



Academic Senate Meeting Minutes

Date: Friday, March 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 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) (Via Polycom), **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) (Via Polycom), **Jose Vallejo** (Student Services), **Mike Papin** (LCC) (Via Polycom)

Ex-officio Members: Katie (ASWCC Designee)

Absent: None

Guests: Breann James, Brandi Asmus

Call to order 1:10 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda - Action		Approve agenda of 3/10/17 (MSC Geer/Howerton)
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: No comment</i>		
III	Approval of Minutes-Action		Review and approve the minutes of 2/24/17 regular meetings.
	<i>Discussion/Decision:</i> Approve the minutes of 2/24/17 as amended (MSC Gassman/Howerton)		
	Course Outline Revision Policy – Information/Discussion	Clark, Howerton	Background: The WCC Curriculum Committee recently approved a policy for revisions of CORs and forwarded the policy to the senate for approval. Objective: First read of the policy with the intent to provide feedback and possibly debate adoption at the March 24 senate meeting.
IV	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. B. Asmus reports that Title V requires that courses remain in compliance with the review cycle. There have been challenges in this implementation. The Curriculum Committee looked at various models throughout the state and eventually settled on one. There will be some changes to the process that will be integrated with program review, and we need to consider whether some of the program review/course outline timelines need to be revised to better sync going forward. The accreditation process needs to be considered as this process moves forward as well. 		

V	President's Report - Information/Discussion	Clark	
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> Clark reports that he has enjoyed his time today at LCC and he looks forward to addressing some of the issues he has heard from LCC faculty. See the attached report. 		
VI	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> <ol style="list-style-type: none"> Howerton reports on three big curriculum committee changes. One is AP credit for course equivalencies. These need to be addressed among individual departments. The curriculum committee will be following up. There are variations across the state in the way the AP credits have been applied, and the key will be consistency as we begin to implement this. Another issue from the curriculum committee is credit by examination. We need to identify which courses this will be possible for and how it will be applied across the board. The Curriculum Committee is currently looking at examples of how Service Learning is being woven into the curriculum at other colleges. N. Kirschner is appointed to the CTE Dean advisory committee. E. Spears, L. Deniz, and J. Shah are appointed to the CalWorks 60% counselor advisory committee. J. Shah is the co-chair. M. Clark, M. Papin, and P. Bordisso are appointed for the full time tenure track Math faculty (at LCC/CCC) advisory committee. P. Bordisso is the co-chair. D. Stone is appointed to the HR position advisory committee (provided part time faculty are allowed to participate). There will be an accreditation training next Friday, 9-12, with food, in room 852. Please attend! The annual ACCJC report is due at the end of March. 		
VII	Senate/Committee Reports - Information	Senate	
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> Papin reports that the compressed calendar might allow for more opportunities for professional development and increased FTES. There does not appear to be strong support at the district level for the switch, nor does anyone appear to be making a cohesive argument for moving to the compressed calendar. McGill-Cameron reports that she and I. Iatridis attended a Makerspace meeting recently and is working on some exciting collaborations. Stone reports that March is Women's History Month and WCC was recognized at a recent community event. Shah reports that he attended a very effective regional student services meeting this morning. Student Services Report from Vallejo (submitted in writing): <ol style="list-style-type: none"> Thank you to the Senate for reporting the Counselor Resolution to the board last night. Regional Counselor Meeting took place this morning. This is our annual meeting that we have with our Region High School Counselors. We have some counselors that attend who are out of our region, but they have requested to be included. We are still waiting for information about the Student Services Dean evaluation, who can serve (full time, tenure etc.) and who selects participants. We have 189 open appointments in 9 days since the last Senate meeting. Still waiting for a follow up from Administration about addressing the concerns in student services. 		

