



Academic Senate Meeting Minutes

Date: Friday January 22, 2016

Time/Location: 1-3 PM / Room 113

Senate Roles and Responsibilities (The 10+1)	
<ol style="list-style-type: none"> 1. Curriculum, including establishing prerequisites and placing courses within disciplines. 2. Degree and certificate requirements 3. Grading policies 4. Educational program development 5. Standards or policies regarding student preparation and success 6. District and college governance structures, as related to faculty roles 	<ol style="list-style-type: none"> 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports 8. Policies for faculty professional development activities 9. Processes for program review 10. Processes for institutional planning and budget development 11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

Senators: **Matt Clark** (President), **Donna McGill-Cameron** (CTE), **Donna Bahneman** (Adjunct), **Jaya Shah** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Greg Gassman** (Social Science), **Pam Geer** (Adjunct At-large), **Christopher Howerton** (VP, At-large), **Jose Vallejo** (Student Services)

Ex-officio Members: **Mike Papin** (Clear Lake Faculty), **Omar Huerta** (ASWCC Rep)

Guests: Jennifer McKnight, Rosa Gonzalez, Marisa Mendoza, Omsher Sahotah, Faiza Muzammil, Vice President Konuwa, Dustin Sperling, Brandi Asmus

Absent: None

Call to order 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda -Action		Approve agenda as amended of 1/22/16 (MSC Howerton/Geer).
	Public Comment		Guests are welcome to comment on any item on the agenda or not on the agenda. For items on the agenda, they may comment now or during the discussion of that item.
II	<p><i>Discussion</i></p> <p>1. Five students (Jennifer McKnight, Rosa Gonzalez, Marisa Mendoza, Bomosher Shahotah, Faiza Muzammil) from Accounting 2 report that Professor Sherry Spina was unable to teach Accounting 2 this semester. They found this out on Tuesday, the first day of class. This is the last class these students need prior to transferring to CSUS. The class is now being taught by another instructor, who has not taught the class in 8 years and appears to be reading the book to them in class as a primary teaching method. That instructor reported to the class that because he is unfamiliar with technology, the regular lab time for the class had been canceled. They reported this to the dean and were told that there is nothing that can be done. This is a 5 unit class. They are considering dropping the class and taking this class elsewhere because they are worried they will not be learning what they need to prepare themselves for their futures. They feel the new instructor is a nice person, but the students feel that they are being done a disservice because their futures and their educations are on the line.</p>		
III	Approval of Minutes-Action		Review and approve the minutes of 12/04/15.
	<i>Discussion/Decision:</i> Tabled until the next meeting.		
IV	President's Report - Information/Discussion	Clark	

	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. At the Lake County Campus, enrollment has fallen due to the recent fires. If enrollment falls drastically, its small center status would be lost. It may take the area more than a year to recover from the fires. Legislation or the Board of Governors may be one answer to avoid losing its status. There may be other ways to increase FTES. 2. On the topic of curriculum and the transition to WCC, there was a concern regarding students in the middle of transition may lose financial aid. Other concerns involve CTE transitions and the strain on faculty. These are being worked on. 3. President White has asked for faculty to work on writing the AB78 grant for open source funding. 4. Dean Martinez will extend the deadline and ask divisions to rank and prioritize the program reviews. 5. There is a lack of movement on hiring new full time faculty. Many other districts are hiring many new faculty, but YCCD has committed to very little in terms of new hires. Chancellor Houston is concerned that if the economy turns south, we would not be able to retain new faculty or categorically funded faculty. 6. Chancellor Houston would like to move the district offices using money from not rehiring the Vice Chancellor of Educational Planning. This may or may not involve the senates, but senate leadership at WCC and YC will be working together on that debate. It may not be a "budget and planning processes" issue and therefore may not be a 10+1 and require mutual agreement with the senates. 		
V	Committee Appointments - Action	Senate	Objective: Appoint faculty members to committees.
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Howerton will be taking care of committee appointments going forward. Action will be taken at the next meeting. 		
VI	Senate/Committee Reports - Information	Senate	

