



Academic Senate Meeting Minutes

Date: Friday, January 27, 2017

Time/Location: 1-3 PM / WCC Room 113

Senate Roles and Responsibilities (The 10+1)

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| <ol style="list-style-type: none">1. Curriculum, including establishing prerequisites and placing courses within disciplines.2. Degree and certificate requirements3. Grading policies4. Educational program development5. Standards or policies regarding student preparation and success6. 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 reports8. Policies for faculty professional development activities9. Processes for program review10. Processes for institutional planning and budget development11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate |
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Senators: **Matt Clark** (President), **Donna McGill-Cameron** (CTE), **Doug Stone** (WCC Part-time), **Jaya Shah** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Pam Geer** (CCC & LCC Part-time), **Christopher Howerton** (VP, At-large), **Jose Vallejo** (Student Services), **Mike Papin** (LCC)

Ex-officio Members: **Ali Harder** (ASWCC Rep)

Not Present: **Greg Gassman**

Guests: **Todd Sasano**, **Estelita Spears**, **Cheryl Latimer**, **VP Konuwa**

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda - Action		Approve agenda of 1/27/17 (Agenda approved, MSC Howerton/Shah)
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</i>		
III	Approval of Minutes-Action		Review and approve the minutes of 12/9/16 regular meetings.
	<i>Discussion/Decision:</i> 1. Meeting minutes of 12/9/16 approved as amended (MSC Howerton/Geer).		
IV	President's Report - Information/Discussion	Clark	
	<i>Discussion/Decision:</i> 1. See the report attached below. 2. Vallejo notes that YCCD is the only local college district that does not promote tenure track positions for SSSP counselors. 3. Howerton notes that on the topic of the partnership grant, a process is being developed so that information is shared across the campuses. 4. McGill-Cameron notes that there is some confusion regarding professional development, staff development, and flex.		
V	Vice President's Report 1. Committee Appointments – Action 2. Curriculum Update – Information/Discussion 3. Other – Information/Discussion	Howerton	Objective: 1. Appoint faculty members to committees. 2. Receive update on work of the Curriculum Committees.
	<i>Discussion/Decision:</i> 1. J. Brown has been appointed as the IT liaison to the YCCD IT committee. 2. A. Metz is appointed to the flex committee (3 abstentions in the vote) 3. The SLO committee is redesigning its ISO assessment plan. Results will come soon.		
VI	Senate/Committee Reports - Information	Senate	

Discussion/Decision:

1. Stone notes some part timers expressed appreciation that Clark attended the part timers introduction meeting prior to the start of classes.
2. McGill-Cameron states that the CTE division is hoping to expand some of its programs. The DE committee is working on implementing a process for proctoring online classes. Also, she will be attending plenary this year as part of the statewide review task force. In the CTE division, some classes were canceled that had been added by administration and that had been opposed by the division.
3. Ferns reports that the senate elections committee will solicit nominations for the Language Arts, Math and Science, and CCC/LCC at large seats next week, all of which term out this semester. The new terms will be three year terms from 2017-2020.
4. Ferns reports that some instructors in the Language Arts/Fine Arts Division noticed that students had been added to their classes during the first week of the semester without their knowledge. Dean Chahal reported that this was due to a technical issue in the coding of the classes and that it has been addressed through the IT department.
5. Vallejo submits the following written report:
 - Cancellations of classes: The Counseling Secretary has been asked to call student of classes that have been cancelled. The first weeks of school are extremely busy and we need the Counseling Secretary available at the front desk instead of making telephone calls to students from cancelled classes.
 - Administration evaluation process? Will there be tenured faculty on team? We are hearing otherwise.
 - A lot of concerns around evaluation processes not being followed and some faculty being challenged about their professional development activity
 - Attendance at group counseling, a process new students must go through to register minimal. Two sessions had less than three students in them and only 37 new students attended in all of January.
 - Continued errors in SARS scheduling and in scheduling meetings in SARS without consultation by administration
 - Faculty feel bullied and targeted when they attempt to gain clarification or ask questions about meetings, policies, and procedures.
 - Disappointed in the way successes in student services are being reported. Faculty have expressed concern about data collection for years and now it is being presented by administration that the dean has alone increased numbers in our area and only certain statistics are presented.
6. Papin reports that the Calendar Committee will meet on March 3 on the topic of the compressed calendar. At LCC, there may be more retirements coming soon.
7. Shah reports that the Cadaver Room is still not complete. No one seems to know when it will be done.
8. Geer reports that some instructors were not contacted when their classes were canceled. Also, the tentative courses listed in the class schedule were misnumbered. Prerequisites should be listed in the schedule as well to make it clear for students. Communication between administration and instructors also needs to be improved. Geer appreciates the efforts of Dean Lee in meeting with part time instructors during the part time instructor orientation. The WCC part time instructor orientation did not have a good turnout and efforts should be made to improve this.

