



## ACADEMIC SENATE MINUTES

Tuesday, October 24, 2023  
1:00PM – 3:00PM

### MEETING LOCATION: LRC 250 COMMUNITY ROOM

Guests may attend on Zoom: <https://cccd-edu.zoom.us/j/87044261696> Meeting ID: 870 4426 1696  
Meeting documents are also available in the [AS SharePoint](#) (log-in 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)

Amanda Best - Arts	<b>Gary Kirby - CCI Co-Chair</b>
<b>Pete Bouzar - Vice President; Mathematics &amp; Engineering</b>	Theresa Lavarini - English
Margot Bowlby - Social Sciences	<b>Noah Levin – Vice President; Liberal Arts &amp; Culture</b>
Dawn Brooks - Performing Arts	Teresa Nguyen – Noncredit & ESL
Annamaria Crescimanno - Biological Sciences	<del>Diep Pham</del> – Nursing/Health Professions
Laura Duvall - Psychology	Victor Quiros - Criminal Justice
Matthew Flesher - Kinesiology, Health Ed, Athletics	Jason Sheley - DEAC Coordinator ( <i>non-voting</i> )
Sara Ghadami – Computer Science	Matthew Shimazu - Physical Sciences
<b>Kate Green - IPD Chair</b>	Justin Smith – History & Education
<del>Jon Holland</del> - Cosmetology	Julie Terrazas - Library
<b>Damien Jordan – President; Counseling &amp; EOPS</b>	Tammie Tran - World Languages & Sign Language
<b>Monica Jovanovich - CCI Co-Chair</b>	Aleksandra Uchlik - Business, Account, Marketing, Management
<del>John Kasabian</del> - Auto Tech, Digital Arts, Drafting	Natalie Vu – ASGWC ( <i>non-voting</i> )
Heather Kelley - Communication Studies	VACANT - Part-time Faculty At-large

### I. PRELIMINARY MATTERS

- A. Call to order – AS President Damien Jordan  
President Jordan called the meeting to order at 1:02 p.m.
- B. Welcome Guests
  1. Meridith Randall, Interim President (1:10 p.m.)
  2. Rick Hicks, Acting Vice President of Administrative Services (1:20 p.m.)
  3. Kay Nguyen, Acting Vice President of Instruction and Dorsie Brooks, Dean, CTE (1:35 p.m.)
  4. Bill La, DPSP Counselor – DSPS (1:45 p.m.)
- C. Approval of the Agenda and Minutes
  1. Agenda – October 24, 2023. MOTION by VP Bouzar to approve the agenda. Seconded by Senator Lavarini. Hearing no objections, the agenda was approved.

2. Minutes – October 10, 2023. MOTION by VP Levin to approve the minutes as presented. Seconded by Senator Duvall. Hearing no objections, the minutes were approved.

D. Announcements, Congratulations, and Appreciation

- President Jordan reminded that late Faculty Requests submitted for Academic Senate Executive Board feedback are due Friday, October 27, 2023. Final Program Reviews and Faculty Requests are due Friday, November 3, 2023.
- Senators will soon receive an email from the Senate office with access to the Faculty Requests in preparation for the Q&A Session scheduled on November 14, 2023. Senators will have the opportunity to post questions for the faculty representatives in advance.

- 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.*

Erin Craig announced on behalf of the CIL:

- Expressed appreciation to Ruth Calcanas, Sociology, and Jeanette Adame, History, the co-presenters of the Triple-I series (Inclusive Instructional Innovations) in the past two months. The sessions were well attended.
- She asked Department Chairs and faculty in leadership roles to inform the part-time faculty that they can earn \$100 for every two-hour CIL session that they complete.
- Encouraged attendance of the upcoming trainings: [CIL Offerings](#)

Senator Bowlby stated that, in light of the current political environment, she attempted to find the Academic Senate's Academic Freedom statement in Teams and was unable to locate it. VP Levin will follow up. ([Academic Senate's statement on Academic Freedom](#))

## II. CONSENT AGENDA

**MOTION** by Senator Lavarini to pull Item D from the consent agenda for further discussion. Hearing no objections to pulling Item D, **MOTION** by VP Bouzar to approve consent agenda Items A-C. Seconded by Senator Lavarini. The motion passed.

Senator Lavarini **moved** to include Michelle Veyette, English, on Item D-3 to share the English, part-time faculty position on the AI Task Force with Criss Vo and informed on Michelle's experience with AI. Seconded by Senator Duvall. VP Levin instructed on the nomination and approval process of a task force membership. Hearing no objections, Item D of the consent agenda was approved to include Michelle Veyette to D-3.

