



Academic Senate Minutes

Date: Friday, March 24, 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. Curriculum, including establishing prerequisites and placing courses within disciplines. 8. Degree and certificate requirements 9. Grading policies 10. Educational program development 11. Standards or policies regarding student preparation and success 12. District and college governance structures, as related to faculty roles

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), **Jose Vallejo** (Student Services), **Mike Papin** (LCC)

Absent: Christopher Howerton, Kevin Ferns, Donna McGill-Cameron, Pam Geer

Guests: Paul Dilley

Ex-officio Members: **Ali Harder** (ASWCC President, absent)

Meeting called to order at 1:03.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda - Action		Approve agenda of 3/24/17. Agenda approved as submitted (MSC Gassman/Papin)
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>No public comment</i>		
III	Approval of Minutes-Action		Review and approve the minutes of 2/28/17 special meeting and 3/10/17 regular meeting.
	<i>Discussion/Decision:</i> Minutes of 2-28-17 special meeting approved as submitted (MSC Gassman/Papin) Minutes of 3-10-17 regular meeting approved as amended (MSC Vallejo/Gassman)		
IV	President's Report - Information/Discussion	Clark	
	<i>Discussion/Decision:</i> Electronic report is attached. There was discussion about the phrase "culture of Canvas". The idea is to have students expect the platform and be comfortable with the use of Canvas. Concerns were raised that misuse could lead to classes being DE or hybrid and that academic integrity issues could also develop.		
V	Vice President's Report <ol style="list-style-type: none"> 1. Curriculum Update – Information/Discussion 2. Committee Appointments – Action 3. Other – Information/Discussion 	Howerton (Clark)	Objective: 1. Receive update on work of the Curriculum Committees. 2. Appoint faculty members to committees.

	<i>Discussion/Decision:</i> Electronic report is attached. Jose Vallejo and Fatima Ruiz are appointed to the search committee for the new Director of Matriculation.		
VI	Senate/Committee Reports - Information	Senate	
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. Vallejo reports that the receptionist in counseling is on leave and that the interim has limited hours and limited access, with registration looming. 2. Gassman reports that planning is underway for next Fall's Seeds and Culture Conference. 3. Papin reports that LCC had a very successful blood drive and will have Earth Day events on 4/20 and a Native Americans Activity on 4/21. 		
VII	Ex-officio Reports - Information	Harder	
	<i>Discussion/Decision:</i> No report.		
VIII	Course Outline Revision Policy – Action	Senate	Background: The WCC Curriculum Committee recently approved a policy for revisions of CORs and forwarded the policy to the senate for approval. Objective: Second read of the policy and debate adoption.
	<i>Discussion/Decision:</i> The senate adopted the Policy for Revisions of Course Outlines of Record from the Curriculum Committee. (MSC Gassman/Vallejo)		
IX	District Allocation Process, Use of "Intent"– Information/Discussion	Senate	Background: The senates and the district recently agreed to use "intent" to allocate SWF monies. At DCAS it was recommended that the "intent" be used to allocate other funding streams. Both senates have been asked to consider adopting such a process. Objective: Initial discussion of the proposal with the intent of debating approval at the April 14 senate meeting.
	<i>Discussion/Decision:</i> "Intent" was clarified to mean that the process used to allocate monies to community colleges across the state would be used to allocate monies between WCC and YC after a portion was allocated to the District for strategic use.		
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: First read of a senate supplementary procedure regarding use of non-tenure track evaluations in the tenure evaluation process.
	<i>Discussion/Decision:</i> Tabled awaiting a draft process from Clark and Vallejo.		
XI	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.
	<i>Discussion/Decision: Not discussed</i>		
XII	Accreditation Update - Information	Clark	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) and the results of the March 17 WCC Accreditation Event.
<i>Discussion/Decision: Not discussed</i>			
XIII	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 discussed</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 discussed</i>			
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: Not discussed</i>			
XVI	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>			
XVII	Future Agenda Items- Discussion		Senate Assessment, Senate Appointments, 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 at 2:03 due to loss of quorum.

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

Adopted WCC Academic Senate Goals, 2016-2017			
#	Goal	Who	Status
			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
March 24, 2017

Meetings with WCC Administration

(3/14) – Canceled; Dr. White was not available.

