



Academic Senate Minutes

Date: Friday September 12, 2014

Time/Location: 1-3 PM / Room 113

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** (Vice President, CTE), **Talwinder Chetra** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Greg Gassman** (Social Science), **Pam Geer** (Adjunct At-large), **Christopher Howerton** (At-large), **Cheryl Latimer** (Student Services)

Absent: **Donna Bahneman** (Adjunct)

Guests: **B. Asmus**, **S. Lanier**, **J. Foster**, **J. Shah**, **B. James**, **VP Konuwa**

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda: Action		Approve agenda of 9/12/14 (MSC Gassman/Geer)
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>		<ol style="list-style-type: none"> 1. S. Lanier reports that ASWCC has made a number of videos and posted them to the top news on the web site. Please notify your students and help get the word out! 2. J. Foster reports that ASWCC approved B. James as the student representative to the senate.
II	Approval of Minutes: Action		Review and approve the meeting minutes of 8/22/14 and joint meeting of the Academic Senate and College Council 8/29/14.
			<ol style="list-style-type: none"> 1. The meeting minutes of 8/22/14 are approved as amended (MSC Howerton/Gassman). 2. The joint meeting of the Academic Senate and College Council minutes of 8/29/14 are approved as amended (MSC Latimer/Howerton).
IV	Reports: Information/ Discussion <ul style="list-style-type: none"> ➤ President (Attached) ➤ VP ➤ Senators ➤ Committees 	Clark/ McGill- Cameron/ Senate	

	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. Clark heard concerns from CLC faculty on 9/11/14 and provided a written report to the senate (attached). One area we will need to address will be senate membership for CLC full time and adjunct faculty. Some CLC faculty are still not certain as to why the realignment with WCC is happening. Clark met with all the full time faculty and some adjuncts from CLC and feels the infusion of new faculty will be positive for WCC. WCC has made a good first step in the communication process. 2. Regarding the comment in the president's report that J. Ortiz's position would be temporarily filled with adjunct faculty, Chetra asks whether the CCOF will be adequately staffed with a counselor. 3. McGill-Cameron reports that we need to set a definition for hybrid courses. 4. The senate appoints the following volunteers to fill vacancies on committees: For the Diversity Committee, the senate appoints F. Ruiz. For the Calendar Committee, the senate appoints B. Asmus. For the Safety Committee, the senate appoints R. Robinson. 5. Ferns reports that the FALAHUM has had some issues recently regarding the cancellation of late start classes. For example, some late start Saturday English courses were canceled without consultation with English faculty. If these classes had been on the schedule earlier in the semester and had been effectively communicated to students, they would not have been canceled, as the other English 51 and English 1A classes in the schedule were closed with 10 on each waitlist. FALAHUM would like to see a policy in place regarding how late-start classes are added/canceled/communicated to students. 6. Ferns reports that there are errors in the catalog that could have easily been caught prior to finalizing and printing it. One problem is that the division was not allowed to review the catalog prior to finalizing it. Other senators noted that their divisions reported the same problem. We hope that faculty will be consulted regarding the catalog prior to printing in the future. This way, the college can get it right before printing rather than sending out an addendum with multiple corrections, which WCC is now forced to do, costing everyone additional time and money and providing additional confusion for students. 7. Ferns reports that the CAT has arranged for the web site redesign consultant to be on campus on Thursday, September 18. If you would like to invite him to your class to take pictures, send an email to M. Senecal. Also, he is interested in meeting with the senate president and vice president on that day. 8. Ferns reports that the Library Advisory Committee has not met since early 2014, and he would like to see this committee back up and running soon. 9. Geer would like to know whether the CCOF planning committee would be meeting in the near future to develop a cohesive educational master plan. Clark responds that a meeting will take place in the next month. 		
V	Senate Goals: Action	Senate	Finalize the senate goals for the 2014-15 academic year.
	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. Motion: Approve the senate goals for 2014-2015 (MSC Howerton/Chetra). 		
	SSSP Draft Annual Plan: Information/Discussion (Budget and Priorities Are Attached)	Konuwa	First read of the Draft SSSP Annual Plan (due to the Board of trustees at their October meeting and to state by October 15).
VI	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. VP Konuwa presents the SSSP Draft Annual Plan to the senate. The plan has been aligned with budgetary needs, prioritized, and enhanced since the last senate review. The senate will approve the plan on 9/26/14, so any feedback needs to get to VP Konuwa and Dean Deniz within one week. Some of the data in the report appears to be inaccurate, and these issues need to be rectified before finalizing it. The budget numbers for the general fund are missing as well, and those will need to be updated. 		
VII	DE Committee Report: Information (Purpose Statement Attached)	Asmus	Provide the senate with an update to the work of the DE Committee and review of the Purpose Statement and membership.

