



ACADEMIC SENATE MINUTES

Tuesday, September 24, 2024

1:00 p.m. – 3:00 p.m.

MEETING LOCATION: LRC 250 COMMUNITY ROOM

Guests may attend on Zoom: <https://cccd-edu.zoom.us/j/82961502402> Meeting ID: 829 6150 2402

Meeting documents are also available in the [AS SharePoint](#) (CCD 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) (Italics = Zoom)

Jennifer Baily, 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 – Noncredit & 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 – Computer Science (Zoom guest)</i>	Matthew Shimazu - Physical Sciences
Kate Green - IPD Chair	Justin Smith – Vice President; History & Education
Damien Jordan – President; Counseling & EOPS	Julie Terrazas – Library (proxy - Alana Krause 9/24 & 10/8/24)
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 1:01 p.m.
- B. Welcome Guests
 1. Meridith Randall, GWC President and Jen Kalfsbeek-Goetz, Vice President of Instruction (1:00 p.m.)
 2. Christina Ryan Rodriguez, Dean of Enrollment Services and Equity (1:30 p.m.)
- C. Approval of the Agenda and Minutes
 1. Agenda – September 24, 2024. **MOTION** by VP Bouzar to approve the agenda as presented. Seconded by Senator Best. Hearing no objections, the motion was approved.
 2. Minutes – [September 10, 2024](#). President Jordan requested to amend the CFE Report. **MOTION** by Senator Crescimanno to approve the minutes as amended. Seconded by VP Bouzar. Hearing no objections, the motion was approved.

- D. Announcements, Congratulations, and Appreciation
1. AS committee photo will take place immediately following today's meeting.
- 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.*

President Randall informed on the changes to the conference/travel approval process. Travel-related purchases can be made once the college president has signed the CAR; except for international travel. A Board letter for domestic travel will no longer be issued.

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. 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 | Fridays: 11 am - 12:30 pm via Zoom
 - Council for Curriculum & Instruction (CCI)
 - Art | 2024-26
 - Cosmetology | 2023-26
 - Distance Education Advisory Committee (DEAC)
 - Distance Education Coordinator | 2024-25 [MOU](#)
 - Criminal Justice | 2024-27
 - Noncredit & 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
 - Kinesiology, Health, PE, Athletics | 2023-26
 - Library | 2024-27
 - Noncredit & ESL | 2023-2026
 - 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
- Ms. Sarmiento reported:
- Constitution Day and National Voter Registration Day – September 17, 2024. Students completed Constitution Day Trivia and had the opportunity to receive voter registration from OC Registrar of Voters and League of Women Voters. Seventy people completed the trivia and eighty people attended the event in total.
 - ASGWC Faculty Presentations. The Vice President of Public Relations and Publicity Committee are planning ways to collaborate with faculty to share information to students about joining student government.

- B. [PVR Recommendations for Athletics, American Sign Language/Interpreting and Digital Arts](#) – Meridith Randall, GWC President, and Jen Kalfsbeek-Goetz, Vice President of Instruction (1:10 p.m.)

Programs:

- Digital Arts
- American Sign Language Interpreting
- Athletics
 - Track and Cross Country
 - Women’s Water Polo and Swin
 - Women’s Beach Volleyball
 - Women’s Flag Football

President Randall and VPI Kalfsbeek-Goetz reported on the recommendations for Program Vitality Review. (Refer to the linked memo for details). PVR committee reports were submitted to the Office of Instruction in spring 2024. VPI Kalfsbeek-Goetz stated her recommendations are essentially the same as the recommendations of the PVR committees but include dates, specificity, and timelines. She stated the PVR Committees’ and VPI’s recommendations were endorsed by President Randall.

- In response to a Senator’s inquiry whether the recommendations are achievable by the end of the fall semester and if not, would the programs go through another PVR or discontinuance; President Randall stated that is a possibility if there is no progress, but that it is not expected that all the recommendations would be accomplished.
- VPI Kalfsbeek-Goetz offered to meet with the Deans and faculty to discuss and determine how the programs could progress by the December 18 report deadline.

