



Academic Senate Meeting Minutes

Date: Friday, February 10, 2017

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

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 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 |
|---|--|

Senators: **Matt Clark** (President), **Donna McGill-Cameron** (CTE), **Doug Stone** (WCC Part-time), **Jaya Shah** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Greg Gassman** (Social Science), **Pam Geer** (CCC & LCC Part-time), **Christopher Howerton** (VP, At-large), **Mike Papin** (LCC)

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

Absent: Jose Vallejo (Student Services)

Guests: T. Sasano, M. Chahal

Call to order 1:05 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda - Action		Approve agenda of 2/10/17 (Approved MSC Gassman/Geer)
II	Public Comment Closed Session		Guests are welcome to comment on the item that is on the closed session agenda.
	<i>Discussion: No comments</i>		
III	CLOSED SESSION – Shawn Lanier Tenure Recommendation - Action	Senate	Background: The senate shall make a recommendation regarding granting or denying tenure for fourth year probationary faculty members. Objective: Debate Shawn Lanier’s tenure recommendation.
	<i>Discussion/Decision:</i> ➤ Motion to recommend granting tenure to Shawn Lanier (MSC Clark/Gassman)		
IV	Report Out of Action in Closed Session - Information	Howerton	The senate shall report out the results (including roll call voting) of the closed session action.
	<i>Discussion/Decision:</i> Clark Y; Shah Y; McGill-Cameron Y; Howerton Y; Gassman Y; Papin Y; Stone Y; Geer abstain; Ferns Y		
V	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/Decision:</i> <ul style="list-style-type: none"> ➤ T. Sasano reports that he is noticing some trends in Student Services. One is that it appears that program reviews are not being used to make program-related decisions. For some departments, students are being asked about the program and related recommendations rather than referencing data and past recommendations. In addition, the former coordinator and staff were not asked for input. Also, in DSPS, he has been asking for program-related changes of the dean that are not taking place. There are some budget-related issues in DSPS that are not being addressed as well. Instead of reviewing past program reviews, staff have been interviewed for suggestions. Much of the interview process is being conducted by the coordinator of another student services program. DSPS staff is frustrated by lack of attention related to issues regarding compliance and serving students. ➤ On the topic of assigning faculty to committees, the president has suggested that administrators have the right to assign faculty to committees. T. Sasano asks why faculty are being asked to add time to their workday to participate on committees. He has concerns that there are different standards for student service faculty at the Lake/Colusa sites as well as Yuba College. T. Sasano missed a meeting recently due to a student issue and is now receiving questioning from the dean for missing a department meeting. ➤ He recently participated in an evaluation in which the dean focused on the number of appointments the faculty member had as a major part of the evaluation - something that the faculty member cannot control as DSPS is a voluntary program, students cancel appointments, etc. The majority of the feedback of the evaluation focused on the person's lack of committee work even though the person was on multiple committees. ➤ He was recently out of the office and when notifying his Dean, received a note from the dean as to whether it was personal necessity or sick leave. ➤ Finally, he is noticing duties are being taken from full time faculty and being redistributed to classified staff, student workers and part time faculty. Counselors had mentioned to him they have not been included on the bulk of outreach material that has been developed. ➤ FT faculty are content experts, but many responsibilities are being "farmed" out to staff that may not have the experience or expertise to develop material, processes, etc. in isolation. ➤ He expresses disappointment in the lack of collaboration between administration and student services. 		
VI	Approval of Minutes-Action		Review and approve the minutes of 1/27/17 regular meetings.

	<i>Discussion/Decision:</i> 1. The meeting minutes of 1/27/17 are approved (MSC Howerton/Geer)		
VII	President's Report - Information/Discussion	Clark	
	<i>Discussion/Decision:</i> 1. See the attached report. 2. VP Konuwa would like the senate to approve the CWE Handbook. The draft will be distributed soon and we will need to hold a special meeting to approve it prior to our next meeting. 3. The Guided Pathways Technical Assistance Application also needs to be reviewed and approved soon as well. 4. McGill-Cameron requests that the senate agendize the appointment process for coordinator interview committees, as the senate needs to appoint members using a transparent process. 5. There will be an accreditation training at WCC on 3/17/17. 6. LAC met this morning and discussed SLOs. They will be developing them soon.		

