



Academic Senate Meeting Minutes

Date: Friday, January 26, 2018

Time/Location: 1-3:00 PM / WCC Room 113 & LCC Room 115A

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), **Jeannine Mullin** (CTE), **Doug Stone** (WCC Part-time), **Shawn Lanier** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Greg Gassman** (Social Science), **Vacant** (CCC & LCC Part-time), **Christopher Howerton** (VP, At-large), **Jose Vallejo** (Student Services)

Ex-officio Members: TBD (ASWCC Rep)

Absent: Mike Papin (LCC)

Guests: VP Konuwa, J. Johnston

Call to order at 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda – Action		Approve agenda of 1/26/18 (Approved MSC Gassman/Vallejo).
II	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.
	<i>Discussion: None</i>		
III	Approval of Minutes – Action		Review and approve the minutes of 12/8/17 regular meeting.
	<i>Discussion/Decision:</i> The minutes of 12/8/17 are approved (MSC Gassman/Lanier).		
IV	Committee Appointments – Action	Senate	Objective: Appoint faculty members to committees.
	For the full time Accounting/Business screening committee, the senate appointed Jennifer Hanson, Leslie Deniz, Matt Clark, and Brandi Asmus. Clark is appointed as chair. For the Student Success Committee, Jessica Johnston was appointed.		
V	Senate Elections – Information/Discussion	Ferns	Background: The election of the senate president is fast approaching. Additionally, the serving senator representing part-time faculty at CCC/LCC has retired. Finally, there are senators whose terms end this semester

			(Social Science, CTE, and Part-time CCC/LCC) Objective: Inform electorate and senators of the process and discuss strategies for filling the Part-time CCC/LCC seat.
	<i>Discussion/Decision:</i> Ferns reported that no nominations came forward, so the current VP has accepted the nomination. With no challengers, Howerton becomes the new Senate President for a two-year term beginning in Fall 2018. Congrats! The nomination process will begin next week for new three-year terms for Social Sciences, CTE, and Part Time LCC/CCC. Additionally, we will begin the process to nominate an at-large senator to replace Howerton and fulfill the remaining one year of that term after the other elections take place. The new part time senator for LCC/CCC should begin immediately and fulfill the remaining semester of the current term as well as the three-year term that runs through 2021. Once the new members are seated, we will hold elections for the VP and secretary for one-year terms.		
VI	YCCD Planning Process – Information/Discussion	Clark	Background: District administration presented draft revision of the YCCD Planning Process to DCAS. Objective: First read of the document
	<i>Discussion/Decision:</i> The senate reviewed proposed changes to the YCCD Planning Process document. Clark noted that some key district due dates occur when faculty may not be available. He will raise the issue at DCAS. This will be reviewed at the next senate meeting.		
VII	District Technology Committee Draft Charter – Information/Discussion	Clark	Background: DCAS appointed a task force to draft the charter for a new District Technology Committee. The senates will now review the draft, prior to a DCAS vote on adoption of the charter. Objective: The first read of the draft charter.
	<i>Discussion/Decision:</i> The senate reviewed the charter and had a brief discussion/update of the history of the District Technology Committee and the CAT. There were no questions.		
VIII	AP/BP Revisions in DCAS – Information/Discussion/Action	Clark, Howerton	Background: DCAS will be undertaking revisions of a large number of APs and BPs that are 10+1 in nature during the 2017-2018 Academic Year. Objective: Update on AP/BPs currently undergoing revision. Current AP/BP Revisions for Review: <ul style="list-style-type: none"> ○ AP 4020, Program and Curriculum Development ○ AP 4040, Library and Learning Support Services ○ AP 4050, Articulation (sample HS Articulation Agreements attached) ○ AP 4610, Instructional Service Agreements ○ BP 5140, DSPS (Services for Students with Disabilities)

