



Academic Senate Retreat Minutes

Date: Friday, May 13, 2016

Time/Location: 3-5 PM / WCC Room 113

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), Kevin Ferns (Secretary, FaLaHum), Greg Gassman (Social Science), Pam Geer (Adjunct At-large), Christopher Howerton (VP, At-large), Jose Vallejo (Student Services), Jaya Shah (Math & Science)

Ex-officio Members: Mike Papin (Lake County Campus Faculty)

Absent: Omar Huerta (ASWCC Rep), Donna McGill-Cameron (CTE), Donna Bahneman (Adjunct)

Guests: None

Call to order 3:19 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda - Action		Approve agenda of 5/13/16.
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: No public present.</i>		
III	Senate Goals 2015/16 – Discussion	Senate	Background: The senate established eleven (11) goals for the 2015-2016 Academic Year. Objective: Update status on goals and assess progress towards goal achievement and begin consideration of the Senate Goals for 2016-2017.
	<i>Discussion/Decision:</i> 1. See the revised goal status below.		
IV	Senate Goals 2016/17 – Discussion	Senate	Background: The senate shall annually establish goals and share the goals with the Governing Board. Objective: Begin discussion of carry-over and new Senate Goals for 2016-2017. The senate goals will be established at the first senate meeting in September, 2016.
	<i>Discussion/Decision:</i> 1. The catalog review process may be a new goal. 2. The scheduling process with administration may be a new goal to be considered. 3. Professional development activities should be offered, and this is a goal the senate will work on.		

V	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.
	Discussion/Decision: <ol style="list-style-type: none"> 1. The bylaws are attached. 2. The last time we elected a VP, there was confusion due to the nature of the process as outlined. Howerton asks what the YC Academic Senate is doing. We should research what other colleges are doing as well. Clark will look into it. 3. Ferns suggests simply doing a secret ballot nomination process followed by an election. 		
VI	Senate Elections: Contested Elections - Discussion	Senate	Background: Currently, the Bylaws are silent on informing voters about candidates in contested elections. The recent election to fill an adjunct seat (and the recent vote to amend the Constitution) had paltry participation. Objective: Discuss the possibility of looking at strategies for informing the electorate and increasing voter turnout.
	Discussion/Decision: <ol style="list-style-type: none"> 1. The Bylaws should reflect that candidates may make personal statements during election periods. An election forum should also be considered to bring out more voters. We will also work on getting out information to faculty at our other campuses. 		
VII	Reviewing Work of Committees that Report to the Senate - Discussion	Senate	Background: A number of committees are purposed with reporting to the senate. Of late reports have come primarily when invited. Objective: Discuss the desirability of scheduling regular reports from committees to the senate.
	Discussion/Decision: <ol style="list-style-type: none"> 1. Clark and Howerton will work with committee chairs to address this. 		
VIII	Senate Assessment - Discussion	Senate	Background: The senate should regularly assess its work. Additionally, the faculty should assess the senate's work and communication. Objective: Discuss conducting internal and/or external assessments of the senate's work this year and in future years.
	Discussion/Decision: Not addressed.		
IX	Plan for Amending the Academic Senate Bylaws - Discussion	Senate	Background: The Academic Senate Bylaws can now (?) be amended by the senate. Objective: Discuss prioritizing the amendments and forming a calendar for dealing with said amendments.
	Discussion/Decision: <ol style="list-style-type: none"> 1. Now that the Constitution revisions have been ratified, the senate will begin the process of revising the bylaws in the fall. 		
X	Educational Master Plan (EMP) Progress – Information/Discussion	Senate	Background: WCC is in the process of drafting a new EMP. Objective: Review work to date and preview next steps in the process.
	Discussion/Decision: Not addressed		

