

Woodland Community College
Academic Senate Retreat
Minutes – May 22, 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 type="checkbox"/> Cheryl Latimer (Student Services)	<input checked="" type="checkbox"/> Donna McGill-Cameron (Business and Vocational Ed., Vice President)

Guests: B. Asmus

Call to Order at 9:05 a.m.

I. Approval of Agenda (Gassman/Howerton)

II. Public Comment

- A. Clark reports that the valedictorian’s speech at convocation was a home run. She knocked it out of the park.
- B. Bahneman reports that the loudspeakers at the convocation were too loud. Also the roses looked really bad, both in the rose garden and the roses that were handed out to graduates.
- C. Thanks to B. Asmus for showing up as a guest today and contributing to the DE, CCOF, CLC, and curriculum-related discussions!
- D. B. Asmus reports a conflict on out of state students who take DE classes. They are able to avoid additional out of state fees currently. We don’t want to turn these students away, and we need to figure out how to gain approval for teaching them. We would need to pay a fee to each state to serve those students. She will follow up with Vice Chancellor Carabajal on this issue to determine the best path forward. The DE committee is currently working on a DE support services page on the web site, as many students are not even aware that support is available. This will be agendized for a future Senate meeting, as the Senate has not heard from administration regarding DE issues.
- E. Chetra notes that we have a number of summer hiring committees. It would be better to do our hiring in the fall or spring when more volunteers are available.

III. Approval of Minutes from 5/9/14 (Howerton/Gassman)

IV. President’s Report-Clark

- A. The ART agrees that the accreditation process is behind at this point. They plan further meetings over the summer.
- B. A debrief on commencement will occur today. They are still taking suggestions and may send out a questionnaire soon. Commencement seemed to be longer than usual.
- C. Clark will go to the CLC on June 3 with President Walters and VP Konuwa to discuss next steps in the transition to WCC.
- D. The YC president search will be restarted. We anticipate that the new WCC president will be selected soon.

- E. Clark will attend the ASCCC Leadership Institute this summer.
- F. Clark informed administration that the Senate would be willing to work with classified staff to create a Classified Senate.

V. Vice President's Report-McGill-Cameron

- A. Flex update. McGill Cameron reports IT issues with the flex credit submission process. She is working with IT to streamline the flex software such that the approval process is easier for end users and the Flex Committee chair.
- B. She reports that the Flex survey had a high response rate. Overall, 58 people responded to the Flex survey and 34 full time faculty members responded as well.
- C. Committee Appointments. For the LDL Specialist Hiring Committee, N. Bruening is appointed. For the Counseling Hiring Committee, J. Ortiz is appointed. For the TRiO Director Hiring Committee, J. Ruiz is appointed. For the Diversity Committee, J. Mullin is appointed. Committee chairs need to keep track of faculty attendance at committee meetings and report back to the Senate if members are not following up on committee obligations. For the District Sabbatical Leave Committee, M. Moreno is appointed. For College Council, J. McCabe is appointed.

VI. Secretary's Report-Ferns

- A. The Senate held 8 regular meetings and 3 special meetings this spring. Clark, Howerton, Latimer, Ferns, and Geer had perfect attendance. Chetra, Bahneman, and McGill-Cameron each missed one regular meeting. Gassman missed three regular meetings. All Senators remain in good standing. We need to revise the bylaws to distinguish between regular and special meeting attendance, particularly for adjunct faculty.
- B. The Senate Motions List for 2013/2014 is attached.

VII. Compressed Calendar Update-Chetra

- A. The compressed calendar committee would like to send out a survey over the summer to students and faculty and make a decision quickly regarding the compressed calendar. Chetra is concerned that the questions in the survey may not be clear for students, and that surveying summer school students may not be accurately targeting our students, as many summer school students are not full time WCC students. Chetra is also concerned that the committee itself does not appear to have strong representation from all the parties that have an interest in this, either because they are unable to come to the meetings or they don't want to put in the effort to make the potential transition successful. One big question we will need to address is whether we will schedule a winter session or two summer sessions. Another issue will be getting both colleges to agree on a district-wide calendar. Conversations about the calendar with classified staff, YC-AFT, YCFA, and the college Senates still need to take place as well.

