



# Academic Senate Meeting Minutes

**Date:** Friday August 28, 2015

**Time/Location:** 1-3 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), **Vacant** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Greg Gassman** (Social Science), **Pam Geer** (Adjunct At-large), **Christopher Howerton** (At-large)

**Representatives:** **Michael Sramek** (ASWCC), **Harry Lyons** (CLC)

**Absent:** **Donna Bahneman** (Adjunct), **Jose Vallejo** (Student Services)

**Guests:** **Dean Chahal**, **Jaya Shah**, **Vice President Konuwa**

Item	Description-Type	Lead	Background and Objective
I	<b>Approval of Agenda -Action</b>		Approve agenda of 8/28/15 (MSC Howerton/Geer)
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. The senate welcomes Lyons and Sramek to the senate. 2. H. Lyons reports that M. Papin has agreed to represent CLC for the spring semester during senate meetings.		
III	<b>Approval of Minutes-Action</b>		Review and approve the minutes of 5/21/15 & 8/14/15.
	<i>Discussion/Decision:</i> 1. Minutes of 5/21/15 approved as amended (MSC Howerton/Gassman) 2. Minutes of 8/14/15 approved as amended (MSC Howerton/Gassman)		
IV	<b>President's Report - Information/Discussion</b>	Clark	

	<p><b>Discussion/Decision:</b></p> <ol style="list-style-type: none"> <li>1. Clark reports that D. Sperling’s committee is not a tenure committee, but an evaluation committee, as that position is not a tenure track position.</li> <li>2. Clark reports that the senate may need to take a bigger role in orientation for adjuncts. Some adjunct faculty expressed concern with the current orientation program.</li> <li>3. In future joint meetings with the senate and college council, the agenda will focus less on president and VP reports and more on action items and discussion points.</li> <li>4. There is a lack of clarity with the roles of CLC faculty as it pertains to curriculum. Clark will work with B. Asmus on this.</li> <li>5. Work is in progress to make the restroom doors across campus ADA compliant.</li> <li>6. President White would like to explore the notion of division chairs. The Senate has started work on this.</li> <li>7. There are internal requests to transfer into the counseling-transfer position.</li> <li>8. President White would like to make the Ag IA a sustainable position</li> <li>9. Clark will get his YCCD acronyms list out to the senate soon.</li> <li>10. The process for hiring and supervising work study students needs to be reviewed.</li> <li>11. President White would like the student success center to move forward soon.</li> <li>12. President White plans to form a fourth dean position for CTE at some point in the future.</li> </ol>		
<b>V</b>	<p><b>Committee Appointments - Action</b></p>	<p>Senate</p>	<p><b>Objective:</b> Appoint faculty members to committees.</p>
<b>VI</b>	<p><b>Senate/Committee Reports - Information</b></p> <p><b>Discussion/Decision:</b></p> <ol style="list-style-type: none"> <li>1. Geer reports that the CCOF meeting that was supposed to happen was never scheduled.</li> <li>2. Gassman reports that the transfer fair occurs at the same time as the Constitution Day event. A change to the Constitution Day schedule will need to be made, as Constitution Day is typically held in the Community Room where the transfer fair is taking place.</li> <li>3. Howerton reports that the accreditation report will be formalized.</li> <li>4. Howerton reports that he is working on a resource team related to the IEPI. He thanks the senate for supporting his membership on the committee.</li> <li>5. Howerton reports that Curriculum Committee is reviewing transfer degrees and extended meetings are scheduled</li> <li>6. McGill-Cameron reports that flex proposals are due soon. Some flex organizers have not submitted their rosters and need to get those turned in.</li> <li>7. McGill-Cameron reports that CTE has gotten a lot accomplished with its CLC colleagues.</li> <li>8. McGill-Cameron will serve on an accreditation team at Chabot College.</li> </ol>		

