



Academic Senate Meeting Minutes

Date: Friday October 31, 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), **Donna Bahneman** (Adjunct), **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: None

Guests: C. Fernandez, B. James

Call to order at 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda -Action		Approve agenda of 10/31/14 (MSC Howerton/Latimer).
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. C. Fernandez, Interim TRiO Director, distributed an update for the senate. TRiO counseling will be available at WCC and CCOF throughout the rest of the semester.
III	Approval of Minutes-Action		Review and approve the minutes of 10/24/14
	<i>Discussion/Decision:</i>		Minutes of 10/24/14 pproved as amended (MSC Howerton/Geer).
IV	President's & Vice President's Reports - Information/Discussion	Clark, McGill-Cameron	
	<i>Discussion/Decision:</i>		<ol style="list-style-type: none"> 1. Clark's president's report is attached to the minutes. 2. McGill-Cameron has nothing new to report.
V	Committee Appointments - Action	Senate	Objective: Appoint faculty members to committees.
	<i>Discussion/Decision:</i>		<ol style="list-style-type: none"> 1. Clark reports that he and McGill-Cameron will be finalizing a list that documents all faculty committee members for both WCC and district committees by January 2015. This will make it easier to track committee memberships.

	Senate/Committee Reports - Information	Senate	
VI	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. B. James reports that student government meetings will move from the Eagle’s Nest to room 605 soon (ASWCC report). 2. Chetra expresses concern about who will cover for J. Ortiz at CCOF (senator report). 3. Chetra notes that Friday and Saturday classes are scheduled for Spring 2015 but no student support services are scheduled on those days. Will there be a plan to offer services to support those students? (senator report) 4. Chetra has distributed to the campus two calendars for review. Please provide input by the first week of November (committee report). 5. McGill-Cameron reports that an attempt will be made to provide clerical support for the YC Flex coordinator position (committee report). 6. Howerton reports that a faculty member came to him with a concern that the WAM coordinator position has changed from three years ago and 3 additional deliverables have been added. This addition to deliverables may not have been approved by the Senate. We also need to ensure that the official descriptions go out with accurate information, as the English Composition Coordinator position also went out with an error. This is something that may need to be shared with YCFA as well (senator report). 7. Latimer reported earlier today to the campus that a number of students are taking advantage of the ADT degrees: Psychology 3, Business 4, AJ 1, Sociology 1 (senator report). 8. Latimer reports that counseling received its directive to prioritize requests from the PRVT without adequate time to consult. The communication of this timeline and deadline should be improved (senator report). 		
VII	SLO Committee Purpose Statement & Program Review Validation Team Purpose Statement – Action	Howerton	<p>Background: The SLO Committee and the Program Review Validation Team have proposed changes to their committee purpose statements. This will be the second read of each.</p> <p>Objective: Approval of the two (2) new purpose statements.</p>
	<p><i>Discussion/Decision:</i></p> <ul style="list-style-type: none"> ➤ Motion to approve the SLO Committee Purpose Statement (MSC Gassman/Chetra) ➤ Motion to approve the PRVT Purpose Statement (MSC Howerton/Chetra) 		
VIII	Agreements with Other Institutions – Information/Discussion	Latimer, Clark	<p>Background: WCC has been approached a number of times regarding establishing a working arrangement with other institutions (National University somewhat recently, Simpson University most recently). What role should the senate take in such decisions, and what a process for making such decisions might look like will be considered.</p> <p>Objective: Follow-up regarding conversations with the administration regarding next steps.</p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Clark reports that administration is agreeable to creating a task force to take the next steps towards establishing a working relationship with other institutions of higher learning. This would have three faculty members: One from counseling, one WCC faculty, and one CLC faculty. This subgroup would report to College Council and the senate because a partnership would most likely involve both facilities and curriculum/scheduling. 		
IX	Academic Standards – Information/Discussion	Clark, Mangney	<p>Background: Continued discussion of Academic Standards.</p> <p>Objective: Follow-up regarding conversations with the administration regarding next steps.</p>

