Academic Senate
Joint Meeting with College Council
Meeting Minutes

Date: Friday, September 29, 2017   **Time/Location:** 1-3:00 PM / WCC Room 852 & LCC Room 115

Senate Roles and Responsibilities (The 10+1)	
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	7. Faculty roles and involvement in accreditation processes, including self-study and annual reports 8. Policies for faculty professional development activities 9. Processes for program review 10. Processes for institutional planning and budget development 11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

Senators: Matt Clark (President), **Shawn Lanier** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Pam Geer** (CCC & LCC Part-time), **Christopher Howerton** (VP, At-large), **Jose Vallejo** (Student Services), **Mike Papin** (LCC via Polycom)

Ex-officio Members: Gurtaj Grewal (ASWCC Rep)

College Council: President White (co-chair), **Al Konuwa, Melissa Moreno, Ingrid Larsen (via Polycom from LCC), Siria Martinez, Steve Wylie** (via Polycom from LCC), **Lynette Terry** (via Polycom)

Absent: Ariana Velasco (co-chair), **Julie Brown, Donna Bahneman, Raul Arambula, Paula Parish, Sandra Magnan, Jose Herrera, Brianna Legg, Gustavo Perez, Annette Lee, Greg Gassman** (Social Science), **Jeannine Mullin** (CTE), **Doug Stone** (WCC Part-time)

Guests: Jaya Shah

Call to order 1:06 pm

Item	Description-Type	Lead	Background and Objective
I	**Approval of Agenda as Amended - Action**		Approve agenda of 9/29/17 (MSC Vallejo/Howerton).
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.
	Discussion 1. M. Moreno reported that she was informed today that the transfer center will be revitalized as a Career Transfer and Wellness Center and will provide additional resources to our students. Additionally, she would like for Student Services to consider moving E. Spears back into that space once the space has been refurbished. 2. C. Howerton reported that this past Tuesday WCC sent a team to the IEPI Guided Pathways conference. A draft IEPI plan will come to the senate at our next meeting. 3. J. Vallejo reported that the Career Transfer Center changes and plan information was not communicated with Student Services faculty.			

		Dean Martinez	**Background**: Annually, the college is required to submit a BSI Expenditure Report to the State Chancellor's Office. The report requires a senate signature.
III	**Basic Skills Initiative (BSI) Expenditure Report to the State Chancellor's Office – Information/Discussion**		**Objective**: A first read of the draft BSI Expenditure Report with the intent of debating approval of senate sign-off at the October 6 senate meeting.
	Discussion/Decision: 1. Questions were raised regarding the specifics of fund allocation versus when the funds were reported to be spent. Dean Martinez reported that no funding currently goes to LCC or CCC, but attempts will be made to do so. This will be reviewed for sign-off at the October 6 senate meeting.		
IV	**Consolidation of Various Planning Committees into an Institutional Effectiveness Committee (IEC?)– Information/Discussion**	Clark, Howerton, White, Velasco	**Background**: In the interest of improving WCC's planning and budget processes and creating efficiencies in both timeliness and human resources devoted to the processes, a proposal to unify a number of planning committees (Faculty Staff and Administrative Planning Committee, Student Learning Outcomes, Perkins, Program Review Validation/Budget and Planning, Schedule Criteria Committee) into an IEC is under consideration. **Objective**: Review work to date by College Council and flesh out the proposal with the intent to pilot and assess IEC Spring Semester, 2018.
	Discussion/Decision: 1. President White provided background on the development of the draft redesign of the WCC committee structure. The new structure will provide a streamlined committee structure and reduce overall faculty workload. In some cases standing committees will be reduced to subcommittee status depending on the work needed. The proposed purpose statement is attached to the minutes. M. Moreno expressed concerns about the Diversity Committee, which is conducting meetings irregularly and without agendas or minutes. Clark responded that this would be agendized at a future senate meeting. Additionally, Clark noted that part time representation needed to be addressed on WCC committees, including the proposed PIE Committee. Clark recommended removing the SLO Coordinator as a standing member of this new committee. Howerton recommended keeping the SLO Coordinator position on the PIE. Howerton asked whether we have assessed the results of other committees that have combined like this. President White noted that while this is being piloted, an effective assessment tool will be administered for those newly combined committees via College Council and the Academic Senate. M. Moreno asked that results of the assessment be shared with faculty. The new PIE would meet every other Friday for two hours when this is piloted in the spring. Clark noted that LCC faculty would be able to participate on the PIE in the capacity of task forces or subcommittees. The senate will review this draft on the 27th after College Council reviews it once more.		

Meeting adjourned 2:20 p.m.