VII	<b>Review of Senate Purpose – Information/Discussion</b>	Senate	<p><b>Background:</b> The WCC Academic Senate shall annually review its purpose statement.</p> <p><b>Objective:</b> Review and consider updating the purpose statement as needed.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. This document will be submitted for approval at the next meeting of the senate.</p>		
VIII	<b>Senate Goals – Information/Discussion</b>	Senate	<p><b>Background:</b> At the May 21, 2015 retreat, the senate drafted goals for 2015-2016. The list needs to be reviewed, adopted and presented to the YCCD Board of Trustees.</p> <p><b>Objective:</b> A review and possible modification of the senate goals prior to adoption at the next senate meeting.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. The senate reviews the updates from the 5/21/15 meeting (attached). Clark will clear up a few of these and senators will volunteer for roles at the next meeting.</p>		
IX	<b>Committee Structure – Information/Discussion</b>	Senate	<p><b>Background:</b> In a number of venues, including the senate, it has been opined that WCC’s committee structure is too bulky.</p> <p><b>Objective:</b> Begin discussions which may lead to some streamlining of WCC committees. This work will parallel work of College Council.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. Clark reports that ASWCC has had trouble locating committee meeting times and minutes.</p> <p>2. CAT could make a recommendation to College Council regarding how to better communicate committee structure/times/venues/agendas/minutes.</p> <p>3. The current organizational structure for WCC committees is attached to this document. This document will serve to start the discussion that the senate will have with the college council. The purpose of this review is to streamline the structure, possibly by converting some committees to subcommittees, among other changes.</p> <p>4. Senators should share this with constituents and we will review at our next meeting.</p>		
X	<b>Clear Lake Faculty Representation on WCC Governance Committees – Discussion</b>	Clark, Howerton, Lyons	<p><b>Background:</b> Tentatively, Clear Lake Center will become part of WCC in Spring 2016. In anticipation of that transition, by the end of Fall Semester 2015 there should be decisions made about how and where the faculty from CLC will be included in WCC’s current committee structure.</p> <p><b>Objective:</b> Begin discussions</p>
	<p><i>Discussion/Decision:</i></p> <p>1. Clark will work on this with H. Lyons and bring suggestions back to the senate. H. Lyons will solicit ideas from colleague at CLC. The senate should also think about how CLC adjunct faculty should be represented on the senate as well.</p>		
XI	<b>Senate Evaluation – Information/Discussion</b>	Clark	<p><b>Background:</b> As part of CQI, the senate should annually assess its work and identify areas of improvement and strategies for improvement.</p> <p><b>Objective:</b> Discuss tool for assessing last year’s senate work.</p>
	<p><i>Discussion/Decision:</i></p> <p>1. Clark reports that he will find the results from last year. Senators should review this document (attached) and determine which of the two surveys we’d like to use (one or both) and whether they should be pared down.</p>		

XII	<b>Elections Update – Information/Discussion</b>	Ferns	<b>Background:</b> Two senators resigned including the VP. <b>Objective:</b> Receive an update on the elections for the vacant seats and discuss the VP position.
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. Ferns reports that Jose Vallejo has been nominated to represent Student Services. A vote is taking place in Math and Science and the winner will be announced next week once the election closes. Once that person is seated, the senate will elect a vice president.</li> </ol>			
XIII	<b>Library Advisory Purpose Statement – Information/Discussion/Action</b>	Clark	<b>Background:</b> LAC has suggested some modifications to its purpose statement. <b>Objective:</b> Consider adoption of the new purpose statement.
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. The Library Advisory Committee has revised its purpose statement (see yellow highlight in attached purpose statement). The purpose statement will be reviewed and voted on in a future meeting.</li> <li>2. <b>Ferns reads the following from the WCC librarian, Dena Martin:</b> I hesitate to say anything regarding the LAC since I do not support the why and how it came into being and I definitely do not support an official body reviewing work that is part of my job outside of the YCFA contract. I cannot support any review of my work in any committee purpose statement and the LAC purpose statement is filled with items that are reviewing parts of my job responsibilities.</li> <li>3. Ferns believes the committee would be more effective if the committee worked with the library and built some trust and buy-in. He recommends that the committee go back to the librarian and determine how they can work together.</li> <li>4. Howerton agrees that the librarian should be involved and ideally should chair the committee.</li> <li>5. Clark acknowledges the difficult past issues of the committee and believes that once the committee makes further accomplishments of significance, relations between the library and the committee will improve.</li> </ol>		
XIV	<b>Future Agenda Items-Discussion</b>		Division Chairs, College Catalog, SSS Priorities, Ed Master Plan, CCOF, LGBTQ Safe Zones, ADA in the Classroom
<p><i>Discussion/Decision:</i></p>			