	<p>Discussion/Decision:</p> <p>1. B. Asmus reports that the DE committee is looking for direction from the senate as to how to move forward with the current committee structure due to the change in leadership with the district DE program. In particular, the purpose statement is being revised and we may want to look at the committee membership as well. In order to make the DE program at WCC more robust, we need to consider ways to enhance and expand the DE program. In addition, we need to consider how to transition the DE program at CLC effectively, as this would increase the offerings in our schedule. ACCJC would like WCC to review success and retention data as a means to inform scheduling, and the committee would like to be able to effectively do this in the future. Rather than having a sponsor, we might want to make the dean of instruction a resource. We might also consider a CLC seat on the committee in the future as well due to the potential concerns of CLC faculty. The chair/co-chair positions also need to be clarified. We might also consider removing the classified member, as B. Heidbreder is already listed as a resource. The curriculum committee chair should be a co-chair of this committee. In the future we need to explore how reassigned time should work in regard to the leadership on this committee and the curriculum committee. The revised purpose statement will be brought up for approval at the next senate meeting. As for the student support page as it pertains to DE, the DE committee is still working on how this would work and how we would respond to student requests for face to face meetings or assistance. The committee will be working with Student Services to support DE success with our students. The CCCC liaison will be moved to a resource position as well. B. Asmus reports that due to the GE petitions being requested, the Curriculum Committee made little progress on its agenda. The committee also has a revised purpose statement to bring to the senate.</p>		
VIII	Senate Purpose Statement: Action (Attached)	Senate	Adopt changes to the WCC Academic Senate Purpose Statement.
	<p>Discussion/Decision:</p> <p>1. Motion: Approve the revised senate purpose statement (MSC Chetra/Latimer).</p>		
IX	BSI Report: Information/Discussion	Senecal, Lanier	<p>Background: Each year, the BSI committee produces a report to be sent to the State. The YC Academic Senate president is required to sign the report.</p> <p>Objective: Presentation of the report, for approval at the next meeting.</p>
	<p>Discussion/Decision:</p> <p>1. Motion: The senate will review the BSI report on 9/26/14 (MSC Clark/Gassman).</p>		
X	Senate Agendas: Action	Clark	Adopt or suggest changes to the senate agenda format.
	<p>Discussion/Decision:</p> <p>1. Motion: Approve the new agenda format as amended (MSC Gassman/Latimer).</p>		
XI	Accreditation Update: Information	Konuwa, Clark, Howerton	Provide the senate with an update of the status of the response to the ACCJC Recommendations and the timeline for completion of the process. Begin discussion of the process for the Midterm Report.
	Discussion/Decision: Not addressed.		
XII	Future Agenda Items: Discussion		Student Equity Plan, College Catalog, SSS Priorities, Ed Master Plan, Senate Appointees to Hiring Committees, Senate Appointees to State Committees, CCOF, WCC Committee Structure, CLC Transition, Constitution & Bylaws
	Discussion/Decision: Not addressed.		

Meeting adjourned 3:01 p.m. (MSC Gassman/Howerton).

