



Academic Senate Minutes

Date: Friday, May 12, 2017

Time/Location: 1-2:30 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. 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

Senators: **Matt Clark** (President), **Donna McGill-Cameron** (CTE), **Doug Stone** (WCC Part-time), **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 via Polycom)

Absent: **Jaya Shah** (Math & Science), **Ali Harder** (ASWCC President)

Guests: **Shawn Lanier**, **Charlyne Murphy**

Call to order 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda - Action		Approve agenda of 5/12/17 (MSC Howerton/Gassman).
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> 1. C. Murphy notes that the parking lot ticketing stops at 6:00 p.m., yet students are here until 8:15. Why should a student who arrives at 5:30 be asked to purchase a parking ticket for only 30 minutes? She will bring this up at the Safety Committee meeting and the College Council.		
III	Approval of Minutes-Action		Review and approve the minutes of 4/28/17 regular meeting.
	<i>Discussion/Decision:</i> 1. The minutes of 4/28/17 are approved (MSC Howerton/Geer)		
IV	President's Report - Information	Clark	
	<i>Discussion/Decision:</i> 1. Clark stated that convocation planning is underway. 2. Howerton mentioned that new faculty will have proper office space and faculty orientations. 3. Clark stated that senate leadership met with FAYCCD and noted the need to work with YC-AFT regarding evaluations. The DE handbook also needs to be approved by the YC Senate. 4. In College Council, they are moving forward on the IEC committee. 5. In PRVT, they discussed Institutional Effectiveness numbers 6. The Scheduling Committee discussed a new form for entering schedules. 7. DCAS received feedback from FAYCCD on the Academic Employee Handbook. 8. The YC Academic Senate is working on the program discontinuance process. 9. DC3 received a budget update.		

	<p>10. The Library Advisory Committee met this morning and is working on getting its work moving forward. Not much of the committee's work has moved beyond administration and there is some frustration on the part of committee members.</p> <p>11. At the board meeting last night, there were a number of concerns raised regarding campus climate in the Student Services Division at WCC and a member received permission to transfer to YC . Shawn Lanier also officially received tenure and Miriam Root received accolades upon her retirement.</p>		
	<p>Vice President's Report</p> <p>1. Curriculum Update – Information</p> <p>2. Committee Appointments – Action</p> <p>3. Other – Information</p>	Howerton	<p>Objective: 1. Receive update on work of the Curriculum Committees. 2. Appoint faculty members to committees.</p>
V	<p><i>Discussion/Decision:</i></p> <p>1. The Curriculum Committee had its final meeting of the semester and planned a fall retreat. They are sending faculty to the curriculum institute.</p> <p>2. J. Ruiz, N. Bruening, and N. Kirschner were appointed as readers for graduation.</p> <p>3. A. Miller was appointed to the SLO Committee.</p> <p>4. L. Deniz and C. Murphy were appointed to the Safety Committee.</p> <p>5. J. Brown and N. Bruening were appointed to the Instructional Design faculty search committee.</p> <p>6. Howerton reported that the senate equivalency committee processed 9 requests this year.</p> <p>7. Howerton updated the senate on the progress of the Data Inquiry Group.</p> <p>8. The SLO Committee updated the work it has done on its web page.</p>		
VI	<p>Allocation of Professional Development (PD) Funds from Faculty Enhancement Monies for FT Faculty – Action</p>	Senate	<p>Background: In the 2016-17 district budget, the Board of Trustees allocated \$100k of the Faculty Enhancement monies (that the district had received from the state for tenure track hiring), for full-time faculty professional development. Recently the district allocated monies to the two colleges, for use this year and next. The Chancellor stated that the Board of Trustees wants the monies to support PD activities tied to improved student outcomes.</p> <p>Objective: Debate adoption of the proposed process for allocation of the PD funds available through the Faculty Enhancement allocation.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. Clark clarified that the monies would go through the VP's office at each college. McGill-Cameron stated that the document needs proofreading.</p> <ul style="list-style-type: none"> ➤ Motion to adopt the process for allocation of the PD funds available through the Faculty Enhancement allocation (MSC Howerton/Vallejo) ➤ Amend the motion to fix the grammar issues in the document (MSC McGill-Cameron/Howerton). 		
VII	<p>Institutional Effectiveness Goals – Information/Discussion</p>	Senate	<p>Background: Annually, the college sends Institutional Effectiveness goals to the state Chancellor's Office.</p> <p>Objective: Review of the draft 2017/18 goals and the draft long-term goals, with the intent of debating endorsement at a Special Meeting.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. The senate reviewed the draft 2017-2018 goals. This will be up for endorsement at a special meeting in the next week or two.</p>		
VIII	<p>Senate/Committee Reports - Information</p>	Senate	
	<p><i>Discussion/Decision:</i></p>		