Meeting adjourned 2:56 p.m. (Howerton/Gassman)

Senate Goals, 2014-2015 (14 goals)			
#	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	
2	<b>Communication:</b> Advocate for increase in effective communication tools and access.	Howerton, Ferns	Continuing
3	<b>Grading Policies:</b> Review, update, and distribute Faculty Handbook.	Clark	TBD
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	TBD
5	<b>Student Success:</b> Identify and address barriers to student success (counseling availability, course offerings).	Latimer, Clark, Bahneman	Student Equity Plan for 2013-14 has been completed and will help drive the work
6	<b>Faculty Development:</b> Find more opportunities/activities focused on student success.	Chetra, McGill-Cameron	In progress

**Senate Goals, 2014-2015 (14 goals)**

#	Goal	Who	Status
7	Improve <b>faculty evaluation</b> process.	Clark, Howerton	In progress
8	Work to create comprehensive <b>process for Colusa County Outreach Facility (CCOF)</b> .	Clark, Chetra, Geer	Early in process
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	Update the <b>Student Code of Conduct</b>	Bahneman	TBD
14	<b>Accreditation</b>	Clark, Howerton	Response to Recommendations is nearly complete; work to begin on Midterm Report

President's Report  
August 28, 2015

**(8/25 – canceled)**

**DCAS (8/27) – Highlights:**

1. I suggested that DCAS task DCC to meet more often this year and work to clarify issues dealing with the CLC transition. Kemble agreed and noted the situation with culinary arts as an example for a consistent message. The body agreed and the college VPs will carry the charge to DCC.
2. I shared with DCAS the charge from our senate that Asmus and Clark will draft a district curriculum support structure. Such a plan is consistent with the agreement at this summer's leadership retreat to focus energies on the multi-college transition which is still nowhere near complete. The Chancellor was very receptive of the idea and said that it is consistent with some of the work Dr. Walters has been brought in to do.
3. We looked over the APs that we will be bringing to the senates soon. I will be sending out a number of them soon. Kemble and I will work to move them through the senates on a parallel timeline.
4. We discussed AP 4500 Academic Employee Handbook in abstract detail. CLASS has recommended that each college should create their own. Both senates urged that work be done to ensure that items that should be consistent are. It was agreed that HR Director Whitfield will be charged to go through the YC draft handbook and work with district services, YCFA, and YC-AFT to ensure that section of the handbook in those arenas be updated consistently. Konuwa will work with our senate on the college specific portions.
5. We forwarded the DCAS Committee Effectiveness Review Results review to our next meeting. The numbers are in general up from last year. More to follow.
6. The committee will be chaired by Dr. Houston for the immediate future. His schedule will require we meet less often, so we will watch to see if the work of DCAS is negatively impacted.

**DC3 (8/18) –** The meeting focused on a review of the district budget. I will forward the PowerPoint presented and we can discuss at the 9/11 senate meeting.

**Miscellany**

1. Upon reflection, the agenda used for the last two beginning of the year joint meetings is a relic of when we had one district-wide convocation and it was important to receive college updates. We will work to make future joint meetings more issue focused and less informational in nature.
2. I forwarded two emails to the senate. The first announces a series of IEPI workshops and the second announces the coming academic year ASCCC events. The WCC admin would like to identify faculty members to attend the former. I would like to work to have robust attendance at the latter.
3. Kemble, Mathews and I are working to find time for a sit down to discuss issues where senate and bargaining unit concerns overlap. As I write this I realize we should also ensure that the senates discuss this issue with YC-AFT.

