



## Academic Senate Retreat Minutes

**Date:** Thursday May 21, 2015

**Time/Location:** 12-3 PM / Room 113

### Senate Roles and Responsibilities (The 10+1)

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| <ol style="list-style-type: none"> <li>1. Curriculum, including establishing prerequisites and placing courses within disciplines.</li> <li>2. Degree and certificate requirements</li> <li>3. Grading policies</li> <li>4. Educational program development</li> <li>5. Standards or policies regarding student preparation and success</li> <li>6. District and college governance structures, as related to faculty roles</li> </ol> | <ol style="list-style-type: none"> <li>7. Faculty roles and involvement in accreditation processes, including self-study and annual reports</li> <li>8. Policies for faculty professional development activities</li> <li>9. Processes for program review</li> <li>10. Processes for institutional planning and budget development</li> <li>11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate</li> </ol> |
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**Senators:** Matt Clark (President), Donna McGill-Cameron (CTE), Donna Bahneman (Adjunct), Talwinder Chetra (Math & Science), Kevin Ferns (Secretary, FaLaHum), Pam Geer (Adjunct At-large), Christopher Howerton (At-large), Cheryl Latimer (Student Services), Greg Gassman (Social Science)

**Absent:** None

**Guests:** B. Asmus

**Call to order 12:05 p.m.**

Item	Description-Type	Lead	Background and Objective
I	<b>Approval of Agenda -Action</b>		Approve agenda of 5/21/15 (MSC Geer/Chetra).
II	<b>Public Comment</b>		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. Thanks to Clark and Latimer for the snacks!		
III	<b>Approval of Minutes-Action</b>		Review and approve the minutes of 5/8/15.
	<i>Discussion/Decision:</i>		
	1. Minutes of 5/8/15 are approved as amended (MSC Geer/Howerton).		
IV	<b>President's Report - Information/Discussion</b>	Clark	

	<p><b>Discussion/Decision:</b></p> <ol style="list-style-type: none"> <li>1. DCAS Meeting Update: Clark reports that today’s DCAS meeting resulted in approval of APs related to grading and meeting graduation requirements. AP 4105 was approved in the meeting as well, which clarifies what a hybrid class is. AP 4232 was also approved. This may need further discussion to determine how many classes students can take on a pass/no pass basis. Copies of the APs will be distributed to faculty. CLAS is updating AP 4500, the academic employee handbook. This will be brought to the senates in the future. Dr. Carabajal reported in the DCAS that the compressed calendar feedback was very positive. Regarding the concerns brought up, she recommends that the compressed calendar application be submitted by September to the Board and October to the state so the District can move to the new calendar in Fall 2016. The intersession changes may need to be resolved after an additional year.</li> <li>2. Budget Advisory Team Meeting Update: The faculty staffing process will take place early next year. This would ideally feed into one or two new positions at WCC depending on positive news from the state budget. Clark brought up that many budget decisions have been made in CHEX when they should be brought to the senates for consultation. Chancellor Houston appeared to be receptive to the suggestions.</li> <li>3. This week’s senate meeting with administration was canceled due to the Title V grant priority.</li> </ol>		
	<p><b>Committee Appointments - Action</b></p>	Senate	<p><b>Objective:</b> Appoint faculty members to committees and senators to senate work groups.</p>
V	<p><b>Discussion/Decision:</b></p> <ul style="list-style-type: none"> <li>➤ <b>College Council</b> (meets 1st and 3rd Fridays from 1-3) - Needs one (1) full-time faculty member. M. Moreno is appointed.</li> <li>➤ <b>CAT (Communication and Technology)</b>, meets 1st and 3rd Fridays from 12-1) - Needs one (1) full-time faculty member. C. Strode is appointed.</li> <li>➤ <b>Library Advisory Committee</b> (meets 2nd and 4th Fridays for next semester, possibly less often after that), needs one (1) full-time faculty member from <b>CTE</b> and one (1) full-time faculty member from <b>FaLaHum</b>. M. Dragos is appointed from CTE. The other positions will be at-large. Latimer will follow up on these appointments in the fall.</li> <li>➤ <b>Flex</b> (meets as needed) - Needs one (1) full-time faculty member to finish a two-year term. D. Martin is appointed.</li> <li>➤ <b>Diversity</b> (meets 2nd and 4th Fridays, 11-noon) - Needs one to three (1-3) full-time faculty members. J. Shah is appointed.</li> <li>➤ <b>Safety</b> - (meets 1st Thursdays at noon) - Needs one (1) <b>full-time faculty</b> member and one (1) <b>adjunct faculty</b> member. J. McCabe is appointed. K. Rogers is appointed.</li> <li>➤ <b>Two “volunteers” are appointed to the CLC English faculty advisory committee.</b> M. Main and R. Cabrero are appointed. R. Cabrero is appointed as co-chair.</li> </ul>		
VI	<p><b>Senate/Committee Reports - Information</b></p>	Senate	