	<ol style="list-style-type: none"> 1. Gassman reported that the Ethnic Studies department is concerned that no faculty has been hired to teach a class at CCC this summer. 2. Gassman stated that M. Moreno would like to see WCC bring back the Puente Program. She has brought this concern to administration as well. 3. Ferns reported that the 9th Issue of Ink Magazine has been printed and looks great. WCC hosted a successful Open Mic on Tuesday that allowed all the contributors to share their work with the community. Special thanks to the WCC Foundation for covering the printing and event costs. This has allowed our students to focus on the creative content rather than fundraising, which has resulted in an improved product. 4. Geer reported that the class code for her class is incorrectly printed on the class schedule. 5. Papin reported that the Calendar Committee is now looking at a first draft of the 2019-2020 calendar. LCC is also holding an awards dinner this evening. 6. Howerton reported that the research symposium is this coming Tuesday. The graduation speaker competition will take place next Wednesday. 7. Vallejo reported that some Student Services faculty presented to the Board some of the issues regarding the toxic work climate. C. Latimer is transferring to YC to avoid this toxic climate. The department will be short until they are able to fill her position, and another counselor is leaving on maternity leave. The scheduling in SARS still has problems and there is a general lack of organization. The Jumpstart event was successful in bringing high school seniors to the college. 8. McGill-Cameron attended the CCCAOE conference in Sacramento. She found it very informative and helpful for CTE. I. Iatridis and J. Blacklock also attended. 		
IX	Ex-officio Reports - Information	Harder	
	<i>Discussion/Decision: No report.</i>		
X	Senate Calendar 2017/18 – Action	Ferns	Background: Annually, the senate shall adopt the regular meeting schedule for the subsequent Academic Year. Objective: Second review of the draft 2017/18 WCC Academic Senate regular meeting schedule, with the intent of debating adoption.
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. Motion to approve the amended meeting schedule (MSC Gassman/Howerton) 		
XI	Summer Authority for Senate Executive Team – Action	Senate	Background: Annually the senate grants the executive team the authority to represent the senate during the summer. Objective: Debate adoption of granting the executive team the authority to represent the senate during Summer 2017.
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. Motion to grant the executive team the authority to represent the senate during Summer 2017 (MSC Geer/Gassman). 		
XII	Senate Committee Membership – Action	Senate	Background: There are three work committees of the Academic Senate (Elections, Academic Standards, and Equivalence). Objective: Assign senators to the three committees.
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. The senate finalized the committee membership, attached to these minutes. 		
XIII	Data Inquiry Group (DIG) Work Product Summary – Information/Discussion	Howerton	Background: DIG is in the process of creating a “dashboard” which will allow faculty members improved access to data that drives decision-making. As part of the process, a Work Process Summary is available. Ideally, dashboard rollout will occur at Convocation. Objective: Review of the work product summary and provide feedback.
	<i>Discussion/Decision:</i>		

	1. The progress report was distributed to the senate.		
XIV	Spring Plenary Resolutions Review – Information/Discussion	Senate	Background: At Spring Plenary last weekend, the body adopted all resolutions in the packet (some in amended form). The following adopted resolutions urge action by local senates: 3.02, 11.01, 12.02, 17.01, 17.02, and 17.03. (Link to adopted resolutions - click here) Objective: Review those resolutions urging local senate actions and consider the need/desirability/form of any such actions.
	<i>Discussion/Decision:</i> 1. The senate agreed with the language of resolution 3.02. We will begin considering how to take action on this point.		
XV	Future Agenda Items-Discussion		Senate Appointments, Dual Enrollment, Guided Pathways, Convocation, WCC Student Probation Processes, College Catalog, SSS Priorities, CCC, ADA in the Classroom, Student Services Update
	<i>Discussion/Decision:</i>		

Meeting adjourned 2:30 p.m.

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 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.

Woodland Community College
ACADEMIC SENATE
Committee Membership and Meeting Schedule for 2017-2018
Meeting Time: 1:00 to 3:00 p.m.
Meeting Location: Room 113

Your 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)

Senate Elections Committee

- Kevin Ferns (Secretary)
- Greg Gassman
- Shawn Lanier

Senate Academic Standards Committee

- Donna McGill-Cameron
- Jose Vallejo
- Greg Gassman

Senate Equivalence Committee

- Christopher Howerton (Committee Chair)
- Jose Vallejo
- Mike Papin

Senate Executive Committee

- Matt Clark (President)
- Christopher Howerton (Vice President)
- Kevin Ferns (Secretary)

Meetings for Fall Semester 2017

- August 11, 2017 (Joint meeting with College Council)
- August 25, 2017
- September 8, 2017
- September 22, 2017
- October 6, 2017
- October 27, 2017
- November 17, 2017
- December 8, 2017

Meetings for Spring Semester 2018

- January 26, 2018
- February 9, 2018
- February 23, 2018
- March 9, 2018
- March 23, 2018
- April 13, 2018
- April 27, 2018
- May 11, 2018

Complete this 2 page form before you travel and give it your Flex Committee Chair (jmccabe@yccd.edu)