Organizational clarity demands universal understanding of our lexicon. Committee behavior adjusts according to the type of group, determining approaches, reporting, etc.

Imagine a “desired state” for our committee structure

Consider a Fall expectations meeting and a Spring Report out. Begin of the year look at the action plans and assign them to committee, as needed.

Step 1: Each of the bodies below are bound by either a standing purpose statement or charge statement. We will identify our current inventory and outstanding committees as one of the following:

- **Council:** standing positional representative advisory group dually assigned to consultation and reporting back to the College body.
- **Committee:** standing group of experts, defined by a purpose statement, charged with reviewing specific organizational operations and reporting recommendations back to the authoritative body.
- **Subcommittee:** a subset of standing committee members organized for a specific operation that may or may not be time-bound.
- **Task Force:** selected group of experts charged by a standing committee or council to carry out a specific time-bound activity.
- **(Ad Hoc) Work Group:** a standing group usually appointed/approved by an authoritative body to carry out a specific project or event unrelated to College governance.

Step 2: Initial definitions temporarily assigned to existing committee Inventory

### 2016 Committee Structure

President’s Council

College Council

#### **Academic Senate**

- Academic Standards
- Curriculum
- Distributive Ed
- Flex
- Library Advisory
- Disciplinary Hearing

#### **College Council**

Bond Steering Task Force (CC Task Force)

- Student Services Council (Yet to be formed)
- Budget and Planning Committee (Eliminated and replaced by proposed Institutional Effectiveness Committee)
  - Student Success Subcommittee (IE Subcommittee)
  - Scheduling Criteria Subcommittee (IE Subcommittee)
  - Student Learning Outcomes Subcommittee (IE Subcommittee)
  - Faculty, Staff, and Administrative Planning (IE Task Force)
  - Program Review Validation (IE Task Force)
  - Perkins Task Force (IE Task Force)
- Communication and Technology Committee
- Accreditation Steering Committee

- Safety and Facilities Committee
- Diversity Committee (Redesign?)
- Heritage Work Group (Does this exist?)

Step 3: Define Council/Committee products – the operational deliverables

Step 4: Clarify our “sponsorship” capacity/need

Defined the role of the Sponsor to the Council and to the committee. Systematizing sending and receiving communication efficacy.

Step 5: Present initial work at fall 2015 joint CC/AS convening or other communication plans

Other:



**Senate Goals, 2015-2016 with Updates (13 goals)**

<b>#</b>	<b>Goal</b>	<b>Who</b>	<b>Status</b>
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	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.	Clark, Bahneman	Continuing: Update the Student Equity Plan (2014-2015)
6	<b>Faculty Development:</b> Find more opportunities/activities focused on student success.	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, 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>Sustainability and grant funding</b>	Clark, McGill-Cameron	TBD
11	<b>Clearlake College transition</b>	Clark, Howerton	In progress
12	<b>Accreditation</b>	Clark, Howerton	Midterm Report is in progress
13	<b>Education Master Plan</b>	Clark	

Standing Committee: Library Advisory Committee

Sponsor: Dean of Student Success

Committee Chair: Faculty member selected from division reps

Committee Purpose: The Library Advisory Committee (LAC) is a subcommittee of the WCC Academic Senate. The LAC will make recommendations to the Dean of Student Success regarding collection development, library services, and library policies. The LAC will make recommendations to the WCC administration on policies and budgetary decisions that affect the library, with the goal of making the WCC Library an outstanding resource for WCC students, WCC faculty members, and the communities WCC serves. In doing so the LAC will focus on the goals and values reflected or delineated in the WCC Mission Statement, the WCC Education Master Plan, the WCC Accreditation Self-Study, the YCCD Board of Trustees Policies and Procedures, and professional library organizations. Recommendations and requests of the WCC Curriculum Committee shall be strongly considered.