XI	Institutional Effectiveness Committee (Council?) (IEC) - Discussion	Senate	<p>Background: It is proposed that a number of the planning committees (SLO, PRVT, B&P, FSAPC, and SCC – or Student Learning Outcomes, Program Review Validation Team, Budget and Planning, Faculty, Staff, and Administrative Planning Committee, and Schedule Criteria Committee for those who are challenged by acronym proliferation) be united in a single committee, IEC. IEC would have then task work groups with some of the tasks of the current committees. The senate has already agreed (at least in concept) to the creation of IEC.</p> <p>Objective: Discuss next steps and timelines for creation of the IEC.</p>
	<i>Discussion/Decision: Not addressed.</i>		
XII	Senate Committee Membership – Discussion/Action	Senate	<p>Background: There are three work committees of the Academic Senate (Elections, Academic Standards, Equivalence).</p> <p>Objective: Assign senators to the three committees.</p>
	<p><i>Discussion/Decision:</i></p> <p>Senate Elections Committee</p> <ul style="list-style-type: none"> ➤ Kevin Ferns (Secretary) ➤ Greg Gassman ➤ Christopher Howerton <p>Senate Academic Standards Committee</p> <ul style="list-style-type: none"> ➤ Donna McGill-Cameron ➤ Jose Vallejo ➤ Greg Gassman <p>Senate Equivalence Committee</p> <ul style="list-style-type: none"> ➤ Christopher Howerton (Chair) ➤ Jose Vallejo ➤ Jaya Shah <p>Senate Executive Committee</p> <ul style="list-style-type: none"> ➤ Matt Clark (President) ➤ Christopher Howerton (Vice President) ➤ Kevin Ferns (Secretary) 		
XIII	LCC Realignment and WCC Committee Structure – Discussion/Information	Senate	<p>Background: LCC is now part of WCC and slots for LCC faculty/staff/students should be made to appropriate committees.</p> <p>Objective: Discuss next steps in the process and timelines.</p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Howerton and Clark will work with committee chairs regarding committee structure, adding LCC members, and reporting. Figuring out leadership and roles for LCC and CCC is also important to define going forward. 		
XIV	Senate Composition – Discussion/Information	Senate	<p>Background: LCC is now part of WCC and the senate composition will be redefined to reflect the realignment.</p> <p>Objective: Discuss possible changes to the composition of the senate to reflect the changes.</p>
	<i>Discussion/Decision: Not addressed.</i>		

XV	Future Agenda Items-Discussion		<p>Background: The senate agenda regularly lists items that should be scheduled for future agendas.</p> <p>Objective: Assess the process and, if we decide to continue or improve the process, identify items that should be on the list early at the beginning of the 2016-17 Academic Year.</p>
	<i>Discussion/Decision: Not addressed.</i>		

Meeting adjourned 4:55 p.m.

Senate Goals, 2015-2016			
#	Goal	Who	Status
1	Student Success: Identify and address barriers to student success (counseling availability, course offerings...).	Clark, Vallejo	Underway in Student Success Committee. We need to get an update from the 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	Ongoing. After a year we need to assess how the integration is progressing.
4	Sabbatical Leave: (Re)define the sabbatical leave process in light of the multi-college transition.	Clark	In (slow) progress and dependent on negotiations with FAYCCD.
5	Faculty Evaluation: Improve the faculty evaluation process.	Clark, Howerton, Geer	In (slow) progress, and the first two rounds are completed on new faculty.
6	Grading Policies: Review, update, and distribute the employee handbook. Academic dishonesty reporting.	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 is complete; Bylaws revisions will occur in the fall.
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 in the fall.

Woodland Community College

ACADEMIC SENATE

CONSTITUTION AND BYLAWS

February 29, 2008 Revised January

??, 2016

PART I – CONSTITUTION

Article I - Legal Basis for an Academic Senate

Article II - Purpose

Article III - Membership Qualifications

Article IV - Composition and Officers

Article V - Duties and Responsibilities

Article VI - Amendments

PART II – BYLAWS

Article I - Duties of Officers and Senators

Article II - Meetings

Article III - Elections

Article IV - Recall and Dismissal

Article V - Amendment Procedures

Article VI – Supplemental Procedures

CONSTITUTION

ARTICLE I - LEGAL BASIS FOR AN ACADEMIC SENATE

SECTION 1 – Title 5

The Academic Senate of Woodland Community College is established so that the faculty may have a formal and effective process for participating in the formation of district policies relative to academic and professional matters as set forth in Title 5 of the California Code of Regulations.

