



Academic Senate Agenda

Date: Friday, October 28, 2016

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

Senate Roles and Responsibilities (The 10+1)	
<ol style="list-style-type: none"> 1. Curriculum, including establishing prerequisites and placing courses within disciplines. 2. Degree and certificate requirements 3. Grading policies 4. Educational program development 5. Standards or policies regarding student preparation and success 6. District and college governance structures, as related to faculty roles 	<ol style="list-style-type: none"> 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports 8. Policies for faculty professional development activities 9. Processes for program review 10. Processes for institutional planning and budget development 11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

Senators: Matt Clark (President), Donna McGill-Cameron (CTE), Doug Stone (WCC Adjunct), Jaya Shah (Math & Science), Kevin Ferns (Secretary, FaLaHum), Greg Gassman (Social Science), Pam Geer (CCC & LCC Adjunct), Christopher Howerton (VP, At-large), Jose Vallejo (Student Services), Mike Papin (LCC)

Ex-officio Members: Ali Harder (ASWCC Rep)

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda - Action		Approve agenda of 10/28/16.
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>		
III	Approval of Minutes-Action		Review and approve the minutes of 10/7/16 regular meeting
	<i>Discussion/Decision:</i>		
IV	President's Report - Information/Discussion	Clark	
	<i>Discussion/Decision:</i>		
V	Vice President's Report <ol style="list-style-type: none"> 1. Committee Appointments – Action 2. Curriculum Update – Information/Discussion 3. Other – Information/Discussion 	Howerton	Objective: 1. Appoint faculty members to committees. 2. Receive update on work of the Curriculum Committees.
	<i>Discussion/Decision:</i>		
VI	Senate/Committee Reports - Information	Senate	
	<i>Discussion/Decision:</i>		
VII	Ex-officio Reports - Information	Harder	
	<i>Discussion/Decision:</i>		

VIII	Education Master Plan (EMP) Draft Review – Information/Discussion	Dr. White, Senate	Background: WCC is in the process of updating its EMP. A new draft with College Objectives under a Completion by Design framework has been distributed for feedback. Objective: Review the new draft with focus on the College Objectives.
	<i>Discussion/Decision:</i>		
IX	DCAS AP Work – Information/Discussion		Background: In revising APs, DCAS assigns Category 1 designation to revisions that are minor and the senates' Presidents/VPs can approve and Category 2 designation to those that need broader discussion. Items can, by request, be moved from Category 1 to Category 2. Objective: Review the current list of Category 1 APs to determine if any should be moved to Category 2.
	<i>Discussion/Decision:</i>		
X	Academic Calendar 2018-2019 – Information/Discussion	Papin	Background: The Academic Calendar has started work on the 2018-2019 Academic Calendar. Objective: Receive an update on early work on the calendar.
	<i>Discussion/Decision:</i>		
XI	Bylaws Revisions: Elections – Information/Discussion	Clark, Ferns, McGill-Cameron, Gassman	Background: There are areas of the Senate Bylaws that the senate has deemed problematic regarding elections. Objective: Review recommended changes regarding election to the Bylaws, with the intent to debate adopting at a future meeting.
	<i>Discussion/Decision:</i>		
XII	Bylaws Revisions: Clean-up – Information/Discussion	Clark, Ferns, McGill-Cameron, Gassman	Background: As part of the process of revising the Senate Constitution and Bylaws, a number of typos have been identified. Objective: Review the “typos”, with the intent to debate their corrections at a future meeting.
	<i>Discussion/Decision:</i>		
XIII	Accreditation - Information	Clark, Howerton	Background: Under 10+1, the senate and the trustees will mutually agree on faculty roles relating to accreditation. Objective: Provide an update on the current status and timelines for the accreditation process and to report on the work of the Accreditation Steering Committee (ASC).of the changes.
	<i>Discussion/Decision:</i>		
XIV	Plenary Resolutions Review – Information/Discussion	Senate	Background: The ASCCC Fall Plenary takes place November 3-5 in Costa Mesa. On the last day of Plenary, delegates will vote on a slate of resolutions. Objective: Review the resolutions with the intent of informing the WCC delegate's (Clark's) vote.
	<i>Discussion/Decision:</i>		
XV	Resolution Regarding Student Service Participation on Committees – Information/Discussion	Senate	Background: Connected to disagreement regarding the process of scheduling faculty in Student Services, said faculty are either unwilling or unable (according to admin and faculty respectively) to serve on various committees and participate in college activities. Objective: First read of a resolution supporting participation of Student Services faculty members on committees and in college activities.
	<i>Discussion/Decision:</i>		