	Discussion/Decision: 1. Clark reports that the Student Success Committee will take the lead regarding Academic Standards. Academic Standards is currently connected primarily to probation and dismissal. There may be more to the process than this, and the group charged with this should be looking into what Academic Standards should encompass going forward.		
X	Accreditation Update - Information	Clark, Howerton	Objective: 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: 1. Clark reports that WCC anticipates completing the accreditation process soon. He expresses concern that the team is not talking to as many faculty members as they should considering the level of faculty involvement in addressing accreditation. At the district level, there may be concerns with the allocation model, but Clark/Howerton anticipate a positive outcome. The visit happens next Thursday and Dr. White will receive a report to correct any errors after that. WCC will be notified of its accreditation status by the end of January/early February 2015.		
XI	Plenary, ASCCC Institutes, Senate Appointees to State Committees, and Visit from The ASCCC Local Senates Committee – Information/Discussion	Clark, Senate	Background: There is an increased WCC involvement with the Academic Senate of California Community Colleges. There has been a haphazard approach to supporting participation and to glean information from participation. Objective: Hold a preliminary discussion on if and where focus should be provided in work with ASCCC. Identify resources needed to take advantage of ASCCC opportunities.
	Discussion/Decision: 1. Clark would like to see the funding increased to send senators to state level senate events. We currently have four people connected to state-level committees: Asmus, Vallejo, Clark, McGill-Cameron. The senate president must sign off on the participation for each volunteer. In addition, Clark would like to see these people provide regular reports to the senate. He will work with them to get these reports. Any faculty member can volunteer to serve at the ASCCC web site. There are a number of issues waiting on response from HR Director Whitfield, and Bahneman reports that she is still waiting on a response from him about professional development funds for adjuncts for her to attend an upcoming event. ASCCC is trying to establish meetings with local senates to establish better communication, and Clark will set this up next year. If senators have questions for ASCCC, this would be a good time to ask.		
XII	Future Agenda Items-Discussion		College Catalog, SSS Priorities, Ed Master Plan, Committees, CCOF, WCC Committee Structure, CLC Transition, Constitution & Bylaws
	Discussion/Decision: 1. One agenda item on 11/21 will be to prioritize these future agenda items. Please contact Clark with your input as far as how you'd like to handle this. We will also look at senate goals and provide updates. Senators might also solicit information on the proposed compressed calendar scenarios sent out by Chetra, as this will be agendaized in a future meeting.		

Meeting adjourned 2:24 p.m. (MSC Gassman/Bahneman)

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	Latimer, Clark,	Student Equity Plan for

Senate Goals, 2014-2015 (14 goals)

#	Goal	Who	Status
	offerings).	Bahneman	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

Meeting with WCC Administration (10/28) –

- We discussed the status of the various counseling positions. There was agreement to accelerate the processes. Ideally we will fill the positions in time for the February Board meeting, but internal transfers could lead to shuffling before all positions are filled.
- Dr. White asked for history regarding the use of the ME Center. Problems arose when the admin planned to use the center for the accreditation team site visit on November 6. Dr. White intends to inventory our office/class/other space and look at or develop a process for use of all facilities.
- At CHEX, Dr. White advocated the full-time filling of the two WCC admin assistant positions. The plan is to use SSSP breakage to fund the Dean of Student Services admin assistant and general funds for Dean of Instruction admin assistant. The intent is to fill both positions by January.
- Dr. White asked for history on decorations at WCC for Christmas and wondered if the idea of a multi-culture celebration has been considered.
- We agreed to establish a task force (work group, ad hoc committee?) to look at agreements with other institutions (e.g., Simpson University). We had a preliminary discussion regarding membership (likely to include a WCC counseling faculty member, a WCC teaching faculty member, and a CLC faculty member). College Council may charge the group.

ART (10/24) – We discussed the logistics for the November 6 site visit. The team at YC will focus on the YC recommendations, while the team at WCC will deal with the WCC recommendation and the district recommendations. We discussed logistics, documents for the visit and for the college community in preparation for the visit, addendums to be prepared both for the visit and for the hearing in January. We were joined by Chancellor Houston, CBO Kaur, and HR Director Whitfield.

ASCCC Updates – I distributed the current list of resolutions for Plenary. On November 6 at noon I will hold a FLEX activity to review and receive feedback regarding the resolutions. I also received an email with details of the RFP for participation in the Community College Baccalaureate pilot. The RFP is due on November 12 and requires a senate signature. I sent an email to college and district administration with that information.

Program Review Validation Team

Membership:

<u>Position</u>	<u>Term</u>	<u>Name</u>
Sponsor	On-going	Al Konuwa (VPI)
Co- Chair – (from faculty membership)	2013 – 2015	Matt Clark
Co-Chair – Dean of Student Success	On-going	Molly Senecal (Dean)
FSAPC Rep	DBC*	Matt Clark
Curriculum Committee Rep	DBC*	Brandi Asmus
Scheduling Committee Rep	DBC*	Sherry Spina
District Technology Committee Rep	DBC*	Julie Brown
SLO Committee Rep	DBC*	Brandi Asmus
Student Services Faculty Rep	2014 – 2017	Laney Mangney
Maintenance/Facilities Rep	2014 – 2016	TBD
Dean of Instruction	On-going	Monica Chahal
Dean of Student Services	On-going	Leslie Deniz
Classified Rep	2013-2015	Denise Browning
ASWCC Rep	2014-2015	TBD

* Determined by committee being represented. Due to overlapping committee work one person could fill two positions.

Resource Members

District Director, Information Technologies	Karen Trimble
District Director, Maintenance and Operations	Jacob Liorenti