Discussion highlights and Senator feedback:

Digital Arts

- Offering dual enrollment was recommended due to the popularity of this course with high school students. It was noted that the name of this program may need to be updated because it is confusing.

American Sign Language

- President Randall noted this program is struggling more than Digital Arts and it is expected to see more progress by the end of the semester. VPI Kalfsbeek-Goetz recommended rebuilding the advisory board. She noted that translation is a growing field and developing strong pathways to careers may be helpful.
- A senator recommended that the college actively support this program which has significant growth potential. However, it appears that the college may be hindering the program instead because it is not reasonable to expect a single full-time faculty member to handle all the teaching, curriculum development, advisory board revival, and enrollment increase on their own. The senator mentioned that the program has been denied faculty hiring in recent years and emphasized that it was more successful when adequately staffed. The senator also noted that the college has hired temporary full-time faculty to assist other programs with their curriculum.
- President Randall cited low enrollment in the current ASL classes as a reason she was not in favor of hiring faculty until measurable progress was made. VPI Kalfsbeek-Goetz referred to Title 5 regarding hiring of a temporary full-time faculty member and further clarified that it is not allowed under Title 3 unless under three conditions: two different kinds of leave and if there is a market increase in enrollment; of which those conditions are not the case here and that a resignation does not meet the requirement.
- President Randall informed that other colleges have capitalized on dual enrollment with ASL which GWC has not. She addressed that CTE programs also include advisory boards. She explained the faculty member is not solely responsible for the PVR recommendations and referenced the memo to “work with the Chair, Dean, and VPI”. The faculty member may contact them to request support or resources.

Athletics

- VPI Kalfsbeek-Goetz cited low enrollment in four sports; 7 students in each. A 2-year strategic recruitment and athlete retention plan was recommended for each of the 4 sports to help build those numbers up to no fewer than 15 student-athletes per sport. President Randall advised that the plan may

include a request for resources. President Jordan said he recently joined the Athletic PVR Committee and shared that even for the numbers that other schools are pulling statewide, these sports are in decline in terms of participation and that it is not just localized by GWC.

- A senator asked if a men's sport is offered whether it must be accompanied by a women's sport. VPI Kalfsbeek-Goetz explained it does not have to be in the same sport but there must be parity for the most part. President Randall acknowledged the possibility of a program's vitality leading to the termination of a program if the goals are not accomplished. Not enough local interest is one of the ways a sport may be eliminated. President Randall informed that the contract includes provisions for full-time faculty when a program is eliminated. Eliminating a program does not mean eliminating its faculty positions.
- A senator inquired on recruitment. President Randall informed that community colleges cannot give scholarships, however, the recruitment process may include promoting the great opportunities available to students such as the Golden Promise in addition to highlighting the great coaching that may lead to D1 and D2 opportunities. Additional marketing includes that GWC is now considered a local school to CSULB.
 - Track and Cross Country: VPI Kalfsbeek-Goetz stated there is one coach overseeing men's and women's cross country and track. Separating the male and female track teams and cross-country teams isn't fiscally feasible since enrollment does not yet justify this request. She acknowledged the ability of other local colleges to achieve 2, 3, 4 times the numbers GWC has in these sports. A 2-year strategic recruitment and athlete retention plan was recommended to help build those numbers up to no fewer than 15 student-athletes per sport.
 - Women's Water Polo and Swim: VPI Kalfsbeek-Goetz cited low enrollment and participation and the need for a 2-year strategic recruitment/retention plan in Fall 2024 with implementation in Spring 2025.
 - Women's Beach Volleyball: VPI Kalfsbeek-Goetz cited low enrollment but with an average of 11 students per year, this program is the closest to reaching the 15-person team.
 - Women's Flag Football: VPI Kalfsbeek-Goetz reported that she attended the local president's meeting for the region on behalf of President Randall. She learned that last year, 190 high schools in Orange County offered women's flag football, which has increased to 260 this year. Additionally, several community colleges have started offering this program. As a result, it was recommended that the GWC Athletics program develop and submit the curriculum in Fall 2024 with a goal to launch in Spring 2025 or at the latest in 2026. She also mentioned that the NFL is providing financial support for this sport, and there may be an opportunity to apply for funding through the Rams. An existing coach may fill the position, or a part-time faculty member may be hired. VPI Kalfsbeek-Goetz reported that Coach Krissy Barone offered to write the curriculum. It was noted that typically students are in one sport in the fall semester but do not often have one in the spring. This program would provide an opportunity for example to soccer students. She reported that flag football is commonly partnered with soccer and sometimes with the same coaches.