XVI	Professional Development (PD) at WCC - Discussion	Senate	Background: Professional development activities at WCC have been mixed in terms of both attendance and comprehensive planning. Objective: Hold initial discussions regarding the state of PD and consider recommendations for improving/strengthening our PD practices.
	<i>Discussion/Decision:</i>		
XVII	Proposed Prioritization Plan for Instructional Equipment and Deferred Maintenance Funds, Strong Workforce Funds, and Perkins Funds – Information/Discussion	Clark	Background: The Chancellor’s Executive Team (CHEX) has drafted a proposal for allocating funds from certain funding streams. The proposal was brought to DCAS and will now be vetted at each college (at WCC the vetting will take place primarily in Budget and Planning (B&P)). Objective: Review the proposal with the intent of informing the senate appointees to B&P.
	<i>Discussion/Decision:</i>		
XVIII	Upcoming ASCCC Events - Information	Clark	November 3-5 – Fall Plenary in Costa Mesa
	<i>Discussion/Decision:</i>		
XIX	LCC Faculty Members on Committees – Information/Discussion	Senate	Background: The senate made recommendations regarding adding LCC designated slots to college committees. Objective: Review status of LCC faculty integration to college committee structure.
	<i>Discussion/Decision:</i>		
XX			
	<i>Discussion/Decision:</i>		
XXI	Future Agenda Items- Discussion		Dual Enrollment Pathways, Convocation, WCC Student Probation Processes, College Catalog, SSS Priorities, CCC, ADA in the Classroom
	<i>Discussion/Decision:</i>		

Adopted WCC Academic Senate Goals, 2016-2017			
#	Goal	Who	Status
1	Student Success: Work with the Student Success Committee to identify and address barriers to student success (e.g., counseling availability, course offerings...).	Clark, Vallejo	Ongoing
2	Curriculum: Create catalog/class schedule subcommittee (via curriculum and scheduling committees).	McGill-Cameron, Howerton	Ongoing
3	Lake County Campus (LCC) Transition: Integrate LCC faculty and staff members into the WCC governance and planning structure. Ensure that LCC students are not negatively impacted by the transition.	Clark, Howerton, Papin	In progress. The senate and College Council have filled newly added LCC seats.
4	Professional Development: Build comprehensive annual (or semester long) professional development plans and increase faculty participation in professional development activities.	McGill-Cameron, Clark, Howerton	Preliminary conversations have taken place.
5	Faculty Evaluation: Improve the faculty evaluation process with an increased focus on professional development.	Howerton	In progress. New assessment tool was piloted last year. Team training started this year.
6	Sabbatical Leave: Define sabbatical leave process in light of the multi-college transition and unclear definitions of roles in the current process.	Clark	Task force will soon release draft recommendations to DCAS and then to the senates.
7	Grading Policies: Review, update, and distribute Faculty Handbook.	Clark	DCAS is awaiting work of CLAS
8	Colusa County Campus (CCC) Planning: Create comprehensive process for CCC scheduling and planning.	Clark, Geer, Vallejo, Papin	Environmental scans (internal and external) have been completed.

Adopted WCC Academic Senate Goals, 2016-2017			
#	Goal	Who	Status
9	Revise Senate Constitution and Bylaws .	Clark, McGill-Cameron, Gassman, Ferns	In progress
10	Sustainability and Grant Funding: Define process for seeking grants and sustaining work after grants or categorical funds expire.	Clark	Very preliminary discussions
11	Education Master Plan (EMP): Work with College Council to create the new WCC EMP	Clark, Howerton	In progress; the senate has received and reviewed the first draft of the EMP.
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, faculty training, student training, student supplemental resources, and ensuring regular, instructor initiated contact.	Clark, McGill-Cameron	DE coordinator established; DE Handbook approved; senate DE Subcommittee established.

