



ACADEMIC SENATE MINUTES

Tuesday, December 10, 2024

1:00 p.m. – 3:00 p.m.

MEETING LOCATION: LRC 250 COMMUNITY ROOM

Light refreshments will be served

Guests may attend on Zoom: <https://ccd-edu.zoom.us/j/84934648543> Meeting ID: 849 3464 8543

Meeting documents are also available in the [AS SharePoint](#) (CCCD login 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 ■ Strikethrough = absent ■ Italics = Zoom ■ Zoom guest = not counted towards quorum	
Jennifer Bailly, CCI Chair	Mike McCarthy - Criminal Justice
Amanda Best - Arts	Nikki Nguyen – Classified Senate (<i>non-voting</i>)
Pete Bouzar - Vice President; Mathematics & Engineering	Phuong Nguyen – Nursing/Health Professions
Dawn Brooks - Performing Arts	Teresa Nguyen – ELL & ESL
Annamaria Crescimanno - Biological Sciences	Joel Powell - Social Sciences
Laura Duvall - Psychology	Tiffany Ruggeri (Comm Studies) - Part-time Faculty At-large
Matthew Flesher - Kinesiology, Health Ed, Athletics	Samantha Sarmiento – ASGWC (non-voting)
<i>Sara Ghadami</i> – Computer Science	Matthew Shimazu - Physical Sciences
Kate Green - IPD Chair	Justin Smith – Vice President; History & Education
Damien Jordan – President; Counseling & EOPS	Julie Terrazas – Library
John Kasabian - Auto Tech, Digital Arts, Drafting	Tammie Tran - World Languages & Sign Language
Heather Kelley - Communication Studies	Aleksandra Uchlik - Business, Account, Marketing, Management
Theresa Lavarini - English	VACANT - Cosmetology
Noah Levin – Liberal Arts & Culture	VACANT – Distance Education Coordinator

I. PRELIMINARY MATTERS

- A. Call to order – AS President Damien Jordan
President Jordan called the meeting to order at 1:08 p.m.
- B. Welcome Guests
 - 1. Christina Ryan Rodriguez, Dean of Enrollment Services (1:10 p.m.)
- C. Approval of the Agenda and Minutes
 - 1. Agenda – December 10, 2024. **MOTION** by President Jordan to amend the agenda to include New Discussion Item A to obtain the Senator’s feedback on Program Review and the Faculty Prioritization process. Seconded by Senator Best. Hearing no objections, the motion passed.
 - 2. Minutes – November 26, 2024, and December 3, 2024 (will be distributed on 12/9/2024). **MOTION** by VP Bouzar to approve both sets of minutes as presented including a slight revision to the CFE

report on the December 3rd minutes. Seconded by Senator Best. Hearing no objections, the motion passed.

D. Announcements, Congratulations, and Appreciation

- Spring 2025 committee vacancies – President Jordan announced that a call for nominations will be sent at the beginning of the spring semester that will include a few current openings as well as terms beginning Fall 2025.
- President Jordan thanked Senator McCarthy for his service to the Academic Senate. Derrick Watkins will take over his term starting in spring while Senator McCarthy will focus on curriculum matters.

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 Lavarini to approve the consent agenda. Seconded by Senator Best. Hearing no objections, the motion passed.

A. Appointment of the following faculty members to campus committees:

Search Committees:

	FACULTY	DISCIPLINE	SEARCH COMMITTEE FOR:	POSITION	TERM
1	Shawn Taylor	Math	Dean of Math and Science	Full-time Faculty At-Large	N/A
2	Annamaria Crescimanno	Biology			
3	Nicole Diamond	Counseling	Director of Enrollment Services	Full-time Faculty At-Large	N/A
4	Jeanette Adame	History	Associate Dean of Equity and Special Programs	Full-time Faculty At-Large	N/A

PVR Committees

	FACULTY	DISCIPLINE	COMMITTEE	POSITION	TERM
1	Dawn Brooks	Music	Dance PVR Committee	Non-discipline FT Faculty	Staring Spring 2025
2	Justin Smith	History	Global Studies PVR Committee	Non-discipline FT Faculty	

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. Call for current Fall 2024 vacancies. Committee representatives - vacancies are open until filled. Nominations received the Fridays prior to the Senate meetings will be included on the agenda. Click the link above to access the nomination forms.