	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Ferns reports that the FALAHUM division submitted to Dean Martinez a ranked order for its program review requests. The division found it difficult to rank faculty staffing, equipment, SLO, and program requests in this way. Once clear instructions come from her office, the division will again meet and order the requests according to various categories. 2. Vallejo reports that several classes were canceled with little notice to faculty and staff. One example is that the EMT class was canceled and many students were disappointed because no options were given. Also, students may not be receiving notifications in a timely manner regarding cancellations. In some cases student workers are making these calls and are forced to deal with angry students on the phone. Several classes did not have faculty assigned to them until the last minute. 3. Gassman welcomes Howerton as senate vice president. Gassman reports that Ethnic Studies had a table at the recent Martin Luther King event in Woodland on Monday. In other ethnic studies news, the <i>Woodland Daily Democrat</i> recently printed obituary information on Francisco Alarcon's contribution to ethnic studies at WCC. The <i>Woodland Daily Democrat</i> also recently printed information on the Yolo Japanese American Community Exhibition that was hosted by Ethnic Studies. The Ethnic Studies professor was approved for a sabbatical by the Sabbatical Leave Committee. Ethnic Studies has student volunteers to staff the ME Center from 12 to 5:00 p.m. to keep the exhibition open during the month of February as part of its community engagement. 4. Shah reports that the semester is off to a good start in his division. 5. McGill Cameron reports that we need to be focused on student success on our campus. She is hopeful the issue brought up regarding Accounting 2 comes to a positive resolution for our students. 6. Howerton reports that a computer skills advisory is being developed in curriculum to attach to some courses. Curricunet Meta is being developed in beta format. The DE addendum to CORs is becoming more rigorous and more information on this will be shared as CORs are updated again. The DE purpose statement has received a first read from the Curriculum Committee. One area to work on will be to determine where DE fits in our structure. Perhaps it would be a subcommittee of the senate. As the senate vice president, Howerton will soon hold office hours in room 131. 7. Geer reports that there is a difficulty for adjunct faculty to access buildings at night. The 100 building is not open prior to 8:00 classes, so faculty cannot access the mail prior to their classes. Adjunct faculty are also experiencing lack of access to administration. Also, there were issues with the final exam schedule this semester in that it was not clearly published with the rest of the course schedule. 8. Bahneman reports that her program review data disappeared. Therefore, her program review is not complete. 9. Clark reports that there are three events next Friday: LGBTQ Safe Zone Training, Dare to Soar Employee Recognition, and an Educational Master Planning Event. There is also a blood drive this Monday. 		
VII	<p>Ex-officio Reports - Information</p>	<p>Ex-officio members</p>	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Papin reports that he is taking Lyons's place on the senate since Lyons has a class at this time. He is happy to be here. 2. Huerta reports that ASWCC will look into voting registration taking place at the college in the future.
VIII	<p>Student Equity Plan State Report – Information/Discussion</p>	<p>Ortiz-Mercado</p>	<p>Background: Dean Martinez, working with the Student Success Committee prepared the Student Equity Plan which was signed by the senate president last semester. An updated version will be sent to the state this month. Objective: Review the plan and changes.</p>

	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. Clark reports that the senate will be developing a calendar so that report signoff occurs with sufficient deliberation and review. Many times the senate receives reports or drafts too late and is forced to rush to a decision or provide president signoff without deliberation. This plan received senate president signoff without sufficient review. 2. Dean Ortiz-Mercado reports that the plan has five key areas. The allocated funding this year is \$332,000. The student ambassador program is one new program partly paid for with this funding. In addition, a student outreach specialist is being hired. Activities funded are the first year experience program (FYE). In addition there will be a summer bridge pilot program. The student success center will be consolidated soon as well. There will also be a position for a Career and Transfer Center Specialist. Howerton reports that he is happy to see the report and wishes the senate had more time to digest it. Clark cautions against looking at percentages to determine needs. Some of the ratios involve small student populations, but they are still determining where a large amount of money is being dedicated. Clark would like to know whether anyone at the state level has defined what a significant gap is. 		
IX	<p>DIGs/Division Chairs(Liaisons) – Information/Discussion</p>	Senate	<p>Background: Discussion continues regarding the possibility of establishing faculty positions to act as division or data inquiry group leads. WCC President White has distributed information relative to his vision of such a position and has proposed a small workgroup be established to draft the position duties and scope.</p> <p>Objective: Continued discussion as we work with the administration to craft a description of such positions.</p>
	<p>Discussion/Decision: Not addressed.</p>		
X	<p>Dual Enrollment Instructional Agreement – Information/Discussion</p>	Clark, Sperling	<p>Background: As part of the pilot dual enrollment in Ag, an ISA has been drafted.</p> <p>Objective: Review the draft ISA and provide feedback.</p>
	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. The WCC Dual Enrollment Instructional Service Agreement is distributed. Sperling reports that Ag 60 is our only dual enrollment course this semester (Pioneer High School). Other schools plan to begin dual enrollment in the fall. Each district is working out this process with WCC, and there is a learning curve with each district as they prepare to ramp up dual enrollment with us. Howerton asks if there will be followup with the instructors to assess how the class went. This might be something to consider for the agreement. The instructors teaching the courses would be hired by the high school district. Clark expresses the concern that there is no evaluation of the instructor under the current agreement. Sperling reports that it is difficult for a YCCD employee to evaluate an employee from a high school district, but there may be a workaround for this issue. 		
XI	<p>CTE Curriculum Institute Report - Information</p>	McGill-Cameron, Asmus	<p>Background: Last week Donna McGill Cameron and Brandi Asmus attended the ASCCC CTE Curriculum Institute.</p> <p>Objective: Receive a report out on the information gleaned from the institute.</p>
	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. McGill-Cameron reports that the institute was beneficial. She learned a lot about Launchboard, which will be a great resource, and got a chance to network. A flex activity will be provided to faculty soon. 2. Asmus notes that the database they gained access to, Launchboard, will be very helpful for CTE faculty. She also learned a lot about financial aid and the certificate programs. 		