Meetings with WCC Administration

(10/11 – Cancelled)

(10/18) – Highlights:

1. The process for assigning Federal Work Study students will soon be disseminated. In a related matter there is still work being done to properly allocate categorical funds in light of the LCC transition.
2. We checked in on the plans for the October 26 Professional Development activities and myriad other upcoming events.
3. We agreed that we would have a CCCSE debriefing after a WCC team returns from a workshop in San Antonio in early November. We also agreed to distribute the Aspen report and begin consider bodies for taking leads on various recommendations. Some of the recommendations are consistent with initiatives we've already undertaken.
4. We looked at "stretch goals" placeholders for some college objectives in the CbD framework. Budget & Planning will discuss the numbers in more detail.
5. We reviewed the status of using a card system to track student tutoring and the ensuing steps needed to claim FTES for tutoring.
6. We agreed that I would look at senate budgets and raise the issue at DCAS and that Dr. White would explore professional development funds with HR. Both need to be reviewed considering the LCC transition.

(10/25) – Highlights:

1. The administration will distribute service pins to classified staff, full-time faculty members and administrators at the October 26 Staff Appreciation lunch. Admin is still working with HR to get an accurate list of service for part-time faculty members
2. We discussed a suggestion to move TRIO to the suite that WAM formerly occupied. With the awarding of the Academic Talent Search grant, TRIO will no longer be served by its current offices in Building 700.
3. We discussed the need to redesign/reverse-engineer the scheduling process so that there the schedule can be built with less stress and in a timelier manner. We reviewed a number of issues with the current process and I agreed that the Schedule Criteria Committee will work with Dean Chahal and VP Konuwa to debrief this semesters process and make needed changes.
4. Dr. White asked the senate position regarding "earned" tenure (basically counting some evaluations while in a non-tenure track position, toward tenure , if the position becomes tenure track). We have had discussions at DCAS with the Chancellor and HR Director, but a concrete position may not exist.
5. HR Director Whitfield will soon call a meeting to consider the WCC request for a second curriculum coordinator position.
6. A RFA for Zero Textbook Cost degrees/pathways is out. We discussed who should take the lead on deciding whether to pursue and decided to ask Student Success to take the lead.

Budget & Planning and PRVT (9/16) – Highlights:

1. We reviewed the status of the OER grant, the IEPI grant, and the Data Unlocked grant.
2. The bulk of the meeting was spent discussing numbers to replace the placeholder values in the draft EMP CbD objectives. The new draft incorporating those values will be sent out for feedback.

DC3 (No meeting since 10/4)

DCAS (9/15) – Highlights:

1. I asked that the following items be added to Emerging Issues (to be agendized at a future meeting): service learning, senate budgets, Professional Development (PD) funds for full-time faculty, and PD funds for part-time faculty and classified staff. YC Senate President Kemble asked that diversity statement and diversity committees be added as an Emerging Issue as well.
2. We spent a lot of time revising AP 4300 Fieldtrips and Excursions. I will explore whether this AP can be extended to deal with some of the service learning issues.

College Council (9/16) – Highlights:

1. **College Council still has one opening for a full-time faculty member.** College Council meets 1st and 3rd Fridays from 1-3.
2. We agreed on a process for selecting a co-chair and agreed not to wait for the committee to be filled before selecting the co-chair.
3. We reviewed the draft operating agreements for CAT and for the Diversity Committee and will forward a small list of questions to each committee. I will press for other committees to submit their OAs ASAP. .
4. We looked at a second proposal for the WCC version of the mission statement and a second draft of the LCC version.

Miscellany

1. I joined ASWCC for a portion of their retreat on October 26 and shared information regarding the Brown Act and shared governance.
2. The Sabbatical Leave Task Force will soon forward the product of its work to the academic senates for consideration.
3. I was asked if the senate would address service learning. At this point the Curriculum Committee will be reviewing service learning and I have asked DCAS to look at it as well. At this point I suggest we await some of the work of both bodies before seeing to what extent we need to be involved.