			○ AP 5140, DSPS (Services for Students with Disabilities)
<p><i>Discussion/Decision:</i></p> <p>1. The senate briefly reviewed/discussed some of the APs and BPs from the list above. Gassman/Vallejo will review AP/BP 5140. Lanier will review AP 4610. Ferns and Stone will review AP 4050. All reviewers will send concerns to Clark by the end of the day Tuesday.</p>			
IX	<p>Guided Pathways – Information/Discussion</p>	Clark, Pierro	<p>Background: The senate proposed that the Student Success Committee (SSC) form a workgroup to take a leadership role in the development of guided pathways at WCC. WCC must forward a plan to the California Community College Chancellor’s Office (CCCCO) in March and the plan will require senate signoff.</p> <p>Objective: Receive an update on the discussions in SSC and determine the process for drafting the plan.</p>
			<p><i>Discussion/Decision:</i></p> <p>1. The senate will have a first read on the plan by March 9 and vote the following meeting.</p>
X	<p>Accreditation – Information/Discussion</p>	Clark, Howerton	<p>Background: The Institution Self Evaluation Report (ISER) is due to ACCJC this summer and the visiting team will visit in October 2018. The ISER requires senate signoff.</p> <p>Objective: Update on the status of the WCC ISER.</p>
			<p><i>Discussion/Decision:</i></p> <p>1. Howerton stated that the draft ISER will go to an independent reviewer in February. All faculty are welcome to provide feedback.</p>
XI	<p>AB 705 – Information/Discussion</p>	Clark, Ferns, Johnston	<p>Background: AB 705 requires California Community Colleges to use portions of a student’s high school record as part of multiple measures and to maximize the probability that a student passes a transfer level math and English course in their first year at the college (three years for ESL students).</p> <p>Objective: Update on the conversations regarding AB 705 in math, English, and ESL at WCC and in the district.</p>
			<p><i>Discussion/Decision:</i></p> <p>Johnston updated the senate and answered questions on the current status of lower level ESL courses, which will be made non-credit. Some higher level credit courses will be Pass/No Pass rather than graded to facilitate repeatability. Many of these will be on weekends. She also developed a new ESL Placement exam that will be used soon to more accurately place students into this new set of streamlined offerings. Looking at the broader implications of multiple measures being implemented statewide, Ferns recommended that whatever WCC implements, we should work with YC to make this a district-wide policy, as we share students across our campuses and online. Clark noted that Counseling, English, Math, and ESL Departments may need to meet to determine how multiple measures would affect their students and curricula. He also noted that Math has already coordinated its proposal for multiple measures with their YC counterparts and developed acceleration course options.</p>

XII	President's Report –Information/Discussion	Clark	
	<i>Discussion/Decision: See the attached report.</i> <ol style="list-style-type: none"> 1. Clark sent out the updated acronyms list (attached). Clark will update this as updates/corrections are proposed or new acronyms are developed. 2. At our next meeting, there will be a closed-session tenure hearing for Manuela Dragos. 3. Lanier will replace Gassman on the grade appeal subcommittee on a particular case. 		
XIII	Vice President's Report 1. Curriculum Update – Information 2. Other – Information	Howerton	Objective: 1. Receive update on work of the Curriculum Committees.
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. Howerton reported that the Curriculum Committee had to relocate its meeting in room 852 due to the Tribal Council meeting. He hopes this last minute change will not become a trend. 2. On February 10, a subcommittee of the state academic senate will hold a meeting on our campus. 3. Howerton has helped draft a district equivalency process that will come to the senate soon. 4. The equivalency subcommittee received a number of last minute requests just prior to the start of class. 5. There are a number of ASCCC meeting coming up this spring. Get ready for early signups. 		
XIV	Senate/Committee Reports - Information	Senate	
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. Clark read part of a letter from Pam Geer thanking the senate. Geer retired in Fall 2017. 2. Stone reported that a student changed her name but the registrar did not notify him. It might be a helpful courtesy to notify instructors when there is a name change. 3. Stone reported that the library informed him that they don't have funding to purchase extra copies of textbooks. He was told that he could acquire a complimentary text from the publisher. 4. Vallejo reported that the Counseling Secretary was reassigned to the Dean of Student Services. There are now a number of temp secretaries working at different times to fill the space. He reports that it is a disservice to students to have multiple temporary secretaries during a very busy time. A trained professional is needed in such an important role. 5. Howerton reports that the SLO committee met and will refocus its efforts around Pie needs. 		
XV	Ex-officio Reports - Information	Grewal	
	<i>Discussion/Decision: None.</i>		
XVI	Future Agenda Items-Discussion		Reporting Structure and Functional Maps, Data Inquiry Group work and Dashboard, Constitution, Bylaws, and Supplementary Procedures, Senate Appointments, Dual Enrollment, Convocation, WCC Student Probation Processes, College Catalog, SSS Priorities, CCC, ADA in the Classroom, Student Services Update
	<i>Discussion/Decision:</i>		

Meeting adjourned 2:41 p.m.

