



Joint Meeting of WCC Academic Senate & College Council Minutes

Date: Friday August 14, 2015

Time/Location: 1-3 PM / Room 852

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), Donna McGill-Cameron (CTE), Donna Bahneman (Adjunct), Vacant (Math & Science), Kevin Ferns (Secretary, FaLaHum), Greg Gassman (Social Science), Christopher Howerton (At-large), Vacant (Student Services)

College Council: Michael White (Co-chair), Al Konuwa, Donna Bahneman, Jennifer McCabe, Monica Chahal, Paula Parish, Melissa Moreno

Not Present: Laney Mangney, Juana Ruiz, Ana Villagrana, Ariana Velasco, Pam Geer

Guests: Breeanne James (ASWCC), Dean Ortiz-Mercado, Jaya Shah, Eric Rodriguez

Call to order 1:07 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda -Action		Approve agenda of 8/14/15 (MSC Howerton/Gassman)
II	Public Comment		Guests are welcome to comment on any item on the agenda or not on the agenda. For items on the agenda, they may comment now or during the discussion of that item.
	<i>Discussion: None.</i>		
III	WCC President's Report - Information/Discussion	White	See attached EMP background.
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. WCC President White states that our priorities this year will be governance and the educational master plan. The College Council has defined the various bodies that currently exist on the campus and will soon be reporting on the governance structure to the rest of the campus. President White has been designated the Educational Master Plan champion for the district, and he will be taking on a greater role in district-wide planning due in part to the recent elimination of the position of vice chancellor. 		

	<p>2. WCC President White’s focus will be on the four stages of Completion by Design and the student experience, and CLC faculty will be included in all planning and educational master plan documentation going forward. Rather than attempting to measure our work by the 34 initiatives of the SSSP, we will align our policies and measure our success according to the four stages of completion.</p> <p>3. Moreno asks whether we have the staffing to answer phone calls now that we have established outreach and marketing. Moreno also notes that support for Spanish speakers is limited. The ESL program may not be offering the right classes to help those students succeed. Howerton responds that this is a process being worked out in the Curriculum Committee. Dean Chahal notes that ESL counseling is also something that is being addressed.</p>		
IV	WCC Vice-President’s Report	Konuwa	
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Interviews are scheduled for early September for the Dean of Student Success. The financial aid director interviews are coming up, and the transfer counselor position is also hiring. All three positions should be on the September Board agenda. 2. To date, 8 classes at WCC have been canceled. Additional classes at the Colusa Campus are being allowed to continue for another week with the hope that enrollment will go up. Our enrollment target is 974 for the semester. We have met the target 90% as of today. We are 107 FTES higher than August 2014 numbers. Drops for non-payment have been suspended because the amount of FTES lost due to these drops was costing WCC more money than other means of encouraging timely payment. WCC is exploring other methods to retain students while keeping them updated with payments. 3. Moreno notes that certain student populations are underserved and some of this is culture-related. Howerton adds that these student constituencies would have an opportunity to be heard through the equity plan. 4. Scheduling will be improved with a new dashboard program being developed by IT. 		
V	Senate President’s Report	Clark	
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Nominations close in a week for two seats on the senate. After the elections conclude, the senate will elect a vice president. 2. Senate President Clark will begin twisting arms for attendance at ASCCC events. 3. McGill-Cameron asks about the status of Mail Chimp as a form of communication in DC3. Senate President Clark responds that this program would not be moving forward. 4. Senate President Clark expresses concern regarding leadership and communication on some district committees. WCC President White will be taking a greater role in district communications and may be able to help address some of the needs. 5. Senate President Clark reports that the faculty staffing process will get started early this year due to the prospect of hiring up to 6 faculty positions in the district. 6. Both the math and English departments will be hiring auto-refills with spring start dates. 		
VI	College Update	White, Clark	Staffing, Administrative Structure, Facilities, CLC Transition Plan, CCOF, EMP

