

Woodland Community College
Joint Meeting of Academic Senate and College Council
Minutes – August 8, 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)

College Council: Laney Mangney, Al Konuwa, Michael White, Donna Bahneman, Paula Parish, Monica Chahal, J. McCabe

Guests: J. Vallejo, J. Brown, J. Shah, S. Postolaki

Call to Order at 1:18 p.m.

I. Approval of Agenda (Geer/Howerton)

II. Public Comment

- A. Geer reports that she enjoyed the adjunct meeting on 8/7/14 and felt it went smoothly.
- B. J. Vallejo reports that a hiring committee was scheduled to meet over the summer and failed to do so.

III. WCC President’s Report-President White

- A. WCC President White reports that convocation went well and commended Howerton for his work conducting the student panel. He will distribute the budget presentation to the campus soon.

IV. WCC Vice President’s Report-Vice President Konuwa (attached)

V. Senate President’s Report-Clark

- A. Senate President Clark would like to see WAM and library hours extended.
- B. L. Richard departed without a celebration of her long tenure here and he would like to see a recognition ceremony scheduled for a future date.
- C. Senate President Clark has requested a reporting structure chart from administration. This will be distributed to clarify some confusion regarding recent structural changes.

VI. Senate Vice President’s Report-McGill-Cameron

- A. Senate VP McGill-Cameron will be soliciting volunteers for committees soon.

VII. College Update

- A. Staffing: Senate President Clark report that the WAM math IA position will be filled by Fidel Martinez. Z. Zermeno and J. Penning have been reclassified. Muted discussions have taken place regarding a full time faculty member taking on release time to run the tutoring center, ARC, and WAM. The tutoring position vacated by L. Richard has been filled on an interim basis. F. Ruiz transferred to WCC from YC. K. Rogers joined WCC on a full time one year temporary position and an evaluation team will need to be formed. WCC Vice President Konuwa reports that the

TRiO specialist position has been filled by Joann Ramirez. Karen Fernandez is the new TRiO director. WCC VP Konuwa will send out a full report of the recent changes. K. Kaur is the interim M&O director until a new hire is made. J. Day is on leave for a few more months.

- B. Administrative Structure: A full report on CTE changes will come from WCC VP Konuwa soon. The division meeting and faculty meeting structure may need to be changed with some of the restructuring taking place. This will be discussed with faculty soon.
- C. Facilities: The studio art classroom was converted to a regular classroom, so we no longer have a space for studio art. The digital media lab is currently gathering dust, and discussions will take place as to what to do with it. Older Perkins loan computers were moved into the physics lab. Room 816 can be used as a classroom again. Laptops were moved from the physics room to the LRC and can be checked out by classes going forward for use on a first come basis. The HVAC system was fixed in the 600 building and some faculty were not notified. Geer reports that the CCOF filters have not been replaced even though a maintenance request was submitted some time ago. CCOF also has space issues with the creation of a computer lab in room 3 and additional space needs to be found for classes. J. Vallejo reports that the lab in 606 has some air conditioning issues. The room was unusually hot during orientations.
- D. CLC Transition Plan: WCC President White is working on an organizational chart and will work with work groups and leads pertaining to affected parties to develop a timeline to successfully make the transition.
- E. CCOF: The CCOF planning committee will be reconvening soon and developing a more comprehensive plan for CCOF. Some student services are lacking in CCOF, and some students are unable to come to WCC to get the assistance they need. There may be a connection between the lack of student services and declining enrollment at CCOF. Chetra expresses concern that tutoring at CCOF may languish with the transition to a new TRiO director. The other concern with tutoring is that TRiO may have been providing tutoring services that WCC should have been overseeing or funding.

VIII. Accreditation Update

- A. J. Brown thanks the campus community for the feedback provided during convocation. With this feedback, the Accreditation Response Team will be developing subgroups with appropriate expertise to assist in rectifying deficiencies or gaps in the draft report. Issues with the report were identified both in terms of content and in articulation of the content, so work will be focused both on the language of the report and the work going on to support the report.

IX. SSSP Initiatives Prioritization

- A. WCC VP Konuwa reports that the SSSP will be implemented in collaboration with the Student Success Committee and input from Counseling. More information on this is forthcoming and a future report will be made to the Senate once the committee meets. WCC President White states he will get caught up on the history of this mandate and provide recommendations based on his assessment.

X. Committee Reporting, Committee Structure/Restructuring

- A. Reports to Senate and/or College Council-Senate President Clark reports that this morning's flex meeting on committee communication was effective and informative. He will continue to work with the Communication and Technology Committee and committee chairs to ensure that information is updated and consistent on the web and in the college handbook. The college handbook is in dire need of updating and he will work with A. Villagrana to provide support for the handbook update and review. He will work with CSEA and ASWCC to get vacant positions filled on committee. WCC President White would like to look at committee structures to identify potential streamlining opportunities going forward. All committee chairs should send

student/classified/faculty vacancies on their committees to Senate President Clark (along with meeting times).