The committee serves the following purposes:

1. Promote the library's role in instruction across the curriculum and enhance the library's effectiveness in the education process. Advocate for growth and development of the WCC library.
2. Reviewing of existing collection development processes and providing recommendations for collection development.
3. Recommending establishment of new processes or clarifying existing processes, as needed.
4. Reviewing library student learning outcomes (SLOs) and library SLO assessment plan.
5. Foster the use of library student learning outcomes (SLOs) and library SLO assessment plan that feed into district planning processes, including tracking into institutional SLOs.
6. Providing recommendations regarding library services to Colusa County Outreach Facility.
7. Foster communication between the library and the communities it serves.

Guidelines and Parameters:

1. The committee operates consistently with the YCCD Shared Decision-Making Model.
2. Sponsor, chair, and members will carry out responsibilities assigned to the committee and function under the Team Roles as defined in the WCC College Handbook.
3. Issues outside the purview of the committee will be referred to the appropriate individual, representative body, or committee.
4. Members will solicit input from the WCC community and maintain an open dialog with colleagues during all aspects of process development and forming recommendations.
5. Members will come prepared for each meeting and will have completed any assignments necessary to move the business of the meeting towards completion.
6. An agenda will be distributed three (3) days in advance of any meeting.
7. Minutes will be approved at the subsequent meeting and will be distributed within 5 days of their approval.

- The sponsor and the chair will make periodic reports to the WCC College Council and the WCC Academic Senate.

Resources:

- WCC Mission Statement, WCC Accreditation Self-Study, WCC Education Master Plan
- YCCD Board of Trustees’ Policies and Procedures
- Colusa Outreach Educational Advisory Committee
- Director of the WCC Office of Planning and Research
- WCC Curriculum Committee and WCC Student Learning Outcomes Committee
- WCC Catalog
- DSPS Coordinator
- Association of College and Research Libraries
- C.A.L.A. Library Bill of Rights and A.A.S.L. School Library Bill of Rights

Meeting Schedule:

The committee will meet at least once each semester. Additional meetings will be held as needed to accomplish the purposes and goals of the committee.

How Work Is Communicated:

- Minutes and agendas will be posted to the WCC website.
- Periodic progress reports will be given to the WCC College Council, the WCC Academic Senate, and the WCC President.

Outcomes and Deliverables:

- Current collections development policies
- Input regarding plans for library access for CCOF students, faculty, and community
- Collections reflecting WCC curriculum and the needs of the communities that WCC serves
- Recommendations supporting best practices for staffing, facility use, and budget

Recommendations Go To:

- Dean of Student Success
- WCC Academic Senate and WCC Curriculum Committee for review
- WCC College Council for information
- The WCC Budget Committee

**Library Advisory Committee**

**Membership:**

Sponsor: Vacant (Dean of Student Success)

Position	Term	Name
<b>Chair – Faculty Member from Division Reps</b>		<b>Matt Clark (Interim)</b>
Curriculum Chair (or designee)	On-going	Brandi Asmus
Librarian (1)	On-going	Vacant
Math & Science Rep	2015-2018	Ralph Robinson
Language Arts Rep	2013-2016	Vacant

Social Science Rep	2013-2016	Alison Buckley
CTE Rep	2015-2018	Vacant
Student Services Rep	2015-2018	Manuela Dragos
ASWCC Reps (1-2, one from library staff)		Vacant
Classified Rep (1-2, one from library staff)		Traci Johnson
Other Librarians (YC, UCD, CSUS, Los Rios, Yolo)		Vacant

Resource Members

DSPS Coordinator	On-going	Todd Sasano
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## Senate Assessment

