



Academic Senate Agenda

Date: Friday, April 15, 2016

Time/Location: 1-3 PM / WCC Room 852

Senate Roles and Responsibilities (The 10+1)

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| <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 |
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Senators: Matt Clark (President), Donna McGill-Cameron (CTE), Donna Bahneman (Adjunct), 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)

| Item | Description-Type | Lead | Background and Objective |
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| I | Approval of Agenda - Action | | Approve agenda of 4/15/16. |
| 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</i> | | |
| III | Approval of Minutes-Action | | Review and approve the minutes of 4/8/16 |
| | <i>Discussion/Decision:</i> | | |
| IV | President's Report - Information/Discussion | Clark | |
| | <i>Discussion/Decision:</i> | | |
| V | Vice President's Report <ol style="list-style-type: none"> 1. Committee Appointments – Action 2. Curriculum Update – Information/Discussion 3. Other – Information/Discussion | Howerton | Objective: 1.Appoint faculty members to committees. 2. Receive update on work of the Curriculum Committees. |
| | <i>Discussion/Decision:</i> | | |
| VI | Senate/Committee Reports - Information | Senate | |
| | <i>Discussion/Decision:</i> | | |
| VII | Ex-officio Reports - Information | Papin, Huerta | |
| | <i>Discussion/Decision:</i> | | |
| VIII | Draft WCC Distance Education (DE) Handbook – Discussion/Action | Senate | Background: The Curriculum Committee has drafted a DE Handbook and forwarded it to senate for eventual adoption. Objective: Second senate review of the handbook with the intent to either debate adoption or suggest changes. |

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| | <i>Discussion/Decision:</i> | | |
| IX | College Handbook Committee Template – Information/Discussion | Senate | Background: As part of an effort to update the WCC College Handbook, College Council recently looked at a draft Committee Purpose Statement template. Objective: Review the draft template and provide feedback. |
| | <i>Discussion/Decision:</i> | | |
| X | Academic Employee Handbook Revision – Information/Discussion | Senate | Background: Both colleges are in the process of revising the Academic Employee Handbook(s). DCAS has tasked the college VPs with determining what portions must be identical (and feed district AP 4500 College Handbook) and which portions may be college specific. VP Konuwa and the Administrative Support Team have completed a draft handbook. Objective: First review of the draft WCC Academic Employee Handbook with the intent of collecting feedback. |
| | <i>Discussion/Decision:</i> | | |
| XI | Accreditation Steering Committee Purpose Statement – Information/Discussion | Senate | Background: The Accreditation Response Team (ART) has drafted a new purpose statement for the Accreditation Steering Committee (ASC). Objective: First read of the draft with the intent of providing feedback. |
| | <i>Discussion/Decision:</i> | | |
| XII | Senate Goals – Information/Discussion | Senate | Background: The senate established eleven (11) goals for the 2015-2016 Academic Year. Objective: Update status on goals and begin consideration of the Senate Goals for 2016-2017. |
| | <i>Discussion/Decision:</i> | | |
| XIII | Senate Election Processes - Discussion | Senate | Background: The Bylaws are weak regarding elections. The process for electing VP and Secretary need (re)definition. The timeline proved problematic this year. No process or practices exist for campaigning in contested elections. Objective: Discuss these and related concerns with the intent of informing Bylaws revisions. |
| | <i>Discussion/Decision:</i> | | |
| XIV | | | |
| | <i>Discussion/Decision:</i> | | |
| XV | Future Agenda Items- Discussion | | WCC Student Probation Processes, Lake County Campus Representation on Governance Committees, College Catalog, SSS Priorities, CCC, ADA in the Classroom |
| | <i>Discussion/Decision:</i> | | |

| Senate Goals, 2015-2016 | | | |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------|
| # | Goal | Who | Status |
| 1 | Student Success: Identify and address barriers to student success (counseling availability, course offerings...). | Clark, Bahneman, | Underway in Student Success Committee |
| 2 | Curriculum: 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 | Lake County Campus (LCC) Transition: Integrate the faculty, staff, and students at the Clear Lake Campus into the governance, planning, and budgetary processes at WCC. | Clark, Howerton, Papin | Non-senate committee recommendation to be forwarded to committees |

| Senate Goals, 2015-2016 | | | |
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| # | Goal | Who | Status |
| | | | for consideration. |
| 4 | Sabbatical Leave: (Re)define the sabbatical leave process in light of the multi-college transition. | Clark | In (slow) progress |
| 5 | Faculty Evaluation: Improve the faculty evaluation process. | Clark, Howerton, Geer | In (slow) progress |
| 6 | Grading Policies: Review, update, and distribute Faculty Handbook. | Clark | Awaiting Work of CLAS |
| 7 | Colusa County Campus (CCC): 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 Senate Constitution and Bylaws. | Clark, McGill, Gassman, Ferns | Constitution revision to a vote in April |
| 9 | Sustainability and Grant Funding: 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 | Education Master Plan (EMP): Work with College Council to create the new WCC EMP. | | Budget and Planning is prioritizing work from 1/29 EMP activity. |
| 11 | Distributive 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, 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 senate will review a draft DE Handbook on 3/25 and 4/8. |