Academic Senate
Meeting Minutes

Date: Friday March 27, 2015 **Time/Location:** 1-3 PM / Room 113

Senate Roles and Responsibilities (The 10+1)	
1. Curriculum, including establishing prerequisites and placing courses within disciplines.	7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
2. Degree and certificate requirements	8. Policies for faculty professional development activities
3. Grading policies	9. Processes for program review
4. Educational program development	10. Processes for institutional planning and budget development
5. Standards or policies regarding student preparation and success	11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate
6. District and college governance structures, as related to faculty roles	

Senators: Matt Clark (President), **Donna McGill-Cameron** (CTE), **Donna Bahneman** (Adjunct), **Talwinder Chetra** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Greg Gassman** (Social Science), **Pam Geer** (Adjunct At-large), **Christopher Howerton** (At-large), **Cheryl Latimer** (Student Services)

Absent: None

Guests: M. Senecal, B. James, M. White, A. Konuwa

Call to order 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
I	**Approval of Agenda -Action**		Approve agenda of 3/27/15 as amended (MSC Gassman/Bahneman)
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.
	Discussion: 1. B. James reports that ASWCC is currently having elections. Additionally, ASWCC intends to send representatives to the General Assembly this year.		
III	**Approval of Minutes-Action**		Review and approve the minutes of 3/13/15.
	Discussion/Decision: 1. The 3/13/15 minutes are approved as amended (MSC Howerton/Chetra)		
IV	**President's Report - Information/Discussion**	Clark	
	Discussion/Decision: 1. See attached report. 2. Clark reports that the Library Advisory Committee did not update the committee's purpose statement in this morning's meeting. It will be brought to the senate in May. 3. Clark reports that many colleges have a CTE liaison that reports to the senate. Some senates also have a legislative liaison. We may need to consider whether this is something to pursue if certain resolutions are passed at today's plenary.		
V	**Committee Appointments - Action**	Senate	**Objective**: Appoint faculty members to committees.

	Discussion/Decision: 1. The senate should appoint one or two faculty to serve on the Biology Advisory Committee. Latimer volunteers. Clark will solicit for a second volunteer.		
	Senate/Committee Reports - Information	Senate	

VI	*Discussion/Decision:*
	
	1. Gassman asks whether the District has followed up on work done by the consultant who was hired by the District to look into campus climate. Clark will follow up on this.
	2. Counselors this week spent quality time at Pioneer and Woodland high schools with representatives of UCD speaking of college readiness and preparation. UCD is experiencing high interest in its programs.
	3. Howerton states that May 7, noon, is the date for the student speaker contest for graduation speaker. Please notify your students.
	4. Chetra notes that April 7, noon, will be the second compressed calendar meeting. It will take the place of the faculty meeting.
	5. Howerton notes that FALAHUM has not met in over a month due to meeting times conflicting with campus events.
	6. Bahneman recently attended an informative ASCCC conference that included workshops on instructional support and student success centers.
	7. Ferns reports that the Communication and Technology Committee (CAT) has been asked by the District Technology Committee to weigh in on the current practice by administration of purchasing Microsoft Surface Pro laptops that are not covered under district warranties, licenses, and maintenance agreements. The District and the CAT Committee would like administrators to stop this costly practice immediately and instead use district-licensed and approved products.
	8. Ferns reports that YC will be transferring to the new web site template over spring break. WCC's web site is next in line for the update, which will occur over the coming months.
	9. Ferns reports that the CAT Committee would like to remind all staff and faculty to use the newly approved email lists as developed by DC3 Team 2:
	   1. All Yuba College, yc_all@yccd.edu, to include Sutter County Center and Beale AFB educational site;
	   2. All Yuba College Faculty, yc_faculty@yccd.edu, to include all full-time and part-time faculty;
	   3. All Woodland Community College, wcc_all@yccd.edu, to include Colusa Educational Outreach Facility;
	   4. All Woodland Community College Faculty, wcc_faculty@yccd.edu, to include all full-time and part-time faculty;
	   5. All Clear Lake Campus, clc_all@yccd.edu;
	   6. All Clear Lake Campus Faculty, clc_faculty@yccd.edu, to include all full-time and part-time faculty; and
	   7. District Services Personnel, district_all@yccd.edu
	10. McGill-Cameron commends S. Spina for her work in the accounting program. S. Spina recently took 36 students to the AFWA (Accounting and Finance Women's Alliance) conference in Sacramento, which afforded the students a chance to network with professionals.
	11. McGill-Cameron has been going to high schools to make connections, distribute flyers, and talk to students about summer programs and offerings.		

