



Academic Senate Meeting Minutes

Date: Friday November 20, 2015

Time/Location: 1-3 PM / 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), **Donna Bahneman** (Adjunct), **Jaya Shah** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Greg Gassman** (Social Science), **Pam Geer** (Adjunct At-large), **Christopher Howerton** (At-large, VP Elect), **Jose Vallejo** (Student Services)

Ex-officio Members: **Michael Sramek** (ASWCC Rep)

Absent: **Harry Lyons** (Clear Lake Faculty)

Guests: **Ali Harder** (ASWCC), **Jesse Foster** (ASWCC), **Dean Ortiz-Mercado**, **Brandi Asmus**, **Chris Recouvreur** (ASWCC), **Vice President Konuwa**, **Raymond Whitney** (ASWCC)

Call to order at 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda -Action		Approve agenda of 11/20/15 (Approved MSC Howerton/Bahneman)
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> 1. Jesse Foster reports that students are concerned that no PE classes are being offered next semester.		
III	Approval of Minutes-Action		Review and approve the minutes of 11/13/15.
	<i>Discussion/Decision:</i> The minutes are approved as amended (MSC Howerton/Vallejo)		
IV	President's Report - Information/Discussion	Clark	
	<i>Discussion/Decision:</i> Report is attached.		
V	Committee Appointments - Action	Senate	Objective: Appoint faculty members to committees.
	<i>Discussion/Decision:</i> 1. Pamela Bordisso is appointed to the CLC Biology Advisory Committee. 2. Brandi Asmus is appointed as the CTE liaison between our senate and the state academic senate.		
VI	Senate/Committee Reports - Information	Senate	

	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. McGill-Cameron reports that WCC will work to offer a PE class in the spring. 2. McGill-Cameron reports that the Flex Committee still needs an adjunct and student volunteer. The Flex Committee will move to allow 8 hours of flex credit to be earned in a day. The committee is also looking to increase the amount of hours earned for working on full time advisory committees. 3. Howerton reports that the new issue of the SLO Lane is out via email and hard copy. The SLO Committee is happy to have a student on the committee as well. 4. Shah encourages faculty to submit applications for funding via the Diversity Committee. The deadline for Spring 2016 funding is December 10, 2015. 5. Vallejo reports that two student orientations have taken place. The other planned orientations are going to be changed based on contract concerns. This may have an effect on student enrollment. 6. Vallejo reports that there is some concern regarding the new coordinator position for the EOPS/CalWorks. 7. Vallejo reports there are scheduling issues in Student Services that are being addressed with YCFA. 8. Ferns reports that <i>Ink Magazine</i> will release its 6th issue on Tuesday, December 1 with a reading in the Community Room. Please encourage your students to attend (and faculty can come too and get flex credit). All donations are welcome to help print <i>Ink Magazine</i>. 		
VII	<p>Ex-officio Reports - Information</p>	<p>Ex-officio members</p>	
	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. Sramek is thankful that the senate is supporting ASWCC's resolution on AB 798 grant monies. 		
	<p>Academic Probation and Dismissal Process – Information/Discussion</p>	<p>Ortiz-Mercado</p>	<p>Background: Dean Ortiz-Mercado and the Student Services Division have been working to create a more proactive process for working with students who are in jeopardy of academic probation or dismissal.</p> <p>Objective: Presentation of the working version of the proposed new process.</p>
VIII	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. Dean Ortiz-Mercado reports that student grades today will be taken into account when the new BOG fee waivers go into effect next year. Student Services is developing a process of student intervention and communication that will provide earlier notifications. She has developed a flowchart that indicates the various notifications and support services that are offered at each stage of a student's academic progress. Student Services is also working on providing better avenues of communication directly with students, as the traditional methods of district email and snail mail are not always effective. Clark asks whether WCC has the resources to carry out this plan. Dean Ortiz-Mercado indicates that this is possible with effective time management. J. Vallejo responds that WCC should continue to explore ways to increase our resources, as the counselor to student ratio is still fairly high in comparison to other colleges. Bahneman asks whether midterm grades can be posted. Clark responds that this is possible currently in Web Advisor. Dean Ortiz-Mercado responds that this is a method that needs more discussion, as it may place greater pressure on instructors. Another big change is that TV monitors will be placed in strategic locations throughout the campus for targeted messaging. 		
IX	<p>AB 798 College Textbook Affordability Act– Action</p>	<p>Clark, Sramek, Foster</p>	<p>Background: In response to a resolution ASWCC has passed asking the WCC Academic Senate to take advantage of AB 798 (allowing California Community College to apply for grants to increase student access to open source resources with the intent of reducing student costs and increasing student access), the senate, working with ASWCC has drafted a resolution supporting seeking AB798 funding.</p> <p>Objective: Debate the resolution supporting WCC seeking the aforementioned grant monies.</p>