- Academic Senate
 - Cosmetology | 2023-26
 - Senator designee to DCC Technology Subcommittee | 1st & 3rd Fridays: 9am - 10:30pm via Zoom
- Council for Curriculum & Instruction (CCI)
 - Art | 2024-26
- Distance Education Advisory Committee (DEAC)

- Criminal Justice | 2024-27
- ELL & ESL | 2024-27
- Institute for Professional Development (IPD)
 - Auto Automotive Technology, Digital Arts, Drafting | 2024-27
 - Computer Science | 2023-26
 - Cosmetology | 2022-25
 - Criminal Justice | 2022-25
 - ELL & ESL | 2023-2026
 - Kinesiology, Health, PE, Athletics | 2023-26
 - Library | 2024-27
- College Technology Committee
 - DEAC rep | 2023-25

IV. GUEST REPORTS & UPDATES *(max 5-10 minutes per item; 10-15 minutes total)*

- A. ASGWC Report – Samantha Sarmiento, ASGWC Vice President of Student Advocacy (no report)
- B. [Student Equity Planning Workshop](#) – Christina Ryan Rodriguez, Dean of Enrollment Services (1:10pm)
- Dean Ryan Rodriguez informed on the openings for the Director of Enrollment Services and Associate Dean of Student Equity.
 - She invited faculty to participate in a [Student Equity Planning Workshop](#) on January 27-28, aimed at providing guidance for the student equity planning process for the upcoming three-year plan. Seeking ten faculty members. She will lead this initiative until the Associate Dean of Student Equity is hired.
 - Faculty were encouraged to apply for available funding for equity-based professional development via the online [Conference Funding Request Form](#).
 - Upcoming initiatives:
 - Umoja summer faculty cohort
 - HSI/STEM grant – will continue to offer workshops on financial literacy, including budgeting and couponing workshops, with plans to expand these offerings.
- She looks forward to the faculty’s involvement, attendance at the upcoming workshop, and their feedback.

V. UNFINISHED DISCUSSION & ACTION ITEMS *(max 5-10 minutes per item; 10-15 minutes total)*

VI. NEW DISCUSSION & ACTION ITEMS *(max 5-10 minutes per item; 10-15 minutes total)*

- A. Role of AS in addressing systemic inequity and institutional barriers as it pertains to academic and professional matters - Acknowledgement * Accountability * Action
1. Faculty Prioritization – Pete Bouzar, AS Vice President

The discussion focused on refining the Faculty Prioritization process, with the goal of obtaining the Senators’ feedback for the PR Work Group to consider when they resume in the spring.

HIGHLIGHTS:

 - Considering whether to separate CTE programs with licensure requirements.
 - A suggestion was made not to fully separate CTE from transfer programs but to give special weight to CTE programs with specific external requirements (like those from the BRN or cosmetology).
 - A suggestion to add an element to the scoring based on program data, such as Program Review, in addition to the subjective scoring from Q&A, and alignment with the Strategic Plan. The idea is to have two sets of scores: one informed by data and the other by subjective assessment, and how to handle programs that have specific requirements (e.g., CTE programs needing faculty for certification).
 - How to handle categorical hires that don’t affect the general fund.
 - Discussing the future of Ethnic Studies and how it should be incorporated into the prioritization process.
 - Title 5 specifies the required number of librarians based on FTES. There is a District policy on hiring librarians, which aligns with recommendations from the American Library Association and Title 5, but those standards are not currently being met.

- A concern was raised about the current 10-point rubric, questioning whether it's too broad or too narrow and whether it creates inconsistencies in scoring. The discussion included the possibility of reducing it to a 5-point scale or refining the rubric to make scoring more consistent and meaningful. The aim was to ensure a more consistent approach to scoring, as there have been large discrepancies in how different people score Faculty Requests. The goal is to develop a more reliable scoring model that can be tested and adjusted as needed.
- A suggestion was made to separate non-credit from credit programs due to differences in FTES calculation and funding. The impact of FTES and how funding affects program trajectories are key considerations. A need for clarity on how non-credit programs are scored.
- A recommendation to examine funding metrics and the impact of different programs on each other. The importance of more recognition of unique departmental needs.
- Q&A – suggestion to revisit the presentation vs question model for Faculty Requests with clear, consistent requirements such as presenting FTES and faculty-to-student ratios so that Senators have the necessary information to make an informed scoring. It was noted that not all Senators thoroughly review the extra attachments provided, so a focused presentation could help ensure that the Senators have access to key data. A suggestion to make Q&A an optional process citing that it can feel confrontational rather than an opportunity to gather information.
- A Senator discussed the challenges of advocating for Counseling positions. The high student-to-counselor ratios make it difficult to provide effective advising, especially for incoming high school students. Without the ability to mandate students to create an educational plan, and without proper enforcement of AB 928, many students will also not receive the necessary counseling services due to lack of registration holds. Although it is greatly appreciated that faculty refer their students for advisement, unfortunately, students tend to schedule their appointments too late; typically closer to when they hope they're ready to graduate.
- President Jordan mentioned having discussed with Dean Sosenko about collaborating with Senator Terrazas and Counseling Chair Portillo to develop a rubric that helps with comparisons between instructional and student services programs.
- A Senator cautioned against making the ranking process too specific by introducing too much data and objective criteria, as it may create inequities between different departments (e.g., Counseling and Library) due to differences in FTES and needs. He argued that a more nebulous ranking process allows for fairer assessments, while a defined rubric might complicate things, especially if new categories are added. The focus should be on identifying needs, not just what funding is available, and warns against over-complicating the process by creating more categories to things on different lists. This may negatively impact Counseling and the Library. He noted the role of the AS in the process is to assess the need and not make recommendations based on anticipated funding. In addition, it was stated that even if funding is available and the position is not needed; that it is important to acknowledge that as well.
- A Senator recognized the challenges of understanding the different programs and their operations. They recommended additional training for the Senate on the various programs, funding models, and how programs serve students, acknowledging that it would help senators make more informed decisions and better understand how different programs impact each other (i.e., Nursing and English).
- A Senator emphasized the need for clarity when discussing college-wide needs and program needs in alignment with college pathways such as how non-credit programs feed into credit programs.
- A concern was raised about a gap in the process, particularly for the library, where after requesting a full-time position, there should be a follow-up process to assess the need for part-time support or additional hours if the full-time position isn't granted.
- A Senator highlighted the challenges faced by smaller departments like Art and Music, noting that they don't have the same student demand as larger departments like English, Math, and Science. They stressed the need for fairness in staffing acknowledging that while these departments may not have the same numbers as others, they are still vital to the college and should be supported accordingly. A Dean emphasized the need for a mechanism to bring the