	Instructional Effectiveness Partnership Institute (IEPI) – Information/Discussion	Senecal	**Background**: The Chancellor's Office, beginning in June 2015, will require an Institutional Effectiveness report from each college. Dean Senecal attended a recent workshop related to IEPI. The college needs to identify institutional effectiveness goals. **Objective**: Receive information regarding the IEPI and the associated process of establishing college goals, to inform a senate recommendation regarding the selection of goals.
VII	*Discussion/Decision:* 1. M. Senecal reports that the Institutional Effectiveness Partnership Initiative application is due June 30, 2015. There are 18 data elements that WCC should be setting targets for. M. Senecal made recommendations (in a distributed spreadsheet) as to what the targets should be. Howerton asks whether there are disadvantages to not doing all 18. M. Senecal reports that there are no disadvantages. YC is only doing the 4 required ones, and she will check as to whether WCC can still do 18 if YC only does 4. Next year all 18 will be mandatory, so doing them all this year would be good preparation for next year. Howerton feels that it is a good idea to get ahead of this and shape the discussion as opposed to being forced to catch up later. Geer reports that more students may have fulfilled the requirements for ECE certificates than reported on the spreadsheet, but a recent change to a class name has caused a glitch in the certificate process. 2. Clark notes a concern that the IEPI proposed work groups were put together without consultation with the senate. A. Konuwa responds that administration selected members based on their expertise and committee affiliations. 3. This will be agendized for the next senate meeting with the intent of discussing a motion for adoption.		
VIII	**SENSE and CCCSE Surveys – Information/Discussion**	Senecal	**Background**: WCC participated in the SENSE survey last year and will participate in the CCCSE survey in the Fall. Data from the former is available at the WCC Planning and Research website. **Objective**: Discuss the importance of the two surveys to WCC's planning, review the highlights of the SENSE survey results, and plan for participation in the CCCSE survey. This will also be a chance to ask Senecal about the SENSE survey data.
	Discussion/Decision: 1. Based on the 2013 surveys, M. Senecal reports that while students feel welcome at WCC, we may not be considering outside life factors and other issues that affect student retention and success. Another concern is that many students were not aware of the support services being offered at WCC at that time. The Fall 2015 survey is designed to follow up on these questions. In the fall some classes will be selected randomly for a 50 minute survey. Spring 2016 will feature another survey for continuing students. One issue that stands out to M. Senecal is that less than 20% of all students talk about/use the information from class in everyday life. Lack of information regarding financial aid also appeared to be a big problem in the previous survey. It might also be beneficial to have a campus-wide forum to discuss the data from the surveys and ways to respond to it. Clark would like for senators to take some time to look at these data-based documents when they are distributed so that we can comment and provide feedback. 2. Gassman supports the addition of a food truck on campus.		
IX	**AP 4231 Grade Changes– Information/Discussion**	Clark	**Background**: Changes to AP 4231 has been forwarded from DCAS to the senates for feedback and approval **Objective**: Vote on adoption of the proposed revisions.
	Discussion/Decision: 1. Clark will send out an update on this.		