### Self Assessment

1. I understand the senate's purpose and the scope of issues under its purview.
2. The items on the agendas are consistent with the purpose of the senate.
3. There are issues that the senate should deal with, but hasn't yet.
4. Agendas are distributed in a timely manner.
5. Minutes are distributed in a timely manner.
6. The meetings are effectively run.
7. I am comfortable speaking at senate meetings.
8. Others are comfortable speaking at senate meetings.
9. My constituents are satisfied with the work of the senate.
10. I report constituents concerns to the senate when asked.
11. I report senate work to my constituents regularly.
12. The senate establishes attainable goals.
13. The senate makes progress towards achieving its goals.
14. The senate has a strong working relationship with the WCC administration.
15. Are there issues that the senate addresses that you feel are outside the scope of its purview?  
(OE)
16. Are there issues within the senate's purview that you think the senate is failing to address (or not addressing effectively)? (OE)

### College Assessment

1. I am aware of the senate's purpose.
2. My senator keeps me informed of senate's work.
3. My senator conveys concerns I have to the senate.
4. The senate keeps me informed of the senate's work.
5. I have timely access to senate agendas and minutes.
6. I am comfortable speaking at senate meetings if needed.
7. Are there issues that the senate addresses that you feel are outside the scope of its purview?  
(OE)
8. Are there issues within the senate's purview that you think the senate is failing to address (or not addressing effectively)? (OE)

Standing Committee:

**ACADEMIC SENATE**

President: Matt Clark

Vice President: Vacant

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 who meet the following definition of "faculty."

"Faculty" means those employees of a 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, six additional fulltime faculty members, two adjunct faculty members, and the past president of the senate (when seated).

#### Senate Representation

Representation to the senate shall be as follows:

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

1. Mathematics and Science (mathematics, statistics, life sciences, physical sciences)
2. Language Arts (English, speech, English as a second language [ESL], reading, foreign languages, art, humanities, 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, philosophy, 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

Academic Group 3 (adjunct faculty)

2. One at-large faculty member from the Woodland campus
3. One at-large faculty member from the Colusa outreach

Group members shall nominate from their own group. If a representative area from Academic Group 1 chooses not to elect a representative, then 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 Colusa outreach chooses not to elect a representative that position will become an at-large position to be filled by an adjunct faculty member at the Woodland campus and this senator will represent all adjunct faculty members. Only area senators elected by the means set forth in WCC Academic Senate 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 the WCC Academic Senate 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 and Agendas

The academic senate shall keep minutes of all its meetings and publish the proceedings of each meeting. Minutes will be posted after approval at the subsequent senate meeting on the senate's webpage. Agendas will be posted on the senate website and in the glass case at the north end of Building 100.

##### 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 publicly announced.

##### How Work Is Communicated:

- Agendas and minutes posted to the Woodland Community College Academic Senate website.
- Senators will communicate with their respective constituent groups.

#### ACADEMIC SENATE

##### Membership

Position	Term	Name
<b>OFFICERS</b>		
Academic Senate President	2014-16	Matt Clark
Vice President	2015-16	Vacant
Secretary	2015-16	Kevin Ferns



<b>REPRESENTATIVES</b>		
<b>Group 1</b>		
Mathematics and Science	2014-17	Vacant
Language Arts	2014-17	Kevin Ferns
Business and Vocational	2015-18	Donna McGill-Cameron
Social Sciences	2015-18	Greg Gassman
Student Services	2013-16	Jose Vallejo
<b>Group 2</b>		
At-large Senator	2013-16	Christopher Howerton
<b>Group 3 (Adjunct)</b>		
At-large Senator Woodland	2013-16	Donna Bahneman
At-large Senator CCOF	2015-18	Pam Geer

# ASCCC Events and Meetings 2015-2016

The Academic Senate for California Community Colleges will host the following events for our 2015-16 Calendar Year. Please click on the links to the website registration for more information as it becomes available. Please contact [edie@asccc.org](mailto:edie@asccc.org) for questions or further information.

## [2015 Fall Plenary Session](#)

**November 5, 2015 to November 7, 2015**

### **Irvine Marriott**

The ASCCC Fall 2015 Plenary Session will be held at the Marriott Hotel in Irvine from November 5-7, 2015. Please see the registration link for detailed registration information. This Fall Session's theme is "Converging Inspiration, Innovation, and Action." The preliminary program will be posted in the third week of September on the website. We hope that all local faculty leaders will plan to join us in Irvine.