Senate Goals, 2014-2015 (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	
2	Communication: Advocate for increase in effective communication tools and access.	Howerton, Ferns	Continuing
3	Grading Policies: Review, update, and distribute Faculty Handbook.	Clark	TBD
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	TBD
5	Student Success: 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	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
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	TBD
14	Accreditation	Clark, Howerton	Response to Recommendations is nearly complete; work to begin on Midterm Report

Standing Committee:

ACADEMIC SENATE

President: Matt Clark

Vice President: Donna McGill Cameron

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
OFFICERS		
Academic Senate President	2014-16	Matt Clark
Vice President	2014-15	Donna McGill Cameron
Secretary	2014-15	Kevin Ferns
REPRESENTATIVES		
Group 1		
Mathematics and Science	2014-17	Talwinder Chetra
Language Arts	2014-17	Kevin Ferns
Business and Vocational	2012-15	Donna McGill-Cameron
Social Sciences	2012-15	Greg Gassman
Student Services	2013-16	Cheryl Latimer
Group 2		
At-large Senator	2013-16	Christopher Howerton
Group 3 (Adjunct)		
At-large Senator Woodland	2013-16	Donna Bahneman
At-large Senator CCOF	2012-15	Pam Geer

Realignment With Woodland - Concerns of Clear Lake Faculty

We look forward to joining the Woodland Faculty, improving the District's profile as a Hispanic Serving Institution, and making geographic sense of our far-flung efforts but we have some concerns.

In scheduling, how can we protect our Internet and Career and Technical Education (CTE) courses? One aim of realignment was to improve Woodland Community College's CTE portfolio, but we struggle to maintain our CTE certificates at Yuba and struggle to maintain the curriculum that supports those certificates. How can we be assured that BCA, ECE, Culinary, Welding, Water Treatment, Human Services, Office Administration, Accounting, and Management will be seen as attractive programs worthy of support?

Similarly, internet course are of greater relative importance here than at Woodland. Internet courses generate substantial enrollment for us and substantial load and EP income for our faculty. When offerings are determined by the scheduling dean, influenced by the entire department of the discipline, how will our internet courses and internet faculty fare? If there is disinterest in internet courses at Woodland, may we continue to teach DE under Yuba College?

A major aim of realignment is to alter the Yuba/Woodland FTES ratio, to shift it from 72:28 to 66:34. In these numbers, Clearlake represents 6% of the district. We will be a larger part of WCC than YC (6 parts of 34 as opposed to 6 parts of 72). Can we expect proportional representation in the Senate, on the Curriculum Committee, on the Staffing Committee?

Much of the work ahead involves curriculum. We must begin adding what is unique to Clear Lake and melding what is not. This will require us to work in Curricunet several months ahead of desired catalog changes. At present we have limited access at WCC.

We also have limited access to the communication at our new college. We would like to receive Woodland's announcements. We must become familiar with our new neighborhood: send us the junk mail and expect ours in return!

President's Report
September 11, 2014

Meeting with WCC Administration

(8/26) –

- Much discussion was focused on the upcoming visit to CLC and the plan for that day.
- I agreed to survey the faculty regarding the idea of a Spring Convocation. The Wednesday or Thursday before classes begin are possible dates. Dr. White would like to have a robust discussion about where we want to be to frame the upcoming work on the EMP. Sandwiching that between technology training and training from HR (FERPA or EEO) would ideally make an inviting and productive day.
- Dr. White would like to know if there is any department, division, or program that has plans that involve the studio and/or the associated equipment..

(9/2)

- An Enrollment Management Summit will be held November 20th from 3-5. Invitees will include (but not be limited to) the deans, the VP, the Scheduling Committee chair, senate, president or designee, one or more counselors, P. Parrish or J. Ortiz representing CCOF, and J. Penning.
- A meeting was held with the Colusa County Board of Education Supervisor and the WCC administrative cabinet. M. Senacal will formulate focus group questions for students, employees, and community members. Dr. White will work with local principals to go on site for exploration of needs.
- The desire to form a classified senate was discussed and I indicated our willingness to help in any way we can.