WCC Academic Senate Goals, 2017-2018			
#	Goal	Lead(s)	Status
1	Student Success: Work with the Student Success Committee to identify and address barriers to student success (e.g., counseling availability, course offerings...).		
2	Accreditation: Ensure faculty participation in all facets of the accreditation process.		
3	Equivalency Process: Revise the district equivalency process.		

WCC Academic Senate Goals, 2017-2018			
#	Goal	Lead(s)	Status
4	Professional Development: Build comprehensive annual (or semester long) professional development plans and increase faculty participation in professional development activities.		
5	Faculty Evaluation: Improve the faculty evaluation process with an increased focus on professional development.		
6	Sabbatical Leave: Define sabbatical leave process in light of the multi-college transition and unclear definitions of roles in the current process.		
7	Committee Structure & Reporting Structure: Establish processes for consistent information access and dissemination. Consider restructuring of committees to increase effectiveness.		
8	Colusa County Campus (CCC) Planning: Create comprehensive process for CCC scheduling and planning.		
9	Revise Senate Constitution and Bylaws.		
10	Sustainability and Grant Funding: Define process for seeking grants and sustaining work after grants or categorical funds expire.		
11	Initiative (Guided Pathways, Dual Enrollment...) Ownership: Establish process that codifies faculty roles in initiative driven work.		
12	Distance 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, curriculum development, technology, faculty training, student training, student supplemental resources, and ensuring regular, effective, instructor-initiated contact.		

President's Report
January 26, 2018

Meetings with WCC Administration

(1/25) – Highlights:

1. We discussed the status of the search processes for the Business/Accounting position and the Transfer/General Counselor. The latter position has closed, but the committee has yet to meet.
2. We discussed timelines for filling the VP position and the Dean of Student Services position. The former position is posted. The senate and the current VP will draft recommendations for faculty representation on those search teams.
3. After discussion it was agreed that President White would draft a memo/protocol for bidirectional interaction with the California Tribal Council, which will be housed at WCC this semester and perhaps beyond.
4. President White informed us of a proposal to shift the lead for the Lake Middle College High School from an interim faculty position to an interim director position.
5. We discussed a bevy of technology issues (classroom tech, lack of WCC budget for tech, website accessibility...). I will carry most of the concerns to meetings with the Chancellor and to DCAS.
6. WCC will establish a more formal process for sharing information from/with YC regarding pathways work. We discussed our status relative to pathways and strategies for meeting the March deadline for plan submission to the CCCCCO.
7. We discussed details relevant to the first meeting of Pie, which is next Friday from 10-11. It will typically meet on 1st and 3rd Fridays from 10-12, but the first meeting will be short to accommodate a long Schedule Criteria Committee meeting on the same day.
8. President White shared a flier that are to become posters detailing the WCC Action Plan from the EMP. The posters will be widely distributed in the near future. There will also likely be a morphing from CbD language to pathways language in the near future.

Accreditation Steering Committee (11/9) – I missed this meeting due to a conflict with meeting with the VCEP

DCAS (1/18) – Highlights:

1. We had extended conversations about AP/BP 5140 and 5141.
2. We agreed on what work is ready for senate consideration.
3. YC Senate President Kemble will form notes on process for situations where the two senates disagree.
4. The work of the Sabbatical Task Force II is awaiting some revisions from FA-YCCD.
5. We received updates regarding Accreditation work and pathways work at each college.

Senates/VCEP Meeting (1/25) Highlights:

1. We agreed on next steps for assessing the pilot faculty-evaluation process.
2. We adjusted the proposed process for averting and reconciling situations where the two senates disagree. The process now moves to the senates for information.
3. We briefly discussed strategies for accelerating work on AP/BP revisions.

Miscellany

1. I attended a joint ASCCC, CMC³ task force meeting focused on AB 705 and CSU Eos 1100/1110.
2. The District Math Department meeting focused on AB 705. Decisions from that meeting will soon be disseminated to counselors and faculty members in disciplines with math prerequisites.