VII	Ex-officio Reports - Information	Harder	
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	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. All faculty and students are welcome to the ASWCC meetings every first Tuesday at noon in the ME center, room 101. 2. Phi Theta Kappa, an international honor society, needs a faculty advisor. Please contact President White if you are interested in taking this on. 3. There is a blood drive on Monday at WCC. 		
	<p>Resolution Regarding Student Service Participation on Committees – Action</p>	Senate	<p>Background: Connected to disagreement regarding the process of scheduling faculty in Student Services, said faculty are either unwilling or unable (according to admin and faculty respectively) to serve on various committees and participate in college activities.</p> <p>Objective: Second read of the resolution supporting participation of Student Services faculty members on committees and in college activities and debate of adoption.</p>
VIII	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. The revised resolution is attached. <ul style="list-style-type: none"> ➤ Motion to approve the resolution (MSC Geer/Howerton) 2. T. Sasano reports that student services faculty are being treated differently from other faculty. They need approval from the dean to be on committees and have been asked to add time to their weeks if they are on a committee. They are being forced to attend professional responsibility meetings rather than being allowed to select the options that best suit their schedules. Student services faculty want to participate on committees. Some evaluations this past semester focused on committee work of the members inconsistently. 3. E. Spears would like for fairness and consistency across the campus in dealing with faculty and professional responsibility. 4. Clark proposes taking the issues to the YC Senate and FAYCCD to make sure all are treated fairly despite some differences in the contract between student services and academic faculty. 5. T. Sasano notes that the student services faculty at YC are treated differently than those at WCC. The issues at WCC may be somewhat different. WCC student services faculty want to be on committees but they are not able to participate. This does not contribute to student success. We all want what's best for our students. 6. Vallejo notes that if instructional faculty had to request permission for every half hour of their day, more faculty would understand the issue and be concerned. 7. Clark responds that we need a solution for fairness that does what is best for our students and treats all faculty equally. He will forward the resolution to the President White, VP Kono, and the three WCC deans. 		
IX	<p>Use of Non-Tenure Evaluations in Tenure Process – Information/Discussion</p>	Senate	<p>Background: Occasionally faculty members who have been evaluated (using the full-time evaluation process) in positions that are not tenure-track are hired to the same position after the position has been turned into a tenure-track position. Should the previous evaluations be considered and if so to what extent?</p> <p>Objective: Initial discussion of question with intent of eventually forming a position informing DCAS discussions.</p>