(9/9)

- Dr. White has started discussions about dual enrollment with Pioneer HS and will pursue with Woodland HS as well. Dual enrollment was also listed as a component of a WCC Ag Program Growth Model that we were briefly shown, but is not ready for dissemination.
- Dr. White and J. Ortiz went to the academy connected to Cache Creek. A History 17 course has been taught there and there is a desire to look at other opportunities.
- It was suggested that we might use CCOF planning as a beta test for our new EMP and the new format that will be used. Dr. White will join us at the 10/10 meeting to discuss the EMP work ahead.
- The current intent is to undertake a search in spring to fill the position that J. Ortiz will be leaving. Administration is committed to backfilling with sufficient adjunct from November 1st through the filling of the position. (FSAPC will meet soon to discuss "auto-refill" vs. accessing a new list and make a recommendation.)
- Errors have been found in the catalog. A. Konuwa will work with the Curriculum Committee to identify as many as possible and put out an addendum by the end of the month.
- D. McGill-Cameron shared the Econ 1A and 1B will soon add Math 50 as a prerequisite.

1. DCAS (8/15 & 8/21)– Topics:

- We discussed remedies for the dual problems of attendance and membership that the Calendar Committee is having.
- We prioritized our work for the year: Budget & Planning Processes, MQs, Equivalency, Tenure, Faculty Evaluation are the top priorities with two qualifiers. First, we will begin work on sabbaticals as soon as the Chancellor is available to attend a meeting. Second, there will be AP work interspersed throughout the year. We intend to prioritize APs soon as well.
- AP 5055 is still problematic. Contrary to a previous report, the YC counselors (and at there recommendation a split YC Senate) still favor using transcribed rather than district units. We agreed to changes for Foster Youth (mandated) and military (partly mandated, partly not).
- We will finalize our Purpose Statement electronically.

- Census Certification was identified as an emerging issue and will be part of our next agenda. The current policy for posting of grades is not enforced as written and not followed as written or as purported. We will visit that AP soon.
2. **DAAPT (9/4)** – We reviewed the draft objectives and feedback received. There was a suggestion that we speed the process and have the Board adopt in September. (Somewhere, it was later decided to not do that. In fact, at the Board Meeting, the Chancellor stated that in October the Board will be asked to approve the amended goals, but not the objectives or strategies.)
 3. **BAT (8/29)** – We reviewed the proposed budget for 2014/15. There was much discussion about retiree liability solutions and the impact on the budget. The presentation ended with four scenarios that would end with any where from a reserve of a little of a little over 10% to a reserve at or below 5%. Regarding the latter value: the phrase “required 5% reserve” was used and I questioned that phrase. (At the subsequent Board Meeting the Chancellor used the phrase “minimum prudent reserve”.)
 4. **College Council (9/5)** – Highlights:
 - A lot of discussion centered on quorum, agenda posting, and timely distribution of minutes. The minutes of the joint meeting were approved without change.
 - E-cigarettes were discussed. Our current policy covers their being banned from campus, but signage and postings in documents are not consistently clear on this. An instructor reported an incident of an e-cigarette being smoked in class, but felt unsure as to whether that could be stopped.
 - Membership was discussed, partly looking forward to the CLC transition, partly to formalize the senate presence.
 5. **Board of Trustees (9/11)** – Highlights:
 - A presentation from an adjunct faculty member who teaches Human Services detailed the success the program has had in putting students who leave the program into jobs and the positive contributions of those jobs to the surrounding communities. The presentation included a plea for a full-time faculty member in the district to lead the program, where a lot of work is currently being done by a small group of adjunct faculty members (including our own D. Bahneman).
 - A resolution was passed supporting the CC Baccalaureate Degree. In retrospect, I probably should have voiced a concern at DC3 the previous week.
 - The Board declined to pass a resolution supporting WJUSD’s Measures S and T. WCC Student Trustee cast the lone vote to pass the resolution. (Trustee Sandy was not at the meeting.)
 - Our follow-up audit finding for 2012/13 was accepted by the State and there will be no loss of apportionment.
 - After Dr. White’s brief report on the CLC Transition Program Scope, Trustee Saverese asked a very direct question regarding resources. The Chancellor then announced that Interim Dean Davies will be reporting directly to Dr. White effective immediately and that Dr. White and Dr. Harmon (interim YC President) will work closely on CLC matters.
 6. **DC3 (9/2)** – Highlights:
 - The Board Agenda was reviewed with little discussion. R. Mathews asked if more detail could be put into the minutes of Board Meetings. The Chancellor said that he would ask the Board, but he feels that they are satisfied with the current level.
 - K. Kaur reviewed the “Final Budget” that the Board will be asked to approve. Given a number of pieces that are in motion (SSSP funding, SEP funding, property tax projections, retiree liability options...) there is a far greater likelihood than usual that the Board will be asked to approve changes later in the year.