- A. **Cristina Tiernes Cruz** (Spanish) to represent World Languages on the DEAC (2023-26).
- B. **Yvonne Portillo** (Counseling Department Chair) and **Nicole Diamond** (Counselor – tenured faculty member) to serve on the Evaluation Panel for Chad Ponciano, Counselor-Athletics (1-yr temporary full-time faculty member).
- C. **Nicole Diamond** (Counselor), **Damien Jordan** (Counselor), and **John Shipp** (Athletics) to serve on the Search Committee for the tenure-track Athletic Counselor.
- D. Artificial Intelligence (AI) Task Force (reports to the Academic Senate):
  1. **Theresa Lavarini** – English, full-time faculty
  2. **Sacha Moore** – English, full-time faculty
  3. **Criss Vo** and **Michelle Veyette** – English, part-time faculty
  4. ~~Herb Cohen~~ (PT) - Computer Science (*Amended: resigned on October 26, 2023*)
  5. **Stephanie Tanio** (Biology) - Science, full-time faculty
  6. **Margot Bowlby** (Political Science) - Social Sciences, full-time faculty
  7. **Justin Smith** (History) - Social Sciences, full-time faculty
  8. **Alana Krause** (Librarian) - Faculty Member At-large
  9. **Shawn Taylor** (Math) - Faculty Member At-large

### 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 2023. Click the link above to review committee responsibilities, meeting schedules, terms, and to submit a nomination.

- Academic Senator
  - Part-time Faculty At-large (2023-24)
- Council for Curriculum & Instruction (CCI)
  - Communication Studies (2023-26)
  - Cosmetology (2023-26)
  - Criminal Justice (2023-26)
  - Liberal Arts & Culture (2023-24)
- Distance Education Advisory Committee (DEAC)
  - Criminal Justice (2023-24)
  - Large Class Factor (2022-25)
  - Physical Sciences (2023-24)
- Institute for Professional Development (IPD)
  - Auto Automotive Technology, Digital Arts, Drafting (2023-24)
  - Computer Science (2023-26)
  - Cosmetology (2023-25)
  - Criminal Justice (2023-25)
- College Technology Committee
  - DEAC rep (2023-25)
- Diversity, Equity, Inclusion, Committee
  - One faculty from either Art, Athletics, CTE, Criminal Justice, or Nursing (2023-25)
- Recruitment Brain Trust

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

A. ASGWC Report – Natalie Vu, ASGWC Vice President

Ms. Vu highlighted recent contributions and events by the ASGWC. [Full report.pdf](#)

B. California Community Colleges 2023 Chaptered Legislation ([Quick Reference Guide.pdf](#)) - Meridith Randall, Interim GWC President (1:10 p.m.)

President Randall reported on recent legislation signed by the Governor in 2023 that will impact California Community Colleges (refer to highlights in the Quick Reference Guide linked above).

C. College updates: [Solar Project](#) and [Safety Measures Request List](#) – Rick Hicks, Acting Vice President of Administrative Services (1:20 p.m.)

VP Hicks reported on the proposed Solar Project and the opportunity for covered parking spaces. He stated to have recently presented to the Planning Council, Budget Council, President's Cabinet, and the Facilities Committee. Highlights included:

- The project will take approximately 5-8 months to complete. Must be completed by Spring 2026 for the campus to buy the energy at a reduced rate. Forefront Power will maintain the solar panels for the next twenty years.
- VP Hicks reviewed the proposed parking lot locations; the trees designated for removal and the reasons these were selected; an arborist was consulted; removal and disposal of designated trees are at Forefront Power's expense; Senators requested replacing trees with the same species or similar trees for bees, other pollinators and wildlife; VP Hicks confirmed the landscaping of the Language Arts building

added several new trees to the campus; additional trees and milkweed for the Monarch butterflies have also been planted throughout campus; a Senator who was a former member of the Sustainability and Facilities Committee recommended having a more rigorous sustainability plan with more metrics to track issues.

- The parking lots used by the Swap Meet would not be feasible for this project since it would negatively impact a high revenue source for the college.
- VP Hicks reviewed the cost savings of the Solar Project and confirmed GWC would retain those funds.
- A Senator requested widening the parking spaces during the restriping project.
- VP Hicks acknowledged that additional charging spaces are needed for students on campus and will be part of a greater conversation for the campus.; workstations that include chargers for phones and laptops.
- Senators will review the Solar Project proposal with their departments, and it will be included on the next AS agenda for consent.

VP Hicks reported on the Safety Measures Comprehensive List and Updates ([PDF](#)) and reviewed items that have been completed/implemented, in progress, not feasible, and those still awaiting further review. He introduced Denise Koen, the new GWC Director of Campus Safety. He announced that two members of Dolores Stafford and Associates will be inspecting the interiors of campus buildings as part of their overall District Threat Assessment. Employees were welcomed to provide feedback on issues that impact the safety and security of their building and office area.