	<i>Discussion/Decision:</i>		
	<ol style="list-style-type: none"> 1. The tenure and non-tenure committees could be made up of the same members. If you have gone through 4 years of non-tenure evaluations, would those evaluations be counted for the four years of the tenure track process? This might take away the board’s role in the tenure process and so the board might want to handle this on a case by case basis. Does the senate want a consistent policy for this or should the senate also take this on a case-by-case basis. 2. Papin notes that the process might only be counted for one year. 3. Geer would like to see a consistent policy in place. Vallejo asks whether the Los Rios district has a policy on this. The item will be agendized in the future. 		
X	Bylaws Revisions: Elections – Information/Discussion	Clark, Ferns, McGill-Cameron, Gassman	Background: There are areas of the Senate Bylaws that the senate has deemed problematic regarding elections, most notably, the timing of the elections and the process for electing the senate Vice President and Secretary. Objective: Review recommended changes regarding election to the Bylaws, with the intent to debate adopting at a future meeting.
	<i>Discussion/Decision:</i>		
	<ol style="list-style-type: none"> 1. The revised language is attached. The senate expresses support for the highlighted changes, which clarify the elections process. The senate discussed potential changes in Section 2 that will be made to the highlighted areas. This will be agendized at a future meeting for approval. 		
XI	AP 4300 Field Trips/Excursions and Student Absences– Action	Senate	Background: DCAS has drafted a revision of AP 4300. Objective: Second review of the draft revision with the intent to debate approval.
	<i>Discussion/Decision:</i>		
	➤ Motion to approve the revision to AP 4300 (MSC Vallejo/Howerton)		
XII	Proposed Prioritization Plan for Strong Workforce Funds – Action	Senate	Background: The Chancellor’s Executive Team (CHEX) has drafted a proposal for allocating Strong Workforce funds. DCAS and the WCC Budget and Planning Committee reviewed the proposal. Objective: Debate endorsing the proposal with the intent of providing feedback and informing the WCC senate vote in DCAS.
	<i>Discussion/Decision:</i>		
	➤ Motion to endorse the Proposed Prioritization Plan for Strong Workforce Funds (MSC Vallejo/Howerton)		
XIII	Spring Senate Retreat and Senate Meeting at LCC – Information/Discussion	Senate	Background: The senate has yet to schedule a meeting at LCC or a Senate Retreat for Spring Semester. Objective: Discuss options for both.
	<i>Discussion/Decision:</i>		
	<ol style="list-style-type: none"> 1. The March 10 senate meeting shall be tentatively scheduled to take place at LCC. 2. The spring retreat could take place after a regular meeting or it could be scheduled late in the spring on a different day. 		
XIV	Spring Work Plan and Goals Update– Information/Discussion	Senate	Background: The senate established goals and should review progress. Further, the senate should prioritize its work for the remainder of the Academic Year. Objective: Review the “typos”, with the intent to debate their corrections at a future meeting.
	<i>Discussion/Decision: Not discussed.</i>		
XV	LCC Faculty Members on Committees – Information/Discussion	Senate	Background: The senate made recommendations regarding adding LCC designated slots to college committees. Objective: Review status of LCC faculty integration to college committee structure.

	<i>Discussion/Decision: Not discussed.</i>		
XVI	Faculty Participation on Committees - Discussion	Senate	Background: There has been a decrease in faculty members stepping forward to fill slots on WCC and District committees Objective: Discussion of situation and possible remedies.
	<i>Discussion/Decision: Not discussed.</i>		
XVII	Bylaws Revisions: Clean-up – Information/Discussion	Clark, Ferns, McGill-Cameron, Gassman	Background: Reviewers identified a number of “typos” as part of the process of reviewing and revising the Senate Constitution and Bylaws. Objective: Review the “typos”, with the intent to debate their corrections at a future meeting.
	<i>Discussion/Decision: Not discussed.</i>		
XVIII	Accreditation - Information	Clark, Howerton	Background: Under 10+1, the senate and the trustees will mutually agree on faculty roles relating to accreditation. Objective: Provide an update on the status and timelines for the accreditation process and to report on the work of the Accreditation Steering Committee (ASC).of the changes.
	<i>Discussion/Decision:</i> 1. WCC will have quite a few faculty members attending the February Accreditation Institute.		
XIX	Education Master Plan (EMP) Draft Review – Information/Discussion	Dr. White, Senate	Background: WCC is in the process of updating its EMP. A new draft with College Objectives under a Completion by Design framework is available for feedback. Objective: Review the new draft with focus on the College Objectives.
	<i>Not discussed.</i>		
XXI	Future Agenda Items- Discussion		
	<i>Discussion/Decision:</i>		

Meeting adjourned 1:56 p.m. (MSC Geer/Howerton)

Adopted WCC Academic Senate Goals, 2016-2017			
#	Goal	Who	Status
1	Student Success: Work with the Student Success Committee to identify and address barriers to student success (e.g., counseling availability, course offerings...).	Clark, Vallejo	Ongoing
2	Curriculum: Create catalog/class schedule subcommittee (via curriculum and scheduling committees).	McGill-Cameron, Howerton	Ongoing
3	Lake County Campus (LCC) Transition: Integrate LCC faculty and staff members into the WCC governance and planning structure. Ensure that LCC students are not negatively impacted by the transition.	Clark, Howerton, Papin	In progress. The senate and College Council have filled newly added LCC seats.
4	Professional Development: Build comprehensive annual (or semester long) professional development plans and increase faculty participation in professional development activities.	McGill-Cameron, Clark, Howerton	Preliminary conversations have taken place.
5	Faculty Evaluation: Improve the faculty evaluation process with an increased focus on professional development.	Howerton	In progress. New assessment tool was piloted last year. Team training started this year.
6	Sabbatical Leave: Define sabbatical leave process in light of the multi-college transition and unclear definitions of roles in the current process.	Clark	The Sabbatical Leave Task Force has drafted recommendations; review underway in the senates.
7	Grading Policies: Review, update, and distribute Faculty Handbook.	Clark	DCAS is awaiting work of CLAS

