



## Academic Senate Minutes

**Date:** Friday, September 8, 2017

**Time/Location:** 1-3:00 PM / WCC Room 113, LCC Room 115

Senate Roles and Responsibilities (The 10+1)	
<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>

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

**Absent:** Gustavo “Gus” Perez (ASWCC President), Pam Geer (CCC & LCC Part-time)

**Guests:** M. Moreno

Call to order 1:04 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda - Action		Approve agenda of 9/8/17 (MSC Gassman/Lanier)
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:</i> None			
III	Approval of Minutes-Action		Review and approve the minutes of 8/25/17 regular meeting.
<i>Discussion/Decision:</i> 1. The minutes of 8/25/17 are approved as amended (MSC Howerton/Gassman).			
IV	Committee Appointments - Action	Howerton	<b>Objective:</b> Appoint faculty members to committees.
<ol style="list-style-type: none"> <li>1. See the report attached to these minutes.</li> <li>2. One name came forward for each of the committee openings. The senate appoints all nominees.</li> </ol>			
V	Academic Calendar Committee Charter – Information/Discussion	Papin	<b>Background:</b> The District Academic Calendar Committee has drafted changes to its charter. <b>Objective:</b> Provide feedback to the WCC rep on the committee, Mike Papin, and to the DCAS reps in anticipation of possible adoption of the changes.
<i>Discussion/Decision:</i> 1. Papin is collecting feedback and will report to the committee.			
VI	Draft Academic Calendar 2019/20 - Information	Papin	<b>Background:</b> In May, the District Academic Calendar Committee distributed a draft 2019/20 Academic Calendar

			<b>Objective:</b> Provide feedback.
	<i>Discussion/Decision:</i> 1. Papin is collecting feedback and will report to the committee.		
<b>VII</b>	<b>Senate Purpose Statement – Action</b>	All	<b>Background:</b> Annually the senate reviews and updates as needed the senate purpose statement. <b>Objective:</b> Debate adoption of the senate purpose statement.
	<i>Discussion/Decision:</i> 1. Tabled until the next meeting.		
<b>VIII</b>	<b>Senate Goals – Action</b>	Senate	<b>Background:</b> Annually, the Academic Senate shall establish goals and present the goals to the YCCD Board of Trustees. <b>Objective:</b> Debate adoption of 2017/18 WCC Academic Senate Goals.
	<i>Discussion/Decision:</i> 1. The senate reviewed the draft goals discussed at the previous senate meeting. These will be updated and sent out to all faculty for feedback and action to adopt at a future senate meeting.		
<b>IX</b>	<b>Committee Websites – Information/Discussion</b>	Howerton	<b>Background:</b> The Communication and Technology Committee (CAT) has been working on recommendations for making committee work more accessible to all. <b>Objective:</b> Review recommendations and provide feedback.
	<i>Discussion/Decision:</i> 1. Howerton reported that the current committee pages are housed on a district site and are not very user friendly. The CAT committee has proposed a new layout that would make it easier to access the files and require each committee to meet some minimum standards regarding what should be posted. Each committee would be given a home page that would allow each committee to tailor their site to their needs while meeting the minimum requirements. The example page Howerton developed is at <a href="https://wcc.yccd.edu/about/committees/student-learning-outcomes-committee/">https://wcc.yccd.edu/about/committees/student-learning-outcomes-committee/</a> . This will be moved forward with the intent to formalize.		
<b>X</b>	<b>Deferred Action for Childhood Arrivals (DACA) – Information/Discussion</b>	Clark	<b>Background:</b> The recent actions of the US Department of Justice (DOJ) regarding DACA may affect WCC students in negative ways. <b>Objective:</b> First read of a resolution expressing concern over the DOJ actions and support for students benefiting from DACA protections.
	<i>Discussion/Decision:</i> 1. The draft resolution introduced for public comment by the YC Academic Senate is attached. 2. M. Moreno reported that she is thankful the senate is looking at this issue. She stated that this issue is directly related to education, which is a universal right. She shared thoughts on the Los Rios CCD resolution written in January 2017 and one the senate had not reviewed from the Los Angeles CCD. The WCC Academic Senate agreed to draft a resolution for review at the next meeting. M. Moreno will attend a hearing next week on the topic of SB 54, which would institute sanctuary state status for California. Senate leadership will also take up the topic with college and district leadership. The senate will also work with the YC Academic Senate to generate a draft for both senates. Vallejo commented that it is disappointing that the YCCD Board of Trustees has not already taken action on this important issue. It is important for students to know that they are safe on our campuses, and he noted that this message of their safety should come from administrators. M. Moreno also noted that it's important that faculty be aware of the situation and the rights students have while DACA goes through this transition and period of uncertainty, and resources for faculty training on the		