## [2016 CTE Curriculum Academy](#)

**January 14, 2016 to January 15, 2016**

### **Napa Valley Marriott**

Sponsored by the Chancellor's Office through Perkins Leadership Funds, the California Community College Association of Occupational Educators (CCCAOE) and the Academic Senate will again host the CTE Curriculum Academy titled *Doing What Matters for CTE Students: A Collaboration of CTE Faculty with EWD and Regional Leaders* on January 14-15, 2016 at the Napa Valley Marriott.

This event will build on the 2015 CTE Curriculum Academy and is geared to help all participants better navigate state and local curriculum processes. Attendees will receive information and training on topics such as curriculum basics, effective practices for curriculum development, the Program and Course Approval Handbook, C-ID, and other aspects of curriculum development and approval. This event is only for Sector/Deputy Navigators, CTE faculty, and curriculum chairs. Registration is open now and is limited.

## [2016 Instructional Design and Innovation – New and Exciting Event for 2016!](#)

**January 20, 2016 to January 22, 2016**

### **Riverside Convention Center**

The Academic Senate for California Community Colleges is pleased to announce the first annual Instructional Design and Innovation Institute. This new institute will focus on strategies to improve student success and build more effective college programs. Discussions will include many exciting and timely topics like cultivating partnerships to create new opportunities for students, improving the collaboration between instruction and student services on our campuses, discovering different strategies in curricular design, integrating instructional technology into the classroom to enhance teaching, and effectively institutionalizing innovative programs to ensure they do not disappear.

## [2016 Accreditation Institute](#)

**February 19, 2016 to February 20, 2016**

### **Marriott, Mission Valley San Diego**

Whether your college is gathering evidence, writing the self-evaluation, or preparing for a site visit in spring, the Academic Senate for California Community College's Accreditation Institute will provide guidance and support no matter where you are in the cycle of accreditation. Even colleges that

finished a site visit in fall know that accreditation work never really ends. At its core, accreditation is the peer-evaluation process we use to improve the education we offer to individuals in our communities, and we have affirmed our commitment to the spirit of such processes throughout the years.

### **[2016 Academic Academy](#)**

**March 17, 2016 to March 19, 2016**

#### **Sheraton Sacramento**

Equity and diversity are primary values of the community college system. The 2015 Academic Academy focused on the Student Success and Support Program and Student Equity Plans. This year's institute will again explore issues of equity and diversity, this time including not only further development of student equity plans and programs but also on broader issues such as faculty hiring and professional development. Join us in Sacramento for what promises to be an exciting conference.

### **[2016 Spring Plenary Session](#)**

**April 20, 2016 to April 23, 2016**

#### **Sacramento Convention Center**

This year, the Academic Senate will collaborate with other constituents in hosting the Spring Plenary Session, partnering with the Chief Instructional Officers (CCCCIOs), the California Community College Association of Occupational Educators (CCCAOE), Chief Student Services Officers (CSSOs), the Chancellor's Office, and other organizations to host the first Community College collaborative event. Today's current higher education environment will require a close collaboration with all college constituents to address issues of common concern. Register early to secure a slot for this event.

### **[2016 Career Technical Education Institute](#)**

**May 6, 2016 to May 7, 2016**

#### **DoubleTree Hilton Anaheim/Orange**

The Academic Senate will hold a CTE Leadership Institute on May 6-7, 2016, at the DoubleTree Hilton in Anaheim. This year will bring an intense focus on career and technical education at the federal, state, and local level. In our CCC system, the Board of Governors' Task Force on Workforce, Job Creation, and a Strong Economy recently released its recommendations. By the time this event takes place in May, implementation conversations will be well underway and input from faculty statewide will be needed.

This event will provide CTE faculty with the opportunity to engage in key policy conversations through their interaction with representatives of the task force, by learning about the implications of policy decisions on local programs and courses, and in participating in breakout sessions to better understand the college processes including topics on leadership, curriculum design, course repetition, and effective program advocacy.