SECTION 2 – Powers Vested in the Faculty

All powers and responsibilities herein granted shall be vested in the faculty acting through the academic senate.

ARTICLE II - PURPOSE

SECTION 1 – Senate Purpose

The senate, in accordance with Title 5 of the California Code of Regulations, shall be the recognized representative of the faculty to the administration of Woodland Community College and to the governing board of the Yuba Community College District in matters concerning academic and professional issues, and shall participate in the formation and revision of district policies and procedures in all matters of an academic and professional nature.

The purpose of the senate shall be to:

- Promote the general welfare of Woodland Community College and the faculty thereof.
- Work toward the development and improvement of professional standards.
- Provide a venue for addressing issues of an academic or professional nature affecting Woodland Community College and its faculty.
- Represent the faculty in making recommendations to the administration and the Board of Trustees with respect to academic and professional matters. "Academic and professional matters" means policy development and implementation matters as delineated in Sections 2 and 3 below.

SECTION 2 – Senate Responsibilities

The academic senate shall have primary responsibility for the following (See Board Policy 2510 Participation in Local Decision Making.):

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies

SECTION 3 – Role of Senate and Board of Trustees

The following items (4 – 11) shall require mutual agreement between the academic senate and the board of trustees (See Board Policy 2510 Participation in Local Decision Making.):

4. Educational program development

5. Standards or policies regarding student preparation and success
6. District and college governance constitutions, 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 are mutually agreed upon between the board of trustees and the senate

ARTICLE III - MEMBERSHIP QUALIFICATIONS

SECTION 1 – Senate Membership

Membership in the academic senate shall consist of those individuals employed by the Yuba Community College District and assigned to Woodland Community College who meet the following definition of "faculty."

"Faculty" is defined as those employees of the Yuba Community College District who hold the rank of "professor," "instructor," or "adjunct faculty member." An adjunct faculty member is eligible for membership only if currently employed by the district or if that person has a "return right" in the following semester ("return right" as defined in the YC-AFT Contract).

SECTION 2 – Ineligibility

If a member of the academic senate becomes ineligible for membership (refer to Constitution, Article III, Section 1), that person will no longer continue to be a member of the senate and the vacancy shall be filled as provided in Bylaws, Article III, Section 1.

ARTICLE IV - COMPOSITION AND OFFICERS

SECTION 1 – Senate Composition

The academic senate shall be composed of the elected president of the senate, six additional full-time faculty members, two adjunct faculty members, and the past president of the senate (when seated).

SECTION 2 – Senate Representation

Representation to the senate shall be as delineated in Article III, Section 3 of the Bylaws:

SECTION 3 – Senate Officers

The officers of the senate shall include a president, a vice president, and a secretary. The officers'

terms, election procedures, and duties are set forth in Bylaws

ARTICLE V - DUTIES AND RESPONSIBILITIES

SECTION 1 – Senate Quorum

The academic senate shall have regular and special meetings, as herein provided, and a majority of the senate shall constitute a quorum, which shall be sufficient to transact business.

SECTION 2 – Meeting Minutes

The academic senate shall keep minutes of all its meetings and publish the proceedings of each meeting.

SECTION 3– Senate Committees

The academic senate may create and maintain committees and authorize such to perform any duty within the scope of the senate's authority.

SECTION 4 – Recommendations to the Board of Trustees

The academic senate shall present its written and oral views and recommendations to the Board of Trustees through regularly established channels. However, the senate, after consultation with the administration, may present its views directly to the Board of Trustees. In accordance with the regulations of the California Community College Board of Governors, "The Board of Trustees shall consider such views and recommendations."

ARTICLE VI - AMENDMENTS

The academic senate and/or members of the faculty may propose amendments to the Woodland Community College Academic Senate Constitution and Bylaws, as set forth in Bylaws, Article V.