	10. Students workers have access and can adjust our schedules, but faculty do not have such access.		
VIII	Ex-officio Reports - Information	Harder	
	Discussion/Decision: 1. Katie reports that students taking classes on Saturdays don't have access to much of the campus. Additionally, ASWCC would like for the clubs to have better access to faculty to enhance campus community. Finally, student workers in Student Services are quitting because they are receiving late payments. Katie herself last received a paycheck in November 2016.		
IX	Senate Assessment – Information/Discussion		Background: To date, the senate has not regularly assessed its performance. Objective: Discuss the following questions: (1) How often should the senate assess its work, (2) Should assessments be internal, external, or both, and (3) Should the senate assess the work of the Curriculum Committee, the DE Committee, and the LAC? Further, begin a dialogue regarding the components of an assessment.
	Discussion/Decision: 1. Clark notes that we assessed the senate internally/informally 3 to 5 years ago. Stone asks whether other senates have policies regarding self-evaluation. Howerton indicates that self-assessment is good best practice.		
X	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.
	Discussion/Decision: 1. Vallejo notes that most of these positions are in Counseling. Because of the potential variations in the job duties between various jobs, particularly in Student Services, Vallejo recommends dealing with these on a case by case basis. Stone indicates it is not fair to make someone go through an additional four year process if they had been evaluated the previous 4. If a member has been evaluated one or more years, the senate may be able to recommend that they receive at least one year of credit in the tenure process if it is for the same job description. Clark and Vallejo will work on this.		
XI	Spring Senate Retreat – Information/Discussion	Senate	Background: The senate has yet to schedule a Senate Retreat for Spring Semester. Objective: Discuss options.
	Discussion/Decision: This will take place the last senate meeting before finals, on May 12 from 1-5.		
XII	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 of the senate goals for 2016-2017 and calendaring of items for remaining agendas.
	Discussion/Decision: All senators with goals should send your status to Clark.		
XIII	Accreditation Update - 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 report on the work of the Accreditation Steering Committee (ASC).
	<i>Discussion/Decision: Not addressed</i>		
XIV	Spring/Summary ASCCC Events and Senate Budget Update – Information/Discussion	Senate	Background: Upcoming ASCCC Events include: Spring Plenary (4/20-22), CTE Leadership Institute (5/5-6), Leadership Institute (6/15-17), and Curriculum Institute (7/12-15). Objective: Discuss optimal attendance at these events and updates on the senate budget to support attendance.
	<i>Discussion/Decision: Not addressed</i>		
XV	Education Master Plan (EMP) Draft Review – Information/Discussion	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>		
XVI	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: Not addressed</i>		
XVII	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 addressed</i>		
XVIII	Interview Committees for Coordinator Positions and Senate Appointments – Information/Discussion	Senate	Background: The FAYCCD Bargaining Agreement states that interviews for coordinator positions shall include “...at least two (2) faculty appointed by the Academic Senate”. Objective: Consider options for appointing faculty members to coordinator interview committees.
	<i>Discussion/Decision: Not addressed</i>		
XIX	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: Not addressed</i>		

Meeting adjourned 3:00 p.m.

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.

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

WCC Curriculum Committee
5-Year Academic Revision (Policy)
2-Year CTE Revision (Policy)

References: Education Code 78016; Title 5, §55003; Standard IIA.2(e), ACCJC

All course outlines are revised on a 5-year cycle from academic programs, and on a 2-year cycle from CTE programs that have prerequisites outside of discipline. At convocation, the curriculum committee will provide a list of courses up for review the following year. This list will be available to the public on the curriculum committee webpage. Originators should work with their division curriculum representatives to ensure that the course outlines are completed and submitted by the deadline. Meeting the curriculum deadline means completion on both of these tasks:

1. You have finished revising and submitting your course in the College Curriculum Management System (Curricunet), and followed up on any recommendations from the curriculum committee (you will receive an email from Curricunet); and
2. You have verified that your course was approved by the curriculum committee, and was published in the Board of Trustees agenda.

*Course outlines that are not submitted after 5-years for academic programs, and 2-years for CTE programs that have prerequisites outside of discipline, will be submitted for inactivation. Faculty need to abide by Ed Code, Title 5, and ACCJC standards for their programs to validate the content in their programs, to make students successful.

Requesting an Extension to Deadline: Under extenuating circumstances, departments may request up to a one-year extension (offered 1 semester at a time) to the 5-year / 2-year review cycle that have prerequisites outside of discipline. To request an extension, a memo must be submitted by departmental faculty to the curriculum committee with the request and indicate the reason the request is being made. Upon notification of the dean of instruction and submission and approval by the curriculum committee, the department will be granted an extension and will be expected to submit the revised course outline by the new given deadline date, or have the course submitted for inactivation.

