



Academic Senate Meeting Minutes

Date: Friday, October 28, 2016

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

Senate Roles and Responsibilities (The 10+1)

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| 1. Curriculum, including establishing prerequisites and placing courses within disciplines. | 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports |
| 2. Degree and certificate requirements | 8. Policies for faculty professional development activities |
| 3. Grading policies | 9. Processes for program review |
| 4. Educational program development | 10. Processes for institutional planning and budget development |
| 5. Standards or policies regarding student preparation and success | 11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate |
| 6. District and college governance structures, as related to faculty roles | |

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

Ex-officio Members: **Ali Harder** (ASWCC Rep)

Absent: None

Guests: K. Hernandez, L. Felver, President White

Call to order 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda - Action		Approve agenda of 10/28/16 (MSC Vallejo/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>		
III	Approval of Minutes-Action		Review and approve the minutes of 10/7/16 regular meeting
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. We will approve the minutes at the next meeting. 2. 		
IV	President's Report - Information/Discussion	Clark	
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. See the attached report. 2. The curriculum committee met this morning and will be addressing the service learning box on course outlines soon. There were a number of questions on this point. The deadline for the consent agenda for the December board meeting is today, which presents a problem for some of the curriculum committee's work. 3. In the Library Advisory Committee, they recommended that room 810 would be kept open for library workshops at certain times during the week. A special meeting will be held to forward the motion to the dean of student success. 		
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> <ul style="list-style-type: none"> ➤ Howerton reports that he attended the ASCCC MQ and Equivalency Regional Meeting North this morning hosted by WCC. Thanks to A. Villagrana and President White for their work and support hosting this. ➤ Howerton is doing an analysis regarding committee efficiency and faculty membership on committees. ➤ The senate will need to find members for the FSAPC and the Sabbatical Leave Committee. 		
VI	Senate/Committee Reports - Information	Senate	

Discussion/Decision:

- Geer asks who the supervising dean is at CLC and, when there are questions, who should faculty go to.
- **Vallejo reports the following:**
 - Some general counselors were unable to participate in Wednesday's Professional Development Day activities, even though they requested to attend. Adjuncts were permitted as were other full-time counselors. No tenured faculty member was able to attend the EEO training.
 - A student services faculty member asked to adjust their schedule to attend a Statewide Advisory Board meeting, but after multiple emails to the Dean, was never scheduled to attend.
 - Another is being asked to forgo an important regional meeting in their service area to attend a student services meeting at WCC. The lack of support for professional development is concerning.
 - There were signs posted on the Student Services Building stating the building was closed 12-1 Wednesday, however, some programs were open and had appointments scheduled between 12-1.
 - The EMP and the Aspen report have many goals and activities listed that involve counseling, but most have not been discussed with counselors. For example, there is a plan to move Jump Start (Freshman registration and orientation program) from WCC to high school sites that we are just hearing about now. There is a general concern that there has not been collaboration or communication about these goals and activities.
 - We have not heard anything further about the dual enrollment classes in Colusa. At the Board meeting on September 8th, there was announcement that a "series of summits with K-12 faculty and WCC faculty regarding curriculum alignment is being planned".
 - We are still concerned that there have not been discussions with Student Services faculty about how to optimize SSSP services and funding. For example, are we capturing follow up and workshop data in all reportable ways? Also, at the last board meeting there was a discussion about counseling data. The data does not seem to be in line with the data in SARS. For example, district data for Fall 15 shows that counselors saw 2042 students, yet just WCC SARS (August 2015-Dec 2015) shows that counselors saw 1940 students by appointment, 649 students on drop-in and another 139 students in group counseling. That is 2728 students total. This data does not include TRiO, EOPS, Colusa or CalWORKs. Again, the data reported at the board meeting was district data, so it seems that with Lake/Yuba and WCC combined the numbers should be much higher. As this data determines our funding, we are concerned with the possible discrepancies.
 - Petitions are still taking a long time for review. According to the petition database multiple petitions are still outstanding. Just from August 2016 there are over 10 still pending approval. Timeliness of petitions is critical for students. A delayed petition can cause students to enroll in unnecessary classes, delay graduation and even cause them to be denied admission to a university.
 - Errors are continuing to be made in SARS. Often there is no consultation about schedule changes. In some cases, student's appointments have to be adjusted with little notice to the student. In others, faculty are missing important meetings or events.
 - We heard through the grapevine that there is a new CalWORKs counselor who started last week. No full-time tenured faculty was involved in the hiring.
 - There has been no resolution to the UC Davis TOP program issue and we have not been informed of next steps. There is just one more visit planned on November 10. Students lost appointments and many have been asked to show up to try to fit in between a full schedule of appointments. It is an especially busy time for the UCD advisor due to applications being due 11/30.
 - A faculty member was scheduled to provide a professional development workshop without their knowledge. The workshop was also not scheduled in SARS. Adjuncts were scheduled and paid to attend the workshop, but there was nobody to facilitate it, so they left.
 - Multiple student services employees are coming forward with climate and toxic work environment concerns. Some are having physical issues related to stress. Three actually came in