X	**Constitution & Bylaws Update – Information/Discussion**	Clark, Gassman, Ferns, McGill-Camerons	**Background**: The senate is in the process of updating its constitution and bylaws. **Objective**: Receive feedback regarding questions originally distributed at the Feb. 27 senate meeting and updated on March 24.
	Discussion/Decision: 1. See the attached list of questions. 2. Chetra asks if a senator misses meetings due to medical issues or ASCCC events, should those be counted against them? 3. Regarding special meetings, it is determined that they should not be counted. 4. The past president is not a voting member and but should be subjected to attendance rules. 5. An incoming president who steps in mid-term should not have that term counted against their term limit. 6. Division structure should probably be moved to the Bylaws rather than in the Constitution. This would make the process smoother. 7. CLC should not be defined as a division for curriculum purposes. But for the purposes of voting in the senate, CLC should have at least one or two representatives on the senate. 8. For purposes of amending the Constitution, 2/3 of the faculty should approve. The bylaws can be amended with 2/3 of the Senate. 9. If a new resolution contradicts a current resolution, should a 2/3 vote be needed? This is the policy of the ASCCC. Howerton recommends that if some areas are not covered in our constitution and bylaws, we could include a stipulation that we'll follow the ASCCC constitution and bylaws. 10. Questions remain regarding the role of non-tenured full time faculty representing their divisions and voting on tenure recommendations, as well as whether adjunct faculty members should be voting on tenure recommendations. Additionally, we need to consider the role of the senate in the tenure process given that the Board has overturned some past senate decisions.		
XI	**Title V (HSI) Grant Overview – Information/Discussion**	Konuwa	**Background**: WCC was not granted a Title V grant in last year's process. In odd numbered years the additional grants have been granted from the list of those colleges that applied but did not receive grants the previous year. This year the entire process is being opened again. **Objective**: Receive information regarding WCC's strategy for this round of applications and engage in discussions to inform the strategy.
	Discussion/Decision: Not addressed.		
XII	**AP 7161 Flex Guidelines and District Flex Retreat – Information Discussion**	Clark, McGill-Cameron	**Background:** AP 7161 is being updated. A group at YC has drafted changes. In addition to the update there are a number of Flex issues to be explored (e.g., number of Flex days, number of mandatory Flex days). **Objective:** Begin process for feedback on AP 7161 and discuss strategy for identifying WCC attendees at a Flex retreat.
	Discussion/Decision: Not addressed		
XIII	**Future Agenda Items-Discussion**		Division Chairs, College Catalog, SSS Priorities, Ed Master Plan, Committees, CCOF, WCC Committee Structure, CLC Transition, Constitution & Bylaws, LAC Purpose Statement
	Discussion/Decision:		

Meeting adjourned 3:02 p.m. (MSC Bahneman/Gassman)

Senate Goals, 2014-2015 (14 goals)			
#	Goal	Who	Status
1	**Curriculum:** Create catalog/class schedule subcommittee (via curriculum and scheduling committees), increase faculty awareness, establish program development structure and	McGill, Howerton	

#	Goal	Who	Status
	incorporate with EMP, and create a DE handbook.		
2	**Communication:** Advocate for increase in effective communication tools and access.	Howerton, Ferns	Continuing
3	**Grading Policies:** Review, update, and distribute Faculty Handbook.	Clark	TBD
4	**Academic Standards:** Initiate campus-wide discussion to promote rigor in coursework, DE, and collegiality among faculty, classified staff, administration, and students.	Clark, Bahneman, McGill-Cameron	TBD
5	**Student Success:** Identify and address barriers to student success (counseling availability, course offerings).	Latimer, Clark, Bahneman	Student Equity Plan for 2013-14 has been completed and will help drive the work
6	**Faculty Development:** Find more opportunities/activities focused on student success.	Chetra, McGill-Cameron	In progress
7	Improve **faculty evaluation** process.	Clark, Howerton	In progress
8	Work to create comprehensive **process for Colusa County Outreach Facility** (CCOF).	Clark, Chetra, Geer	Early in process
9	Revise **Senate Constitution and Bylaws**.	Clark, McGill, Gassman, Ferns	In progress
10	**Professional standards** research	Clark	TBD
11	**Sustainability and grant funding**	Clark, McGill-Cameron	TBD
12	**Clearlake College transition**	Clark, Howerton	In progress
13	Update the **Student Code of Conduct**	Bahneman	TBD
14	**Accreditation**	Clark, Howerton	Response to Recommendations is nearly complete; work to begin on Midterm Report

The table is headed by:

Senate Goals, 2014-2015 (14 goals)