	<i>Discussion/Decision:</i> 1. The resolution is attached. ➤ Motion to approve the ASWCC resolution in support of WCC to seek grant monies under AB 798 (MSC Gassman/Bahneman).	
X	Library Advisory Committee (LAC) Purpose Statement – Information Discussion	Background: LAC has proposed an additional purpose. Objective: Second read before debating adoption.
	<i>Discussion/Decision:</i> ➤ Motion to make the Library Advisory Committee Purpose Statement an action item on today’s agenda (MSC Howerton/Bahneman) ➤ Motion to approve the new Library Advisory Committee purpose statement (MSC Howerton/Shah)	
XI	Curriculum Support Across the District – Information/Discussion	Asmus Background: The senate asked Asmus to form a recommendation for comprehensive support for curriculum across the district. Asmus worked with DCC to create a proposal and will present the proposal to the senate. Objective: Second read with the intent to recommend and forward to DCAS.
	<i>Discussion/Decision:</i> 1. The senate will work with DCAS and YC to implement this.	
XII	Senate Constitution Revision – Information/Discussion	Clark, McGill-Cameron, Gassman, Ferns Background: The senate has started a review and potential revision of its constitution and bylaws. We will revise the, as needed separately over the course of the academic year, beginning with the constitution. Objective: Second read of proposed changes to the constitution as a precursor to taking the proposed changes to the entire faculty for consideration and eventual adoption.
	<i>Discussion/Decision:</i> The senate discussed finer points of the constitution. The draft changes are attached to the minutes. Clark will submit additional revisions to the senate for distribution to constituents for additional discussion. On the topic of Robert’s Rules of Order, the senate needs to decide whether to follow the rules since it is in the constitution. Another issue that needs to be addressed with constituents is the naming of various departments, adding missing departments, and moving departments to other divisions if necessary. The incorporation of CLC will also need to be discussed early next year (and the bylaws would need to be revised at that time). Another issue is the voting rights of adjunct faculty members. Currently adjunct faculty are given 2/5 vote, but adjunct faculty members express concern with this area of the constitution.	
XIII	Review of Senate Goals – Information/Discussion	Background: The senate has established eleven (11) goals for the current Academic Year. Objective: Assign (or confirm) leads for the goals and update status of the goals.
	<i>Discussion/Decision:</i> Not addressed.	
XIV	Dual Enrollment Instructional Agreement – Information/Discussion	Background: As part of the pilot dual enrollment in Ag, an ISA has been drafted. Objective: Review the draft ISA and provide feedback.
	<i>Discussion/Decision:</i> 1. Not addressed.	
XV	Future Agenda Items- Discussion	DIGs/Division Chairs, SEP plan, College Catalog, SSS Priorities, CCOF, ADA in the Classroom
	<i>Discussion/Decision:</i> Not addressed.	

Meeting adjourned 3:06 p.m.