- Dr. White gave a report on the status of the CLC Realignment Plan.
- The DAAPT Strategic Goal Objectives were reviewed and feedback was shared.
- The Board will receive a report on the Accreditation Responses at the Board Meeting.
- A small change was made to AP 6750 Parking. AP 7122 Hiring the College President will be on the next DC3 agenda.

7. **Meetings with Faculty Members at CLC –**

- I agreed to increase the flow of information from WCC to CLC. Actually, I threatened to deluge them with email, but they seemed undeterred.
- We had preliminary discussions about which committees should have CLC seat added. For the senate options mentioned were one full-time and one adjunct or one full time and one adjunct position shared by CCOF and CLC. I'm sure other possibilities exist and will be considered as we move forward.
- The two biggest concerns are CTE and DE. Faculty are worried that either CTE programs or DE opportunities will be eliminated or altered by the realignment. We discussed the roots of the concerns and I expressed the over-riding goal to best serve the students and communities "we" (which will include "them") serve. Some of the data they have regarding DE is quite striking. Similarly, the in the communities surrounding CLC the need for some OA classes the WCC deactivated is reported to be strong.
- A concern was raised regarding how we might deal with a situation where a faculty member at CLC wants to expand curriculum and their counterpart at WCC does not. Although I think what that faculty member has been told is inaccurate, I don't believe we have a policy or process and we probably should. E.g., just at WCC, what if T. Chetra wants to develop a new math class and M. Clark and S. Lanier are opposed. Is the idea shelved? What if T. Chetra and S. Lanier are in favor, but M. Clark is opposed?

2014-2015 PURPOSE STATEMENT

Standing Committee:

Distance Education Committee

Sponsor:

Monica Chahal

Recorder:

TBA

Committee Purpose:

The Distance Education committee is a subcommittee of the Woodland Community College's Curriculum Committee which operates under the direction of the Academic Senate and the Administration. Its primary function is to develop guidelines, and establish and monitor operational procedures for an effective distance education program that meets the learning needs of WCC students. The Committee will be the primary body that ensures that standards of rigor and quality in distance education are comparable to face-to-face instruction; recommends the approval of distance education courses to the Curriculum Committee; establishes processes and criteria for teaching a distance education course at WCC; and in collaboration with the Scheduling and Planning and Budget Committees, ensures that the development of new distance education courses meets WCC's scheduling criteria and budget priorities. The Committee will ensure that all plans for the development and instruction of DE courses are integrated with institutional plans through program reviews, student equity plans, educational master plan, budget realities and the Board's Strategic Directives (Strategic Plan). The Committee will also develop and annually assess the operations of the DE program through assessment indicators and tools recommended by the Committee in concert with the Office of Research, Planning and Student Success.

In specific, the Committee serves the following purposes:

1. Develop a DE philosophy for WCC that will guide the operations of the College's DE instructional program.
2. Advise the Academic Senate, through the Curriculum Committee, and the Administration on all matters related to DE.
3. Establish and recommend guidelines to the Academic Senate and Administration for the implementation of an effective DE program at WCC.
4. Work with the District Technology Committee to determine new technologies, teaching methodologies, and software that enhance the delivery of DE courses on campus; and work with the Program Review Validation Team, and Planning and Budget Committee to articulate DE needs to the College Administration.
5. Establish criteria for:
 - a. Training and instructor qualifications for teaching DE courses
 - b. Scheduling DE courses
 - c. Incorporating DE courses into the course outline of records within Divisions
 - d. Evaluation of DE courses and determination of intellectual property rights, consistent with the contractual language of the YCFA
 - e. Recommend schedule for DE courses based on data evaluation, to the Dean of Instruction and Vice President of Academic and Student Services
 - f. An assessment of the effectiveness of the DE program and courses offered therein , and advising faculty of all major findings and recommendations using established benchmarks and indicators. The Committee will also work with the Student Learning Outcomes Committee to review SLOs and assessment results

of DE courses and monitor changes in concert with the College's and District's Institutional Effectiveness Model.