	<p><b>Discussion/Decision:</b></p> <ol style="list-style-type: none"> <li>1. McGill-Cameron reports that a few Flex agreements are still outstanding. Progress is being made.</li> <li>2. Gassman reports that if a student completes history 4A/4B and history 5A/5B, the University of California will only accept one set for transferable units.</li> <li>3. Chetra reports concerns regarding CCOF. The dean of CLC is supposed to be working at CCOF once per week, but she has not been there in about a month. In addition, the SSSP Counselor that will be hired should have a presence at CCOF. Chetra would like to emphasize that we cannot allow CCOF to be ignored, especially when we hire positions that require CCOF presence in the job description.</li> <li>4. Latimer expresses concern for the SSSP position that is to be hired. In addition, there is no official transfer coordinator starting July 1, and she would like to see the counseling vacancy filled in anticipation of the transfer fair. Short Term Emergency Aid Committee has approved funds for purchasing books for 45 students who meet certain guidelines in CTE.</li> <li>5. Ferns reports that the web site update is in progress and is on schedule to go live in early June.</li> <li>6. Geer reports that the CCOF task force has plans to meet in the future, but has still not met.</li> <li>7. Howerton congratulates everyone who worked to put on a successful graduation ceremony this month.</li> <li>8. Howerton notes that the evaluation of his coordinator position arrived on the morning of the 15<sup>th</sup> of May. This offered little time for consultation with the administrator about the evaluation, as the evaluations need to be signed and submitted by May 15.</li> </ol>		
<p><b>VII</b></p>	<p><b>Points of Discussion</b></p>	<p>Senate</p>	<ul style="list-style-type: none"> <li>• WCC Committee Structure</li> <li>• Support for Curriculum, SLO, DE</li> <li>• Constitution and Bylaws</li> <li>• Senate Liaisons</li> <li>• CLC Transition</li> <li>• Compressed Calendar</li> <li>• LAC</li> <li>• Title V (HSI) Grant</li> <li>• Resolutions of Appreciation</li> <li>• Other</li> </ul>

	<p><b>Discussion/Decision:</b></p> <ol style="list-style-type: none"> <li>1. On the topic of clerical support for the Curriculum Committee, B. Asmus reports that little support has been provided for CLC. She would recommend an additional 20% reassigned time to assist CLC with the curriculum transition to WCC. As of right now, it wouldn't be until December 2015 that CLC can submit its programs to the state for approval, and these updates are already overdue to make the next catalog update, so the catalog may have some errors. The coordination of curriculum issues with CLC is going to be a major challenge for the Curriculum Committee. In addition, B. Asmus would like clarification on the role of the co-chair of the committee. B. Asmus estimates that the chair would need 60% reassigned time to run the committee sufficiently, with perhaps 20% needed for someone to manage Curricunet. Clark will follow up on this. Also, the articulation officer may need to have the position reclassified considering the work being doing with regard to curriculum at the school and District level. Howerton reports that the SLO Committee has little clerical support. With the CLC realignment, it is becoming clear that CLC may need some additional support to get up to speed with SLOs. With the departure of the Dean of Student Success, Howerton expresses concern that we don't have a plan for transition regarding TracDat data entry and data analysis. Clark brings up a concern regarding sustaining leadership in various structures such as SLOs, Curriculum, and Curricunet.</li> <li>2. Title V HSI Grant: Clark notes that the opportunity for feedback on the grant was not as big as we hoped. President White was more invested in this grant than any administrator at WCC has ever been, and he should be commended for his efforts.</li> <li>3. Chetra reports that he is returning to the Compressed Calendar Committee in the fall. As the District moves forward with the new calendar, faculty need to be aware of how the configurations of the summer sessions and flex agreements will affect them. Another consideration is whether graduation would be considered part of the contract.</li> <li>4. Committee Structure: Clark notes that we have too many committees on campus. The PRVT and FSAPC could become workgroups of the Budget and Planning Committee at some point in the future once they become well defined. McGill-Cameron reports that the Flex Committee may incorporate a Staff Development component as well.</li> <li>5. Clark will distribute proposed changes to the Senate Constitution and Bylaws early next semester.</li> <li>6. Senate Liaisons: Clark asks whether we would like to appoint someone to be in charge of recognizing faculty work at the state level. We may also want to consider a legislative liaison, among other appointments. Senators should ask their constituents and we will address this in a future meeting. Also, senators should think about whether we need a process to determine whether to sign off on volunteers for state committees. We may also need someone to be a liaison for distributing important email messages/requests for committee work from the state senate.</li> </ol>		
	<p><b>Senate Goals – Discussion</b></p>	<p>Senate</p>	<p><b>Background:</b> Annually, at its retreat, the senate reviews its progress on the goals of the Academic Year drawing to a close and develops goals for the upcoming Academic Year.  <b>Objective:</b> Review progress on the 2014/15 Senate Goals and develop senate goals for 2015/16.</p>
<p><b>VIII</b></p>	<p><b>Discussion/Decision:</b></p> <ol style="list-style-type: none"> <li>1. The updated goals and statuses are listed below.</li> <li>2. Curriculum. The catalog review process could be improved. Work in curriculum is ongoing. The DE Handbook will be updated. We need to validate our programs and make sure that what's in print is accurate and up to date. Perhaps a catalog review committee should be developed to make sure the catalog has as few errors as possible.</li> <li>3. On the topic of communication, the Senate will add a new goal related to training of committee chairs and co-chairs.</li> <li>4. The student code of conduct goal has been completed!</li> <li>5. The senate updated the Senate Committee Membership form (attached).</li> </ol>		