smaller growing programs without full-time faculty to the forefront. Programs like drafting which are offered at high schools and on campus should have a space to present their needs, especially when the department chair cannot present at Q&A. The Dean supported the idea of a presentation model for advocating why a program is critical, especially with curriculum changes.

- A Senator supported the idea of a rollover mechanism in Program Review where programs that are satisfied with their current status don't need to reauthorize or submit additional Mid-Cycle materials. This would allow faculty to avoid unnecessary work, while still allowing those who want to update their materials.

President Jordan thanked the Senators for their valuable feedback and acknowledged the importance of making the PR Workgroup update a standing agenda discussion item. VP Bouzar plans to convene the PR Workgroup in early spring. The work group's notes will be available in the AS Teams.

B. Other Agenda Requests

VII. REPORTS & UPDATES *(max 3 minutes per report; total time 15 minutes (@ 2:45 pm)*

Electronic copies of written reports are due to the Senate Office by Thursday at 5:00 pm the week preceding the meeting for which the report is attached to the agenda.

A. AS President's Report – Damien Jordan

- President Jordan reported on yesterday's DCC meeting, where he highlighted GWC CCI committee's success in correctly assigning units and hours to 100 out of 125 courses.
- He thanked the Senator's for supporting the resolution on lecture-lab parity. He stated that Rob confirmed that the issue will be revisited in union negotiations next fall—no guarantees, but fingers crossed.

B. AS Vice Presidents' Reports – Pete Bouzar and Justin Smith

- VP Bouzar reported on the DCC BP/AP Subcommittee and Dr. Serban's proposed revisions to AP 5500 Student Code of Conduct Section II, Item 2.4 concerning the role of the advisors during the Administrative Review or Appeal Hearing. Senators raised questions and concerns. The Senate Office will provide a copy of the administrative policy to the Senator who may send their feedback to VP Bouzar to communicate to the subcommittee.

C. Council for Curriculum & Instruction (CCI) – Jennifer Bailly, Chair

- Chair Bailly reported on the impressive amount of work this semester by CCI related to course corrections, common course numbering, ADT and course updates, course revisions and retirements, new and outdated courses, and certificates and degree updates.
- She expressed appreciation to the faculty and CCI for their extraordinary dedication and hard work.

D. Institute for Professional Development (IPD) – Kate Green, Chair (no report)

E. Distance Education Advisory Committee (DEAC)

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

- Senator Lavarini reported on the evaluation forms and process stating they have been updated and expected to be finalized by spring. The revised version includes new categories to improve usability. Once completed, it will go through the Senate and negotiations for approval.

G. Special Reports (as requested by Academic Senate)

- VPI Kalfsbeek-Goetz informed on the Spring 2025 faculty coordinators. Michelle Veyette (English, part-time faculty) will take on the role of Distance Education Coordinator focusing on expanding DE and peer online course review efforts. Senator Ruggeri (Communication Studies, part-time faculty) will lead the OER/ZTC initiative supporting the development of more ZTC courses.
- VP Bouzar highlighted that the Mathematics department was the first to achieve 100% ZTC.

VIII. ADJOURNMENT

A. Move to Adjourn. Thank You! – Senate President

President Jordan adjourned the meeting at 2 p.m.

IX. INFORMATION ITEMS

- A. Senate Scholarship Fund Balance: Endowed balance: \$7,417. Recommended 2024-25 scholarship: \$350
(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)*
 - Other academic and professional matters as mutually agreed upon between the governing board and the academic senate *(mutually agree)*