WCC Abbreviation & Acronym Code Breaker

(updated Spring 2018)

Acronym	Description	Notes:
A&R	Admissions and Records	
ACCJC	Accrediting Commission for Community and Junior Colleges	the body renews accreditation for California community colleges (and others)
AEBG	Adult Education Block Grant	funding stream for community colleges and school districts to coordinate/reshape/enhance educational opportunities for adult learners
ALO	Accreditation Liaison Officer	the administrator who leads the accreditation process at a college; in our case the Vice President of Instruction, Dr. Konuwa
AP/BP	Administrative Procedure/Board Policy	the latter are the big ideas that dictate how the district and colleges operate, the former provide details; these can be found at BoardDocs on the district website; the APs and BPs in Section 4000 dealing with Academic Affairs (i.e., teaching related procedures) are
ARC	Academic Reading Center	no longer existing location for drop in help with reading across the curriculum; now part of RAWC in the Student Success Center
ART	Accreditation Response Team	former group that worked on WCC's response to the last set of ACCJC recommendations
ASC	Accreditation Steering Committee	Committee overseeing WCC's accreditation processes (writing the self-evaluation, coordinating with district services...)
ASCCC	Academic Senate for California Community Colleges	state-wide academic senate which holds Plenaries, institutes, and regional meetings designed to enhance all issues that are 10+1; also represents all 114 California Community Colleges in dealing with the Chancellor's Office, the Board of Governors and other entities
AST	Administrative Support Team	the administrative assistants of the college's administrators
ASWCC	Associated Students, Woodland Community College	the student governance body, appoints students to committees and approves club charters (there are corresponding ASLCC, ASCCC, and ASYC, for Lake, Colusa, and Yuba students respectively)

Acronym	Description	Notes:
BOG	Board of Governors	the body that governs the 114 California community colleges; locally most often mentioned in association with fee waivers for students
BOT	Board of Trustees	The body that governs YCCD
BP	Board Policy	See AP/BP
BSI	Basic Skills Initiative	funding stream focused on serving students in remedial classes; a former WCC committee that made recommendations regarding use of the funds (now part of our Student Success Committee)
C.A.R.E.	Cooperative Agencies Resources for Education	
CalWORKs	California Works Opportunity and Responsibility to Kids	
CAT (former CRC)	Communication and Technology (formerly Communication Resource Committee)	replaces CRC and adds Technology issues to its purpose and may become a workgroup of PIE
CbD	Completion by Design	an initiative aimed at increasing student success and completion; the new EMP is being built with CbD as a framework
CBO	Chief Budget Officer	Position replaced/elevated by VCAS
CCC	Colusa County Campus	satellite campus of WCC located in Williams, 40 minutes north of WCC on I-5 (formerly CCOF, for Colusa County Outreach Facility)
CCCCC (5C)	California Community College Curriculum Committee	subcommittee of ASCCC
CCCCO	California Community College Chancellor's Office	
CEO	Chief Executive Officer	for YCCD, the Chancellor
CHEX	Chancellor's Executive Committee	group that is now referred to as Cabinet and includes top district and college administrators
CIO	Chief Instructional Officer	
CLAS	(not quite sure)	
COCI	Chancellor's Office Curriculum Inventory	the State Curriculum Inventory
COR	Course Outline of Record	document that defines the content of courses at community colleges
CSEA	California School Employees' Association	Bargaining unit for YCCD classified staff
CSU	California State University	
CTC	California Tribal Council	
CTE	Career & Technical Education	a division at WCC
CTO	Chief Technology Officer	
DC3	District Consultation and Coordination Council	the council has broad representation and makes recommendations to the chancellor; updated name for the group is District Consultation Council