	Discussion/Decision:		
	<ol style="list-style-type: none"> 1. A temporary administrative support position for EOPS/CalWORKs will be made permanent in the future. Interviews for new adjunct counselors will take place next week. It is anticipated that 5 new counselors will be hired. 2. Bahneman notes that some adjuncts have not gone through a thorough interview process. Chahal responds that adjuncts do go through an application and interview process, but sometimes the timeline is much shorter than that of a full time faculty member. 3. WCC President White is focused on empowering the AST, Administrative Support Team and cutting down on archaic practices. The new Dean of Student Success would have shared support from the current team rather than an additional person. 4. The Clear Lake Campus has an extensive CTE portfolio and additional leadership will need to be found to grow the programs rather than placing the program under the Dean of Instruction. 5. Senate President Clark is currently putting together evaluation teams regarding upcoming new hires. The senate will need to appoint members to those teams. 6. WCC President White would like to begin examining what a division chair structure would look like on our campus. Faculty reassigned time may be needed for faculty to serve in data-driven positions who would assist the Dean of Instruction in decision-making. 7. PRVT will be notifying faculty regarding Program Reviews. The PRVT will be filling in for the Dean of Student Success until the new hire is ready to manage the process. 8. WCC President White asks that anyone with feedback on the Student Success Center needs to go through the Student Success Committee. 9. The food vendor will be at WCC on Monday, so food options will be available on campus. The food truck will be on campus Monday through Thursday through the fall semester. The ASWCC is working on a project for a student-based coffee vendor. A facility would need to be found. M. Moreno suggests looking into healthier, student-driven food options. 10. The ADA doors are being done soon. The marquee will be delivered soon. 11. Moreno asks whether security cameras would be procured for the ME center to protect valuable objects that may be on display and perhaps the 800 building due to past events. 12. Bahneman asks whether we are ADA compliant in terms of parking close to buildings where the majority of our students have classes. 13. The CLC transition is gaining traction. The full transition should occur in Spring 2016. 14. The Colusa County group is meeting with the community and local high schools to develop a plan for the future. The cabinet will meet at the campus next week. 15. The education master plan will be brought forward to budget and planning. It will come to the senate and college council for signoff and input as well. 		
VII	Accreditation Update	Konuwa	
	Discussion/Decision:		
	<ol style="list-style-type: none"> 1. WCC VP Konuwa reports that the accreditation update will be shared with the campus on the 21st. 		
VIII	Committee Reporting, Committee Structure/Restructuring	Clark, Mangney	Restructuring/consolidating Committees Reports to Senate and/or College Council Importance of two-way communication Report out from 8-8-14 Committee Effectiveness Meeting Committee Membership
	Discussion/Decision:		
	<ol style="list-style-type: none"> 1. Clark reports that the PRVT and budget and planning may become a joint committee with a new name. 2. Committee reports to college council will occur earlier this year so the council has the ability to offer feedback. 3. Clark will work to deliver a more focused agenda the next time the senate and college council meet. 		
IX	Review Deadlines and Processes	Konuwa	
	Discussion/Decision: Not addressed.		

X	Faculty, Staff, Administrative Planning Committee Fall Work Plan	Clark, Konuwa	
	<i>Discussion/Decision: Not addressed</i>		
XI	Future Agenda Items-Discussion		
	<i>Discussion/Decision:</i>		

Meeting adjourned 3:00 p.m. (MSC Gassman/Bahneman)

Senate Goals, 2015-2016 (14 goals)			
#	Goal	Who	Status
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, Latimer	Ongoing
2	Communication: Advocate for increase in effective communication tools and access. Improve Committee Communication: Make sure committee faculty chairs and co-chairs have the appropriate policies and procedures in place.	Howerton, Ferns, Clark	Continuing.
3	Grading Policies: Review, update, and distribute Faculty Handbook.	Clark	Awaiting Work of CLAS
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	Look at this goal and determine how to rework it in the fall.
5	Student Success: 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	Faculty Development: Find more opportunities/activities focused on student success.	Chetra, McGill-Cameron	In progress
7	Improve faculty evaluation process.	Clark, Howerton	In progress
8	Work to create comprehensive process for Colusa County Outreach Facility (CCOF) .	Clark, Chetra, Geer	Early in process, awaiting notes from college president.
9	Revise Senate Constitution and Bylaws .	Clark, McGill, Gassman, Ferns	In progress
10	Professional standards research	Clark	TBD
11	Sustainability and grant funding	Clark, McGill-Cameron	TBD
12	Clearlake College transition	Clark, Howerton	In progress
13	Update the Student Code of Conduct	Bahneman	Complete!
14	Accreditation	Clark, Howerton	Midterm Report is Complete

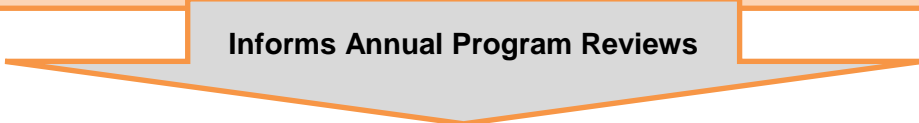
YCCD STRATEGIC GOALS and WOODLAND COMMUNITY COLLEGE MISSION



WOODLAND COMMUNITY COLLEGE EDUCATIONAL MASTER PLAN

Internal data includes WCC Program and Services resource inventory, emerging educational trends, student experience analysis, etc.

External data includes Labor Market Information, a community profile, feeder school data, emerging regional trends, etc.



Program Review Data (Improvement cycle of implementation, assessment, revision, and repeat.)
Emerging Regional Educational and Industry Trends or Initiatives



- WCC FACILITIES PLAN**
- WCC TECHNOLOGY**
- WCC STAFFING PLAN**
- OTHER WCC PLANS – SSSP,**



- Strategic Facility Projects**
- Leveraged Technology**
- Staffing and Workflow**
- Strategically Braided**



Student Success; Regional Workforce Development; Community, Social and Cultural Advancement