

Woodland Community College  
**Academic Senate**  
**Minutes – May 9, 2014**

<input checked="" type="checkbox"/> Matt Clark (President)	<input checked="" type="checkbox"/> Kevin Ferns (FaLaHum, Secretary)	<input checked="" type="checkbox"/> Talwinder Chetra (Math and Science)
<input checked="" type="checkbox"/> Christopher Howerton (At-Large)	<input checked="" type="checkbox"/> Donna Bahneman (Adjunct, WCC)	<input checked="" type="checkbox"/> Pamela Geer (Adjunct, CCOF)
<input checked="" type="checkbox"/> Greg Gassman (Social Sciences)	<input checked="" type="checkbox"/> Cheryl Latimer (Student Services)	<input checked="" type="checkbox"/> Donna McGill-Cameron (Business and Vocational Ed., Vice President)

Guests: M. Chahal, A. Konuwa

Call to Order at 1:05 p.m.

I. Approval of Agenda (Latimer/Geer)

II. Public Comment

- A. Clark states that it is kind of cool to have so many great events on campus right now.
- B. A. Konuwa reports that WCC submitted the HSI grant application today with 11 minutes to spare. He apologizes that the Senate was not able to vet the grant prior to submission. The reason for the last minute submission was that the grant writer got a late start incorporating feedback on it last week and had not made WCC's grant a top priority. YC did not submit an application on time.

III. Approval of Minutes As Amended from 4/25/14 (Bahneman/Geer)

IV. President's Report-Clark (attached)

- A. At the board meeting last night during the public comment period, R. Matthews and B. Condrey were instructed not to talk about issues related to the hiring of the YC president. This may affect the YC president hiring process. Issues like this suggest that WCC/YCCD needs a professional conduct policy.

V. Vice President's Report-McGill-Cameron

- A. Committee Appointments. No one is appointed to College Council. This appointment will go back out for volunteers. For the Communication and Technology Committee, S. Lanier is appointed. For the Diversity Committee, M. Moreno is appointed. For the FSAP Committee, Howerton and Clark are appointed. For the Flex Committee, Chetra is appointed. J. Brown is appointed to the Safety Committee. For the Scheduling Committee, S. Spina, Chetra, and N. Kirschner are appointed. Gassman volunteers for the EOPS hiring committee as the Senate representative. No one has volunteered for the LD specialist hiring committee. Clark volunteers for the English position hiring committee.
- B. Curriculum Update. Howerton reports that for cross-listed courses, the minimum qualifications to teach both courses should be listed in each COR. A CTE representative on the committee may need to be appointed, as L. Deniz will be serving as the interim Dean of Student Services for the entire 2014-2015 year.

## VI. Compressed Calendar

- A. Chetra distributed a Draft Condensed Calendar for review and comment. The Compressed Calendar Committee is still examining potential intersession times for both the winter intersession and the summer session(s). The draft depicts a 16-week calendar. The YCFA union has not been approached regarding changes to the contract. Some administrators would like to see the compressed calendar implemented by 2015-2016. The current draft does not depict 1 or 2 unit courses and late starting classes, and Chetra will get the numbers for those as well.

## VII. College Recognition Celebration on 5/21/14

- A. Please forward any commendations you know of for any faculty to WCC Vice President A. Konuwa for the celebration on 5/21/14. The Senate will present a resolution to WCC Interim President Walters at that time.
  - **Motion to approve the resolution for WCC Interim President Walters (MSC Howerton/Gassman).**

## VIII. Faculty Staffing Rankings

- **Motion to approve the FSC Committee's rankings of 2014-2015 full time faculty requests (MSC Chetra/Gassman; Ayes: McGill-Cameron, Ferns, Latimer, Howerton, Chetra, Gassman; Noes: Bahneman, Geer).**

## IX. WCC President Search

- A. Please attend the WCC president candidates forums next week. Videos should be posted shortly after each candidate's presentation.

## X. Commencement Speaker

- A. M. Moreno will be the commencement speaker for WCC this year. The Senate agrees not to be responsible for determining criteria for the speaker selection in the future, as this is not a 10+1 issue. This is a College Council issue.

## XI. Senate/YCFA Liaison

- **Motion to have the YCFA Vice President for WCC become the liaison to the Senate (MSC Chetra/Howerton).**

## XII. Colusa Master Plan

- A. No new information to report. This will move forward this summer.