BYLAWS

ARTICLE I - DUTIES OF OFFICERS AND SENATORS

SECTION 1 – Officers of the Academic Senate

There shall be a president, a vice president, and a secretary of the academic senate. Only full-time faculty members are eligible for the office of president and vice president

SECTION 2 – Election of the President

1. The president of the senate shall be elected at-large from the membership of the full-time faculty.
2. The election of the president shall conform to the procedures specified in Bylaws, Article III, Section 2.

SECTION 3 – Election of the Vice President

At the last meeting in February of each year, the senate shall nominate, from its membership, a vice president for a one-year term. The nomination shall be subject to confirmation by a majority of the senate.

SECTION 4 – Election of the Secretary

At the last meeting in February of each year, the senate shall nominate from its membership a secretary for a one year term. The nomination is subject to confirmation by a majority of the senate. In the absence of an elected secretary, the senate may choose to rotate secretarial duties among its members.

SECTION 5 – Terms

1. The president shall serve for a term of two academic years. The president shall serve a maximum of two consecutive terms (of 2 academic years each) but may serve additional terms after an interruption of service of at least one term.
2. The vice-president and the secretary shall serve for one academic year.
3. The past-president (when seated) shall serve for one

academic year

SECTION 6 -- Duties of the President

1. Preside at all regular and special meetings of the senate.
2. Preside at all meetings of the faculty called by the senate president or by the senate.
3. Attend, or have a senate representative attend all regular meetings of the Board of Trustees. The vice president should first be asked to attend in the president's absence; if the vice president is unavailable, then another member of the senate should be asked.

4. Represent the senate in all “major governance” committees if the senate has not already appointed a person to represent the senate at such meetings. The president should regularly attend all “major governance” committees, especially when major academic and professional matters are under discussion. The academic senate shall determine which committees are to be defined as “major governance” committees.
5. The president should be accompanied by the vice president, another senator, or designated faculty representative at all meetings with the administration. The vice president shall first be asked to accompany the president; if the vice president is unavailable, another member of the senate or a faculty representative should be asked.
6. Serve as an ex-officio member of all senate committees.
7. Prepare and distribute an agenda for each senate meeting.
8. Ensure that senate business is carried forward from previous senate meetings in a timely manner.
9. Implement decisions of the senate and supervise administration of senate business.
10. Perform those tasks that the senate or president deems necessary to the responsible discharge of the president’s obligations to the faculty and senate.
11. The president will be the official spokesperson for the academic senate.

SECTION 7 – Duties of the Vice President

1. If the president is absent or incapacitated, the vice president shall assume the duties of the president until such time as determined by the senate.
2. The vice president shall regularly attend “major governance” committees as assigned.
3. The vice president or a designee from the senate shall attend all curriculum committee meetings.
4. The vice president shall accompany the president when possible in meetings with the administration.
5. The vice president shall perform other duties as assigned by the president or the senate.
6. The vice-president shall maintain a list of committee membership and when committee

positions need to be filled, the vice-president shall solicit volunteers from the faculty.

SECTION 8 – Duties of the Secretary

1. Keep minutes of all meetings and distribute them to all faculty members.
2. Keep the official record of the senate business.
3. Assume the duties of the president if both the president and vice president are absent or incapacitated.
4. Keep and report the official attendance record of the senate.

SECTION 9 – Duties of Senators

1. Attend senate meetings regularly.
2. Report senate deliberations to constituents and carry constituent concerns to the senate.

3. Represent the senate only when authorized to do so.

SECTION 10 – Ineligibility or Resignation

1. If the president resigns or becomes permanently incapacitated, the senate shall determine whether to hold a new election or have the vice president serve the remainder of the president's term. Upon the election of a new president by special election or as outlined in Bylaws, Article III, Section 1, the new president will immediately assume the role of president of the academic senate.
2. A senator shall become ineligible for a position on the senate when he or she no longer meets the definition of "faculty" as set forth in Constitution, Article III, Section 1, and shall be required to resign immediately from the academic senate. The vacancy thus created shall be filled as herein provided (See Bylaws, Article III).

