



## Academic Senate Meeting Minutes

**Date:** Friday, March 11, 2016

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

### Senate Roles and Responsibilities (The 10+1)

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| <ol style="list-style-type: none"> <li>1. Curriculum, including establishing prerequisites and placing courses within disciplines.</li> <li>2. Degree and certificate requirements</li> <li>3. Grading policies</li> <li>4. Educational program development</li> <li>5. Standards or policies regarding student preparation and success</li> <li>6. District and college governance structures, as related to faculty roles</li> </ol> | <ol style="list-style-type: none"> <li>7. Faculty roles and involvement in accreditation processes, including self-study and annual reports</li> <li>8. Policies for faculty professional development activities</li> <li>9. Processes for program review</li> <li>10. Processes for institutional planning and budget development</li> <li>11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate</li> </ol> |
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**Senators:** **Matt Clark** (President), **Donna McGill-Cameron** (CTE), **Jaya Shah** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Greg Gassman** (Social Science), **Pam Geer** (Adjunct At-large), **Christopher Howerton** (VP, At-large), **Jose Vallejo** (Student Services)

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

**Absent:** **Donna Bahneman** (Adjunct)

**Guests:** **Jesse Foster** (ASWCC; At WCC), **Jennifer Hanson** (Via Tandberg at LCC), **Mickie Main** (Via Tandberg at LCC), **Al Konowa** (Via Tandberg at LCC), **Brandi Asmus** (Via Tandberg at LCC), **Mike Giuffrida** (Via Tandberg at LCC)

Call to order 1:05 p.m.

Item	Description-Type	Lead	Background and Objective
I	<b>Approval of Agenda - Action</b>		Approve agenda of 3/11/16 (MSC Howerton/Geer)
II	<b>Public Comment</b>		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> None		
III	<b>Approval of Minutes-Action</b>		Review and approve the minutes of 12/04/15, and 2/26/16
	<i>Discussion/Decision:</i>		
	<ol style="list-style-type: none"> <li>1. Approve the minutes of 12/4/15 (MSC Gassman/Vallejo)</li> <li>2. Approve the minutes of 2/26/16 (MSC Howerton/Gassman)</li> </ol>		
IV	<b>President's Report - Information/Discussion</b>	Clark	
	<i>Discussion/Decision:</i> See the attached report.		
V	<b>Vice President's Report</b>	Howerton	<b>Objective:</b> 1. Appoint faculty members to committees. 2. Receive update on work of the Curriculum Committees.
	<b>1. Committee Appointments – Action</b>		
	<b>2. Curriculum Update – Information/Discussion</b>		
	<b>3. Other – Information/Discussion</b>		