#	Goal	Who	Status
1	Student Success: Identify and address barriers to student success (counseling availability, course offerings...).	Clark, Bahneman,	
2	Curriculum: Create catalog/class schedule subcommittee (via curriculum and scheduling committees), increase faculty awareness, establish program development structure and incorporate with EMP.	McGill, Howerton	Ongoing
3	Clear Lake College (CLC) Transition: Integrate the faculty, staff, and students at the Clear Lake Campus into the governance, planning, and budgetary processes at WCC.	Clark, Howerton, Lyons	In progress
4	Sabbatical Leave: (Re)define the sabbatical leave process in light of the multi-college transition.	Clark	In progress
5	Faculty Evaluation: Improve the faculty evaluation process.	Clark, Howerton, Geer	In progress
6	Grading Policies: Review, update, and distribute Faculty Handbook.	Clark	Awaiting Work of CLAS
7	Colusa County Outreach Facility (CCOF): Create comprehensive process for Colusa County Outreach Facility (CCOF).	Clark, Geer	Midway through CCOF Compression Planning
8	Revise Senate Constitution and Bylaws.	Clark, McGill, Gassman, Ferns	In progress
9	Sustainability and Grant Funding: Define process for seeking grants and sustaining work after grants or categorical funds expire.	Clark, Konuwa	TBD
10	Education Master Plan (EMP): Work with College Council to create the new WCC EMP.		
11	Distributive 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, Shah	DE Coordinator position has been established.

President's Report
11-20-15

Meeting with WCC Administration

(10/27, flying solo) – Highlights:

1. President White provided a brief description of the WJUSD "Super School Project".
2. We talked about the status of the Student Success Center (a recommendation will go to M&O) and the domino effect that will ensue (where do displaced classes end up, what happens to WAM, ARC, and Tutoring Center...)
3. We discussed the upcoming CCOF Compression Planning Activity and the upcoming joint meeting of the senate and College Council.
4. We discussed the email President White sent out in response to concerns about AP 6700.

(11/03, Brandi Asmus in attendance) – Highlights:

1. We discussed in great detail the state of resources for curriculum across the district. YC will soon have two 40% coordinators for curriculum. Asmus, working with DCC will bring forward a recommendation for district support for curriculum. The WCC Curriculum Coordinator duties have outgrown the 40% compensation and we need to seek remedies. We also discussed speedbumps that still exist as we move toward the CLC transition.
2. We debriefed following the joint meeting with College Council. We agreed that the focused agenda led to a more meaningful meeting. We also agreed that I could have run the meeting better.
3. We established a timeline for the CCOF compression planning work. The B&P/PRVT meeting that should be held on 11-5-15 will not be held since both the chair and sponsor will be out of town. In the absence of that meeting B&P/PRVT will work electronically to get most of the work down so that by its 11-19-15 meeting most of the heavy work will be completed.
4. I will check with Strode to set the schedule for 1-29-16 which will be split between an LGBTQ Safe Zone training and a WCC EMP compression activity.
5. President White shared that the food truck on campus is not receiving the level of business it had hoped it would.
6. The Board Policy Committee will have a first read of the proposal to change the names of CLC and CCOF to Lake County Campus and Colusa County Campus respectively.

(11/10, Shawn Lanier in attendance) – Highlights:

1. We discussed the status of the Student Success Center. The Student Success Committee has made a recommendation and M&O Director Willis will look at viability of restructuring portions of the lower floor of the south wing of Building 800. A lot of details still need to be discussed and defined before any actions take place (e.g., where classes that meet in affected areas are moved to, what is done with vacated areas, effect on fill rate...). Any implementation will likely be a multi-year process. We agreed that the Student Success Committee and that Library Advisory Committee will work together to explore the pros and cons of repurposing portions of the library as part of this process.
2. President White informed us that SB 707 Firearms, Gun Free School Zone may lead to the need for discussion regarding who might be permitted to carry guns on campus.
3. We discussed the next steps in the CCOF compression planning. The work from the previous Friday's activity at CCOF will be forwarded to Budget and Planning /PRVT to prioritize using a tool that we will see at senate on 11-13-15.
4. White will attend the 11-13-15 senate meeting to share information regarding the CCOF planning and to begin a joint discussion about division chairs and data inquiry groups.
5. We spoke briefly about the NIMS/SEMS training (scheduled awkwardly for a Friday when both senate and College Council were scheduled to meet –college council has canceled). We also briefly discussed the goal of having Behavioral Intervention Team as part of student tracking.
6. Following a concern raised at YC, I raised a question about breakage (primarily that due to delayed hiring processes). There is a need to define a process for tracking and (possibly) reallocating breakage.

