



Academic Senate Meeting Minutes

Date: Friday, August 25, 2017

Time/Location: 1-3:00 PM / WCC Room 113

Senate Roles and Responsibilities (The 10+1)	
<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

Senators: **Matt Clark** (President), **Jeannine Mullin** (CTE), **Doug Stone** (WCC Part-time), **Shawn Lanier** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Greg Gassman** (Social Science), **Pam Geer** (CCC & LCC Part-time), **Christopher Howerton** (VP, At-large), **Jose Vallejo** (Student Services), **Mike Papin** (LCC)

Absent: **Gustavo “Gus” Perez** (ASWCC President)

Guests: Dean Chahal, Nili Kirschner, Jessica Johnston, Paul Dilley, VP Konuwa, Candice Stafford-Banks

Call to order 1:05 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda - Action		Approve agenda of 8/25/17 (MSC)
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	Approval of Minutes-Action		Review and approve the minutes of 5/12/17 regular meeting and 5/18/17 special meeting.
<i>Discussion/Decision:</i>			
<ol style="list-style-type: none"> 1. The minutes of 5/12/17 are approved as amended (MSC Papin/Howerton) 2. The retreat minutes of 5/12/17 are approved (MSC Howerton/Gassman) 3. The minutes of the 5/18/17 special meeting are approved (MSC Gassman/Geer) 			
IV	Committee Appointments - Action	Howerton	Objective: Appoint faculty members to committees.
<ol style="list-style-type: none"> 1. See the VP report following the minutes. 2. N. Kirschner and J. Shah are appointed to the transfer counseling screening committee. 3. P. Bordisso and M. Moreno are appointed to the general counseling screening committee. 4. N. Gonzalez-Diaz is appointed to the Diversity Committee. 5. J. Ruiz is appointed to the Student Success Committee. 			
V	ESL Plan – Information/Discussion	Johnston	Background: WCC recently designed and filled an AEBG ESL Resource Faculty position. Objective: Receive an overview of the plans for the ESL work from Jessica Johnston, the AEBG ESL Resource Faculty.
<i>Discussion/Decision:</i>			
<ol style="list-style-type: none"> 1. J. Johnston presented the progress report for the ESL Program for 2017. Over the course of the next year, she will be researching other ESL programs in the region in order to gain the information 			

	<p>necessary to expand and grow the ESL program at WCC. She will have a new course structure ready for feedback in November, and she will solicit feedback from faculty and the community. Additionally, she has created a new ESL website at wcc.yccd.edu/esl. Vallejo recommended that her research also include consideration and feedback from counselors. Additionally she will be working with ECE faculty, who expressed ideas about the feedback process.</p>		
VI	<p>Program Review 2017/18 Proposal – Information/Discussion</p>	<p>Kirschner</p>	<p>Background: Curriculum faculty working with the Dean of Student Success and Institutional Effectiveness are proposing some efficiencies to the program review process. Objective: Receive an overview of the proposal and discuss the next steps.</p>
<p>Discussion/Decision:</p> <ol style="list-style-type: none"> N. Kirschner presented to the senate the following report, which she submitted in written form: 2017-18 Program Review Proposal <p>Data Inquiry Group (DIG) is working on a process to streamline program review, make it easier to access and use data, and close the feedback loop.</p> <p>Proposal: Collect 2017-18 instructional program reviews in a fillable pdf form which will be archived in TracDat, instead of inputting directly into TracDat. This would make the process a bit simpler without any major changes to the process or content.</p> <p>Summary of changes:</p> <ol style="list-style-type: none"> Remove program description, mission statement and executive summary fields (redundant) The field "Industry Trends and Program Data Analysis" would be broken into multiple fields for (optional) information on: <ol style="list-style-type: none"> Program data trends Curriculum SLOs Scheduling Supplemental Instruction and Library Resources Staffing and Professional Development Technology, Equipment, and Facilities CTE labor market info <p>Each area above will have directions/suggestions for content, and the option to flag requests under these categories. The flags will determine which committees/bodies provide feedback on the request.</p> <ol style="list-style-type: none"> Required elements will be clearly indicated – <i>no new requirements this year</i> Clearer distinction between program goals, recommendations (that don't require new resources) and requests (that do require resources) There will be an optional field to suggest data elements to include in our data dashboard. <p>Vallejo comments that he likes the idea of a fillable pdf file rather than using TracDat. N. Kirschner notes that it will be a form that can be emailed and then faculty would need to upload it to TracDat. The TracDat fields have been problematic in the past, so the fillable form is being tested in the short term as a viable solution until a new/better database is developed/adopted. Clark asks whether senate approval is needed for this streamlining of the process. The senate agrees this can move forward without formal senate approval.</p>			
VII	<p>Academic Calendar Committee Charter - Information</p>	<p>Papin</p>	<p>Background: The District Academic Calendar Committee has drafted changes to its charter. Objective: Receive an overview of the proposed changes with the intent of providing feedback to the WCC rep on the</p>