	<i>Discussion/Decision:</i>		
	<ol style="list-style-type: none"> <li>1. Committee Appointments: Howerton reports that he has created a running list of committee openings. It is on the senate office door.</li> <li>2. Curriculum Update: LCC has been a fantastic host for today's meetings. The new DE Committee will become a subcommittee of the senate. The purpose statement will come to the senate for review soon.</li> <li>3. The equivalency committee has met and has worked on recent equivalency requests. Howerton reports that they processed three last week and one more is in progress.</li> </ol>		
	<b>Senate/Committee Reports - Information</b>	Senate	
VI	<i>Discussion/Decision:</i>		
	<ol style="list-style-type: none"> <li>1. McGill-Cameron reports that the Yoga Club is up and running and it is open to faculty who would like to do some yoga at 3:00 p.m. on Thursdays.</li> <li>2. Howerton reports that the SLO Committee is filling out the annual report for ACCJC. The PRVT also met and is accomplishing its work.</li> <li>3. Shah reports that he met recently with a contractor on the cadaver room. The amount of money committed to the room may not be enough to attract bids.</li> <li>4. Shah reports on some prerequisite confusion in the Biology Department. He will work this out with the Curriculum Committee.</li> <li>5. Vallejo reports that student services is doing outreach at local high schools. There will be a regional counseling meeting soon with the counselors of our feeder high schools on March 18. Following that, counselors will be meeting with seniors at local high schools and providing information on the Jump Start program that begins in April. The academic probation process has been revised to make it more proactive and help students get back on track more quickly. The changes to the BOG fee waiver may have a big impact on our students. Student Services will be short staffed next semester, as two counselors will be on maternity leave. The adjunct pool needs to be increased, adjuncts need to be paid on time, and their schedules need to be distributed to them in a timely manner.</li> <li>6. Gassman reports that the CSU system has changed its Constitution requirement. Some course outlines need to be revised.</li> <li>7. Ferns reports that the ESL Schedule was not included with the rest of the schedule that went out to faculty for review. This may cause some scheduling confusion for our instructors in that department. The ESL curriculum also needs to be revised, as it is confusing for students and may be contributing to a drop in student enrollment in ESL. He asks that administration consider hiring a full time instructor in ESL to manage the department. Also, WCC is losing an accounting instructor, so the refill process should begin immediately so we can have someone to head the department by the fall. In addition, we need to refill Art and English faculty positions that were never refilled when instructors retired.</li> </ol>		
	<b>Ex-officio Reports - Information</b>	Papin, Huerta	
VII	<i>Discussion/Decision:</i>		
	<ol style="list-style-type: none"> <li>1. Papin reports that on March 12, LCC is hosting junior high school students to encourage them to attend college. R. Mathews will soon come to LCC to host a music and math event. On April 21, the associated students are hosting an Earth Day celebration.</li> <li>2. Huerta reports that the latest edition of the Eagle's Call has been released. It includes important information regarding the upcoming student government election. On March 23, ASWCC will host a pizza fundraiser.</li> </ol>		
VIII	<b>Election of Senate VP and Secretary for 2016-17 - Action</b>	Senate	<b>Background:</b> Each Spring semester the senate elects a VP and a secretary for the following academic year. <b>Objective:</b> Elect a VP and a secretary for 2016-2017.
	<i>Discussion/Decision:</i>		
	<ol style="list-style-type: none"> <li>1. Howerton is nominated as the Senate VP (7 Yes, 0 No)</li> <li>2. Ferns is nominated as Senate Secretary (7 Yes, 0 No)</li> </ol>		

IX	<b>DIGs/Division Chairs(Liaisons) – Information/Discussion</b>	Senate	<p><b>Background:</b> Discussion continues regarding the possibility of establishing faculty positions to act as division or data inquiry group leads. WCC President White has distributed information relative to his vision of such a position and has proposed a small workgroup be established to draft the position duties and scope.</p> <p><b>Objective:</b> Continued discussion as we work with the administration to craft a description of such positions.</p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. Clark reports that we could begin the process of developing DIGs on a pilot basis for next fall. The next step would be for faculty and administration to work together to determine the scope of this new position and whether there would be some form of compensation.</li> </ol>		
X	<b>College Handbook Committee Template – Information/Discussion</b>	Senate	<p><b>Background:</b> As part of an effort to update the WCC College Handbook, College Council recently looked at a draft Committee Purpose Statement template.</p> <p><b>Objective:</b> Review the draft template and provide feedback.</p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. Some senators have not had a chance to review the template. We will take this up at a future meeting.</li> </ol>		
XI	<b>Faculty Staffing Concerns – Information/Discussion</b>	Senate	<p><b>Background:</b> A number of issues related to faculty staffing are currently on WCC’s radar, but no discussion of how they should be integrated has taken place. Among the issues: faculty enhancement funds and the district’s decision not to use them for new hires, impact of new facilities on staffing plans, categorically funded positions and sustainability.</p> <p><b>Objective:</b> Initial discussion of issues with goal of informing the EMP and FSAPC.</p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. We need to revisit the auto-refill process with LCC in mind. The FTES requirements might need to be revised.</li> <li>2. We need to integrate Theater Arts/Culinary Arts into the hiring process given future plans for buildings supporting those programs. We also need to discuss how we should be growing the many departments we have that lack a full time instructor, such as anthropology, philosophy, music, sign language, Spanish, ESL, and art. The senate may need to craft a resolution supporting hiring full time faculty so they could be involved in the process.</li> <li>3. We need to integrate the categorically funded positions into the hiring process. Some categorical positions are funded by grants and we need to determine whether the positions would go to the general fund once the grant funding ends. Some SSSP counseling positions are non-tenure track positions as well. In the Los Rios District, these are tenure-track positions.</li> </ol>		
XII	<b>DE Issues – Information/Discussion</b>	Senate	<p><b>Background:</b> As the WCC DE Committee begins its work, senate discussion should inform the direction of that work. Issues such as evaluation, training, support, effective contact... are among those that need to be addressed.</p> <p><b>Objective:</b> Initial discussion of issues with goal of informing the DE Committee (and the Curriculum Committee, as needed).</p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. The DE handbook will come to the senate on March 25. One of the grants under consideration at WCC would help fund point to point hubs for DE courses among our campuses. Areas that need to be looked at closely are what it means to make effective student contact. Professional development and training may also need to be put in place to assist instructors in offering the best possible online class experience.</li> </ol>		