ARTICLE II- MEETINGS

SECTION 1 – Regular Meetings

1. Regular Calendar Meetings – The academic senate shall hold regular meetings at least once every month during the academic year (August through May). The senate shall, by resolution, set forth the calendar of meetings (to include date, time and place) for the succeeding academic year during the final May regular meeting (Sec. 54954, California Government Code [Brown Act]).
2. Regular Agenda Meetings – An agenda for each regular meeting shall be posted at least 72 hours before the meeting containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall also specify the time and location of the meeting and shall be posted in a location that is freely accessible to members of the public (Sec. 54954.2, California Government Code [Brown Act]).

SECTION 2 – Special Meetings

Special meetings of the academic senate may be held for regular or special business matters, but 24-hour notice, per Brown Act requirements, must be given to all senators, full-time and adjunct faculty, and the general public setting forth the date, time, and place.

A special meeting of the academic senate shall be called by the president upon the written petition of at least three members of the senate or ten percent of the members of the faculty, or at the discretion of the president.

SECTION 3 – Compliance with Brown Act

All regular and special meetings of the senate and its committees shall be open to all parties, with the exception of those portions of the meetings closed by the consent of the senate or president such as sessions to discuss personnel matters. (See Section 54956.7—Closed Session, California Government Code [Brown Act], for guidelines for closed session requirements.)

SECTION 5 – Tenure Hearings

Tenure hearings are closed personnel sessions of the academic senate and are to be held prior to February 15.

SECTION 6 – Compliance with *Robert's Rules of Order*

All academic senate meetings shall be conducted in accordance with generally accepted parliamentary procedures, as described in *Robert's Rules of Order*.

ARTICLE III - ELECTIONS

SECTION 1 – Formation and Duties of Election Committee

Election Committee – During the first week of May, the president of the senate shall solicit volunteers from the faculty to serve on an “Election Committee” for the following academic year. The senate shall then select at least three of these faculty members to form the Election Committee. It shall be the duty of this committee to actively seek out qualified candidates to be nominated for all elections. The Election Committee shall follow the procedures below in conducting the election:

1. Set and advertise the dates for nominations and elections.
2. Issue secret ballots.
3. Ensure that each faculty member casts only one vote and ensure that all faculty members in the representative group are given the opportunity to vote.
4. Secure the ballot box and tally ballots in the presence of all members of the committee.
5. Report the results of the election in writing to the president of the senate.

SECTION 2 – Election of the President

1. The full time faculty shall elect the president of the academic senate by the end of the first week of February. The new president will assume the duties of president of the academic senate at the first senate meeting of the following academic year.
2. Nominations – The vice president at the time of nominations will automatically be a nominee for president if she/he agrees to run. Other nominations for president may also be made by submitting to the Election Committee a petition of nomination signed by not less than ten percent of the full time faculty members including the nominee.

SECTION 3 – Election of Senators Representing Academic Groups

Academic Group 1 shall consist of one representative from each representative area (full-time faculty):

- a. Mathematics and Science (mathematics, statistics, life sciences, nutrition, computer science, physical sciences)

2. Language Arts (English, speech, English as a second language [ESL], reading, foreign languages, art, humanities, philosophy, library)
3. Business and Vocational Education (accounting, economics, agriculture, administration of justice [AJ], business, early childhood education [ECE], mass communications)
4. Social Sciences (history, sociology, psychology, anthropology, , political science, ethnic studies)
5. Student Services (Disabled Students Programs and Services [DSPS], counseling)

Academic Group 2 (full-time faculty)

- a. One at-large senator

Academic Group 3 (adjunct faculty)

1. One at-large faculty member from the Woodland campus
2. One at-large faculty member from the Colusa outreach

Group members shall nominate from their own group. If a representative area from Academic Group 1 chooses not to elect a representative, that position will become an at-large position and the person elected to this at-large position will represent all full-time faculty members. If the Colusa outreach chooses not to elect a representative, that position will become an at-large position to be filled by an adjunct faculty member at the Woodland campus, and this senator will represent all adjunct faculty. Only area senators elected by the means set forth in Bylaws will be seated.