(11/17, solo, meeting called at last minute) – The meeting was originally canceled due to a CHEX retreat, but we met after all at an earlier time. We discussed the appointment of faculty members to search committees lacking formal guidelines for the search process (specifically directors, but there are other positions with undefined processes). President White wondered if the senate makes all faculty appointments or just those under the purview of 10+1. I stated the senate position is all appointments except those that are asking for bargaining unit appointments. We agreed to the need to define processes for search committees that don't have processes and to continue discussion of what appointments the senate should make. I will continue to advocate for all appointments outside those that are through bargaining units. Specifically, it is important that we don't end up with a system wherein faculty members are selected directly by their supervisor to sit on a committee. (We also agreed that the 12-4-15 senate meeting will likely not be a joint meeting with College Council.)

Board of Trustee's Meeting (11/12) – Highlights:

1. President White gave two concise and informative reports to the board, one on the status of the CLC transition and the other on Doing What Matters & Student Engagement. Both were favorably received by the board.
2. Trustee Pasquale asked that the funding for the WCC greenhouse be pulled from the Consent Agenda. It was and will be revisited in the Board Finance Committee and brought back to the December meeting.
3. Chancellor Houston gave a presentation regarding safety. The district will embark immediately on a three phase plan. The immediate phase will focus on door locks. The second phase will focus on communication infrastructure. Trustee Pasquale encouraged the chancellor to explore the possibility of legislative remedies. Board chair Sandy emphasized the need for the college presidents to prioritize safety.
4. Chancellor Houston reported that stabilization funding for CLC is being sought in the aftermath of the fires. He also reported that the state Chancellor's office is being proactive in supporting the efforts to ensure the fires do not negatively impact the CLC students.

Budget & Planning/PRVT Joint Meeting (10/15) – The meeting focused on prioritizing the strategies from the CCOF compression planning session of 10-30-15. The prioritized list will be reviewed by counselors and then forwarded to other groups (including the senate) for feedback. The plan is to identify and implement at least one strategy for each stage of Completion by Design at CCOF next year.

DC3 (10/20) – Highlights:

1. We discussed the need to close the loop on EMP timelines at district and college level. YC is interested in moving the program review deadline back to February. It is not clear to what extent the YC and the WCC timelines need to match as long as both feed district timelines.
2. A revised AP 6700 Civic Center and Facilities Use was approved..
3. After an extended discussion, it was agreed that IERT will be blended into DC3 work, but that we will table the recommendation that BAT also be folded into DC3 until DCAS has had a chance to discuss the functions of BAT as related to 10+1. A new membership is being developed. There was one dissenting vote.

DCAS

4. **(10/27, joint meeting with CHEX, Howerton in attendance)** – Dr Walters presented her recommendations regarding elimination of many district committees with the related responsibilities absorbed by corresponding college committees. The most concern expressed related to the District technology Committee. IT Director Clague assured all that he would be heavily involved with both colleges' tech committees and would bring groups together when needed.

(10/29) – Highlights:

1. Much of the meeting was a follow-up of the meeting with CHEX. Many concerns were raised regarding moving district offices to a location off of the YC campus. (Chancellor Houston had not been in the room for the 10-27-15 meeting, so this was the first chance to address concerns with him face-to-face.)