#	Goal	Lead(s)	Status
	WCC Academic Senate Goals, 2017-2018		
1	**Student Success:** Work with the Student Success Committee to identify and address barriers to student success (e.g., counseling availability, course offerings…).		
2	**Accreditation:** Ensure faculty participation in all facets of the accreditation process.		
3	**Equivalency Process**: Revise the district equivalency process.		
4	**Professional Development:** Build comprehensive annual (or semester long) professional development plans and increase faculty participation in professional development activities.		
5	**Faculty Evaluation:** Improve the faculty evaluation process with an increased focus on professional development.		
6	**Sabbatical Leave:** Define sabbatical leave process in light of the multi-college transition and unclear definitions of roles in the current process.		
7	**Committee Structure & Reporting Structure**: Establish processes for consistent information access and dissemination. Consider restructuring of committees to increase effectiveness.		
8	**Colusa County Campus (CCC) Planning**: Create comprehensive process for CCC scheduling and planning.		
9	Revise **Senate Constitution and Bylaws**.		
10	**Sustainability and Grant Funding:** Define process for seeking grants and sustaining work after grants or categorical funds expire.		
11	**Initiative (Guided Pathways, Dual Enrollment…) Ownership**: Establish process that codifies faculty roles in initiative driven work.		
12	**Distance Education (DE):** Work with the Curriculum Committee and the Dean of Student Success and Planning to strengthen the WCC DE modality. Work should include, but not be limited to, curriculum development, technology, faculty training, student training, student supplemental resources, and ensuring regular, effective, instructor-initiated contact.		

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

BACKGROUND EMP Advancement Action: Design, Execute, and Assess a WCC Committee Structure to Improve Institutional Effectiveness

OBJECTIVES a. College Council/Academic Senate to: b. Complete existing College Committee "inventory" using Operating Agreements submitted; c. Assess "efficiencies" in terms of total constituent seats required. d. Apply existing seats count to proposed redesign to identified perceived "efficiencies" and draft IEC Operating Agreement; e. Evaluate time/place constraints to new model to seek "efficiencies"; f. Edit new Operating Agreements to reflect any membership and time/place "efficiencies". g. Develop and implement committee assessment – survey and otherwise; h. Consider spring roll-out for 2017-2018 implementation.

OUTCOME • College Council o Bond Task Force • Accreditation Steering Committee • Safety Committee • Diversity Committee • Student Success Committee • Student Services Council • Planning and Institutional Effectiveness ("PIE") Committee o Scheduling Criteria Subcommittee o Student Learning Outcomes Subcommittee o Faculty, Staff, and Administrative Planning Task Force o Program Review Validation Task Force o Perkins Task Force o Communication and Technology

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DRAFT INSTITUTIONAL EFFECTIVENESS COMMITTEE OPERATING AGREEMENT

Purpose
The Institutional Effectiveness Committee (IEC) oversees ongoing and systematic institutional processes and practices to inform decision-making, achieve objectives, and harness resources to optimize student success and institutional outcomes.

Meets District Goal/College Strategic Direction
District Strategic Goal # 1: Student Success and Access

Meets Accreditation Standard
Standard IV: Leadership and Governance - The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution.

Norms
Trust one another; Be polite & respectful; Listen carefully; Conversations should be focused on committee purpose; Be rigorous; Cultivate open discussion; Be careful not to dominate the discussion; Be curious; Clarify jargon; No electronic diversions; Keep a sense of humor; Be concise; Ask questions when you don't understand; Value alternative view points; Be collaborative (May be moved to college handbook preface)

Member	Position	Term
	Executive Vice President	
	Academic Senate President (Faculty)	
	Academic Senate V.P. (Faculty)	
	Career Technical Education Dean	
	Instructional Dean	
	Student Services Dean	
	SLO Coordinator (Faculty)	
	Curriculum Chair (Faculty)	
	Institutional Effectiveness Dean	
	Campus Executive Dean	
	Classified Professional	
	Student	

Meeting Schedule
Regularly scheduled meetings are held …

Quorum

Deliverables

o Scheduling Criteria Subcommittee
   -two-year plan
   -assessment of what classes are in higher need (scheduling pattern analysis)
o Student Learning Outcomes Subcommittee
   -improving IE at the program level by using SLO assessment data
   -improve IE by retaining students they recruit
   -meeting mission statements expectation
o Faculty, Staff, and Administrative Planning Task Force

-Prioritization of Needs-Faculty position request prioritization list
Including current adjuncts, efficiency, workforce
-Staffing Plan
o   Program Review Validation Task Force
-Prioritization of program review needs for resource allocation.
-Program Review Feedback
-information to curriculum for new or discontinued programs.
-formal document for Program Review process by including more data and feedback.
o   Communication and Technology
-effective communication in both directions
-optimizing technology and support

Procedures

Recommendations
Recommendations are forwarded to Woodland Community College President.

Communications
Agendas to be distributed electronically to all WCC staff no less than 48 hours in advance and posted to the WCC Web-page
Minutes to be distributed electronically to all WCC staff no less than 48 hours in advance and posted to the WCC Web-page

Subcommittee
A subset of standing committee; members organized for a specific operation that may or may not be time-bound.
Scheduling Criteria Subcommittee
Student Learning Outcomes Subcommittee

Taskforce
A selected group of experts charged by a standing committee or council to carry out a specific time-bound activity.
Faculty, Staff, and Administrative Planning Task Force
Program Review Validation Task Force
Perkins Task Force

Work Group
A standing group usually appointed/approved by an authoritative body to carry out a specific project or event unrelated to College governance.
Communication and Technology Work Group