Once a course is inactivated, it may NOT be offered. Every department/division has the opportunity to reinstate any inactivated course by revising and updating the course outline and submitting it as a "new course" to the curriculum committee for review and inclusion in a subsequent catalog year.

All courses are due for revision every 5 years / 2 years, if you have no changes to the course, you would still need to complete the minimum below:

- Update textbook (if a new edition is available)
- Change the effective year in the college Curriculum Management System (Curricunet)
- Update SLO's in Curricunet based on the course having gone through at least one assessment cycle in the past 5 years or 2 years
- Validate GE and Articulations
- Validate Prerequisites (if present)

SENATE ROLES AND RESPONSIBILITIES (THE 10+1)

President's Report
March 10, 2017

Board of Trustees (3/9) – Highlights:

1. Congratulations to Shawn Lanier at WCC and to Christopher Noffsinger, Shawn Frederking, and Philip Milks at YC! The trustees granted tenure to all four tonight. There was no drama like we had two years ago, but Board President Pasquale did talk to Kemble and me after the meeting to get our thoughts on to what extent the evaluation process was improving.
2. During my report to the board, there was strong concern voiced that the situation in Counseling, Learning Resources, and Student Services, that led to the senate resolution I presented had been going on much too long. The Chancellor told the trustees that the situation will be resolved soon.
3. Trustees Sandy and Tafoya reported that they had attended the Ethnic Studies Summit last weekend and Tafoya suggested that it would be nice to hold the event at WCC in future years. There was a report from the VPs at each college regarding the status of work on the accreditation process. Trustees Hasteley and Sandy expressed confidence that the colleges are in a much better place than they were at the same time in the previous cycle.
4. FAYCCD President Mathews, in Public Comment, expressed dissatisfaction with communication from the district regarding early retirement incentives for tenured faculty members.

Meetings with WCC Administration

(2/28) – President's Cabinet joined the college/senate leadership to continue work on the California Guided Pathways Project Application.

(3/7) – Highlights:

1. The senate leadership requested that a well-defined organization chart be created and disseminated around the hiring of a CTE dean. There are already situations where faculty members are unclear to whom issues should be directed and a new dean could further muddy the situation. The administration reported that they are already working on such an organization chart in President's Cabinet and will share fairly soon.
2. We confirmed that an additional faculty member would be added to the CTE dean search committee. Nili Kirschner will join the three members we appointed at the last senate meeting. We also agreed that it would be a good idea to establish search committee faculty membership for future administrative hirings, as a process instead of deciding on faculty membership when positions open. WCC will also be seeking a Matriculation officer soon.
3. We discussed myriad issues related to full-time faculty hiring. Consistent with Chancellor Houston's vision for faculty enhancement monies and full-time faculty growth, it is anticipated that there will be new hires in 2018-19. It is therefore essential that we use the remainder of this year and Fall of 2017 to put together a thorough prioritized list of full-time faculty needs. Feeding that list will be a mix of work to date, a careful review of enrollment management, our EPM, and possible building addition to WCC. We agreed that the Schedule Criteria Committee will begin enrollment management discussions after the Summer/Fall Schedule go to print.
4. We touched basis on the search committees for the LCC English position and the LCC/CCC math position.
5. The administration provided the senate leadership with document that details the Federal Work Study Process at WCC, but we did not have time to discuss the details.
6. The administration also provided us with a plan for dealing with SWF funds in light of a prompting from the Chancellor to not use portions of the regional allocation for ongoing expenses.

Accreditation Steering Committee (3/9) – I missed this meeting.