tears. Some are afraid to speak up due to retaliation concerns. Some of the concerns include being left out of decisions affecting their service area, lack of communication from administration, feeling disrespected, continuing schedule changes without consultation, the impression that administration is trying to use classified and adjunct faculty and staff to work around them, inability to adjust schedules to optimize services, different student services managers enforcing the contract differently, being asked to stay late to complete tasks without compensation and work overload,

- We have asked for a roster of Student Service Council participants, meeting times, agendas and minutes but have not received this information
- A faculty member was invited by two different high schools to make a presentation to parents regarding WCC and the community college system. The request was forwarded to the Dean, as we have been instructed to do, for approval of the presentation. A follow up email was received from the high school inquiring on the status to the request because there has been no response from the Dean. They have tentatively scheduled the meeting for November 1st and would like to receive confirmation or some type of response. This has happened with several other occasions. Student services faculty are concerned of losing these long established relationships with these schools and although some of these schools are outside of our service area, they invite us every year because many of their students prefer WCC as oppose to their feeder CC.
- Gassman reports that the Social Sciences Division is working on the AA degree in Political Science.
- Gassman reports that Ethnic Studies wants it reflected in the minutes that the Ethnic Studies function since 2008 is to specifically provide 'instruction,' 'encourage students to actively participate in community service learning projects,' and 'regularly sponsor cultural programs.' Given the lack of institutional support and/or funding for the Ethnic Studies Garden, the ME Center, and the Cross Cultural Series, Ethnic Studies does not feel like it is not been supported to meet all the basic functions. Requests for supporting these has been indicated in the Ethnic Studies program reviews for years.
- Papin reports that LCC is hosting various veterans events next month. In addition, LCC faculty are doing outreach to local schools and are hosting events for local students as well. ASLCC is hosting a "Blast From the Past" next week for the Halloween week. He distributed the most recent copies of *The Blue Heron Review*.
- Following is the report read by McGill-Cameron:
 - **BCA 15** was suggested by WCC Administration as an additional class at Woodland High School for Spring 2017 on early release day (Wednesday). Based on my experience and knowledge of the program, I responded with this feedback:
 - BCA 15 is a 72- hour class, which means that it would meet from 2:30 p.m. until 6:30 p.m. every Wednesday. This results in a 9.5-hour day for high school students. Monitoring the course to make sure that the 4 hours are actually met will be difficult since it is not apparent that any college staff will visit the site during evening class hours.
 - Also, it was noted that the course has been updated to reflect the latest Office software. I checked with WJUSD Business faculty and they do not have the updated software installed. I mentioned this and was told by the Dean that they would check (even though I checked myself). As of yesterday, I was told that the Dean was checking on it, even though the class is already on the schedule.
 - WCC offers a BCA 15 class on-campus on Monday and Wednesday evenings from 5- 7 p.m. and this could impact enrollment on campus. Offering classes at the high school as a first-time college experience only reinforces the belief within the community that we are not a "real" college, only an extension of high school.
 - **BCA 42** Internet Literacy and Safety was added to the schedule without any consultation with faculty. This is a stand-alone course (not offered within any current degrees or certificates at WCC) which needs to be inactivated. However, it cannot be inactivated at this time because