	issue would be welcome. Vallejo reported that the mayor of Woodland and chief of police may propose that Woodland become a sanctuary city.		
<b>XI</b>	<b>President's Report -Information</b>	Clark	
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. Clark attended the DC3 meeting this past Tuesday. The budget was the main topic of conversation. The Chancellor may appropriate some of the original \$36,000 for professional development to other priorities.</li> <li>2. APs and BPs will be a topic of conversation over the coming months as the senate revises various Category 1 and Category 2 documents.</li> <li>3. The leadership meeting with administration this week focused on flex and professional development and ways we can bring more professional development opportunities to WCC.</li> <li>4. The Library Advisory Committee met this morning. Weekend and evening hours will be considered for the library.</li> <li>5. Clark is working with HR to determine whether part time faculty can serve on senate committees. He expects an answer next week.</li> <li>6. The senate and College Council may meet on the fifth Friday of this month on the topic of the institutional effectiveness committee.</li> <li>7. Clark expressed a concern that information in past minutes may be inaccurate or may not pertain to senate business.</li> </ol>		
<b>XII</b>	<b>Vice President's Report</b> <b>1. Curriculum Update – Information</b> <b>2. Other – Information</b>	Howerton	<b>Objective:</b> 1. Receive update on work of the Curriculum Committee.
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. The report was submitted in writing, attached to these minutes.</li> <li>2. This morning the Curriculum Committee worked on its purpose statement and will bring this to the senate in a future meeting. Additionally, if your department needs to update courses, make sure you begin this process soon. B. Asmus sent out a list to all faculty.</li> </ol>		
<b>XIII</b>	<b>Senate/Committee Reports - Information</b>	Senate	
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. Papin reported that there are two cohorts of students coming from the Konocti education center as part of the middle college high school initiative.</li> <li>2. Vallejo reported that administration is developing a manual regarding how student services faculty should be scheduling their time in SARS. He asked whether other faculty are also going to be following a manual for scheduling. The transfer fair yesterday was successfully attended by 365 students and 31 college reps and 10 departments from WCC. He thanked Regina Leo for organizing this big project and to all the faculty who supported it and got the word out.</li> <li>3. Mullin reported that the Student Success Committee is working on new goals for SSSP. This will come to the senate and go through College Council.</li> <li>4. Ferns reported that the DE Committee is working on instituting a culture of Canvas at WCC whereby all instructors will be encouraged to use Canvas for all their classes, at least for grading purposes. The DE Committee will also be working to provide more support for students and faculty to encourage this process.</li> <li>5. Stone reported that instructors will have new requirements for their syllabus in 2018, as it will be seen as a legal document. The senate may need to address this issue in the future.</li> <li>6. Lanier reported that he worked with 6 students to build a drone and present it to NASA scientists. The math department and English department recently met with Dean Chahal on the topic of acceleration.</li> </ol>		
<b>XIV</b>	<b>Ex-officio Reports - Information</b>	Perez	
	<i>Discussion/Decision:</i>		
<b>XV</b>	<b>Future Agenda Items-Discussion</b>		Data Inquiry Group work and Dashboard, Constitution, 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 2:43 p.m.

<b>WCC Academic Senate Draft Goals, 2017-2018</b>			
<b>#</b>	<b>Goal</b>	<b>Who</b>	<b>Status</b>
1	<b>Student Success:</b> Work with the Student Success Committee to identify and address barriers to student success (e.g., counseling availability, course offerings...).	Clark, Vallejo	Ongoing
2	<b>Professional Development:</b> 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	<b>Faculty Evaluation:</b> 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	<b>Sabbatical Leave:</b> 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	<b>Grading Policies:</b> Review, update, and distribute Faculty Handbook.	Clark	DCAS is awaiting work of CLAS
6	Revise <b>Senate Constitution and Bylaws.</b>	Clark, Gassman, Ferns	In progress
7	<b>Sustainability and Grant Funding:</b> Define process for seeking grants and sustaining work after grants or categorical funds expire.	Clark	Very preliminary discussions
8	<b>Distance Education (DE):</b> 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	<b>Additional Reporting Goal to be added.</b>	TBA	TBA
10	<b>Accreditation Goal to be added</b>	TBA	TBA
11	<b>Grant Program Oversight goal to be added</b>	TBA	TBA
12	<b>Equivalency Goal to be added</b>		

**Christopher Howerton's WCC Academic Senate Vice-President Report  
Friday September 8, 2017**

**1. Committee Appointments:**

1. New Evaluation Committees (SENATE REPS) – ACTION NEEDED TO APPOINT (*as of 9/5 these are the only names that have been submitted – If additional names come forward I will orally update the senate during our meeting prior to official appointments*)
  - a. CCC/LCC MATH (Joel Pyzer) – Jen Hansen
  - b. LCC English (Gina Jones) – Robert Cabrerros
  - c. WCC AG (Candice Stafford-Banks) – Christopher Howerton
  - d. WCC Temp Business (Glenn Holderreed )- Leslie Deniz
  - e. WCC Temp ESL (Jessica Johnston) – Noel Bruening
  - f. LCC Temp Middle College Resource Faculty (Colleen Campbell ) – Robert Cabrerros
  
2. Other openings:  
College Standing Committee openings:
  - a. **Other already announced (and unfilled committee vacancies) for on-going standing committees are listed on the Senate Office door**
  - b. **Need a FT Faculty (WCC) tenured or non-tenured for College Council.**

**2. New Committee Web Pages (Proposal):**

SLO committee new web page, as an example for discussion regarding all new Committee webpages and required elements for the template. More discussion needed at College Council and Senate before adopting and expanding for all committees. Introduced in our weekly meeting with Admin (8/31), and shared with CAT on (9/1). Information attached as a PDF for further discussion.