6. Develop and update a DE Handbook that will be a part of the Curriculum Committee Handbook.
7. Establish information to be included in the DE addendum of the Course Outline of Record.
8. Work with the Staff Development/Flex coordinator to identify training needs of faculty as represented in program reviews and discussions emanating from the Committee.
9. Recommend an organization structure both at the College and District level for the effective administration of the DE program.
10. Services to support DE delivery method.

Guidelines and Parameters:

1. The Committee operates according to the YCCD Shared Decision-Making Model.
2. Sponsor, Chair, and members will carry out responsibilities assigned to this committee and function under the roles as defined in the College Council Handbook.
3. Issues outside the committee will be referred to the Academic Senate or to the Administration for direction and adjudication.
4. Committee members will come prepared for each meeting and will have completed any assignments necessary to move the business of the meeting toward completion.
5. Agenda will be distributed 3 day in advance of a meeting.
6. Approved minutes will be distributed 5 days following each meeting.
7. Sponsor and Committee Chair will make periodic reports to the Curriculum Committee, Academic Senate, President, Chancellor and the Board of Trustees.
8. Academic Senate representatives will ensure faculty involvement.

Meeting Schedule

Committee will meet twice monthly.

How Work is Communicated:

Agendas and minutes will be posted to the WCC website and the Portal.

Outcomes and Deliverables:

Bi-annual student survey report

Progress reports to the Academic Senate

Annual report to the Board of Trustees (August of each year)

Recommendations Go To:

The Curriculum Committee

The Academic Senate

The College Council thru the Academic Senate

The WCC President thru the Academic Senate

The YCCD Chancellor (through the President)

The Board of Trustees (through the Chancellor)

**WCC DISTANCE EDUCATION COMMITTEE
MEMBERSHIP**

Resources:

Sponsor (Dean of Instruction) Chahal	Ongoing	Monica
Dean of Student Success (Resource) Senecal	Ongoing	Molly
Telecommunications/Multimedia Specialist Heidbreder	Ongoing	Bill
Faculty (Coordinator of DSPS)	Ongoing	Todd Sasano

Membership

Vice President of Academic/Student Services	Ongoing	Al Konuwa
Faculty: Two (2) full-time faculty members, McGill-Cameron	F2011-Sp2015	Donna
preference with DE teaching experience**	F2013-Sp2015	Jaya Shah

Faculty: Adjunct** **Vacant**

Faculty (Curriculum Committee Co-chair or designee)* **Ongoing** **Brandi**
Asmus