## XIII. Clear Lake Transition Plan (attached)

- A. No new information to report. This is currently in progress.

## XIV. End of Academic Year Senate Work

- A. 2014-2015 Meeting Schedule (Attached).
  - **Motion to approve the Senate calendar for 2014-2015 (MSC Gassman/Chetra).**
- B. The end of year Senate retreat is set for 9-2 pm on Thursday, 5/22/14.
- C. Executive Committee Powers for Summer.
  - **Motion to approve Senate executive powers for the summer for Clark, McGill-Cameron, and Ferns (MSC Latimer/Howerton).**

D. Senate Goals (Not Addressed)

XV. Convocation (Not Addressed)

XVI. Committee Structures, College Handbook, and Related Issues (Not Addressed)

XVII. WCC Mission Statement (Not Addressed)

A. As currently worded, the mission statement reads: The mission of Woodland Community College is to provide high quality education that fosters student success & lifelong learning opportunities for the communities we serve in an environment that values diversity, individuality, mutual respect, civic responsibility, and the free exchange of ideas.

XVIII. Draft Committee Templates (Not Addressed)

XIX. Student Code of Conduct (Not Addressed)

Meeting Adjourned 3:00 p.m. (Bahneman/Geer)

President's Report  
May 9<sup>th</sup>, 2014

1. **Meeting with WCC Administration (4/29 & 5/6) – Highlights**

- Discussed dates for fora for WCC Presidential candidates and for the compressed calendar feedback. Decided that late afternoons would be more community friendly. The presidential fora will be at 3:00 and 4:00 on the 12<sup>th</sup> and the 13<sup>th</sup>.
- Dr. Walters shared plans for a Recognition/Appreciation Day at WCC. Identified the 21<sup>st</sup> from 11-1 as a possible target. Dr. Walters would like to recognize as many people who received recognitions as possible.
- Konuwa reported that the Student Equity Plan (SEP) is due on October 15<sup>th</sup>. Student Success Committee is working with counselors. There is still a lot of work to do. The biggest challenge is integrating Degree Audit with the ed plan. Al Brandi and Judy Smart are working on that. There is a plan to integrate the SEP with our SSSP report.
- Dr. Walters has been asked to give the chancellor a draft transition plan for Clear Lake by the end of May.
- Dr. Walters believes summer publicity/outreach should be used to boost enrollments.
- The paperwork has been completed to attach WCC to the city, county, and WAVE through a cable connection from Gibson Rd to Building 800.
- We are moving ahead with the EOPS counselor position.
- It was suggested that the recently canceled FLEX activity be rescheduled for August 29<sup>th</sup>.
- Dr. Walters is interested in establishing a classified senate at WCC. I indicated that our senate would serve as resources as needed to facilitate the formation. Donna indicated that West Valley College has an exemplary classified senate that could be researched to help in the formation.

2. **DCAS (5/2)– Topics:**

- It was shared that since Spring 2012 there have been problems with our MIS data. The cause of the problem and the extent of the problem are both under investigation. The errors may weaken our pursuit of grants and also may affect YC's HSI status.
- We revisited AP5055, Enrollment Priorities, because of concern that the language adopted may disadvantage some veterans. Further information is needed before we revisit the document.
- We agreed to deal with the AP on MQs and Equivalencies early next fall. We also agreed to task DCC with the AP regarding pre-requisites early next fall.
- We agreed to do an internal review of our effectiveness immediately. An external review will take place early next fall after we identify the target respondents and formulate appropriate questions. (Both senates will be among the targeted respondents.) We will review the results of the internal review at our next meeting.
- We briefly discussed the idea of moving to a two year sabbatical process. G. Kemble and I were quite disappointed with this portion of the meeting. "Sabbaticals" was the agenda item and we'd both assumed that this would be the beginning of discussions with the Chancellor regarding the senates' concerns about the Chancellor's interpretation on the sabbatical process. Instead, the Chancellor was not present and the Vice Chancellor wanted to begin discussions about moving to a two year process. While there may be advantages to doing so, I urged that we not rush into such a process and survey recent sabbatical applicants for their input on the pluses and minuses of such a process.
- The Vice Chancellor shared issues relating to cross-listing courses (e.g., proper SLO assessments, increased enrollments, students requesting annotation for both courses...). There is a lack of clarity on the rights of a faculty member from one discipline who teaches a course that is cross-listed with

another. The senates and the curriculum committees need to work with HR to clarify. A philosophical discussion regarding cross-listing is needed. It also needs to be decided whether the curriculum committees should be guiding the senates or vice-versa.