VIII. Colusa Master Plan

- A. Clark will be working with J. Ortiz, Geer, Chetra, J. Ruiz, Dean M. Chahal, and VP A. Konuwa over the summer to develop the plan for Colusa. We need to develop a plan for the types and times of the classes we offer. Chetra reports that more students take classes in the spring at CCOF because many of them are working in the cannery through the fall semester. There is a need for more ESL offerings at the facility as well. Geer reports that the 12 unit ECE certificate should be available to the CCOF students as well. B. Asmus reports that this certificate is back in place and will be available to those students.

Bahneman reports that human services courses may be a good fit at CCOF, but we'd need to survey the student population or offer the class to see whether there would be demand. Chetra notes that we are losing students at CCOF because we don't have a plan for outreach into the community. The Colusa County Office of Education would like to be a part of the planning for the facility as well. Faculty should place their texts on reserve with Paula Parish so students have access to the texts. We need to revisit whether the Williams library is a good source for students, or if some other arrangement needs to be made for texts. Another topic of discussion will be the student services offerings that will need to be administered at CCOF. We should survey the student population at CCOF to find out when they can take classes and what types of classes they would like to have offered. The CCOF advisory group needs to be reinstated and reconfigured so that it better works with the staff and faculty as well as the community.

IX. Clear Lake Transition Plan (Attached)

- A. We should encourage faculty to engage in conversations with their counterparts at CLC and to help prepare with the transition. There are 45 classes being offered at CLC that WCC does not offer. We need to determine whether we will be adding those courses to the WCC curriculum or modifying them in some way. We also need to communicate our SLOs and assessment procedures with CLC faculty. YC-AFT seniority and faculty staffing issues will also need to be addressed.
- B. WCC must find out what working committees are currently in place at CLC. CLC faculty and staff will be eligible to fill open seats on WCC committees, and they may need official membership seats on the Senate, College Council, Curriculum Committee, Student Success/BSI Committee, Budget and Planning Committee, SLO Committee, Communication and Technology Committee, PRVT, Scheduling Criteria Committee, and Flex Committee. Once our Library Advisory Committee is back up and running, we can consider an additional seat there as well.
- C. We will also need to examine any grants allocated to CLC, and we also need to consider how to plan for future grants with CLC in mind.

X. Senate Goals (attached)

- A. The Senate agrees to a check-in policy to be worked out later that will allow us to periodically update the Senate on goal progress.

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

XII. Draft Committee Templates (Attached)

- A. The Senate will be updating its agenda format and will consider using the CAT Committee-approved agenda template. Clark will send out a version of the new agenda this summer for comments.

XIII. Student Code of Conduct-Bahneman

- A. Bahneman reports numerous problems with the current student code of conduct. It needs to be clarified to include a percentage of class time a student could miss that would preclude them from passing a course. There also needs to be some clarification regarding the use of social media and FERPA regulations. It may also need to include a section on appropriate communications with staff and faculty. Finally, the new document should be effectively distributed to students.

XIV. Professional Conduct

- A. Professional conduct by faculty does need to be addressed, but this may not be a Senate issue because it is contractual. The Senate will explore methods to encourage faculty to do their jobs effectively.

Meeting Adjourned 1:57 p.m. (Gassman/Howerton)

Senate Goals, 2014-2015 (Assigned leads in parentheses, 13 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, and create a DE handbook. (McGill, Howerton)
2. Communication: Advocate for increase in effective communication tools and access. (Howerton, Ferns)
3. Grading Policies: Review, update, and distribute Faculty Handbook. (Clark)
4. Academic Standards: Initiate campus-wide discussion to promote rigor in coursework, DE, and collegiality among faculty, classified staff, administration, and students. (Clark, Bahneman, McGill-Cameron)
5. Student Success: Identify and address barriers to student success (counseling availability, course offerings). (Latimer, Clark, Bahneman)
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). (Clark, Chetra, Geer)
9. Revise Senate Constitution and Bylaws. (Clark, McGill, Gassman, Ferns)
10. Professional standards research (Clark)
11. Sustainability and grant funding (Clark, McGill-Cameron)
12. Clearlake College transition (Clark, Howerton)
13. Update the Student Code of Conduct (Bahneman)