Classified Staff* **Vacant**

Student* **Vacant**

DE Liaison to CCCCCO **F 2013-Sp2016** **Julie Brown**

****Three year terms**

***Less than three year staggered terms**

**Student Success Initiatives
District Annual Action Plan Goals**

Initiative	WCC DAAP	YC DAAP	DS DAAP	Benchmark of Effective Practice	Short-Term Goal	Point Person			Suggested Timeline
						WCC	YC	DS	
1. Establish, encourage, “market” and maintain an ethos of student success (e.g., student success symposium, professional development activities, etc.)	WCC 15 WCC 17	YC 10	DS	Early Connections Academic and Social Support Network Clear Academic Plan and Pathway Strategy Four: Effective Practice – Professional Development	1,3	Konuwa, Senecal	Root, Spencer, Masuda, College Access and Awareness Committee, Staff Development	Schmidtbauer, McGill-Cameron, Stemmann – CTE Training only	Feb 2014 TBD
2. Mandatory Orientation	WCC 13	YC 14		Academic and Social Support Network Clear Academic Plan and Pathway	1	Latimer (satisfaction survey and evaluation plan)	David Perez (satisfaction survey and evaluation plan)	N/A	Spring 2014
3. Pre-assessment Refresher (tutoring, software, study guides, etc.)		YC 21		Effective Track to College Readiness	1	Chetra	Brunhoeber		Spring 2014
4. Intake/Default Ed Plan (Math/English in 1st year)	WCC 13	YC 14	DS	Clear Academic Plan and Pathway	1	Ortiz and Deniz	Arce, V. Harris, and Ponticelli		Spring 2014
5. Degree Audit	WCC 13	YC 14	DS	Clear Academic Plan and Pathway	1	Konuwa, Ortiz, Spears, and Deniz	Arce, V. Harris, and Ponticelli		Spring 2014
6. Electronic Ed. Plans	WCC 13	YC 14	DS	Clear Academic Plan and Pathway	1	Konuwa, Ortiz, Spears, and Deniz	Arce, V. Harris, and Ponticelli		Spring 2014
7. Online Services – tutoring, other (e.g., test-taking, counseling, orientation)	WCC 13 WCC 14	YC 14 YC 17 YC 22		Academic and Social Support Network Clear Academic Plan and Pathway	1	DE Committee Sasano Counselors Asmus	Pimentel, K. Cunningham, DE Subcommittee		Set up by July 2014
8. Early Alert (Counseling, Tutoring)	WCC 3	Pilot		Clear Academic Plan and Pathway Effective Track to College Readiness	1	Spears, Richard	Mills, D. Spencer		
9. Curriculum Alignment Project (e.g., continued catalog improvement)	WCC 18	YC 15	DS	Clear Academic Plan and Pathway	1	Konuwa (Catalog)	Davis/Masuda/Cox/ Jensen-Martin (Catalog)/Curriculum Committee	Carabajal (Curriculum)	Curriculum: May 2014 Catalog: Dec 2013
10. SB1440 Transfer Curricula	State Mandate and Timeline					Asmus, Kirschner	Masuda/Cox/Beilby		Dec 2013 Dec 2013
11. Reassess Graduation and Degree Requirements						Asmus, Vallejo, Curriculum Committee	Jukes, Burns, P. Bordisso, and F. Ruiz		Dec 2014 Implement
12. Reassessment of Prerequisites	State Mandate					Brandi, Vallejo, Senecal	Davis, Cox		Spring 2014

**Student Success Initiatives
District Annual Action Plan Goals**

Initiative	WCC DAAP	YC DAAP	DS DAAP	Benchmark of Effective Practice	Short-Term Goal	Point Person			Suggested Timeline
						WCC	YC	DS	
13. Develop Academic Program Plans (two, three, four-year plans)	WCC 13	YC 14		Clear Academic Plan and Pathway		Ortiz, Latimer, Spears	V. Harris, Davis, Masuda, Jukes, and Pimentel		Mar 2014 Implement 2-yr plan May 2014 implement 3- and 4-yr plans
14. Common Assessment	State Initiative and Timeline					Counselors			N/A
15. Policy realignment to conform to SSTF recommendations (e.g., priority reg., BOG Fee Waiver, Academic progress)	State Mandate					Horn, Smart			As required
16. Student-centered Customer Services (Professional Development)			DS	Strategy Four: Effective Practice – Professional Development		Vallejo, Smart	Toche/Staff Development/Technology Plan		
17. Develop Research Agenda that assesses the continuum of student experience (i.e., process & outcome – inc. evaluate what students say & need; advisory committees for gatekeeper courses, etc.)	WCC 3 WCC 12	YC 20	DS			Senecal, Faculty	Jensen-Martin		Set up Feb 2014 April 2014 Adopt/ acceptance
18. Accelerated Basic Skills (e.g., Competency-based Basic Skills, Supplemental Instruction)		Pilot (ENGL)			1	BSI Committee	Masuda/ Ponticelli/ Pimentel	In Progress	
19. Regional Education (P-20) Symposium						Konuwa (VP)	Jensen-Martin (VP)		April 2014
20. Establish robust, structured partnerships with regional K-12 Districts & HSs.	WCC 3 WCC 4	YC 18			1, 2, 5	Konuwa (VP)	Jensen-Martin (VP)		April 2014
21. Compressed Calendar (16-week semesters, intersessions, prof. dev. Days, etc.)			DS	Clear Academic Pathway Strategy Four: Effective Practice – Professional Development	1	Chetra	Jensen-Martin	Carabajal	Recommendation by April 25, 2014
22. Group Counseling	WCC 13	YC 10		Early Connections Academic and Social Network	1	Deniz	Arce	N/A	Implementation/evaluation plan by April 2014
23. Holistic Support Services						Communicare Konuwa (health services) ?? (CDC) Smart (scholarships)	Jensen (health services) ?? (CDC) FA (scholarships)	Carabajal (emergency Scholarships)	Spring 2014
24. Consolidate Tutoring Services and Centers (In Progress)						Richard Ruiz	Jensen		
25. Peer Advising (e.g., EOP&S)						Vallejo	Arce/Ponticelli		