DCAS (3/2) – Highlights:

SENATE ROLES AND RESPONSIBILITIES (THE 10+1)

1. Houston reported that the vacant CBO position will be reclassified to make the position more competitive.
2. The WCC Curriculum Committee has asked DCAS for guidance regarding Service Learning. Houston suggested that perhaps CWEE would be the place to begin that conversation.
3. I requested that if possible the colleges' CWEE plans make the March board agenda. Efforts will be made to see if that is possible.
4. We discussed the \$100k that was set aside from the Faculty Enhancement money for FT professional development. Houston reported that the board wants to support faculty growth in ways that improve student outcomes. The senates expressed concern regarding who-would and how-to define which activities would be deemed to do so. Connected to this conversation, we also discussed the need to enhance senate budgets at each college to support healthy attendance at ASCCC events. I will work with Kemble to forward a request for a budget that will fund such events for the remainder of this fiscal year and a proposal for an amount to fund next year's events through DCAS to Interim CBO Skelly. Also, related to this item, the Chancellor asked that DCAS receive an update from DSET on the status of various master plans (the HR Master Plan, being most closely connected to the topic at hand).
5. We discussed the possibility of using "intent" to allocate other funding streams in a manner similar to what we are doing with the SWF monies as a proof of concept. In this discussion, the Chancellor said that the colleges should not make ongoing commitments from the regional share of the SWF funds. This will cause WCC to reconsider how it will fund the CTE dean. Both senates will explore the intent question within the senate and through their respective budget committees.

College Council (3/3) – Highlights:

1. VP Konuwa gave an accreditation update which included: (a) ASC has met with District Services staff to define expectations regarding work on Standard III, (b) WCC co-chairs Konuwa and Brown will begin regular meetings with their counterparts from YC, (c) all WCC governance committees are asked to have accreditation as a standing item on their agendas, (d) there will be a college-wide accreditation event the morning onf March 17, and (e) all Standard teams are encouraged to seek broad representation and participation.
2. We reviewed the operating agreement for the Safety Committee and suggested that they add at least one membership slot for LCC participation.
3. Dr. White has distributed the WCC, LCC, and CCC draft versions of our Mission Statements, requesting feedback. The work will be presented to the Board of Trustees at the April 13 meeting, so it was decided to set April 6 as a hard deadline for feedback.
4. Dr. White has also distributed the Entry Phase of the EMP for feedback. It was suggested that the feedback process be accelerated.
5. I reported that in PRVT/B&P it was decided that the college and senate leadership would work to draft an operating agreement for an Institutional Effectiveness Committee (IEC), combining Schedule Criteria Committee, FSAPC, PRVT/B&P, and SLO. The goal is to have the operating agreement approved by the end of this semester and have the IEC begin work in Fall 2017.
6. Dr. Konuwa reported that an RFA for a Title 5 HIS grant has gone out. The focus will be on articulation and teacher prep. WCC will consider applying.

B&P/PRVT (3/2) – Highlights:

1. We briefly discussed the chancellor's proposal to use "intent" to allocate instructional equipment and deferred maintenance monies. There were no immediate negative reactions.
2. Regarding accreditation, PRVT will be providing feedback to the ISER, mostly for Standards I, II, and III.
3. An RFA is out for a Title 5 HIS grant focused on teacher development and articulation (which meshes with WCC's pathways work). There will be a webinar on March 21 and the application is due on April

SENATE ROLES AND RESPONSIBILITIES (THE 10+1)

- 4/24. WCC did submit a California Guided Pathways Project application. There is breakage from Perkins. Our Promise Grant application was eligible, but will not be funded.
4. IEPI data and metrics will be uploaded soon and a link will be provided to committee members. [That happened on 3/8.] We will discuss at B&P on 3/16 and will take to the senate on 3/24.
 5. I agreed to start an online discussion among the college and senate leadership regarding formation of an Institutional Effectiveness Committee. The hope is to have an operating agreement approved by the senate and College Council by the end of this semester.
 6. Only FaLaHum has submitted prioritizations of its requests from program review. PRVT will begin work to prioritize all requests at the next meeting (3/24). We will also discuss a feedback loop and assessing the program review process over the course of the next couple of meetings.

Miscellany

1. Next Tuesday (3.14) is **TT**-Day. The WCC Math Department and ASWCC will offer free pie from 12-1 in the Eagles Perch. Pie is available to students, staff, faculty members, and administrators.
2. Registration for Spring Plenary (April 20-22 in Burlingame) is underway. If you are interested in attending, the senate may have funds to cover registration, travel, lodging, and meals.
3. Christopher Howerton will be the senate VP next year and Kevin Ferns will be the senate secretary. Thank you both for your willingness to continue in these important roles.