(3/21) – Highlights:

1. We debriefed the second IEPI: DE visit. The team provided many strong suggestions. The next step is to task appropriate committees with consideration and implementation. One suggestion that will reach the senate soon is that WCC create a “culture of CANVAS”, wherein students will see using CANVAS as the norm. To achieve that, we will need strong faculty buy-in and improved professional development opportunities.
2. We discussed next steps in addressing the impasse in student services. A discussion of the misinterpreted - Christopher and I both acknowledged failing to interpret part of the proposal as it was intended and a portion implied to some something that is not accurate – may be productive. My attempts to set up said meeting have yet to succeed. We were unable to discuss the proposal in depth until recently, because the proposal was being grieved. With the grievance resolved (the memo was withdrawn) we can now revisit it and see if any portions can lead us forward once clarification is achieved.
3. The administration is in discussions with WJUSD regarding a logic model for a middle-college-high-school. There appears to be a lot of enthusiasm from WJUSD, but we are still in an exploration phase.
4. Dr. White will meet with the Schedule Criteria Committee in an effort to improve WCC's enrollment management. The first such meeting will take place on April 7 from 11-12 in Room 113.

Accreditation Steering Committee (3/23) – Highlights:

1. We discussed the 3/17 accreditation activity. We agreed that there was a lot of positive energy and that the feedback will help inform the ISER writing. We also agreed that turnout was poor from faculty (both full-time and part-time) and that turnout was good from ASWCC. Finally, we will conduct a survey to get feedback from attendees regarding the event and a second survey to explore the poor attendance.
2. We reviewed the status of the four standard teams. The current goals are: (1) a draft for review by the end of the current semester, (2) an extensive review of the draft over the summer and wide vetting of the draft at (or around) Convocation.
3. There have been delays in updating the WCC Accreditation website. We hope to have an update by the end of April.
4. Since there were logistical issues that prevented streaming of the 3/17 event to LCC, we agreed that some subset of ASC will work with Executive Dean Lee to identify a time to run a parallel process at LCC.

DCAS (3/2) – Highlights:

1. We discussed the idea of extending using “intent” of funding streams to drive internal allocations (as we did in SWF) to other streams. Both senate are asked to consider doing so for instructional equipment and deferred maintenance and to approve future applications of “intent” be approved at DCAS.
2. Kemble reported that he received the ASCCC whitepaper on Program Discontinuance and policies from various other CCs. He suggested that Angela Willson work to draft a new AP with those documents to guide her.
3. We agreed that the colleges would proceed independently with Course Revision policies.
4. We had a long discussion about senate budgets, professional development, and faculty enhancement monies. Most of this year's professional development funds from faculty enhancement will roll over to next year. After allocations to each college, the VPIs will oversee. The chancellor and board want funded professional development activities that to focus on improved student outcomes.

5. In response to slow progress on AP 5140 Course Waivers, YC VP Lolland agreed to bring the key parties together to finish the work.
6. We reviewed the status on AP revisions and agreed to the next steps.
7. I shared the bookstore issues experienced by students and faculty members at WCC. Interim CBO Skelly will investigate.

College Council (3/17) – I was forced to miss this meeting to attend a district meeting. I will provide a report after Shawn Lanier (who attended in my stead) debriefs me.

B&P/PRVT (3/16) – The meeting was canceled. In anticipation of the meeting we received LMI data for Yolo County. This data will inform the WCC EMP.

Miscellany

1. Senate and FAYCCD leadership met on 1/14 and most of the conversation focused on establishing processes for items such as the DE Handbooks. We discussed defining “who does what and when” in any process that has joint purview so that (1) none of the groups is left in limbo awaiting the work of others, and (2) neither group needlessly replicates the work of other groups.
2. I attended a portion of the IEPI – DE team’s second visit to WCC. In response to questions I had regarding resources, there were some low-cost alternatives mentioned (e.g., eBooks for DE access to be loaned through the library). This session is also where the “culture of CANVAS” was discussed. Jennifer Gibson took copious notes, to be widely shared soon.
3. YC Senate President Kemble and I had a phone conversation and discussed: (1) items for discussion with FAYCCD, (2) a resource allocation document from interim CBO Skelly. (3) the status of conversations regarding DE Handbook, Academic Employee Handbook, Sabbatical and evaluation. We also identified a potential looming issue regarding NetTutor and Tutor.com.
4. I distributed the initial slate of resolutions to be discussed at the Area A meeting on 3/24 in advance of the upcoming Spring Plenary. I plan to participate in the Area A discussions via phone, so that I will be able to be at WCC for the senate meeting. I received some feedback from J. Brown and N. Kirschner.
5. I attended the 3/17 Accreditation event and talked to each group regarding Standard IV. I received some useful feedback that will help shape the ISER. Editorially, it is unfortunate that there wasn’t a much stronger turnout among full-time and part-time faculty at this juncture, where shaping the ISER work is crucial. Ideally, we will get a much better turnout at future events. Kudos to AST Jennifer Gibson, who did a wonderful job coordinating set-up and logistics for the event.