			committee, Mike Papin, and to the DCAS reps in anticipation of possible adoption of the changes.
	<p><i>Discussion/Decision:</i></p> <p>1. Papin presented proposed language in the District Academic Calendar Committee as the committee updates its charter. Potential changes include focused consideration of student needs in calendar decisions, specified deadlines with regard to the consideration of recommended calendar changes, and a meeting time change. He will take recommendations back to the committee and it will eventually be approved via DCAS.</p>		
VIII	Draft Academic Calendar 2019/20 - Information	Papin	<p>Background: In May, the District Academic Calendar Committee distributed a draft 2019/20 Academic Calendar</p> <p>Objective: Redistribute the draft calendar to all faculty members with the intent of collecting feedback by the September 8 meeting.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. Papin has received feedback on the two proposed calendars for 2019/2020 and is currently taking suggestions regarding selection of the flex days. Papin also commented that the Chancellor addressed the committee earlier this year and noted that neither the board nor administration will be pushing the Compressed Calendar, but that they are open to looking at the positives and negatives if faculty would like to examine the data and present a report. Clark responded noting that the Academic Senates may need to take a leadership role in this process to determine whether a compressed calendar would be beneficial for the campus community.</p>		
IX	Senate Purpose Statement – Information/Discussion	All	<p>Background: Annually the senate reviews and updates as needed the senate purpose statement.</p> <p>Objective: Review the senate purpose statement with the intent to adopt at the September 8 meeting.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. See the proposed purpose statement at the end of these minutes. Lanier noted that the references to part time faculty should be changed from adjunct to part time. He also noted some typos. Howerton, Stone, and Clark tasked themselves with language regarding the definition of senates regarding Title 5 and the parameters of the 10 plus 1. The senate agreed that this work cannot be accomplished without additional scrutiny and will be agendized for a future meeting.</p>		
X	Senate Goals – Information/Discussion	Senate	<p>Background: Annually, the Academic Senate shall establish goals and present the goals to the YCCD Board of Trustees.</p> <p>Objective: Review the 2016/17 goals and draft goals for 2017/18 with the intent of adopting at the September 8 meeting.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. The senate updated its 2017-2018 goals, below. Goals will be written for accreditation, reporting, and grant programs.</p>		
XI	Senate Committee Membership – Action	Senate	<p>Background: There are three work committees of the Academic Senate (Elections, Academic Standards, and Equivalence).</p> <p>Objective: Assign senators to the three committees.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. Geer volunteers to take Vallejo’s place on the Academic Standards Committee. Another member needs to be recruited to replace McGill-Cameron. Mullin volunteers to be on the committee. Clark will look into whether part time faculty are able to serve on senate committees.</p>		
XII	President’s Report -Information	Clark	
	<p><i>Discussion/Decision: No report.</i></p>		
XIII	Vice President’s Report	Howerton	<p>Objective: 1. Receive update on work of the Curriculum Committees.</p>