President Randall stated that progress reports are due on December 18 and will be presented to the Academic Senate first thing in spring.

- C. Accreditation update and [Institutional Self-Evaluation Report \(ISER\) Timeline](#) – Jen Kalfsbeek-Goetz, Vice President of Instruction (1:20 p.m.)
 VPI Kalfsbeek-Goetz presented the ISER Timeline. Constituencies will review a 1st and 2nd reading of the ISER draft and the final draft will be provided in March 2025 for their approval. She recommended reviewing the standard that is most relevant to the area that they are working in with Standard 2 applicable to instruction and student services. Further information on how to provide feedback is forthcoming.

- Team ISER review meeting will take place in mid-October 2025 with core inquiries written and received by the college in late October/early November 2025.
- At the next AS meeting, she will present on the ACCJC’s review of 50 online classes in spring 2025.

VPI Kalfsbeek-Goetz reported on [Accreditation and Online Courses](#) and RSI.

D. [Internal Student Equity Plan \(ISEP\) Update-PowerPoint](#) – Christina Ryan Rodriguez, Dean of Enrollment Services and Equity (1:30 p.m.)

Dean Ryan Rodriguez welcomed the Umoja team. Harry Anderson, Umoja administrator, introduced himself and reported on the program and their scheduled events.

- Umoja is looking for faculty who would like to collaborate on a workshop for the students. Joel Powell, Umoja Coordinator, stated that students are more likely to connect with faculty members and emphasized that their participation in the program and events could have a significant impact on the students.
- Umoja is developing an implementation framework in response to the positive feedback from six faculty members who attended the Umoja Summer Learning Institute. The faculty had shared that they had gained a better understanding of the culture but would have liked more strategies on how to implement that in the classroom.

Dean Ryan Rodriguez and Dean Verduzco reported on the ISEP (refer to PowerPoint linked above). The ISEP is a dynamic and collaborative effort. The Associate Dean of Equity and Special Programs position is open with applications due on September 27th. Requests for SEAP conference funding may be submitted using this [conference request form](#). She encouraged support of upcoming SEAP events.

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. [Annual Report & Faculty Request Timeline](#) – Damien Jordan, AS President
President Jordan presented the timeline. **MOTION** by Senator Lavarini to approve the timeline as presented. Seconded by Senator Duvall. Hearing no objections, the motion was approved.
2. Non-Credit Academic Senate representation – Pete Bouzar, AS Vice President
Senator Nguyen informed that when she first started, she represented non-credit (which included ELL) and ESL. She reported that non-credit has since grown and that she somehow non-officially accumulated GED as well. She expressed not feeling comfortable representing non-credit since it now also includes other disciplines. President Jordan indicated non-credit could be removed from her AS representation.
 - Is a non-credit Academic Senator needed? Are there special interests for non-credit that require their own representation similar to the Part-time Faculty At-Large? A senator asked what would a non-credit representative bring that the discipline faculty are not currently already bringing to the table?
 - Senator Nguyen explained that GED was assigned by her Dean during program review. Starting this academic year, her meetings consist of GED, ESL, and ELL. President Randall noted there are instances of orphan programs such as with Senator Kasabian’s representation of Auto Technology, Digital Arts, and Drafting. She stated that the populations for ELL and GED may be overlapping but would need to research that further. Senator Nguyen stated the GE program has native speakers versus the ELL program consisting largely of immigrants who may not be interested in a GED.
 - Chair Bailly informed GED consists of four courses that span all the disciplines. One person cannot be responsible for the curriculum of other disciplines. It requires mass collaboration to get the courses set up to prepare students for the GED. Who’s teaching them? Someone needs to be responsible for the curriculum. The Director of the Noncredit Adult Education Program is

not a faculty member and should not be responsible for curriculum. A senator agreed that the non-credit programs should be managed by the respective disciplines.