VIII	Vice President's Report 1. Curriculum Update – Information/Discussion 2. Committee Appointments – Action 3. Other – Information/Discussion	Howerton	Objective: 1. Receive update on work of the Curriculum Committees. 2. Appoint faculty members to committees.
	<i>Discussion/Decision:</i> 1. Howerton reports that having a second curriculum committee has resulted in positive benefits to the committee. 2. We still need two faculty to participate on the ESL position advisory committee.		
IX	Senate/Committee Reports - Information	Senate	

Discussion/Decision:

Student Services Senate Report (submitted in writing by Vallejo)

- There has been no discussion with management and student services faculty since the resolution regarding committee work, however, some faculty received a memo about committee participation that was confusing and went against the cba. Ultimately the union stepped in to ask that the memo be rescinded. We are not sure why adjuncts received the memo or why some full-time faculty in Student Services did not receive the memo.
 - There is concern that too many adjunct hours are being scheduled. This week there were several days with over 25 open appointments. From Jan 2015 to Jan 2016 there were 1000 unfilled slots but that number doubled to 2000 in the same time period this year. That is at least well over \$100,000 being spent with no service being provided for students. This data does not even include programs outside general counseling.
 - We appreciate that Chris Howerton agreed to provide an SLO training to our department but are disappointed that Student Services Faculty schedules made it difficult to attend.
 - Student Services faculty have not been told anything about administrative evaluations in our service area.
 - Adjunct are being sent to do outreach without any consultation or training with full-time counselors.
 - An adjunct was assigned "financial aid counseling", and full-time counselors have asked several times what that entails and have received no response.
 - We were presented an outline of the Promise Grant and SSSP/Equity expenditures but had no input into the planning of either.
 - Nobody has discussed the IEPI visit with our department and on the agenda for that day it lists "counseling representative." Who is representing counseling?
1. Gassman reports that the Ethnic Studies department is concerned about the lack of department part time faculty for summer classes and that HR did not add a part time faculty job application on the website.
 2. Gassman reports that the Ethnic Studies department would like to have more input when finding part time applicants.
 3. The Ethnic Studies outreach event will take place on March 4 at Pioneer High School.
 4. The Ethnic Studies Department has been invited to participate in Cesar Chavez Day on April 2, 2017.
 5. Ferns reports that members of his division experienced issues regarding getting their texts adequately stocked at the campus bookstore. This is not a new issue.
 6. Ferns reports that the senate elections committee will notify the Language Arts, Math and Science, CCC/LCC divisions this coming Monday as to whether elections will be necessary in those departments. Nominations have been received already in all three divisions. If elections are necessary, ballots will go out by Monday, 2/13/17 and will be due the following Monday. The new terms will be three year terms from 2017-2020.
 7. Regarding the administrator 360 degree surveys that are currently being solicited of faculty members: Ferns states that it appears that only one or a few faculty members have been asked to evaluate each administrator in the district. It seems that a more beneficial evaluation would be to survey each person the administrator supervises anonymously, perhaps through a survey monkey. This would allow for some great positive feedback and give administrators a better sense of their strengths, and they would receive a lot of beneficial feedback that is potentially lost when only one perspective is solicited. For example, when faculty are evaluated, we don't ask them to select one student to take the survey. We do an anonymous survey of all of the members' classes so that all of our students can provide feedback. I find so much great feedback from the people I work with most closely every day to be greatly beneficial in my teaching, and I'm sure administrators would appreciate this same level of positive reinforcement.

	<p>8. McGill-Cameron reports that the DE Committee is making good progress in developing guidelines for online classes.</p> <p>9. McGill-Cameron reports that she and I. Iatridis are organizing the Phi Beta Lambda chapter for the Business Department.</p> <p>10. Papin reports that LCC had a break-in about a week ago, but nothing appears to have been taken.</p> <p>11. Shah reports that a class had a leak in the ceiling. He reported it and it appears to have been repaired.</p> <p>12. Shah reports that UCD will be visiting the cadaver room soon.</p> <p>13. Shah reports that he would like to look into adopting Lab Archive for WCC biology classes.</p> <p>14. Stone would like to see a link on the WCC website for resources for part time faculty.</p> <p>15. Geer would like part time faculty have a role in the administrator evaluations.</p> <p>16. Geer would like to see a part time directory at WCC.</p> <p>17. On the cancellation of classes, Geer would like a transparent and timely process that does not disadvantage part time faculty.</p>		
X	Ex-officio Reports - Information	Harder	
	<p><i>Discussion/Decision:</i></p> <p>1. Harder reports that club day is 2/15/17 in the student perch from 12-1. ASWCC Nomination process is being revised and the timeline will be 2/21-2/24 with in-class presentations. More information is forthcoming.</p>		
XI	Bylaws Revisions: Elections – Action	Clark, Ferns, McGill-Cameron, Gassman	<p>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.</p> <p>Objective: Second review of recommended changes regarding election to the Bylaws, with the intent to debate adopting.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. Motion to adopt the minor edits to the bylaws (MSC Howerton/Geer)</p>		
XII	LCC Faculty Members on Committees – Information/Discussion	Senate	<p>Background: The senate made recommendations regarding adding LCC designated slots to college committees.</p> <p>Objective: Review status of LCC faculty integration to college committee structure.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. The senate needs to review the recommendations made and ensure that members from LCC are integrated on the necessary committees. Papin reports that LCC members are on at least 4 WCC standing committees already. A few members at LCC are not on any WCC standing committees. LCC would like to see someone on the diversity committee and the safety committee. Howerton notes that we have more than 70 faculty slots on committees.</p>		
XIII	Spring Senate Retreat – Information/Discussion	Senate	<p>Background: The senate has yet to schedule a Senate Retreat for Spring Semester.</p> <p>Objective: Discuss options.</p>
	<p><i>Discussion/Decision:</i></p>		
XIV	Spring Work Plan and Goals Update– Information/Discussion	Senate	<p>Background: The senate established goals and should review progress. Further, the senate should prioritize its work for the remainder of the Academic Year.</p> <p>Objective: Review the “typos”, with the intent to debate their corrections at a future meeting.</p>
	<p><i>Discussion/Decision: Not addressed.</i></p>		