	1. Curriculum Update – Information 2. Other – Information		
	<i>Discussion/Decision:</i> 1. See the attached report at the end of these minutes.		
XIV	Senate/Committee Reports - Information	Senate	
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. Motion to extend the meeting 5 minutes to hear a written report from Student Services (MSC Howerton/Geer) 2. Geer thanks Dean Chahal and Howerton for the opportunity to present with Stone at the Part time orientation. <p style="text-align: center;"> Student Services Report August 25, 2017 (Submited in writing by Jose Vallejo) </p> <ul style="list-style-type: none"> • The beginning of the semester was extremely busy and somewhat hectic in the counseling department for students and counselors. As many of you know, we are short two full time counselors due to Cheryl and Fatima leaving to Yuba College. This counseling shortage created long waits for students leading up to and during the first week of school (August 1 – 19). Many students had to wait 2 – 3 hours before being seen by a counselor, which led to many frustrations. • Four Adjunct Counselors were hired in June and trained in July. However, they were not brought in to work until the second week of school. By the time they started meeting with students, it was the week of August 21st. • I have requested that we begin the process to hire counselors this fall semester. It seems as though other positions are being prioritized, but not counseling. For example, the Matriculation Director position was expedited this past spring and the position was filled in May. Now they have begun the process to fill an Admin 1 position for the Matriculation Director. In fact, we currently have more administrators in Student Services than we have counselors. I am waiting to hear from Administration when we will get the hiring process started to replace the counselors that left. • A part time counselor with the most seniority has expressed frustration she has not been offered counseling hours in EOPS. She has the most seniority of adjunct counselors and instead hours have been given to new adjunct counselors. She has experience working in EOPS and does not understand why she has been ignored. • Student Services staff had a “retreat” with Rosenberg and Associates, the organization hired to survey student services staff and address some of the concerns expressed throughout the year. The retreat consisted of different activities and we were told that the report was completed; I believe it came out to 70 pages, but no faculty in student services has seen it. There was a follow up with Student Services faculty to meet for an interview. The interviews took place this past week via telephone with a representative from Rosenberg and Associates. Today there was a follow up meeting with classified staff only. • Transfer Fair will be September 7 from 10 – 1. We are expecting over 25 representatives from CSU, UC and private colleges. 		
XV	Ex-officio Reports - Information	Perez	
	<i>Discussion/Decision: No report</i>		
XVI	Future Agenda Items- Discussion		Data Inquiry Group work and Dashboard, Contitution, Bylaws, and Supplementary Procedures, Senate Appointments, Dual Enrollment, Guided Pathways, Convocation, WCC Student

			Probation Processes, College Catalog, SSS Priorities, CCC, ADA in the Classroom, Student Services Update
<i>Discussion/Decision:</i>			

Meeting adjourned 3:06 p.m.

WCC Academic Senate Goals, 2017-2018			
#	Goal	Who	Status
1	Student Success: Work with the Student Success Committee to identify and address barriers to student success (e.g., counseling availability, course offerings...).	Clark, Vallejo	Ongoing
2	Professional Development: Build comprehensive annual (or semester long) professional development plans and increase faculty participation in professional development activities.	Clark, Howerton	Preliminary conversations have taken place.
3	Faculty Evaluation: Improve the faculty evaluation process with an increased focus on professional development.	Howerton	In progress. New assessment tool was piloted last year. Team training started this year.
4	Sabbatical Leave: Define sabbatical leave process in light of the multi-college transition and unclear definitions of roles in the current process.	Clark	The Sabbatical Leave Task Force has drafted recommendations; review underway in the senates.
5	Grading Policies: Review, update, and distribute Faculty Handbook.	Clark	DCAS is awaiting work of CLAS
6	Revise Senate Constitution and Bylaws.	Clark, Gassman, Ferns	In progress
7	Sustainability and Grant Funding: Define process for seeking grants and sustaining work after grants or categorical funds expire.	Clark	Very preliminary discussions
8	Distance 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.	Ferns	DE coordinator established; DE Handbook approved; senate DE Subcommittee established.
9	Additional Reporting Goal to be added.	TBA	TBA
10	Accreditation Goal to be added	TBA	TBA
11	Grant Program Oversight goal to be added	TBA	TBA

Christopher Howerton's WCC Academic Senate Vice-President Report
Friday August 25, 2017