- The AS EBoard will continue this discussion with the Executive Team and report back to the AS. President Jordan indicated he requested a calculation from ORPIE that will be presented at the next AS meeting.

3. The Extra Mile update – Damien Jordan, AS President

President Jordan stated that while the faculty supports the value of field experiences for students, it was recommended after discussions with President Randall, that the Foundation should spearhead the donation campaign and remove it from a faculty contribution effort. It was suggested that this would be a great opportunity for the Foundation to collaborate with ASGWC. President Randall reported on SEAP funding. **MOTION** by Senator Duvall to remove the faculty contribution effort from The Extra Mile and refer it to the Foundation to lead the effort. Seconded by Senator Crescimanno. Hearing no objections, the motion was approved.

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 (no report)

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

- VP Smith reported on the Campus Climate Taskforce on behalf of Jeanette Adame. The TF analyzed the results of both surveys and created categories for areas to address and begin to solidify guiding principles which will determine the campus climate and what the community is supposed to feel like. The TF is discussing goals for the campus climate plan and implementation.
- VP Bouzar shared the Budget Council's Annual Budget Development and Review Process. The process now aligns with Program Review and Annual Report cycle and the requests that accompany the PR process. Senators were asked to review the draft and send their feedback to VP Bouzar. It will return to the Budget Council for approval then will be routed to the President's Cabinet for approval.

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

- Chair Bailly reported that the state informed them last week that 33 ADTs need revision by the end of Fall because the documents must be changed to account for AB 928 – single GE pathway and she explained the work involved to have those corrected. She requested the faculty launch their common course numbering courses and that they will begin receiving notices from CCI to help facilitate the process.
- A common question is how to make curriculum a faster process. She reported that much of that process involves state approvals and what occurs after it leaves CCI. On the campus end, she recommended getting their courses in the queue with mindful regard for deadlines and spending the time making the edits recommended at Tech Review. CCI notices that many times during the 3rd screening, things come through that do not include the recommended edits causing it to stall.
- Chair Bailly explained the logistical timeline which includes six planned phases. She will share those with the AS and CCD. CCI is attempting to streamline the process which she explained as a reason why faculty has received recommendation notices for their courses.
- She provided an update on the common course numbering process.
- President Randall supported that the colleges were given a deadline by the state.

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

- Chair Green reported the Faculty Excellence Award recipient for September is Kyle Smith, Psychology.
- She informed on the Sabbatical Leave contractual process that requires the submission of an Intent to File by the 2nd Friday of the fall semester prior to submitting a sabbatical leave proposal. This unfortunate omission of the contractual process resulted in the inability of the IPD to accept a faculty

- member's 2025-26 sabbatical leave proposal. Per the contract, failure to meet deadlines in not appealable.
- E. Distance Education Advisory Committee (DEAC) (no report)
 - F. Union Update – Rob Schneiderman, CFE Union President, or Theresa Lavarini, GWC representative
 - Senator Lavarini read a [statement from CFE President Schneiderman on lecture lab pay parity](#). Senator Crescimanno expressed the concerns from her department. President Jordan informed an AS resolution will be presented at the next meeting.
 - Chair Bailly informed on the curriculum aspect advising discipline faculty on the changes that are being asked at the state level or district level; all due to changes in state regulations. Whether or not faculty wish to comply is another story. She noted as the CCI Chair, she is relaying the information and informed that she was asked by President Schneiderman for the consequences if those changes weren't made. She acknowledged that it is unknown but she suggested that area faculty worked with their Deans and VPI to understand the implications if they decide not to bring their curriculum through.
 - G. Special Reports (as requested by Academic Senate)

VIII. ADJOURNMENT

- A. Move to Adjourn. Thank You! – Senate President
President Jordan adjourned the meeting at 2:55 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*)