1. By the end of the first week of February, the Election Committee shall notify those academic groups that are eligible to elect a member from within their unit to serve on the

senate. Only those individuals who meet the criteria for "faculty" as set forth in Senate Constitution, Article III, Section 1, may be elected.

2. The nomination from an academic group may be made by self-nomination or by another member of the representative group, with the consent of the nominee. All nominations shall be submitted to the Election Committee by the end of the second week of February. The Election Committee will hold elections as specified in Bylaws, Article III, Section 1.
3. Faculty shall have 5 working days after the close of nominations to cast their ballots.
4. If a representative area or academic group does not submit a nominee, that position shall be declared an at-large position and the person elected to that position will represent all faculty members.

SECTION 4 – Election of At-Large Senators

1. By the end of the third week of February, the election committee will notify the faculty of open at-large seats and will begin accepting nominations. These include:
 1. The seat(s) reserved for full time faculty.
 2. The seats reserved for adjunct faculty.
 3. Any seats that may result from a division not nominating a senator to represent it.
2. Nominations for at-large senators will close on February 28 or the first working day afterwards.
3. Faculty shall have 5 working days after the close of nominations to cast their ballots.

SECTION 5 – Nomination and Confirmation of Vice President

As soon as the new senate has been elected, it shall nominate one of its members to the office of vice president. The senate shall vote by secret ballot to confirm the nominee. Confirmation requires a majority of the votes cast. If the nominee is not confirmed, the senate shall submit another nomination. This process will continue until a vice president is elected.

SECTION 6 – Nomination and Confirmation of Secretary

Following the election of the vice president, the senate shall nominate one of its members to the office of secretary. The senate shall vote by secret ballot to confirm the nominee. Confirmation requires a majority of the votes cast. If the nominee is not confirmed, the senate shall submit another nomination. This process will continue until a vice president is elected or the senate decides not to seat a secretary.

Section 7 Ties

In the event that an election results in a tie, the elections committee will conduct a coin flip to determine the winner.

SECTION 8 – Senate Term Limits

The senate president shall serve a two-year term. The past president shall serve a one-year term, immediately following his or her term as president. All other senators shall serve three-year terms with elections staggered in years as follows:

1. Language Arts/Art –2017, 2020, 2023...
2. Math/Science –2017, 2020, 2023...
3. Social Science –2018, 2021, 2024...
4. Business/Vocational Education –2018, 2021, 2024...
5. Student Services –2016, 2019, 2022...
6. Adjunct for Woodland –2016, 2019, 2022...
7. Adjunct for Colusa –2018, 2021, 2024...

8. At Large –2016, 2019, 2022...

ARTICLE IV - RECALL AND

DISMISSAL SECTION 1 – Recall of Senators

Any member of the academic senate is subject to being recalled by two-thirds of the faculty that elected them, as defined in Constitution, Article III, Section 1. The academic senate governs the recall procedures. Further, any member of the academic senate is subject to being expelled by a vote of two-thirds or more of the membership of the senate.

SECTION 2 – Recall of Officers

If the president is recalled, the senate shall determine whether to hold a new election or have the vice president serve the remainder of the president's term. Upon the election of a new president by special election or as outlined in Bylaws, Article III, Section 1, the new president will immediately assume the role of president of the academic senate.

SECTION 3 – Petition of Recall

If an academic group wishes to recall the individual they elected to be their senate representative, a petition signed by a majority of the eligible unit's voters and presented to the academic senate will start the recall process. The Election Committee will then conduct an election to fill the vacant seat as outlined in Bylaws, Article III, Section 1. A two-thirds majority of the votes cast is required to remove the senator from office. The vacated seat will then be filled for the duration of the term by holding a special election.

SECTION 4 – Recall of At-Large Senator

If the senator to be recalled is an at-large senator representing full time faculty, a petition signed by forty percent of the full time faculty presented to the academic senate will start the recall process. An election, as outlined in Bylaws, Article III, Section 1, will be held. A two-thirds majority of the votes cast is needed for the recall to take place. The vacated seat will then be filled for the duration of the term by holding a special election.