XV	Statement of Concern Regarding UC/CSU Tuition Increases - Discussion	Senate	Background: The UC system announced tuition increases and the CSU system might soon follow. Objective: Discuss the possibility of drafting a resolution of concern or opposition due to the potential impact on WCC's students
	<i>Discussion/Decision:</i> 1. The senate will review and discuss in a future meeting. Senators should poll their constituents.		
XVI	Use of Non-Tenure Evaluations in Tenure Process – Information/Discussion	Senate	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? Objective: Initial discussion of question with intent of eventually forming a position informing DCAS discussions.
	<i>Discussion/Decision: Not addressed</i>		
XVII	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: Not addressed</i>		
XVIII	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>Discussion/Decision: Not addressed</i>		
XIX			
XX			
	<i>Discussion/Decision:</i>		
XXI	Future Agenda Items- Discussion		Dual Enrollment Pathways, Convocation, WCC Student Probation Processes, College Catalog, SSS Priorities, CCC, ADA in the Classroom, Student Services Update
	<i>Discussion/Decision:</i>		

Meeting adjourned (Gassman/Papin)

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.

Adopted WCC Academic Senate Goals, 2016-2017			
#	Goal	Who	Status
			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
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.

President's Report
February 10, 2017

DC3 (1/31) – Highlights:

1. [I will be arriving to DC3 late this semester.] I missed the review of the draft board agenda. When I arrived there was a discussion regarding location of Board meetings (based on an email I sent the chancellor following up on an observation/question from Kevin Ferns). The Board will consider changing the date of the LCC and the WCC meetings in the 2017/18 meeting schedule.
2. Chancellor Houston shared information regarding the Governor's budget proposal. The proposal is conservative and has no increases for BSI, SSSP, or SEP. The proposal only funds 5 of the 29 buildings on the state CC buildings list. Initial conversations with legislators regarding the awkward position this puts small districts with recently passed bonds were promising. The proposal does include a base enhancement (to offset CalPERS increases) but more CalPERS increases are expected.
3. AP 5010, Admissions, was found to be out of compliance. A hastily revised version was approved by the Chancellor, but DCAS will now conduct a deeper review of the AP.
4. There was a heated exchange regarding the Noel-Levitz survey results. The Chancellor expects each college to use as they see fit. I suggested that if both colleges found common concerns that perhaps they (and the district) should consider joint remedies. Kemble acknowledged the YC has too much on its plate right now to work on their results. That is likely true at WCC as well, but we should consider if we want to follow-up and if so in what venue. The survey will be administered again this semester.

Meetings with WCC Administration

(2/7) – Highlights:

1. We discussed the Promise Innovation Grant the college submitted and some related lessons learned. We also received some information about a \$40k Makerspace planning grant the college received. There is a new district level employee that will be a resource to both colleges and the district for pursuing grants. We will be asking her to attend a near future B&P meeting to share our needs with her and to hear how she envisions her role for WCC.
2. We discussed the status of several positions: English at LCC, math at LCC, psychology at LCC, math IA at WCC, and an ESL leader at WCC.
3. Currently FTES is up at WCC and CCC, but down a bit at LCC.
4. We received a paper from the RP group regarding Dual Enrollment. I will distribute soon and we will review and discuss at a future meeting.

(1/31) – Highlights:

1. President White shared that the memo aimed at improving the scheduling issue in Student Services had been sent out and the administration was awaiting feedback.
2. We discussed the request from LCC to repurpose the position that will be vacated by Heidi Morgan's retirement into a math position with assignment split between LCC and CCC. FSAPC will consider options and LCC will be asked to run psych and math through an abbreviated version of our staffing process. President White also shared a document used at another college to vet positions. He asked Executive Dean Lee to use the positions as a test of the document. FSAPC will look at the new document to consider how it meshes with our current request/matrix process.
3. Regarding the Promise Innovation grant writing, WCC is in a holding pattern awaiting discussions at YC to jointly pursue.
4. We received enrollment updates. The Chancellor/Board will ask each college to create comprehensive enrollment management plans.
5. The current plan is to use SWF monies to hire a CTE dean and a faculty position (likely Ag). We also discussed the adjusting of the Ag job announcement. A culinary position will likely be sought later than anticipated due to the Governor's proposed budget.