<b>XII</b>	<b>Future Agenda Items- Discussion</b>	Lake Campus Representation on Governance Committees, College Catalog, SSS Priorities, CCC, ADA in the Classroom
	<i>Discussion/Decision:</i>	

Meeting adjourned 2:45 p.m.

<b>Senate Goals, 2015-2016</b>			
#	Goal	Who	Status
1	<b>Student Success:</b> Identify and address barriers to student success (counseling availability, course offerings...).	Clark, Bahneman,	Underway in Student Success Committee
2	<b>Curriculum:</b> Create catalog/class schedule subcommittee (via curriculum and scheduling committees), increase faculty awareness, establish program development structure and incorporate with EMP.	McGill, Howerton	Ongoing
3	<b>Lake County Campus (LCC) Transition:</b> Integrate the faculty, staff, and students at the Clear Lake Campus into the governance, planning, and budgetary processes at WCC.	Clark, Howerton, Papin	In progress
4	<b>Sabbatical Leave:</b> (Re)define the sabbatical leave process in light of the multi-college transition.	Clark	In (slow) progress
5	<b>Faculty Evaluation:</b> Improve the faculty evaluation process.	Clark, Howerton, Geer	In (slow) progress
6	<b>Grading Policies:</b> Review, update, and distribute Faculty Handbook.	Clark	Awaiting Work of CLAS
7	<b>Colusa County Campus (CCC):</b> Create comprehensive process for Colusa County Outreach Facility (CCOF).	Clark, Geer	Midway through CCC Compression Planning. Need to assess the meshing of the compression planning with identified gaps at CCC.
8	Revise <b>Senate Constitution and Bylaws.</b>	Clark, McGill, Gassman, Ferns	Constitution revision to a vote in March
9	<b>Sustainability and Grant Funding:</b> Define process for seeking grants and sustaining work after grants or categorical funds expire.	Clark, Konuwa	Discussed without detail in both senate /administration leadership meetings and B&P.
10	<b>Education Master Plan (EMP):</b> Work with College Council to create the new WCC EMP.		January 29 <sup>th</sup> activity started compression planning. External scan is the next step.
11	<b>Distributive Education (DE):</b> Work with the Curriculum Committee and the Dean of Student Success and Planning to strengthen the WCC DE modality. Work should include, but not be limited to, faculty training, student training, student supplemental resources, and ensuring regular, instructor initiated contact.	Clark, Shah	DE Coordinator position has been established. Julie Brown will fill that role as a special project this semester and has been selected to be coordinator beginning Fall 2016. The Curriculum Committee will soon present the senate with a DE Committee Purpose Statement.

President's Report  
March 11, 2016

**Meeting with WCC Administration**

**(3/1) – Highlights:**

1. We discussed a number of counseling concerns, including; scheduling issues, ability to participate in governance, and lags in petitions.
2. We discussed a number of issues relating to faculty staffing. We agreed that LCC could go out to fill a position created by a resignation. We discussed how a new facility would affect the process, i.e., at what point would either culinary arts or performing arts positions be sought? We also discussed the need to receive information regarding transfers in a timelier manner.
3. We continued discussion of creating a work group to draft a division chair (liaison) position responsibility paper.
4. We received an update on various grants (ETS, USDA, STEM, and Basic Skills). We asked that an administrative lead be appointed to the AB 798 grant writing and that a meeting of interested parties be convened.