Student Success Initiatives District Annual Action Plan Goals

Initiative	WCC DAAP	YC DAAP	DS DAAP	Benchmark of Effective Practice	Short-Term Goal	Point Person			Suggested Timeline
						WCC	YC	DS	
26. Academic Advising (Instructional Faculty, Para-professionals)		YC 11		Early Connections Academic and Social Network Clear Academic Plan and Pathway	1	Counselors Faculty	Arce/Burns/ Davis/Jukes		
27. Student Connection Programs – Establish Communities (e.g., EOP&S, MESA, Upward Bound, ETS, UMOJA, Puente)		YC 22		Early Connections Academic and Social Network	1	Administration Konuwa/Vallejo/ Cuevas	Arce/Root/ASYC Clubs		
28. Summer Bridge Program (e.g., Upward Bound, ETS, Jump Start)						Counselors Cuevas	Arce/Spencer		
29. Ambassador Center (Welcome Center)						Student Success Bahneman Horn McClain	Arce/Jukes/ Pitock		
30. First Year Student Experience (mandatory activities, inc. meeting with instructors)						Counselors	Arce/Jensen/ Ruiz/ Frederking/ Jow/Anderson		
31. First Year Success Class						Counselors	Burns/Jukes		
32. Contextualized Learning (e.g., VESL)						Chahal Faculty	Masuda/Hulin		
33. Service Learning						Student Services Spears	Root/Davis		
34. Internships						Spears	Root/Davis/ Fancher		
35. Structured engagement with parents						Administration Ortiz	Root		

SEP Goal	SEP Activitiy	SSSP (\$378,800)	BSI (\$180,000)	General Fund
Access A.1 Course Completion B.1	Develop mentorship programs, academic advising, peer advising, student engagement, student ambassador and first year experience program.			
Access A.2	Hire Outreach and Recruitment Specialist .49/12 Months - CSEA 28 Categorical Funds-SSSP. \$24,823	\$24,823		
Access A.3	Counselor Full Time 202 Days/YCFA Categorical Fund: SSSP \$86,370.36 to \$123,693.36	\$86,370.36 to \$123,693.36		

**Student Success Initiatives
District Annual Action Plan Goals**

Course Completion B.2 ESL/BS Completion C.3	Develop an “early alert” and or mentor intervention mechanism for at-risk basic skills students.		TutorTrac (Early Alert) - Cost unknown at this time	
Course Completion B.3	Identify barriers to success for online students and begin to identify strategies to improve success rate in online courses		Dismissal/Probation Workshops = \$2,000	
Course Completion B.4	Consolidate tutoring services and centers. Better advertise support services for students by creating a master list of service hours, locations and contact information			
ESL/BS Completion C.1	Math Intervention (Math Book Program, tutoring, supplemental instruction)		\$24,000	
ESL/BS Completion C.2	Supplemental Instruction/Reading Assistance – begin by piloting SI at CCOF with plans to expand to WCC in fall 2015		\$49,000	
ESL/BS Completion C.4	Revamped ESL Program and Instruction		\$15,000	
Degree/Cert. Completion D.1	Fully implement Degree Audit, including hiring a student services technician who will be able to evaluate transcripts among other duties.			
Degree/Cert. Completion D.2	Provide students with access to online education plans			
Degree/Cert. Completion D.3	Encourage counseling appointments for all students prior to submitting graduation petitions or certificates to ensure that all courses have been taken to increase number of successful graduates and guidance in degree selection.			
Transfer E.1	Develop a functional transfer center with assigned support staff.			
Transfer E.2	Continue to develop new and articulation Agreements with 4 year universities.			