- D. Credit for Prior Learning update – Kay Nguyen, Acting Vice President of Instruction and Dorsie Brooks, Dean, CTE (1:35 p.m.) [CPL Toolkit](#) | [ASCCC Curriculum Institute-PowerPoint](#) | [GWC CPL website](#)
- VPI Nguyen reported that CPL is helpful to non-traditional students mostly consisting of those 25+ years of age that may have military or civic experience and may have industry credentials. CPL provides credit for college-level skills and knowledge gained outside of the college classroom.
- Governor Brown signed two bills in 2018 that mandate CPL in California Community Colleges. GWC rolled out the CPL process in Fall 2022.
  - Credit may be awarded through AP test scores, military training, industry training, federal government training, internships, and work-based learning. Many CPL credits are awarded through the CTE program.
  - Equity: when CPL is awarded there is an increase in support of Latinx and black students, and it reduces the time to completion by at least nine to fourteen months because students can receive up to 30 units of CPL. This leads to a cost savings from \$1,500 to \$10,000 for students and approximately \$68,000 for veterans. This contributes to a 49% increase in completion.
  - She reported there is a District wide CPL work group which includes several GWC representatives. She stated that there is always an opportunity to develop this work group at the college level. She acknowledged the heart and soul is faculty reviewing curriculum and identifying the alignment and affirmed that CPL should be faculty driven.
  - VPI Nguyen informed that an MOU for a GWC CPL Coordinator is in development and will be presented to the Academic Senate. The CPL Coordinator would collaborate with the faculty discipline experts to identify new CPL opportunities and ensure that equitable assessments are taking place. The CPL Coordinator will coordinate with the SLO Coordinator to facilitate how to ensure that the outcomes are CPL friendly and also meeting with faculty to establish rubrics and other assessment methods on how to grant CPL credit and be the conduit with all the governance committees to keep the campus informed; especially with curriculum, Senate and Guided Pathways workgroups. They will conduct workshops to support departments and compile all the information to develop and help faculty build the inventory for the courses that the campus would award credit for.
  - Dean Brooks shared she began working with the CPL work group through CCI in 2021 due to her work in CTE and reported on the industry certifications (*e.g.* state or cosmetology license, automotive service excellence in brakes license, Adobe Photoshop or Microsoft Office certification). Many of these translate well to the CTE program and she noted that the campus also teaches them (*e.g.*

Drafting 110 Solidworks industry certification test). The GWC CPL work group created a working list of industry certifications that was reviewed by CTE faculty that is used by A&R and Counseling to determine CPL credit.

- Second to the industry certification is the military transcript (JST). Heather Antunez, Veterans Counselor, other Counselors, Bern Baumgartner, Business and other faculty worked hard to decode the JST and identify how to apply for the CPL credits.
- Dean Brooks stated GWC is ahead of the other campuses and expressed appreciation to Jennifer Bailly, former CCI Chair, is spearheading efforts to lead the District with CPL. She thanked Christy Banales, A&R, who pioneered their process.
- The Chancellors Office is offering a virtual CPL Summit on Friday, November 3, 2023, on Zoom.
- A Senator shared her experience and challenges with the enrollment and CPL process at another college.
- Another aspect of CPL is portfolio work and credit by exams but that will be part of the work of the CPL Coordinator.
- A Senator inquired where to find the CPL process. President Jordan stated the AS previously approved a submission form presented by CCI. The CPL process is included in the [CCI Handbook](#). Dean Brooks will confirm if there is a CPL work flow.

E. DSPS Accommodations ([PowerPoint](#)) – Bill La, DSPS Counselor (1:45 p.m.)

Counselor La and Chad Bowman, DSPS Director, presented on the DSPS interactive intake process, reviewed the various accommodations, and stated that accommodations are approved by the DSPS Counselors based on the students' verified disability and their functional and educational limitations. Students qualify for accommodations for the duration of their time at GWC, however, it is the responsibility of the student to apply each semester for coordination of services for each of their courses. Faculty will receive notification from DSPS for services that a student in their class is eligible to receive.

