Instruction (CCI) – Kristine Clancy, Chair

- CCI Chair Clancy reported curriculum is in a really good place. Jennifer Bailly and CCI did a great job cleaning up retiring courses, eliminating honors and outdated courses, and fixing unit issues.
- She recommended faculty work with their CCI rep prior to submitting in CurricUNET.
- She informed on the vacant faculty membership opportunities on CCI.
- There is new legislation and she will keep faculty informed on any changes.
- She reported they are moving away from the revision of transfer model curriculum (TMC) into TMT 2.0. She asked faculty keep their classes up to date.

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

- Faculty were encouraged to nominate a deserving colleague for this month's Faculty Excellence Award for Excellence in Teaching.
- Faculty are eligible for up to \$2,000 in annual funding for attendance of conferences, professional meetings, classes, and workshops.
- IPD is working closely with CIL to support professional development services for faculty.
- The IPD offers salary advancement opportunities. Contact the IPD office for further information or visit the IPD to access IPD applications.
- The IPD is working to match tenure-track faculty with mentors. Contact the IPD if a new faculty member needs assistance securing a mentor.

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

Senator Duvall reported on behalf of Jodie Butler:

- The DEAC had their first meeting but there is nothing particular to report at this time.

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

- Theresa reported negotiations have begun and will take place on Fridays.
- She acknowledged the confusion with the self-study and the evaluation forms with the DEI requirements. CFE will do their best to clear up any confusion with the forms. Training will be available through the CIL.
- Overload banking is in negotiation. She informed on the MOU during the pandemic which allowed faculty use of overload to balance their loads. CFE is hoping to negotiate that to make be a normal part to allow faculty more flexibility.

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 2:36 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

Join Zoom Meeting

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