Adopted WCC Academic Senate Goals, 2016-2017			
#	Goal	Who	Status
8	Colusa County Campus (CCC) Planning: Create comprehensive process for CCC scheduling and planning.	Clark, Geer, Vallejo, Papin	Environmental scans (internal and external) have been completed.
9	Revise Senate Constitution and Bylaws.	Clark, McGill-Cameron, Gassman, Ferns	In progress
10	Sustainability and Grant Funding: Define process for seeking grants and sustaining work after grants or categorical funds expire.	Clark	Very preliminary discussions
11	Education Master Plan (EMP): Work with College Council to create the new WCC EMP	Clark, Howerton	In progress; the senate has received and reviewed the second draft of the EMP.
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, faculty training, student training, student supplemental resources, and ensuring regular, instructor initiated contact.	Clark, McGill-Cameron	DE coordinator established; DE Handbook approved; senate DE Subcommittee established.

Draft Counselor Participation on Committees Resolution

Whereas governance committees and college-wide activities both benefit from the diversity offered by a wide cross-section of faculty participation;

Whereas the perspectives and knowledge of faculty members from Counseling, Learning Resources, & Student Services are essential to the work of various committees (e.g., schedule development, Accreditation, SLOs, Curriculum, hiring and tenure evaluation committees); and

Whereas the ability to adequately staff the committees at WCC is adversely affected by the absence of faculty members from Counseling, Learning Resources, & Student Services on committees and at college-wide activities; therefore

Resolved that the WCC Academic Senate affirms the importance of the participation of faculty members from Counseling, Learning Resources, & Student Services on WCC/YCCD committees and in WCC activities; and

Resolved that the WCC Academic Senate urges WCC faculty members from Counseling, Learning Resources, & Student Services and the WCC administration work collaboratively to reach agreement that encourages participation of faculty members from Counseling, Learning Resources, & Student Services on committees and in activities.

ARTICLE III - ELECTIONS

SECTION 1 – Formation and Duties of Election Committee

Election Committee – During the first week of May, the president of the senate shall solicit volunteers from the faculty to serve on an “Election Committee” for the following academic year. The senate shall then select at least three of these faculty members to form the Election Committee. It shall be the duty of this committee to actively seek out qualified candidates to be nominated for all elections. The Election Committee shall follow the procedures below in conducting the election:

1. Set and advertise the dates for nominations and elections.
2. Issue secret ballots.
3. Ensure that each faculty member casts only one vote and ensure that all faculty members in the representative group have the opportunity to vote.
4. Secure the ballot box and tally ballots in the presence of all members of the committee.
5. Report the results of the election in writing to the president of the senate.

SECTION 2 – Election of the President

1. The full time faculty shall elect the president of the academic senate by the end of the first week of February. The new president will assume the duties of president of the academic senate at the **first senate meeting** of the following academic year.
2. Nominations – The vice president at the time of nominations will automatically be a nominee for president if she/he agrees to run. **Other nominations for president are made** by submitting to the Election Committee a petition of nomination signed by not less than ten percent of the full time faculty members including the nominee.

SECTION 3 – Election of Senators Representing Academic Groups

Academic Group 1 shall consist of one representative from each representative area (full-time faculty):

1. Mathematics and Science (astronomy, computer science, ecology, health, life sciences, mathematics, nutrition, physical education (PE), physical sciences, statistics).
2. Language Arts (art, communication studies, English, English as a second language (ESL), foreign languages, humanities, philosophy, reading)
3. Career and Technical Education (accounting, administration of justice (AJ), agriculture, business, culinary arts, digital media, early childhood education (ECE), environmental toxicology, human services, welding)
4. Social Sciences (anthropology, economics, education, ethnic studies, history, psychology, political science, sociology)
5. Counseling, Learning Resources, & Student Services (counseling, Disabled Students Programs and Services (DSPS), Learn, library, student success)