### **[2016 Faculty Leadership Institute](#)**

**June 9, 2016 to June 11, 2016**

#### **Mission Inn - Riverside**

The Faculty Leadership Institute is the cornerstone of the Academic Senate's governance training. Created to assist new senate leaders navigate the complexity of local governance as well as become versed in state issues, the Faculty Leadership Institute brings seasoned leaders together to share tips and tools for new leaders to successfully lead their senate and influence their college policies. We highly encourage new and experienced leadership to join us for lively discussions about basic college governance and exciting state issues.

### **[2016 Curriculum Institute](#)**

**July 7, 2016 to July 9, 2016**

**DoubleTree Hilton Anaheim**

Curriculum is the heart of what we do as educators. The Curriculum Institute is designed to bring together teams of individuals working on curriculum – administrators, faculty, and classified staff – and to provide a platform for interactive learning by all attendees. Informational presentations, direct training and guidance, and interaction with Chancellor's Office staff make this Institute the most popular of the Academic Senate events. Join us in Anaheim to receive updates on important current curriculum topic and to learn ways to improve and develop local curriculum processes.



# INSTITUTIONAL EFFECTIVENESS

## *Partnership Initiative*

**We are pleased to announce a sixth workshop date on October 30th at Allan Hancock College. Registration details below.**

ACCCA would like to pass on a special invitation from the Institutional Effectiveness Partnership Initiative.

Dear Colleagues:

How can your district or college better structure support both inside and outside the classroom to maximize student success? Student Support (Re)defined is a multiyear study by the California Community College system's RP Group that identifies—through interviews with nearly 900 students—the six most critical factors contributing to student progress and achievement. These factors include providing direction to students, keeping them focused on their goals, helping them feel connected, and creating a campus culture that engages, nurtures, and values all students. Additional information about this study is available online [here](#).

The Institutional Effectiveness Partnership Initiative and RP Group are holding **six** regional workshops on how to integrate these success factors into students' daily experiences at your college. You will have an opportunity to share what your college is doing, learn about successful strategies at other colleges, and reflect on ways your college's policies and practices can better support student success and institutional effectiveness.

All workshops will take place from **10 a.m. to 2:30 p.m.** Registration is required through EventBrite, although there is *no registration fee* for attending.

Friday, September 4 at **Cañada College** (capacity 115)

Registration link: <http://iepiworkshopcanadacollegesept2015.eventbrite.com>

Friday, September 4 at **San Diego Mesa College** (capacity 90)

Registration link: <https://iepiworkshopmesasept2015.eventbrite.com>

Friday, September 11 at **Shasta College** (capacity 80)

Registration link: <https://iepiworkshopshastasept2015.eventbrite.com>

Friday, September 11 at **San Bernardino Valley College** (capacity 150)

Registration link: <https://iepiworkshopsbvcsept2015.eventbrite.com>

Friday, October 30 at **Allan Hancock College** (capacity 110)

Registration link: <https://iepiworkshopallanhancockoct2015.eventbrite.com>

Friday, November 6 at **State Center CCD – District Office North** (capacity 150)

Registration link: <http://iepiworkshopstatecenternov2015.eventbrite.com>

### **Who Should Attend?**

Each district/college is encouraged to bring a team of representatives that could include the following: CEO, CIO, CSSO, CBO, faculty representatives, classified staff representative, institutional researcher, and coordinators from basic skills, SSSP and student equity.

### **What's on the Agenda?**

Each workshop will address questions, including:

- What is Student Support (Re)defined and the connection to IEPI?
- What initiatives, programs or activities are colleges doing that connect to the six success factors?
- What does Student Support (Re)defined look like in action from peer colleges?

Time will be included for teams to discuss strategies for implementing new ideas and/or expanding existing ideas and connecting them to the new IEPI indicator framework.

### **Workshop Details**

Lunch will be provided. While there is no cost to attend the workshop, participants are responsible for any travel costs.

**For full details and a printable flyer, [click here](#).**