- B. Importance of Two-Way Communication-Senate President Clark reports that some committee representatives may not be certain as to proper methods of communicating or acting upon committee activities with constituents and the campus community. WCC President White states he would like to see a Classified Senate to assist in the organization of classified staff that would help with this communication.

XI. New Program Review Deadlines and Processes

- A. October 15 is the due date for program reviews, but faculty need to know what information will be used at particular times and how it will be used. This information will be communicated in the future. Howerton reports that full time faculty are overseeing “orphan” programs that do not currently have full time faculty in those departments. Divisions should designate clearly the representation for each department under their purview if they have not already done so.

XII. Faculty, Staff, Administrative Planning Committee Fall Work Plan

- A. Senate President Clark reports that some hirings took place over the past year without proper processes in place. This was because the committee believed the District HR Staffing Plan would cover some of these potential issues. Due to the questions surrounding some of the recent hires, the committee will implement processes this year that should help future hiring decisions to be made with appropriate support and structure. J. Vallejo would like for the committee to look closely at our practice of extending interim positions for additional years rather than filling positions via the proper channels without the interim tag. J. McCabe requests that more clarity be provided to faculty and staff as new positions are created and/or filled (such as the new Dean of Student Success position). Many faculty and staff may be confused as restructuring takes place and no communications are made with the campus regarding how the position works or to whom the new position would report. Howerton states that if the process for creating or morphing a new position were better defined or more consistent within the District, some of these communication issues would be rectified. Senate President Clark notes that the final decision for hiring new positions rests with the WCC President, but having a process in place should reduce the need to make emergency or surprise hires.

Meeting Adjourned 3:24 p.m. (Howerton/Geer)



College Council

Vice President's Report

August 8, 2014

Enrollment

The President's Cabinet continues to monitor enrollment. A weekly update is shared with the campus. Our goal is to reach a base of 900 FTES for each of the Fall 2014 and Spring 2015 semesters. Strategies that have been employed include postcards and evites to targeted students (part-time students, full time students with less than 15 units).

We have identified low enrolled classes which are being cancelled. Some of these classes are being replaced with additional sections of high demand, waitlisted classes and some weekend or Saturday classes.

Online Education Initiative

We received information this morning through our Distance Education State Liaison, Julie Brown, that WCC application to participate as a pilot college in the Statewide Online Education Initiative was not accepted. Twenty-four of the 58 colleges that applied were accepted to participate in pilots in three categories. Information on the selection process and the Initiative can be found here [CCCCO Online Initiative](#). Thanks to Julie Brown and the DE Committee for their work to process our application to the Initiative.

Welcome Week

Welcome Week will be held during the first week of classes, August 11 through August 14th, from 10 a.m. to 1 p.m. Twenty-two vendors and agencies have committed to participate. Student Services staff have already committed to volunteer, but there is still need for additional volunteers for only two hours during the four days. Please contact Shirley Evans at 3681 if you wish to volunteer.

SSSP

In addition to Accreditation, WCC has major reports to be submitted to the State Chancellor's Office this fall. The Student Success and Support Program (SSSP) Plan is due for submission in November; the Student Equity Plan due in October; and the Basic Skills Initiative Plan due also in October. The Student Success Committee, in collaboration with the Student Services and Instructional Division, will be completing these plans.

Student Engagement

A major discussion item for the Student Success Committee will be *student engagement*. The Committee will consider a recommendation to invite a staff from the SENSE Survey to make a presentation on the interpretation of WCC's SENSE result, first year experience, follow up on the student recommendations from the Student Engagement panel, and analysis of student success data.

Personnel

We are working on finalizing processes to fill vacant or interim positions on campus. Some will include changes to existing job descriptions to align with best practices in providing support to students. A full report will be presented to the campus base after the completion of our processes.

One conclusion of our work is the change in the title for the Dean of Library, Learning Resources and Research, Planning, and Student Success. The new title will be Dean of Student Success, which captures all the functions inherent in the duties for that position.

We will also be announcing changes in the duties and assignments of our Dean of Instruction and Dean of Student Services.

We welcome eight new faculty to our ranks this week. New full-time faculty (Fatima Ruiz, EOPS Counselor/Coordinator; Kristina Rogers, English and LD Specialist Manuela Dragos), were introduced at Convocation this week.

Curriculum

The Curriculum Committee held its annual retreat this week. The Committee debriefed information from the Curriculum Institute and discussed processes and plans for the upcoming academic year.

The Committee is commended for its work to successfully integrate CurriCunet into our curriculum planning process, and especially to facilitate the processing of 100% Associate Degrees for Transfer.

Transfer Fair

The WCC Transfer Fair is scheduled for September 18th in the Community Room. The fair brings together representatives from four year public and private colleges who share transfer requirements and information with our students.

Student Support Programs

Financial Aid will disburse \$524,511 dollars on August 15th. The disbursement will electronically to their Higher One cards of through electronic fund transfers to over 850 students who were awarded.

EOPS, CalWorks held successful orientations attended by over 100 students.

Students in the MESA and TRiO programs visited college campuses this week.

About 90 students attended counseling orientations on Thursday, August 7th.