Academic Group 2 (full-time faculty)

1. One at-large senator representing Woodland Community College campus full-time faculty members
2. One at-large senator representing Lake County Campus and Colusa County Campus full-time faculty members

Academic Group 3 (part-time faculty)

1. One at-large faculty member from the Woodland Community College campus
2. One at-large faculty member from the Lake County Campus or the Colusa County Campus

Group members shall nominate from their own group. If a representative area from Academic Group 1 chooses not to elect a representative, then that position will become an at-large position and the person elected to this at-large position will represent all full-time faculty members. If the part-time faculty members at the Lake/Colusa County campuses choose not to elect a representative, then that position will become an at-large position to be filled by a part-time faculty member at the Woodland campus, and this senator will represent all part-time faculty members. Only area senators elected by the means set forth in Bylaws shall be seated.

SECTION 8 – Senate Term Limits

The senate president shall serve a two-year term. The past president shall serve a one-year term, immediately following his or her term as president. All other senators shall serve three-year terms with elections staggered in years as follows:

1. Language Arts/Fine Arts/Humanities –2017, 2020, 2023, 2026...
2. Math/Science –2017, 2020, 2023, 2025...
3. Social Science –2018, 2021, 2024, 2027...
4. Business/Vocational Education –2018, 2021, 2024, 2027...
5. Student Services –2019, 2022, 2025, 2028...
6. At Large Woodland – 2019, 2022, 2025, 2028...
7. At Large Lake/Colusa – 2017, 2020, 2023, 2026...
8. Part-time for Woodland –2019, 2022, 2025, 2028...
9. Part-time for Lake/Colusa –2018, 2021, 2024, 2027...

Group members shall nominate from their own group. If a representative area from Academic Group 1 does not elect a representative, that position will become an at-large position and the person elected to this at-large position will represent all full-time faculty members. If Lake/Colusa part-time faculty members do not to elect a representative, that position will become an at-large position to be filled by a part-time faculty member at the Woodland campus, and this senator will represent all adjunct faculty. Only area senators elected by the means set forth in Bylaws shall be seated.

1. By the end of the first week of February, the Election Committee shall notify those academic groups that are eligible to elect a member from within their unit to serve on the

senate. Only those individuals who meet the criteria for "faculty" as set forth in Senate Constitution, Article III, Section 1, may be elected.

2. The nomination from an academic group may be made by self-nomination or by another member of the representative group, with the consent of the nominee. All nominations shall be submitted to the Election Committee by the end of the second week of February. The Election Committee will hold elections as specified in Bylaws, Article III, Section 1.
3. Faculty shall have 5 working days after the close of nominations to cast their ballots.
4. If a representative area or academic group does not submit a nominee, that position shall be declared an at-large position and the person elected to that position will represent all faculty members.

SECTION 4 – Election of At-Large Senators

1. By the end of the third week of February, the election committee will notify the faculty of open at-large seats and will begin accepting nominations. These include:
 1. The seat(s) reserved for full time faculty.
 2. The seat(s) reserved for part-time faculty.
 3. Any seats that may result from a representative area not nominating a senator to represent it.
2. Nominations for at-large senators will close on February 28 or the first working day afterwards.
3. Faculty shall have 5 working days after the close of nominations to cast their

ballots. SECTION 5 – Nomination and Confirmation of Vice President

Immediately following the election of the new senate, the President will collect nominations for Vice President and oversee a secret ballot vote. In the case of a single candidate, the vote will be to confirm the nominee. Confirmation requires a majority of the votes cast. If the nominee does not receive a majority of the votes cast, the process repeats until the position fills. In the case of more than one nominee, the candidate receiving a plurality of votes becomes the Vice President.

SECTION 6 – Nomination and Confirmation of Secretary

Immediately following the election of the Vice President, the President will collect nominations for Secretary and oversee a secret ballot vote. In the case of a single candidate, the vote will be to confirm the nominee. Confirmation requires a majority of the votes cast. If the nominee does not receive a majority of the votes cast, the process repeats until the position fills. In the case of more than one nominee, the candidate receiving a plurality of votes becomes the Secretary.

Section 7 Ties

In the event that an election results in a tie, the elections committee (President in the case of the Vice President and Secretary elections) will conduct a coin flip to determine the winner.