<b>XIV</b>	<b>Future Agenda Items-Discussion</b>	Division Chairs, College Catalog, SSS Priorities, Ed Master Plan, Committees, CCOF, WCC Committee Structure, CLC Transition, Constitution & Bylaws, LAC Purpose Statement
	<i>Discussion/Decision:</i>	

<b>Senate Goals, 2014-2015 with Updates (14 goals)</b>			
#	Goal	Who	Status
1	<b>Curriculum:</b> Create catalog/class schedule subcommittee (via curriculum and scheduling committees), increase faculty awareness, establish program development structure and incorporate with EMP, and create a DE handbook.	McGill, Howerton, Latimer	Ongoing
2	<b>Communication:</b> Advocate for increase in effective communication tools and access. <b>Improve Committee Communication:</b> Make sure committee faculty chairs and co-chairs have the appropriate policies and procedures in place.	Howerton, Ferns, Clark	Continuing.
3	<b>Grading Policies:</b> Review, update, and distribute Faculty Handbook.	Clark	Awaiting Work of CLAS
4	<b>Academic Standards:</b> Initiate campus-wide discussion to promote rigor in coursework, DE, and collegiality among faculty, classified staff, administration, and students.	Clark, Bahneman, McGill-Cameron	Look at this goal and determine how to rework it in the fall.
5	<b>Student Success:</b> Identify and address barriers to student success (counseling availability, course offerings). Work with the Student Success Committee.	Latimer, Clark, Bahneman	Continuing: Update the Student Equity Plan (2014-2015)
6	<b>Faculty Development:</b> Find more opportunities/activities focused on student success.	Chetra, McGill-Cameron	In progress
7	Improve <b>faculty evaluation</b> process.	Clark, Howerton	In progress
8	Work to create comprehensive <b>process for Colusa County Outreach Facility</b> (CCOF).	Clark, Chetra, Geer	Early in process, awaiting notes from college president.
9	Revise <b>Senate Constitution and Bylaws</b> .	Clark, McGill, Gassman, Ferns	In progress
10	<b>Professional standards</b> research	Clark	TBD
11	<b>Sustainability and grant funding</b>	Clark, McGill-Cameron	TBD
12	<b>Clearlake College transition</b>	Clark, Howerton	In progress
13	<b>Update the Student Code of Conduct</b>	Bahneman	Complete!
14	<b>Accreditation</b>	Clark, Howerton	Midterm Report is in progress

Meeting adjourned 3:15 p.m.

Woodland Community College  
**ACADEMIC SENATE**  
**Senate Committee Membership for 2015-2016**  
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 (Business and Vocational Education)	Donna Bahneman (Adjunct, WCC)	Pam Geer (Adjunct, at large)
Greg Gassman (Social Sciences)	Cheryl Latimer (Vice- President; 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
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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.

**Senate Elections Committee**

- Kevin Ferns (Secretary)
- Greg Gassman
- Christopher Howerton

**Senate Academic Standards Committee**

- Donna McGill-Cameron
- Cheryl Latimer
- Greg Gassman

**Senate Equivalence Committee**

- Cheryl Latimer
- Talwinder Chetra
- Donna McGill-Cameron