**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. BP1200 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 Motions List, 2013-2014

8/9/13

- Motion to form a task force to allow the WCC Senate to work with student services to prioritize the resources needed for the mandated initiatives by Friday, 8/16/13 (MSC Chetra/Latimer)

8/16/13

- Motion to approve the Resource Needs for Implementing SSSP Mandates as amended (MSC Wheeler/Gassman)

8/30/13

- Motion to approve the revised PRVT purpose statement with the removal of the room number (MSC Gassman/Wheeler)

9/13/13

- Motion to approve the Academic and Student Support Services Administrative Support resolution as amended (MSC Gassman/Chetra)

9/27/13

- Motion to approve the Student Success Committee Purpose Statement as written and consider CCOF membership in the future (MSC Howerton/Latimer)
- Motion to approve the BSI Report/Budget and send to the state with the Senate president's signature and next year to revise the goals for English and math success (MSC Gassman/Howerton)
- Motion to approve the functional map conceptually (MSC Gassman/Howerton)
- Motion to approve the Curriculum Handbook (MSC Chetra/Bahneman)
- Motion to approve the DE Responsibility Matrix with the DE subcommittee's recommendations (MSC Latimer/Gassman; Abstention: Howerton)

11/22/13

- Motion to approve the latest version of the enrollment priorities list (MSC Gassman/Bahneman)

12/13/13

- Motion to expedite the TRiO counselor hiring process from 45 to 30 days (MSC Geer/Gassman)

1/10/14

- Motion to try out the YCCD Services & Non-Instructional Program Vitality Criteria Draft 8/15/13 in a non-punitive manner (MSC Chetra/Geer)

1/16/14

- Motion to appoint B. Asmus, N. Kirschner, J. Ortiz, and Clark to the president search committee (MSC Gassman/Ferns)

1/24/14

- Motion to eliminate the YCCD core curriculum (MSC Bahneman/Howerton)
- Motion to approve the resolution commending Angela Fairchilds (MSC Bahneman/Howerton)
- Motion to pilot the KPI with the understanding that changes can be made (MSC Howerton/Bahneman)
- Motion to participate in the continuing student survey (MSC Howerton/Bahneman)

2/14/14

- Motion to share with the Board the WCC Senate's recommended Institutional Standards of Achievement with the understanding that the standards may need to change (MSC Howerton/Gassman)

2/25/14

- Motion to approve the proposed summer semester 2014 start time for 6-week classes from June 9 to June 16, 2014, pushing the 6-week class schedule back one week (MSC Ferns/McGill-Cameron (Ayes: Ferns, McGill-Cameron, Chetra, Latimer, Geer; Noes: Howerton, Gassman; Not Present: Bahneman)

3/14/14

- Motion to change the senate meeting from April 11 to April 18 at 1:00 PM (MSC Chetra/Ferns; Not Present: Gassman)

4/18/14

- Motion to approve the updated Communication and Technology Committee Purpose Statement (MSC Gassman/Bahneman)
- Motion to pilot the SLO feedback process for the next cycle (MSC Latimer/Bahneman)

4/25/14

- Motion to approve the sabbatical process resolution (MSC Chetra/Bahneman; McGill-Cameron Not Present)

5/9/14

- Motion to approve the resolution for WCC Interim President Walters (MSC Howerton/Gassman)
- 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)
- Motion to have the YCFA Vice President for WCC become the liaison to the Senate (MSC Chetra/Howerton)
- Motion to approve the Senate calendar for 2014-2015 (MSC Gassman/Chetra)
- Motion to approve Senate executive powers for the summer for Clark, McGill-Cameron, and Ferns (MSC Latimer/Howerton)