❖ **Committee Appointments:**

1. Last week I sent a college-wide "call-out" for multiple committee openings.
2. Faculty for upcoming faculty selection/screening committees (**SENATE ACTION NEEDED**)
 - a. General Counselor:
 - b. Counselor (40% Transfer/ 60% General):
 - i. Names submitted: **Nili Kirschner** (request to be on the Transfer/Gen search committee), **Melissa Moreno** (either committee), **Pamela Bordisso** (either committee), **Jaya Shah** (either committee)
3. **Diversity Committee** - (3 yr appointment Fall 2017 - Spring 2020) Need one FT Counselor (tenured or non-tenured) Meets: 2nd and 4th Fridays 11am - 12pm Room W-101
 - a. **Names Submitted: Neli Gonzalez-Dias**
4. **Student Success Committee** (3 yr appointment Fall 2017-Spring 2020) Need on FT Counselor (tenured or non-tenured) Meets: 2nd and 4th Fridays 12-1pm Room W -113
 - a. **Name Submitted: Juana Ruiz**
5. Still waiting to hear about faculty need to serve on evaluation committees.
6. Other openings:
College Standing Committee openings:
 - a. **Communication and Technology (CAT)** - (1 year appointment Fall 2017-Spring 2018) Need one FT Faculty (tenured or non-tenured) Meets: 1st and 3rd Fridays 12-1pm Room W-844
 - b. **Faculty, Staff, and Administrative Planning Committee (FSAPC)** - (3yr appointment Fall 2017-Spring 2020) Need one FT General Faculty - non instructional. Meetings TBD based on committee membership
 - c. **Student Success Committee** (3 yr appointment Fall 2017-Spring 2020) Need on ESL Faculty (FT or PT) Meets: 2nd and 4th Fridays 12-1pm Room W -113
 - d. **Library Advisory** (3 yr appointment Fall 2017-Spring 2020) Need one FT-CTE faculty tenure or non-tenure Meets: 2nd and 4th Fridays 9-10am Room 852
 - e. **Scheduling Criteria** (3 yr appointment Fall 2017-Spring 2020) Need one FT faculty member tenure or non-tenure Meets 1st and 3rd Fridays 11-12 Room 113
 - f. **DE Committee** (LCC DE Faculty) Meets 1st and 3rd Thursdays 9-10am

❖ **ASCCC:**

1. Educational Policies Committee - ASCCC executive Committee appointed me to this group. Had my first meeting this week to schedule our meetings and work for this year.
2. In June, I attended the Leadership Institute (along with YC's Elena Flacks, and Chris Noffsinger)
3. Applied to the ASCCC Leadership Academy (1 year mentor program). Part of the PDC (Professional Development College).

- ❖ **Presentation for Committee Chairs (8/11/17)** FLEX W755 workshop presented on 8/11. Will revised and update this presentation for a more focused training for committee chairs or for faculty who are interested in becoming a committee chair. Possible flex for one of our professional development days.

- ❖ **Presentation about the Academic Senate for Part-Time Faculty (8/10/17)** Breakout Session presented by Pam G., Doug S., and myself. Introduction to the role of the Academic Senate and how part-time faculty can be involved with the campus.

- ❖ **Equivalency Review:** There were 4 request submitted and processed in June and 1 submitted and processed this week.

- ❖ **Meeting with Dr. Mayo and YC Senate President-Elect (Communication Project)** This workgroup had an initial meeting this week. Goal of developing recommendations for communication best practices. First with e-mail and meetings.
- ❖ **Curriculum Certification at the college/district**: On Monday 8/24 @2:30pm there will be a curriculum approval certification training for college presidents, college VPs, deans, AS presidents and AS VPs. Nili Kirschner will lead this training for the district.
- ❖ **DIG**: We should see a draft of a college dashboard of Tableau this semester. Also defined the 8 YCCD Board-approved Student Achievement Metrics: Was shared previously by Dr. White. We added Dean latridis to our work group.
- ❖ **SLO Committee**: 1st meeting was this week. The committee is updating/creating a new webpage that we hope to bring to the Senate as an example to consider adopting for all committees on our campus. Additionally the Research and Planning Website is being revised/updated, and discussed the possibility of using another system besides TracDat for data collection. We welcomed our new LCC rep (Andrew Miller). This semester we are now administering a new entry and exit iSLO surveys.
- ❖ **Accreditation Steering Committee**: Met on 8/24 9:30-11:30am. Updated our timeline. There will be an update for the BOT on Sep 14. District staff will meet with lead writers from both WCC and YC on Sept 22. Dr. White has submitted our application for reaffirmation and it appears that our campus visit will be Oct. 8-11, 2018. We are in the process of updating our Accreditation website.
- ❖ **IEPI Guided Pathways Workshop**: We will be sending a team of 10 for a full day training. Tuesday September 26, 2017 in Rancho Cordova.