Meeting with WCC Administration – (3/17 meeting was canceled and we were unable to reschedule) **(3/24)**
1. President White debriefed us on the ASWCC anti-Harassment rally. He issued a strong statement supporting their efforts. Although he has heard some concerns indirectly, no one has filed a complaint at this point in time.
2. He provided an overview of the March 27 HSI event. It will include some sharing of relevant SENSE data and continued work on defining what being an HSI means to WCC. White and Jose Vallejo have drafted an initial statement that will be shared and may become part of our mission statement. [As an aside we also talked about the scheduling of events that conflict with other committees (e.g., the Curriculum Committee has canceled its March 27 meeting after finding out the HSI event was scheduled at the same time). This led to a discussion about both our current committee meetings and best time to involve faculty members during the semester.]
3. Senecal and White favor adopting all eighteen of the Institutional Effectiveness Partnership Initiative's (IEPI) indicators. Doing so will allow WCC to be a player in the further work of IEPI.
4. The biology position should be posted later in the day.
5. The decision regarding the counselor position should be made by the end of the week.
6. There will be a new round of Title V applications this year (somewhat unusual). White wants to tighten up the submission we sent last year and also provide clearer goals. Given the scoring criteria and our needs, it seems likely that a DE component should be added. Further that component should include a CCOF strategy (point-to-point delivery, tutoring…).

DCAS (3/19) – Highlights:
1. After the required technology induced delay we spent much of the meeting talking about AP4231 Grade Changes and associated issues. The current district policy for grade changes and other issues is thought by some to contain too many appeals or levels or appeals. Additionally all of these processes are paper centric and often not completed in a timely fashion. VC Carabajal informed us that last year both colleges looked at student petition processes and started work on an automated process. Carabajal will bring data to the next DCAS meeting. Clarity in all petition processes is essential. .
2. We discussed the possibility of adding ASWCC, ASCLC, and ASYC students to the first day of priority registration. The senate presidents will take to their respective senates for feedback.
3. We discussed timing and invitees for a Flex Retreat. The retreat would focus on AP 7161, the number of Flex days, the number of required Flex days, and the electronic process among other issues.
4. We received information from Tom McKay regarding testing into nursing and related programs. Eventually it was decided that the issue is an YC issue and not a DCAS issue at this time.
5. We were given the current version of the board calendar and tasked with identifying what DCAS work might be aligned with that flow.
6. We have agreed to provide feedback on AP 4100 Graduation and Certificate requirements in April.

Sabbatical Leave Task Force (3/17) – Highlights:
Although the technology led to an extremely distracting meeting we survived fifty minutes of feedback and echo. It was agreed that developing the process is a senate role. Chancellor Houston and President White posited that perhaps tenure should be a college process rather than a district process. VC Carabajal indicated that if changes are going to be made in time for the next round then we needed to make them well before December 1, which is the date the next set of applications are due. There was less understanding about the current process than I'd anticipated. Due to that our next steps include reviewing the current process, establishing a timeline, and consider the pros/cons of college based processes. It was agreed that we will continue to look at sabbatical in the context of a broad-based professional development plan.

Evaluation/Tenure Process Task Force (3/26) – Highlights:

(We could see them, they couldn't see us, but the sound was clear.) The discussion included: (1) the need to define expectations, (2) the need to train evaluators (both faculty members and supervisors, (3) the desirability to make self reflection a part of the process, (4) the pass/fail nature our current instrument seems to have, (5) the desirability to make useful recommendations to the evaluate. Concern was expressed that if we pilot a new process, current probationary faculty members could be disadvantaged. Two sub-groups were formed. One is tasked with creating a section of the proposed new form that will be appropriate for non-classroom faculty evaluations; the other is tasked with defining the process (including training). Christopher and Sherry Spina will work on the latter.

BAT (3/17) – Highlights:
After another bout with technology, CBO Kaur provided a review of the Governor's proposed budget and the likely implications for the YCCD budget. The extremely short version is: it's a good budget for community colleges and IF we hit our FTES target, we will have a smaller structural deficit. DAAPT no longer exists and its work will be handled in CHEX (apparently I lost this in background noise at a previous DC3 meeting). For the immediate future: (1) the colleges will forward AAPs and 1-time resource requests to the district, (2) CHEX will bring the DAAP to a joint meeting with BAT, and (3) at a May 26th meeting among DC3, BAT, and IERT the allocation of one-time resources will be discussed.