3. **BAT (5/1)** – We reviewed the connections between the college requests and the district short-term goals. We will find out what will be funded after the May Revise of the Governor’s Budget and after we receive Perkins funding. We also reviewed a proposed planning cycle diagram. The diagram will be restructured based on feedback and returned to us at the next BAT meeting. Dr. Walters expressed concern that the processes we are pursuing look a lot like those that would be used in a single-college multi-site district. K. Kaur shared that there is increasing “noise” that money that the state was going to allocate for deferred maintenance may be shifted to other areas. There is still a lot of concern at YC about the PSV process and the possibility of it being used to shut down programs.

4. **Board Meeting (5/8)** – highlights

- Resolutions were read honoring the many district retirees.
- During a Public Comment portion that was a mix of high drama and theater of the absurd, R. Mathews and B. Condrey skirted carefully around an issue that they were advised not to discuss. Mathews talked about AP7122, President Hiring and Condrey spoke about the effects on shared governance of having committee work seemingly disregarded. Specifically, Condrey pointed out that many YC faculty members are at a “what’s the point” stage when asked to engage in committee work.
- WCC Student Trustee was asked to read the district resolution observing Memorial Day. Both Student Trustees and K. Cortner were thanked by each trustee for their service.
- The Vice Chancellor gave a brief report on our FTES shortage at P-2. (During this Trustee Savarese asked some very pointed questions about the accuracy of the YC catalog. He wanted to know how soon the catalog would be error free.
- G. Kemble did the heavy work regarding sabbatical resolutions. He echoed Condrey’s concerns about morale of those serving on committees and the difficulty of getting faculty members to serve when committee work is discarded.
- In my report I pointed out that the State Academic Senate has concerns about the Applied BA/BS Initiative and that while the Chancellor’s email this week indicated that “we” support the initiative, neither senate has weighed in on the matter.
- Trustee Savarese praised the WCC catalog for including SLOs for each department.
- We received applause when I announced that we had 100% of our ADTs approved by the State Chancellor’s Office.

5. **DC3 (4/29)** – canceled due to interviews for the YC President and Vice President.

## **Senate Goals, 2013-2014 (Assigned leads in parentheses, 14 total goals)**

1. Curriculum: Create catalog/class schedule subcommittee (via curriculum and scheduling committees), increase faculty awareness, establish program development structure and incorporate with EMP, establish AA-T and AS-T where appropriate, and create a DE handbook. (Clark)
2. Communication: Advocate for increase in effective communication tools and access. (Clark, Ferns)
3. Grading Policies: Review, update, and distribute Faculty Handbook. (Clark)
4. Academic Standards: Promote rigor in coursework, DE, and collegiality among faculty, classified staff, administration, and students. (Clark, McGill-Cameron, Wheeler)
5. Student Success: Identify and address barriers to student success (counseling availability, course offerings). (Latimer, Wheeler)
6. Faculty Development: Find more opportunities/activities focused on student success. (Chetra, McGill-Cameron)
7. Improve faculty evaluation process. (Clark, Howerton)
8. Work to create comprehensive process for Colusa County Outreach Facility (CCOF). (Chetra, Geer)
9. Revise Senate Constitution and Bylaws. (Clark, McGill, Gassman, Ferns)
10. SLOs: Attain CQI-status. (Howerton)
11. Research pedagogy of learning. (McGill-Cameron)
12. Professional standards goal (No assigned leads)
13. Partnerships with private colleges (No assigned leads)
14. Sustainability and grant funding (No assigned leads)

**Woodland Community College  
Communication and Technology Committee  
AGENDA**

**Date:** Friday, April 25, 2014

**Location:** WCC Computer Lab 844

**Time:** 9:00-9:50 AM

**Recorder:** Christopher Howerton

**Members:** Kevin Ferns, Christopher Howerton, Jennifer McCabe, Leslie Deniz, Michael Plant, Charlynnne Murphy, Chris Mejia, Julie Brown, Judy Walters