Yuba Community College District

APPLICATION FOR FAYCCD TRAVEL AND CONFERENCE FUNDS

NAME _____ TITLE OF ACTIVITY _____

DATE OF ACTIVITY _____ LOCATION _____

1. Did you receive FAYCCD travel funding last year? *(Circle your answer below)*
 - Yes
 - No
2. If your answer to the previous question was “yes”, how much money were you granted? *(Note: If you received more than \$750 last year you are not eligible to receive FAYCCD Travel funding this year. If you received \$750 or less last year you are eligible to receive FAYCCD funding this year only priority will be given to those who did not receive funding last year.)*
3. Describe and provide evidence of the activity you’re currently seeking funding for. Explain how you will use this activity to upgrade, enhance, or improve your assignment and/or benefit the campus community.
4. Are you willing to lead a Flex/Professional Development activity based on what you learned from this activity? *(Circle your answer below.)*
 - Yes
 - No
5. If your answer to the previous question was “no” explain why not.
6. How much money are you requesting funding for? *(Note: You can't receive more than \$1300, and if you request more than \$750 in funding you will not be eligible to receive funds next year.)*
7. Please briefly explain how you came up with this amount. For example, what are your estimated transportation costs, lodging costs, meal costs, and conference fees? *(The form on the back of this page should be used to help estimate your costs.) (No actual receipts are necessary at this point, but in order to actually receive your re-imbursement you will have to provide documentation for all of these costs you are you seeking funding for.)*

NOTE: If the faculty member incurs costs prior to approval, and the application is not approved, then the costs become the responsibility of the faculty member.

Applicant's Signature: _____ Date: _____

PLEASE RETURN THIS FORM TO THE WCC FLEX COMMITTEE CHAIR:

•Woodland Community College: Jennifer (Jenny) McCabe, Ext. 661-5754

FLEX COMMITTEE CHAIR APPROVAL

APPROVED: _____ Yes _____ NO RECOMMENDED AWARD: \$

Flex Committee Chair's Signature: _____ Date:

<i>For District Office use only:</i> Amt.Awarded: \$_____ Date Awarded:_____ Initials: _____
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The portion of the form should be used to estimate your travel costs (Questions 6 & 7).

To be used to estimate the costs of your travel:

Estimated Transportation Costs:

- Personal Car _____ Roundtrip Miles @ 54 cents/mile =
- Bus, Plane, Train, etc. _____ =
- Auto Rental _____ =
- Parking _____ =
- Other _____ =

Estimated Meal Costs:

- Breakfast Meals _____ X \$ 7.00 =
- Lunch Meals _____ X \$ 11.00 =
- Dinner Meals _____ X \$ 23.00 =

Estimated Lodging Costs:

• Number of Nights _____ X \$ _____ Per Night =

Estimated Registration Fees: =

Other Estimated Expenses (Itemize): = _____

Total: _____

Prof Devel funding rubric- equally weighted

1. How will the activity support student learning outcomes, the college strategic plan, the college's mission & vision statements and/or other college initiatives (like SSSP)
2. Does it support our needs assessment?
3. Cost/benefit ratio. (Number of people it would benefit.)
4. Variety of Prof level activity

APPLICATION FOR USE OF WCC PROFESSIONAL DEVELOPMENT FUNDS

NAME _____ **TODAY'S**

DATE: _____

(If this is on behalf of a WCC Committee please state that as well)

8. How much money are you requesting?

9. Describe the Professional Development activity this money would support. In your description please explain how your activity will support the Professional Development needs of WCC Full-Time Faculty and how it relates to the college's mission/values/goals/will improve student outcomes.

10. Will your activity benefit other constituent groups (beyond Full-Time Faculty) on our campus? If so, explain how.

11. Provide a detailed explanation of what the money you are requesting will be used for.

12. If being held at WCC, what date, time, and location would you like your activity to ideally be held? How important is it that this day, time, and location not be changed? Explain.

13. If being held at WCC, who is going to be in charge of making this activity happen?

14. If being held at WCC, are there any other campus resources that you'll be needing in order to support your activity? If so please explain.

15. If you are requesting funds to attend something taking place elsewhere please provide a brochure or other official document outlining that activity, and please fill out the cost estimation form at the end of this application outlining your estimated travel expenses.

Applicant's Signature: _____ Date: _____

PLEASE RETURN THIS FORM TO THE WCC FLEX COMMITTEE CHAIR:

- Jennifer (Jenny) McCabe (jmccabe@yccd.edu), Ext. 661-5754

FLEX COMMITTEE CHAIR APPROVAL

APPROVED: _____ Yes _____ NO RECOMMENDED AWARD: \$ _____

Flex Committee Chair's Signature: _____ Date: _____

The portion of the form only needs to be filled out if you are requesting Professional Development Funds for activities that require you to travel elsewhere (Question #8).

To be used to estimate the costs of your travel:

Estimated Transportation Costs:

- Personal Car _____ Roundtrip Miles @ 54 cents/mile =

- Bus, Plane, Train, etc. =

- Auto Rental =

- Parking =

- Other =

Estimated Meal Costs:

•Breakfast Meals _____ X \$ 7.00 =

•Lunch Meals _____ X \$ 11.00 =

•Dinner Meals _____ X \$ 23.00 =

Estimated Lodging Costs:

• Number of Nights _____ X \$ _____ Per Night =

Estimated Registration Fees: =

Other Estimated Expenses (Itemize):

= _____

Total: _____