3. **Equivalency Policy for YCCD.** Elena Flacks and I are working as a task group to propose updated revisions to the YCCD Equivalency Policy and Processes. We are hoping to work in tandem so that we can share our work with both the YC and WCC Senates at the same time. I will be sharing with our senate draft documents as we start this work, and request senate feedback. I have requested this to be one of our Senate goals for this academic year. In preparation for this work, Elena and I have established a work group on one-drive.
  
4. **Curriculum Retreat:** The WCC Curriculum Committee held a work retreat last Friday 9/1/17.
  
5. **DIG:** We met on 9/1/17 and finalized/ reviewed training materials for the Program Review professional development activity scheduled for 9/5. Also, discussed next steps.
  
6. **Accreditation Team Training:** I will be off campus Thursday 9/7 for an Accreditation Team training. I will be meeting with my other team members in preparation for a site visit in October.

## YC Academic Senate Resolution on the Revocation of DACA

Whereas the Yuba Community College District Institutional Code of Ethics (AP 3050) establishes that the District shall, with respect to students: “Remain continuously informed of characteristics, preferences, and educational needs of the local community; provide and protect student access to educational resources of the District; protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers; invite students to contribute to the District decisions and directions; protect students from disparagement, embarrassment, or capricious judgment; and keep foremost in mind at all times that the District exists to serve students”;

Whereas the Deferred Action for Childhood Arrivals (DACA), an Executive Order signed by President Obama on June 15, 2012 that allowed the undocumented children in our community access to educational opportunity and resources, is subject to revocation by executive order;

Whereas according a 2011 report by the Public Policy Institute of California, the number of unauthorized immigrants in the YCCD service area and its surrounding rural counties (Sutter, Yuba, Mendocino, Lake, Colusa, Glenn, Tehema, Trinity and excluding Placer) numbers 39,000 people, with 21,000 in Yuba, Sutter, and Yolo alone, which represents a significant and important segment of our communities;

Whereas the harassment and arrest of undocumented people without criminal records in public buildings, outside places of worship, and in their own homes has disrupted the lives of DACA students and discouraged them from accessing educational resources;

Whereas the Yuba Community College Board of Trustees issued resolution on December 8, 2016 reaffirming their commitment to “guaranteeing educational access for all [and] remaining a welcoming environment for all students, including international and undocumented students in accordance with law, regulation, and policy”;

Whereas the December 8, 2016 resolution was intended “to reassure students of the Yuba Community College District Board of Trustees commitment to uphold and protect students’ rights guaranteed by national and state law, California Community College regulations and YCCD policies”;

Be it so moved that the Academic Senate of **Yuba College** calls on the YCCD Board of Trustees to take formal and public steps to reaffirm their commitment to our undocumented students and their families in the face of the possible revocation of DACA. The Academic Senate of Yuba College specifically requests that the Board of Trustees take the following steps:

1. Create appropriate Board Policies and/or Administrative Procedures that would
  - a. formally ban all Immigration and Customs Enforcement agents from collaborating with or operating within the college unless equipped with a warrant.
  - b. prohibit Immigration and Customs Enforcement (ICE), Department of Homeland Security (DHS), and United States Border Patrol (USBP) agents from being present on campus grounds and District owned property for the purposes of collecting information about our students.
  - c. assert that YC and YCCD police will not honor immigration hold requests, nor contact, detain, question or arrest individuals solely on the basis of being a person that lacks documentation.

- d. prohibit Yuba Community College (YCC) Administration, Yuba Community College District (YCCD) Administration, Yuba College Police Department from collaborating with ICE, DHS, USBP to disclose information nor identify students, staff and faculty of the college or District.
2. In the case that all or parts of Deferred Action for Childhood Arrivals (DACA) are repealed or overturned by executive order, Yuba Community College and Yuba Community College District refuse to comply with any act or order which would restrict previous privileges provided under DACA.
3. Establish as policy that all graduates of high schools in the YCCD service area, regardless of immigration status or nationality, shall receive registration fee waivers.
4. Publicize the above actions in local media outlets, including major newspapers and non-English language media.
5. Establish a working group among administrators, faculty, and staff to explore further way to protect and provide educational access for undocumented students.
6. Re-convene the Yuba College Diversity Committee to produce an updated Diversity Report and pledge to support and pursue the committee's recommendations.