**Guest:** Raymond Hunter

No./Time	Description	Owner	Background/Outcome
1./9:00-9:05	Announcements/Check In	All	Information
2./9:05-9:15	Campus Signs	Hunter/Plant	Background: Students have been getting lost on our campus since 1975, and WCC is now taking steps to provide them with physical and mobile maps indicating building function and room numbers. Raymond Hunter joins us to work on ways to better communicate classroom and building locations to students. Michael Plant is working on a mobile app that provides a similar function to those students with cell phones. On the long term agenda, WCC may need to discuss updating the room numbers in B800 to cut down on confusion.
3./9:15-9:20	Mobile App Update/Ellucian	Plant	Information/Discussion
4./9:15-9:20	District Technology Update	Plant	Information/Discussion
5./9:15-9:20	DC3 Team 2 Update	Howerton	Information/Discussion
6./9:20-9:25	Fall 2014 Meeting Schedule	Ferns/All	Action: Change meeting schedule to first and third Fridays, 12:00-12:50 pm
7./9:25-9:40	Virtualization Server Program Update and Current Technology	Mejia	Background: Chris Mejia is currently working with district IT to implement a virtual server pilot program in campus computer labs. The pilot program will begin this summer. He will also present the current campus technology needs and help the committee prioritize needs for 2014-2015 in the technology plan

	Update Schedule		(attached below)
8./9:40-9:50	Goals for 2014/2015	Ferns/All	Background: The CAT updates and assesses its goals and accomplishments at the end of each semester (attached below).
9./9:40-9:50	Other/Next Agenda Items	Ferns/All	At the meeting on 5/9/14, Molly Senecal has agreed to brief the committee on technology-related planning and data, as well as current processes and future needs, and to assist the committee with the technology plan update. Parking Lot: How do we compel students to use their district email? The CAT is currently updating the web site department areas with courses and descriptions. This should be done by July 1, 2014.

**Next Meeting: Friday, May 9, 2014**

**Remaining Meetings: August Meeting Time TBA**

**WCC CAT Purpose Statement:** The purpose of the Communication and Technology Committee (CAT) is to enhance organizational communication by identifying and recommending effective practices, including technology-related practices, which facilitate decision-making and the exchange of information amongst college constituents.

Specifically, the committee serves the following functions:

- Develop guidelines to facilitate clear, open, respectful, and timely communication throughout the college community.
- Assist each college committee and project team in developing a communication review and evaluation plan for continuous improvement.
- Communicate and facilitate campus technology-related needs and issues.
- Review and update the WCC Technology Plan on an annual basis.
- Serve as an advisory group to the District Technology Committee.

**Note to Committees:** Some committees may choose to place future/campus goals, a parking lot for future business items, 10+1 commitment, or accreditation-related material in the box at the end. Each committee should evaluate this template and modify as appropriate for the work of the committee.



**ROUGH DRAFT FRAMEWORK PLANNING DOCUMENT  
FOR THE CLEAR LAKE TRANSITION  
FROM YUBA COLLEGE TO WOODLAND COMMUNITY COLLEGE**

---

This is a beginning planning document for transitioning Clear Lake from Yuba College to Woodland Community College. Please review the areas below and add or subtract from this list what you think needs to happen. This just a list and not yet in a priority order, some things will take longer than others. We want to make this transition as smooth as possible for students, for faculty, and staff.

**YCCD District Mission**

*The mission of the Yuba Community College District is to serve the formal and informal educational needs to the extent possible under the State's legal charge and available funding, providing the environment for students and faculty necessary for the pursuit of knowledge, wisdom, and truth, and the communication of knowledge and its interpretation. BPI200 Reviewed July 14, 2010*

**Based upon the District's Mission, WCC will work from its Mission:**

*The mission of Woodland Community College is to provide high quality education that fosters student success and lifelong learning opportunities for the communities we serve in an environment that values diversity, individuality, mutual respect, civic responsibility, and the free exchange of ideas.*

**And Vision:**

*Woodland Community College is a regional college dedicated to excellence and innovation. At WCC we strive to strengthen the communities we serve. We commit to the growth and improvement of our academic and career technical **programs to meet the needs and expectations of a changing global economy.***

*We will continue to provide the resources and rigorous academic programs that will empower our students to succeed and positively transform their lives. We value being an accessible institution of higher education one that respects the many facets of human identity and promotes collegiality, cultural enrichment, economic development, civic responsibility, and life-long learning.*

**To create as smooth a transition as possible for the Clear Lake Transition from YC to WCC we will address the following areas.**