On the Radar: (upcoming items)

- ❖ AB 705 – initial meeting Today 8/25.
- ❖ Committee webpages/operating agreements

Standing Committee:

ACADEMIC SENATE

President: Matt Clark

Vice President: Christopher Howerton

Secretary: Kevin Ferns

The senate, in accordance with Title 5 of the California Code of Regulations, shall be the recognized representative of the faculty to the administration and governing board of Woodland Community College 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.
- Work toward the development and improvement of professional standards.
- Provide for issues affecting faculty and the college community.
- Represent the faculty in making recommendations to the administration and the Board of Trustees with respect to academic and professional matters.

The Academic Senate shall have **primary responsibility** for the following (Board-Senate Agreement, 1993 and California Code of Regulations, Title V: Sections 53200-53206):

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

The following items shall require **mutual agreement** between the Academic Senate and the Board of Trustees (Board-Senate Agreement, 1993):

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. Process for program review
10. Process for institutional planning and budget development, and
11. Other academic and professional matters as are mutually agreed between the Governing Board and the Academic Senate.

Special Guidelines, Parameters, and/or Resources:

Academic Senate Membership

Membership in the Academic Senate shall consist of those individuals employed by the Yuba Community College District with primary load at Woodland Community College or one of its campuses who meet the following definition of "faculty." "Faculty" is defined as those employees of the community college who are employed in positions that are not designated as supervisory or management for the purpose of Section 3540 of the California Government Code, and for which minimum qualifications for hire have been specified in the regulations of the Board of Governors, adopted pursuant to Section 87356 (a) of the California Education Code. Faculty include, but are not limited to, instructors, librarians, counselors, community college health services professionals, disabled student programs and services professionals, and individuals employed to perform a service that, before July, 1, 1990, required non-supervisory, non-management certifications qualifications. Persons who do not meet the above definition are not eligible for membership to the Academic Senate.

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.

Composition

The academic senate shall be composed of the elected president of the senate, seven additional fulltime faculty members, two adjunct faculty members, and the past president of the senate (when seated).

Senate Representation

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

1. 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)

1. One at-large senator representing Woodland Community College campus full-time faculty members
2. One at-large senator representing Lake County Campus and Colusa County Campus full-time faculty members

Academic Group 3 part-time faculty)

1. One at-large faculty member from the Woodland Community College campus
2. One at-large faculty member from the Lake County Campus or the Colusa County

Campus

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

CCC/LCC chooses not to elect a representative that position will become an at-large position to be filled by a part-time 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.

Senate Officers

The officers of the senate shall include a president, vice president, and a secretary. The officers' terms, election procedures, and duties are set forth in Bylaws

Duties and Responsibilities

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.

Meeting Minutes

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

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.

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."

Meeting Schedule:

Second and fourth Fridays of the month during Fall and Spring semesters, from 1:00-3:00pm in Room 113 unless otherwise advertised.

How Work Is Communicated:

- Agendas and minutes posted to the Woodland Community College web page.
- Senators will communicate with their respective constituent groups.

ACADEMIC SENATE

Membership

Position	Term	Name
OFFICERS		
Academic Senate President	2016-18	Matt Clark
Vice President	2017-18	Christopher Howerton
Secretary	2017-18	Kevin Ferns
REPRESENTATIVES		
Group 1		
Mathematics and Science	2017-20	Shawn Lanier
Language Arts	2017-20	Kevin Ferns
Business and Vocational	2015-18	Jeannine Mullin
Social Sciences	2015-18	Greg Gassman
Student Services	2016-19	Jose Vallejo
At-large LCC/CCC	2016-2019	Mike Papin
Group 2		
At-large Senator	2016-19	Christopher Howerton
Group 3 (Par-time)		
At-large Senator Woodland	2016-19	Doug Stone
At-large Senator CCC/LCC	2015-18	Pam Geer