SECTION 5 – Recall of Adjunct Senators

If the senator to be recalled is an adjunct senator, a petition signed by forty percent of the eligible adjunct faculty presented to the academic senate will start the recall process. The term "eligible adjunct faculty" refers to the faculty that are eligible to vote for that senator. If the senator is representing the Woodland campus, only those adjunct faculty members teaching in Woodland can vote. If the senator is representing the Colusa outreach, only those adjunct faculty members teaching in Colusa can vote. If the Senator is serving all adjunct faculty, then all adjunct faculty can vote. An election, as outlined in Bylaws, Article III, Section 1, will be held. A two-thirds majority of the votes cast from is needed for the recall to take place. The vacated seat will then be filled for the duration of the term by holding a special election.

SECTION 6 – Dismissal of Senators for Excessive Absences

If a senator misses more than 50% of regular Senate meetings during any semester, that senator will be considered derelict in his or her duty and shall be removed. If the senator in question represents a Representative Area, the group will be notified that their senator has been removed from office. The Election Committee will then conduct a new election for that academic group using the election procedures as outlined in Bylaws, Article III, Section 1. If the senator in question is serving at large, the senate will declare that seat vacant and the Election Committee, using the election procedures, will conduct a new election as outlined in Bylaws, Article III, Section 1.

ARTICLE V - AMENDMENT PROCEDURES

SECTION 1 – Manner of Amendment

The Woodland Community College Academic Senate Constitution and Bylaws shall be amended in the following manner:

1. Amendments can be put forward in one of two ways: First, the sponsor of an amendment shall submit to the academic senate a copy of the proposed amendment, with the signatures of thirty percent of the full time faculty. Second, the academic senate may by majority vote become the sponsor of an amendment. In either case, the senate shall set a date for a meeting of the faculty for the purpose of debating the proposal. The sponsor shall distribute copies of the proposed amendment to the faculty no later than five working days prior to the faculty meeting.
2. The senate shall conduct an election on the proposed amendment no earlier than five working days, nor later than ten working days, following the date of the faculty debate of the amendment.
3. A two-thirds majority vote as defined in Bylaws, Article V, Section 2 shall be required to amend the Constitution.
4. A two-thirds majority of the senate shall be required to amend the Bylaws.

SECTION 2 – Amendment Voting Weights

For voting purposes, the number of faculty shall be defined as all full-time faculty plus two-fifths of the adjunct faculty. Each full-time faculty member shall have one full vote. Each adjunct faculty member shall have a two-fifths vote.

ARTICLE VI – SUPPLEMENTAL PROCEDURES

In order to facilitate the operation of the senate and provide for the resolution of contentious issues, the senate shall from time to time formulate “Supplemental Procedures.” These Supplemental Procedures will carry the authority of senate resolution, and shall be binding. They will generally deal with issues of less importance than those items enumerated in this

Constitution and Bylaws. They can be passed and modified by a majority vote of the senate. They will be published separately from this Constitution and Bylaws.

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Our Board of Trustees puts forth Strategic Goals as one element of a Strategic Plan. Much of the activity the Board undergoes to determine or affirm Goals mirrors the traditional “Baldrige” strategic planning process. The output from that Board activity, YCCD Strategic Goals, are long-term “levers” of change, influenced broadly by accreditation standards. Consequently, our College model may be considered an operational plan, and thus the proposed shorter (more dynamic) scope of this work.

Some community college EMPs extend upwards of 10 years in scope. While our Board’s Goals may have a “shelf-life” of several years, our College is best served when nimble. Our College may decide to “self-correct” programs and services as external influences (student outcomes, regional trends, CA budget, etc.) require a change in tactics. The “rolling” 3-year proposal allows our College leaders to make these adjustments, honors the spirit of continuous improvement, and promotes a culture of inquiry.

You will see italicized language for you as the reader; not intended to be a part of this final outline.

Draft WCC Educational Master Plan Outline:

I. TABLE OF CONTENTS

(Needs no explanation)

II. EXECUTIVE SUMMARY

(Provides high-level summary for public consumption of College Objectives, Purpose of an Educational Master Plan and College’s 3-Year Planning Cycle; imagine this to be the genesis of a 3fold publication.)