**(3/8) – Highlights:**

1. We discussed details of the USDA grant application. The proposal will have WCC, LCC, and CCC as hubs for high schools in the LCC and CCC service areas and also for Yocha Dehe. The plan is to submit on March 11.
2. We discussed incorporating the cadaver room, the greenhouse, and the Student Success Center into the PSV process.
3. We agreed that the senate would look at a new committee template for the College Handbook.
4. We continued the academy/division chair discussions and agreed that senate would provide feedback soon.
5. We discussed a number of issues relating to the draft summer session schedule – size, whether there should be limits to DE offerings, what targets the district has for summer...

**Budget & Planning and PRVT (3/9) –**

After much discussion we forwarded three prioritized lists to President White for consideration of one-time funds available through PSV this year. List One has items with safety concerns attached that theoretically should take precedence. List Two consisted of the equipment requests culled from the last set of program reviews. List Three consists of big ticket items which are outside the scope of the program review process (The Student Success Center, Greenhouse, Cadaver Room, LCC Electronic Sign, Parking Structure for tractor...).

**DC3 (3/1) – Highlights:**

1. A handful of questions regarding the draft board agenda were raised. A warrant to OohLaLa Mobile services was explained to be funded through SSSP and is for a communications tool that will be rolled out for students at all sites. After a two year period, the results will be assessed and if favorable, the scope could be widened. Regarding refunding bonds, it was clarified that issuing the bonds, if in tandem with a state ed bond, we would have matching funds to proceed with a culinary and performing arts building at WCC. If the state bond doesn't happen, we could self-fund, but the scope may need to be reconsidered. A question was asked regarding why these monies were being focused just at WCC and a brief discussion of what did and did not happen with Measure J promises followed.
2. After a brief discussion regarding DC3 membership (during which the chancellor commented on the role of the academic senates as provided for in AB 1725), it was agreed that the chancellor would meet with senate leadership to craft a proposed membership.
3. The chancellor announced that the VCEPS position will not be eliminated, yet. We discussed advantages of going versus an interim appointment, especially for a position which might only exist for a limited time. I suggested that if we do a search, we shouldn't rush, and that I'd be willing to interview over the summer if needed.
4. We discussed the possibilities for having the campus climate survey data analyzed. While Noel-Levitz was thought to be cost prohibitive, it was agreed (with one voice in dissent) that a person from Solano

with experience in such tasks be brought in to provide an executive summary. It was also agreed that a small group be tasked with possibly providing direction.

**DCAS (3/3) – Highlights:**

1. The system office has recommended that WASC Sr. be asked to take in all California Community Colleges. The recommendation is in its last round of vetting.
2. North-Far-North, as part of Work Force Development has volunteered to (on a pilot basis) reengineer and streamline the CTE curriculum process. There will be a summit of curriculum chairs in the near future.
3. The chancellor reported that YCFA has made a proposal to address the academic freedom section of the contract. He expressed surprise that academic freedom was bargained and asked for senate feedback.
4. Based on an internal survey, we prioritized our work for the semester. Curriculum support will be the top priority, followed by EMP and strategic planning.
5. We reviewed concerns from Nili Kirschner regarding CurricuNet Meta. We will address concerns at next meeting.
6. DSET has discussed a common format for EMP, but CHEX has not done so yet. We expect a report at the next DCAS meeting.
7. We discussed concerns with the recent round of sabbaticals. It was agreed that a lot of work remains in defining the process. We will revisit in April.

**Miscellany**

1. I received an email from Cay Strode asking that the senate work with ASWCC in drafting a resolution in support of gender neutral restrooms on campus.
2. At a meeting with the chancellor and the YC senate leaders we discussed in detail a proposed DC3 membership. We agreed to propose a YCFA and a YC-AFT designee in addition to the other faculty positions. It was also agreed that there is a need to define roles of DC3 members better. We also agreed that based on some electronic discussion, that we would not form questions to guide the analysis of the college climate survey, but we would keep concerned members involved in all steps of the process. We also discussed the VCEPS position further as the chancellor sought council as he weighs options.