Accreditation Steering Committee (2/9) – Highlights:

1. Our steering committee and YC's equivalent had a joint meeting with district colleagues to discuss work on Standard III, most of which is focused on district functions (HR, facilities, budget, and technology). Aggressive timelines have been established with a target of having a first draft at each college by the end of this semester (the self-study will go to the Board of Trustees in June, 2018!).
2. President White has drafted a template that will be used at WCC (and likely at YC and the district) to facilitate the writing process.

DCAS (2/2) – Highlights:

1. We spent considerable time discussing the need for a process for sharing curriculum between the two colleges.
2. We agreed that district coordination of the colleges' accreditation self-studies would occur with the ALOs reporting to the Chancellor's Cabinet and then reporting out to DCAS.
3. We had a very disheartening discussion regarding sabbatical. At this point, suffice it to say that the district and the senates are not seeing things the same.

Board of Trustees (2/9) – Highlights:

1. Chancellor Houston approved both sabbatical requests that the Sabbatical Leave Committee had recommended. A message of thanks from one recipient led to some awkward questions from some trustees.
2. Neelam Canto-Lugo was recognized by the Board for an award she received for volunteer work focused on improving the lives of women and children in Nepal.
3. I made it to the meeting early and toured the new District offices. I also met the new district employee charged with grant writing coordination.
4. The chancellor reported that district FTES at P2 were reported as flat.

College Council (2/3) – Highlights:

1. We finished work on draft Mission Statements for the three sites by reviewing the LCC version and testing it against accreditation standards.
2. We briefly reviewed the draft EMP and continued discussing strategies for widely disseminating the objectives.
3. We reviewed the Operating Agreement for the Safety Committee and made some suggestions for changes. We also discussed having the college and senate presidents meet with the Diversity Committee chair to refocus some of that committee's work.
4. The possibility of a joint meeting with the senate to discuss an Institutional Effectiveness Committee was raised. (A later email suggested March 17th as a possible date.)
5. We discussed the committee structure at WCC. We tentatively agreed to have a joint meeting with the senate on January 20 to look at a draft of an Institutional Effectiveness Committee (IEC) which would merge a number of planning committees. We further discussed working with the Diversity Committee to focus on hiring and retention practices. It was mentioned that we also haven't heard anything about the promise that the District Technology Committee would be reformed, but agreed when it does, CAT should provide a connection and the DE likely should as well.

B&P/PRVT (2/3) – Highlights:

1. I reported that the Chancellor has suggested moving the budget processes work from DC3 to DCAS.
2. The college is attempting to hire an additional Admin II whose duties would include minutes for a number of committees.
3. The district received \$40k less than anticipated in the regional share of SWF monies. Strangely the reduction was split evenly between WCC and YC.
4. We reviewed the Instructional Equipment list, in the light of more monies being accessible post elections. The next phase of the Student Success Center is top on our second tier.

Miscellany

1. Christopher and I met with YC Senate President Kemble and FAYCCD leadership (Mathews, Ferns, and O'Keefe-Schwering) to initiate regular meeting regarding joint senate and bargaining unit issue. We went through a list of topics and provided a little background on each. The topic we spent the most time discussing was the Academic Employee Handbook, more because of the processes around its work than the document itself. Regarding coordinator positions at WCC there was a question raised about the process of forming interview committees that the senate should discuss.
2. I will meet with the IEPI team visiting campus on Monday for an initial visit regarding distance education.
3. The Schedule Criteria Committee met and reviewed the LCC and CCC Summer and Fall schedules. Work on the WCC schedules will take place electronically.
4. In response to my report to the board I received an email opining that the district loses part-time faculty to surrounding colleges because pay in our district for part-time faculty members is lower.
5. Papin confirmed that a March 10 senate meeting at LCC will not conflict with other LCC 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 **on July 1, following the election.**

[Current language - *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.

[Current language - *may also be made*]

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/Art –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.

[Current language - As soon as the new senate has been elected, it shall elect one of its members to the office of vice president. The senate shall vote by secret ballot to confirm the

nominee. Confirmation requires a majority of the votes cast. If the nominee is not confirmed, the senate shall submit another nomination. This process will continue until a vice president is elected.]

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.

[Current language – There is no current language.]

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.

[Current language – There is no current language.]

Section 8 Contested Elections

In the case of a contested elections, the Election Committee shall ask each candidate to provide a short statement of the candidate's background and the candidate's reason(s) for seeking the seat. The Election Committee shall distribute all submitted statements with the ballots for an election.

[Current language – There is no current language.]