- Faculty will receive an emailed Blue form for students that qualify for test taking accommodations. Students must go through the DSPS department to qualify for services. Faculty are not required to accommodate a student who presents documentation that is not issued by the DSPS office.
- Faculty are not required to make exceptions when requested by students; including extensions on assignments. In rare cases, DSPS may approve extensions, however, it is on a case-by-case basis and done first and foremost with communication with the instructor. Mr. Bowman expressed appreciation to faculty wishing to grant students exceptions, but affirmed that for continuity purposes, it is best that faculty adhere to the DSPS approved procedures. A lack of time management by a student is not a disability.
- Mr. Bowman provided guidance to a Senator regarding native English-speaking students enrolling in ESL classes.
- Some students may struggle with the differences in the types of accommodations available in higher education versus what they received in K-12.
- A Senator shared how they use universal design in their classrooms to accommodate the diverse learning styles. Converting a normally timed test to a non-time limit eliminates the need for extra time/testing accommodations. It removes the barrier for that student. Permitting typing notes in class or an instructor sharing their PowerPoints may eliminate the need to secure a note taker.
- A Senator shared issues they experienced with teaching dual enrollment courses and upset parents requesting accommodations. Mr. Bowman affirmed that students taking dual enrollment courses on our campus are subject to the college's DSPS policies. Faculty may instruct parents to refer the student to the DSPS office to initiate services.
- A Senator expressed appreciation to the DSPS staff for the great job they do as student advocates but also in communicating with faculty, listening to, and also advocating for faculty.

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

A. Program Review – Faculty Requests update – Damien Jordan, AS President

- Senator Q&A – Tuesday, November 14 in MPR



President Jordan emphasized that Senators should be working with their department faculty and chairs to identify the representatives for the Q&A Session. They were asked to provide guidance on the process and walk them through the types of common questions typically asked in Q&A to ensure that they provide some effective answers for the Senators which contribute to the Ratings Process.

#### 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

#### 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 met recently with Los Amigos High School to discuss revisions to the dual enrollment early college academy. Departments will be asked for their feedback and whether they approve of those requests.
  - He shared having discussed the guided pathways student field trips faculty funding opportunity with several Senators recently to discuss what the advisory committee would look like and their responsibilities. Additional information is forthcoming.
  - He reported on the recent Starfish implementation team meeting with English and Math faculty and establishing three kudos and three flags that could be raised. The next business is to decide where to refer a student who fails to respond to a flagged notice.
- B. AS Vice Presidents' Reports – Noah Levin and Pete Bouzar
  - VP Levin mentioned that Sacha Moore noted in the chat that CIL offered a Universal Design Learning workshop last semester and plans to offer it again. She encouraged faculty to attend.
  - He reported that GWC is ahead of the District in discussing AI and they will soon be looking to GWC for guidance. He reported the DCC BP/AP Subcommittee is looking to include a statement about AI alongside plagiarism. VP Levin stated his support of recommended language from Coastline on the misuse of AI and related technologies. He reported the subcommittee is close to completing revisions to the faculty hiring process, but further clarification is needed regarding diversity of the search committee.
  - VP Levin reported on the DCC meeting and stated positive enrollment and the campus budget is looking good and is anticipating a rainy-day fund.
  - VP Bouzar requested Senator feedback whether to host the ASCCC site visit on Friday, November 3 from 2:30-5pm on Zoom or postpone until the spring semester. The Senators agreed to postpone.
- C. Council for Curriculum & Instruction (CCI) – Monica Jovanovich and Gary Kirby, Chairs
  - Chair Kirby informed if faculty is revising a new curriculum with CORs or programs, the last time to be effective Fall 2024 is the next Technical Review on November 14. CCI has currently 30+ items on the agenda.
- D. Institute for Professional Development (IPD) – Kate Green, Chair
  - Chair Green congratulated Erin Craig, CIL and Michelle Veyette, English part-time faculty member who were selected as the recipients of the October Faculty Excellence Award – Excellence in Leadership and Service Award recognized by Deans and Department Chairs.
  - The faculty were informed there are enough funds to support approximately twenty more conferences and five Alternative Methods projects. Faculty were encouraged to apply now for spring conferences. If current conference details are not yet available online, faculty may still apply using last year's rates.
- E. Distance Education Advisory Committee (DEAC) – Jason Sheley, DE Coordinator (no report)
- F. Union Update – Rob Schneiderman, CFE Union President or Theresa Lavarini, GWC representative
  - Senator Lavarini reported four more negotiations are scheduled.

## G. Special Reports (as requested by Academic Senate)

## VIII. ADJOURNMENT

- A. Move to Adjourn. Thank You! – Senate President  
President Jordan adjourned the meeting at 2:59 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*)

**MEETING LOCATION: LRC 250 Community Room**

Academic Senators – to ensure making quorum, the intent is to meet in LRC 250. Contact the Senate office to report your need to join online. (In accordance with [AS Brown Act Update 2/14/2023](#))  
Guests are welcomed to attend via Zoom (with Meeting Owl)

Join Zoom Meeting (Owl meeting camera will be utilized)

<https://cccd-edu.zoom.us/j/87044261696>

Meeting ID: 870 4426 1696