1. Accreditation. WCC will need to file a substantive change with ACCJC, which we cannot do until we are off Sanction. The earliest we could come off sanction is at the January 2015 meeting. Much of the work of submitting a substantive change (working on the assumption that the transition would take place beginning July 2015) could be done during spring 2015. In a conversation with ACCJC, only WCC would need to submit a Substantive Change, because we are only moving a site from reporting to one college to another college in the same District.
2. Faculty from WCC will need to meet with Faculty from CL for curriculum resolutions, course approvals (both CTE courses as well as traditional courses, basic skills, DE etc.) SLO dialogues and assessments. Since WCC has gone through the separation of the core curriculum from YC, it is thought that most of the work between WCC and CL will be in the Business and CTE area.
3. Representative at WCC Faculty Senate.
4. Technology. What needs to be done with phones?
5. Committees: identify the committee structure at CL... any Faculty Senate committees that need to transition to WCC faculty senate.
6. Student Services: Financial Aid (what needs to be resolved here)... DSPS ... all categorical areas need to be unbundled from YC and either set up separately or with WCC. Approvals from the Feds and Chancellors Office, if needed. Since it is the same District, there may not necessarily be State or Federal approval to move from one site to another.

7. Approvals from Chancellors Office on curriculum changes and from the Federal Government re Financial Aid and in any other areas where Fed approval is required...
8. Current administrative structure and Future staffing
9. Signage... letter heads, paper, etc.
10. Support services on Campus... see student services.
11. Registration ... how is this worked out with YC and what should WCC do?
12. Get a budget document with the kinds of services currently offered, hours, staff, and total budget for the Center. It is my understanding that the current CL budget would move from YC over to WCC. There would be no change in budget unless the entire District undergoes changes in budget.

Please added any other areas... or information pertaining to any of the above areas that you believe is relevant.

Thanks

## Senate Resolution Honoring Dr. Judy Walters

Whereas, Dr. Judy Walters willingly stepped into the role of Interim President at Woodland Community College during a tumultuous time in our brief history, with issues such as accreditation, realignment, and structural budget deficits in play; and

Whereas, Dr. Judy Walters has proven to be a strong advocate for and leader of Woodland Community College on those issues as well as AB86 and the district resource allocation process; and

Whereas, Dr. Judy Walters has bravely fought her way through the acronym filled jungle that that threatens to envelop even the most intrepid veterans of district jargon; and

Whereas, Dr. Judy Walters by the sheer positive nature of her personality, her (sometimes too) subtle humor, through various events such as Commencement, the rehearsal for Commencement, establishing a WCC Recognition Day, and also just by being visible through her daily campus walks, improved the campus climate in ways that will leave a lasting legacy; therefore,

Be it resolved that the Woodland Community College Academic Senate thank Dr. Judy Walters for her leadership during her far too brief time here; and

Be it resolved that the Woodland Community College Academic Senate extend best wishes to Dr. Judy Walters as she fruitlessly continues in her attempt to retire from the community college system.

Woodland Community College  
**ACADEMIC SENATE**  
**Meeting Schedule for 2014-2015**  
Meeting Time: 1:00 to 3:00 p.m.  
Meeting Location: Room 113

**Your Senators:**

Matt Clark (President)	Kevin Ferns (Secretary/ Language Arts)	Talwinder Chetra (Math and Science)
Donna McGill-Cameron (Vice President; Business and Vocational Education)	Donna Bahneman (Adjunct, WCC)	Pam Geer (Adjunct, at large)
Greg Gassman (Social Sciences)	Cheryl Latimer (Student Services)	Christopher Howerton (At-Large)

**Senate Roles and  
Responsibilities  
The 10+1**

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
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.

**Meetings for Fall Semester 2014**

- August 8, 2014 (Joint Meeting with the College Council, Room 852)
- August 22, 2014
- August 29, 2014 (Joint Meeting with the College Council, Room 852, 10-12)
- September 12, 2014
- September 26, 2014
- October 10, 2014
- October 24, 2014
- October 31, 2014
- November 21, 2014
- December 12, 2014

**Meetings for Spring Semester 2015**

- January 9, 2015 (Joint Meeting with the College Council, Room 852)
- January 23, 2015 (Partial Closed Session for Tenure Recommendations)
- February 13, 2015
- February 27, 2015
- March 13, 2015
- March 27, 2015
- April 17, 2015
- April 24, 2015
- May 8, 2015