Acronym	Description	Notes:
DCAS	District/College/Academic Senate Leadership Group	– membership consists of the chancellor, vice chancellor, senate presidents, college presidents, senate VPs, college VPs; coordinates matters under 10+1 within the district
DCC	District Curriculum Committee	reports to DCAS
DE	Distance Education	
DIG	Data Inquiry Group	group tasked with exploring and defining data needs and structures at WCC
DSET	District Services Executive Team	consists of Chancellor, the CBO, CTO, HR Director, Maintenance & Operations Director, and Director of Grants & Research Development
DSPS	Department of Supportive Programs and Services	
EMP	Educational Master Plan	document that should drive WCC's direction and planning
EOPS	Extended Opportunity Programs and Services	
EP	Extra Pay	classes taught beyond load
ESA	Educational Supervisors' Association	bargaining unit for administrators
ESL (VESL)	English as a Second Language (Vocational ESL)	Programs and courses for students for whom English is not their native language
FaLaHum	Fine Arts, Language Arts, and Humanities	division at WCC
FA-YCCD (formerly YCFA)	Faculty Association – Yuba Community College District (formerly Yuba College Faculty Association)	bargaining unit for full-time faculty in the district
FLEX	Flexible Calendar Program	
FSAPC	Faculty, Staffing, Administrative Planning Committee	Committee purposed with ranking full-time faculty requests, developing similar processes for staff and administrative needs, and updating WCC's 5-year staffing plan
FTE, FTEF, FTES	Full Time Equivalent, Full Time Equivalent Faculty, Full Time Equivalent Students	
FYE	First Year Experience	program focused on increasing student success and retention for new students at WCC
HSI	Hispanic Serving Institution	designation that allows colleges to receive or compete for certain funding streams; WCC is an HSI
IEPI (RPT)	Institutional Effectiveness Partnership Initiative (Resource Partnership Team)	
ISER	Institution Self Evaluation Report	new acronym term for the self-study the college submits to ACCJC
LAC	Library Advisory Committee	Subcommittee of the senate purposed to review library processes and make

Acronym	Description	Notes:
		recommendations to Dean of Student Success & Institutional Effectiveness
LCC	Lake County Campus	a center of WCC located in Clear Lake
MESA	Mathematics, Engineering, Science Achievement	Program to support student achievement in mathematics and the sciences
MOU	Memo of Understanding	
OEI	Open Education Initiative	effort to coordinate online offerings at community colleges across districts throughout the state
OER	Open Education Resources	resources (primarily texts) at no cost
PC	President's Cabinet	WCC's administrative team
PCAH	Program and Course Approval Handbook	State level curriculum document that defines policies for curriculum
PIE	Planning and Institutional Effectiveness	Newly formed WCC committee bringing together committees with planning and institutional effectiveness charters (Scheduling, Budget & Planning, PRVT, FSAPC, SLO, CAT(?))
PRVT	Program Review Validation Team	group tasked to review program reviews at WCC, provide feedback, and forward recommendations to the WCC Budget and Planning committee
RAWC	Reading and Writing Center	academic support service that combined the former ARC with part of the former WAM
SCC	Schedule Criteria Committee	committee charged with developing schedule, enrollment management, and processes for expanding/contracting course offerings
SI	Supplemental Instruction	
SLO <ul style="list-style-type: none"> • iSLO • pSLO (SAO, SSO) • cSLO • AUO 	Student Learning Outcomes <ul style="list-style-type: none"> • Institutional Student Learning Outcomes • Program Student Learning Outcomes (may also be known as a Service Area Outcome, or Student Service Outcome) • Course Learning Outcomes • Administrative Unit Outcomes 	
SSSP	Student Success and Support Program	funding stream that replaces Matriculation
TOP Code	Taxonomy of Programs	
TracDat		software currently used for program reviews and SLO tracking at WCC

Acronym	Description	Notes:
TRiO (UB, ETS, SSS)	Not an acronym; the name was selected because there were originally three programs under the umbrella of TRiO (Upward Bound, Educational Talent Search, and Student Support Services)	federal collection of eight programs that provide services for individuals from disadvantaged backgrounds
UC	University of California	
VCAS	Vice Chancellor, Administrative Services	
VCEP	Vice Chancellor, Education and Planning	
WAM	Writing and Math (Center)	former academic support service parts of which now are in the Student Success Center
WASC	Western Association of Schools and Colleges	the body that accredits mostly 4-year institutions in the western US
WCC	Woodland Community College	sometimes used to represent Woodland Community College and all its sites; other times to represent just the main campus located in Woodland
WSCH	Weekly Student Contact Hours	
YC	Yuba College	sometimes used to represent Yuba College and all its sites; other times to represent just the main campus located in Marysville; once the only college in the district, but as of 2008, WCC's sister college
YC-AFT	Yuba College – American Federation of Teachers	bargaining unit for part-time faculty in the district
YCCD	Yuba Community College District	
YC-POA	Yuba College –Police Officers' Association	bargaining unit for YCCD police officers