	<p>Lake offers it as part of their OA certificates/degrees and needs to offer it to accommodate those students who are finishing their OA certificates/degrees.</p> <ul style="list-style-type: none"> ➤ Dual Enrollment: ➤ There was no initial collaboration with WCC full-time faculty when BCA 15 was also added as a Dual Enrollment class at Pierce High School in Arbuckle. I was told that Lake decided to run Dual Enrollment classes at Middletown High and it was agreed upon at a Division Meeting. I was in attendance at that meeting and there was no mention of Dual Enrollment at Pierce. I asked who requested it and was told that the Principal at Pierce High School did so. Again, neither Lake nor Woodland Faculty was involved in this discussion. ➤ There was also uncertainty as to which WCC full-time faculty member would collaborate with the high school faculty. Consequently, I was not asked to work with them until 2 weeks ago. I have not seen an Agreement and was at first told that I would not be evaluating the class because the faculty member was not one of our employees. When I asked how we would know if the course outline was being followed, I was then told that I would be evaluating the faculty member using the same evaluation process that is used for WCC part-time faculty. I am still not clear on what my role is regarding this. ➤ Finally, the class at Pierce is offered in the morning and in order for the class to be evaluated face-to-face, I will have to cancel at least one or more of my own classes at WCC. ➤ To summarize my report: I am committed to the well-being and success of this community, college, students, and faculty and feel that this is not taken into consideration where scheduling of classes is concerned. <p>➤ Stone notes that faculty have asked to have the kiosk open in the library on the weekends.</p>		
VII	Ex-officio Reports - Information	Harder	
	<p>Discussion/Decision:</p> <ul style="list-style-type: none"> ➤ A. Harder reports that work will begin on the gender neutral restroom next week. ➤ All the ASWCC seats are filled but one. ➤ Thanks to Dean Ortiz-Mercado and A. Villagrana for help putting together binders for new ASWCC members. 		

VIII	Education Master Plan (EMP) Draft Review – Information/Discussion	President 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.
	Discussion/Decision: 1. President White presented to the senate the latest updates on the draft Education Master Plan. Papin notes that the draft includes some areas highlighted in yellow-there are areas that still need to be filled in since this is still a draft. President White notes that the Labor Market Information (LMI) data included in this report may be expanded. While the focus is currently on Yolo, Lake, and Colusa counties, LMI details on surrounding regions will also be included, such as Sonoma, Napa, and Sacramento counties. Due to the late receipt of the draft, senators would appreciate additional time to review the document. President White indicates that additional data is being compiled and he hopes to have the document approved by the end of the fall semester. Other campus committees will be vetting this document as well.		
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.
	Discussion/Decision: No recommendations to move were made.		
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.
	Discussion/Decision: Papin would like to get a preference from the senate as to whether professional development days should occur during the semester as opposed to prior to the semester. Howerton advocates for the professional development days during the semester for accreditation purposes. McGill-Cameron notes that faculty are very busy prior to the semester just getting ready for classes. Clark states that attendance was better than expected for some of the professional development activities on October 26. Papin notes that it is sometimes difficult for students to take a class period off, and it could break the momentum of the semester. The two calendar options will be distributed and any additional feedback will be sent to Papin.		
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.
	Discussion/Decision: Not addressed.		
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.
	Discussion/Decision: Not addressed.		

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: Not addressed.</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> 1. The senate reviewed the document (attached) and discussed the resolutions in anticipation of the vote.		
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> 1. Clark distributed a handout: Draft Counselor Participation on Committees Resolution. At the next senate meeting we can vote to adopt it.		
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: Not addressed.</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: Not addressed.</i>		
XVIII	Upcoming ASCCC Events - Information	Clark	November 3-5 – Fall Plenary in Costa Mesa
	<i>Discussion/Decision: Not addressed.</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>Not addressed.</i>		
XX	Future Agenda Items- Discussion		

	<i>Discussion/Decision:</i>		

Meeting adjourned 2:57 p.m.

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.
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.

RESOLUTIONS FOR DISCUSSION
AT THE 2016 FALL PLENARY SESSION
President's Report
October 28, 2016

**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 Konoa to debrief this semester's 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 agendaized 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.

RESOLUTIONS FOR DISCUSSION
AT THE 2016 FALL PLENARY SESSION

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.