Howerton VP Report 3.24.17 Page 1 of 3 Christopher Howerton's WCC Academic Senate Vice-President Report Friday March 24, 2017

Committee Appointments:

1. Fatima Ruiz was added as a departmental faculty member to the CalWorks 60% screening/selection committee (3/24)
2. Although we appointed faculty to the AG faculty screening committee in Fall 2016 we did not identify the faculty co-chair. I will be serve as the faculty co-chair of this committee. I have notified Dean Chahal of this clarification. There will be an initial meeting for this group scheduled hopefully the week after Spring Break.
3. **SENATE ACTION NEEDED:** New Director of Matriculation. Needs two Student Service Faculty appointments. Jose Vallejo, Laney Mangney, and Fatima Ruiz have expressed interest in being on this search/selection committee. Official Senate appointment is needed. After today's meeting (and assume appointments) could the selected faculty members be informed (cc. Dean Ortiz-Mercado) and inform the 3rd faculty member that they were not selected at this time, but appreciate their interest.

DCAS & Curriculum Co-Chair Workgroup Meeting (3/15/17);

1. This was the second meeting of this group to address emerging needs for the curriculum committees at both YC and WCC.
2. Continued discussion of short-term and long-term needs and goals.
 - a. YC has an emerging short-term need for aid in updating a lot of their curriculum to bring up to compliance.
 - b. Both colleges have expressed need for local college articulation officers that would work closely with the college curriculum committee, and could also be involved with the data upkeep of Degree Audit (Faculty position)
 - i. There was much discussion as to whether this new faculty position might be full or part-time, teaching or non-teaching. We also discussed the "Category 1" reassignment language and possibility of being part of a job announcement.
 - c. Another long-term need for "Curriculum support staff" The goal is to have equitable level of support for both colleges.
 - d. Therefore, at this meeting it was agreed to have Dr. Konuwa and Dr., Lolland to meet with college Equity and SSSP budget managers to evaluate how each institution might find allowable resources for an Articulation Officer, and find agreement for the VPIs to meet with the HR team to determine the appropriate classification and range for two curriculum support classified positions so that both colleges are requesting a similar level support position (although the individual duties may vary slightly)

DIG (3/17/17)

1. Continued discussing and defining important data elements that we should be collecting, and using for our decision-making. Eventually to be included in a possible dashboard for the campus use.
2. We continued to discuss the use of data in the program reviews process. The hope is to provide consistent data elements and recommend training to ensure a level of rigor for these planning documents that feed our budget and planning processes.
3. Once DIG has concrete recommendations, The Academic Senate will be included into the conversation prior to any implementation.

Howerton VP Report 3.24.17 Page 2 of 3 Accreditation Training (3/17/17) 9am-noon.

1. Approximately 30 participants representing Administration, Faculty, Classified Staff AND STUDENTS!!
2. Was a productive training where the ASC (Accreditation Steering Committee) was able to collect a lot of valuable input as we start to draft our narratives for our ISER (Institutional Self Evaluation Report)
3. There were 4 breakout sessions for participants to discuss each of the 4 standards, and a final panel of faculty and staff who attended the recent ASCCC Accreditation Institute to answer questions.

College Council (3/17/17) 1-3pm

1. I shared my DRAFT master spreadsheet on WCC Standing Committee Membership Breakdown (see attachment). Discussed next steps about efficiencies with our committee structure. Next step to continue investigating the creation of an IEC (Institutional Effectiveness Council)

Miscellaneous:

1. I am interested in collecting head shots (photos) of next year's WCC Senators for a "Know your Senators" project. I would like to request that you send me the following by e-mail:
 - a. a digital photo of yourself
 - b. Contact information (minimally your e-mail address)
 - c. and a short bio about your experience with our senate. You can also share anything else you would like for your constituency to know about you. I will post the final document on our Senate office door, and perhaps store on our Senate website.

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