A. PURPOSE OF AN EDUCATIONAL MASTER PLAN

(Provides the internal and external reader District/College/public context- the “big picture” of planning.)

B. COLLEGE 3-YEAR PLANNING CYCLE

(Provides the internal/external reader process content.)

III. ENVIRONMENTAL SCANS

A. STRENGTHS and WEAKNESSES

(Completion by Design frames the “Strength and Weakness Internal Scan” of our SWOT analysis. We are broadening the traditional definition to include emerging educational trends – policies, etc. that influence our District/College. National policies, state Basic Skills, Workforce Development programs, etc. are examples of emerging educational trends.)

STUDENT DEMOGRAPHICS

STUDENT ENROLLMENT BEHAVIORS (FT/PT, DAY/NIGHT, WEEKENDS, ONLINE, GOALS)

CCCSE DATA SUMMARY

B. EMERGING EDUCATIONAL TRENDS *(Samples only)*

COMPLETION AGENDA
ACCELERATION
BASIC SKILLS
CAREER DEVELOPMENT and COLLEGE PREPARATION (CDCP)
DISTANCE EDUCATION
DUAL ENROLLMENT
OPEN EDUCATIONAL RESOURCES (OER)
WORKFORCE DEVELOPMENT

C. EXTERNAL SCAN

(Completion by Design frames the “Opportunities and Threats” of our SWOT analysis. We are broadening the traditional definition to include emerging regional trends – policies, etc. that influence our District/College. Accreditation, DWM, regionalization, etc. are examples of emerging regional trends).

SERVICE AREA DEMOGRAPHICS
HIGH SCHOOL DEMOGRAPHICS
LABOR MARKET INFORMATION: INDUSTRIES
LABOR MARKET INFORMATION: OCCUPATIONS

D. EMERGING REGIONAL TRENDS *(Samples only)*

ACCREDITATION
DOING WHAT MATTERS FOR CALIFORNIA JOBS AND THE ECONOMY
REGIONAL CONSORTIA
REGIONAL UNIVERSITIES (Sac St. and UCD)

IV. YCCD STRATEGIC GOALS

(This section would include YCCD Board-established Mission, Vision, Values, ISLOs, Strategic Goals, and Student Success KPIs.)

V. COLLEGE MISSION STATEMENT

(Self-explanatory, though College Council is has adopted a unique Mission Statement architecture that will allow for one over-arching College Mission Statement followed by broad site-specific “directional statements” recognizing the immediate service area needs and local responses.)

VI. COLLEGE OBJECTIVES

(Strategic Directions serve as an overall guide for our College and focus our Actions. These Directions emerge from internal and external scan outcomes as themes. Generally, Objectives reflect a blend of our College Mission Statement while addressing the challenges identified through scan activities. A short list here of 3-5 Objectives is recommended. Informed samples provided.)

- A. Increase college access and success among under-represented racial/ethnic groups and all students from low-income backgrounds.
- B. Scale programs and services that meet future labor market needs, improving employment and earnings of WCC graduates.
- C. Provide academic pathways to ensure WCC students make timely progress towards degree/certificate completion.

VII. COLLEGE ACTIONS

(As was the case in our scans, Completion by Design frames our College Actions. Action plans are oftentimes presented meeting SMART/SMART-R criteria. For accountability and assessment purposes, a good deal of planning effort is usually put forth in the “Measureable” SMART-R criteria. It is likely that Action planning output “feeds” into the YCCD Comprehensive Master Plan.)

2016-2017 CONNECTION ACTIONS
 2016-2017 ENTRY ACTIONS
 2016-2017 PROGRESS ACTIONS
 2016-2017 COMPLETION ACTIONS

2017-2018 CONNECTION ACTIONS
 2017-2018 ENTRY ACTIONS
 2017-2018 PROGRESS ACTIONS
 2017-2018 COMPLETION ACTIONS

2018-2019 CONNECTION ACTIONS
 2018-2019 ENTRY ACTIONS
 2018-2019 PROGRESS ACTIONS
 2018-2019 COMPLETION ACTIONS