College Council (3/20) – Highlights:
1. Committee reports were presented for the Diversity Committee and FSAPC.
2. The list of possible WCC brands was winnowed. The first criterion for winnowing was the ability to translate to Spanish while retaining the intended meaning. The second criterion was wide/regional use by other organizations. The remaining group will be sent to WCC employees for a vote. If there are two or three that are close, then those will be sent to the students for a further vote.

PRVT (3/19) – PRVT was canceled to allow members to attend the ASWCC rally on harassment and/or the college forum regarding compressed calendar.

Budget and Planning (3/19) – The bulk of the meeting focused on a review of WCC spending-to-date CBO Kaur answered questions when possible and agreed to investigate when not. There are a number of line-items where none of the monies budgeted showed as having been spent. However there is a strong likelihood that in some cases monies have been spent (using various credit cards), but have yet to be charged to an appropriate line in the budget. It was also acknowledged that some items may fit into multiple line items and therefore may have been paid for out of a budget other than anticipated. [Editorial note: Very early in his tenure at WCC, President White expressed discomfort at the amount of credit card use and further expressed an interest to curtail the use of credit cards in the interest of having clearer budget information.] Kaur also gave a brief update from the IEPI workshop she had attended and anticipated YC selecting 4 of the 18 indicators. Finally, Kaur gave a brief synopsis of the governor's proposed budget and the implications for WCC. In addition to what's in the BAT report above, she pointed out that PERS/STRS district contributions will increase significantly over the next eight years. She also shared that there will be $1.4 million in one-time resources and that we should expect more money from both SSSP and Equity.

DC3 (3/25) – Highlights:
1. The draft April Board Agenda will be available on or about April 1 and feedback will be dealt with electronically.
2. We briefly reviewed the Annual District Planning Rhythm. Dr. Mathews pointed out the proposed May 26 DC3/BAT/IERT meeting was outside of contract days and asked if the meeting could be moved.
3. Carabajal provided a brief update on the compressed calendar work. Each college will have a second forum focused on answering questions from the first forum.
4. A Employee satisfaction survey will be conducted this semester. We talked at some lengthy about the proper timing and about avoiding over surveying our constituencies.

Miscellany

1. I will miss the HSI event. I will participate in the Area A meeting via phone up until the senate meeting.
2. There will be a celebration of Dr. Jaya Shah's tenure before the board (4:30) meeting on April 9. I have been asked to introduce him to the board at 5:00, but I will be at Plenary. We should briefly discuss who will introduce Jaya and who will give our senate report to the board.
3. Carabajal noted the number of people-hours lost to technology issues last week and promised that monies would be found to address the issues.
4. The YC Math Department is drafting a department chair position. (WCC Math Department does not intend to follow suit.) We might look at the duties that they plan to put into the position in the context of our divisional chair discussion.

Constitution & Bylaw Revision Questions

Questions relating to membership –

- Do special meetings count in determining attendance?
- Is past president subject to attendance rules?
- Is past president as voting member?
- How should we define term of incoming president after a resignation?

Questions relating to roles –

- Should role of secretary be expanded?
- What sub-committees need better definition?

Questions relating to division structure –

- Move nutrition to M&S?
- Move philosophy to FaLaHum?
- Library/SSRF placement?
- Is the current division structure appropriate?
- Location of divisions in the document?
- Will CLC be a division?

Questions relating to processes –

- Should constitution and bylaws have the same requirements for revisions?
- What portion of either should be moved to Supplemental Procedures?
- Should we establish a (stricter) process for resolutions that conflict with previously passed resolutions?
- What role should adjunct senators play in tenure processes? What about a senator that is full-time, but non-tenured?
- Should the election of the secretary take place at the same meeting as the election of the VP?
- Does two consecutive terms for president mean elected or any?
- Should the summer designation of powers be part of the document? If so which portion?
- Do we wish to reconsider the voting weights?
- Should a senate calendar be established and placed in "supplemental procedures"?
- Robert's Rules of Order?
- What process should be used for nominations of VP and of secretary?
- Does the president vote in election of VP and secretary?
- How are ties to be broken in elections?
- Does attendance at ASCCC events that conflict with senate meetings count as an absence? Other conferences?
- Which of the above (entire list) belong in Constitution? In Bylaws? In Supplemental Procedures?

Others? – Any other we should consider?