XII	Senate Constitution Revision – Information/Discussion	Clark, McGill-Cameron, Gassman, Ferns	Background: The senate has started a review and potential revision of its constitution and bylaws. We will revise the, as needed separately over the course of the academic year, beginning with the constitution. Objective: Third read of proposed changes to the agenda as a precursor to taking the proposed changes to the entire faculty for consideration and eventual adoption.
<i>Discussion/Decision:</i> Not addressed.			
XIII	Tenure Process - Discussion	Clark, Howerton	Background: At the Board of Trustees meeting in March 2015, the board emphasized dissatisfaction with the tenure process and instructed the Chancellor to work with the senates to strengthen the process. Objective: Discuss progress to date and discuss possible next steps.
<i>Discussion/Decision:</i> Not addressed.			
XIV	Review of Senate Goals – Information/Discussion	Senate	Background: The senate has established eleven (11) goals for the current Academic Year. Objective: Assign (or confirm) leads for the goals and update status of the goals.
<i>Discussion/Decision:</i> Not addressed.			
XV	Future Agenda Items- Discussion		Lake Campus Representation on Governance Committees, College Catalog, SSS Priorities, CCOF, ADA in the Classroom
<i>Discussion/Decision:</i>			

Meeting adjourned 3:05 p.m. (MSC Gassman/Bahneman)

Senate Goals, 2015-2016			
#	Goal	Who	Status
1	Student Success: Identify and address barriers to student success (counseling availability, course offerings...).	Clark, Bahneman,	
2	Curriculum: Create catalog/class schedule subcommittee (via curriculum and scheduling committees), increase faculty awareness, establish program development structure and incorporate with EMP.	McGill, Howerton	Ongoing
3	Clear Lake College (CLC) Transition: Integrate the faculty, staff, and students at the Clear Lake Campus into the governance, planning, and budgetary processes at WCC.	Clark, Howerton, Lyons	In progress
4	Sabbatical Leave: (Re)define the sabbatical leave process in light of the multi-college transition.	Clark	In progress
5	Faculty Evaluation: Improve the faculty evaluation process.	Clark, Howerton, Geer	In progress
6	Grading Policies: Review, update, and distribute Faculty Handbook.	Clark	Awaiting Work of CLAS
7	Colusa County Outreach Facility (CCOF): Create comprehensive process for Colusa County Outreach Facility (CCOF).	Clark, Geer	Midway through CCOF Compression Planning
8	Revise Senate Constitution and Bylaws.	Clark, McGill, Gassman, Ferns	In progress
9	Sustainability and Grant Funding: Define process for seeking grants and sustaining work after grants or categorical funds expire.	Clark, Konuwa	TBD
10	Education Master Plan (EMP): Work with College Council to create the new WCC EMP.		
11	Distributive Education (DE): Work with the Curriculum Committee and the Dean of Student Success and Planning to strengthen the WCC DE modality. Work should include, but not be limited to, faculty training, student training, student supplemental resources, and ensuring regular, instructor initiated contact.	Clark, Shah	DE Coordinator position has been established. Julie Brown will fill that role as a special project this semester and has been

Senate Goals, 2015-2016

#	Goal	Who	Status
			selected to be coordinator beginning Fall 2016.