He professed not to be in a hurry to commit to a course of action and wants to vet proposals thoroughly. He is convinced that many efficiencies will result from having all district staff under one roof and not on a campus.

2. We had an extended discussion regarding authorized absences, make-up work, replicable activities and attempted units. A current Authorized Absence form indicates that faculty members “must” allow make-up work/activities (possibly more problematic than it sounds).

(11/12) – Highlights:

1. Under Emerging Issues: (1) IT Director Clague suggested that the DCC stay together until after the Spring Semester implementation of CurricuNet Meta. We could do that or look at the implementation as a task from DCAS to the two college committees to work together. (2) YC Senate President Kemble raised concerns regarding phones in classrooms and other safety concerns. (Chancellor Houston promised a presentation at the November Trustees meeting. (3) Kemble also asked for an update on the status of college handbooks. The next steps will be to agree on what sections are essentially district sections and where colleges have options.
2. The Chancellor led us through a PowerPoint regarding the district planning processes. (I will forward for senate discussion.)
3. The Chancellor led us through another PowerPoint focused on the possible elimination of the VCEPS position and the moving of district offices off of the YC campus. He sees the two as a bundle. (Again, I will forward the PowerPoint for discussion.) Kemble and I both expressed concerns about the gaps that might exist in the absence of a VCEPS (e.g., Title 5 resource) and the ability of others to add tasks to their plates.

Library Advisory Committee (10/16) – Highlights:

1. We voted to forward the Closed Captioning Process to Dean Martinez.
2. We reviewed the library hours of operations and staffing in anticipation of making recommendations regarding both. Extending evening hours and establishing Saturday hours were mentioned. Tied to either (but likely needed even without expanding hours) is the need for additional adjunct librarian(s) and additional Library Media Specialist(s).
3. We voted to forward an additional purpose statement to the senate for adoption.

Miscellany

1. Fall Plenary was a very positive experience. I will prepare a Flex Activity as part of a continued debriefing. A reminder: the Spring Plenary will be in Sacramento in April and will be held to coincide with other groups (e.g., CCC League, ACBO...)



Dual Enrollment Instructional Service Agreement

COMPENSATION:

Woodland Community College pays the high school District 20% of its apportionment from a dual enrollment course with the understanding that you may use the funds as appropriate. The dual enrollment instructor of record is not a paid employee of the Yuba Community College District or Woodland Community College.

EXPECTATIONS:

The high school district agrees that it must adhere to the following expectations:

1. The high school district is expected to provide mandatory attendance at Woodland Community College instructor training.
2. Enrollment Facilitation:
 - a. Check all applications/registration forms for completion and signatures and attach high school roster to Woodland Community College application packet.
 - b. Check the college and high school rosters at time notified by the Woodland Community College Office of Admissions and Records for accuracy and notify the Woodland Community Office of Admissions and Records of any discrepancies.
 - c. Adhere to the Woodland Community College add/drop deadlines as they pertain to specific dual enrollment courses.
3. End of Term Reporting:
 - a. Submit course grades on Canvas no later than three days after your class has ended.
 - b. Submit signed grade sheet(s) to the Woodland Community College Office of Admissions and Records.
 - c. Report course Student Learning Outcomes (SLO's) at the end of each semester.
4. Instructor Collaboration:
 - a. High school instructors shall regularly collaborate with a full-time Woodland Community College faculty member for the purposes of fidelity to the college course outline of record and instruction delivery. Such collaboration may occur during a high school class session
 - b. A faculty collaboration will occur at least once a semester.

HIGH SCHOOL INSTRUCTOR RESPONSIBILITIES:

- School District affirms that high school instructor meets the minimum qualifications as set forth in the California Community College Chancellor's Office Minimum Qualifications Handbook to teach Woodland Community College's courses.
- School District affirms that high school instructor meets the criminal record clearance requirements as set forth in the California Educational Code.
- At the beginning of each semester, prepare and distribute current course syllabi to the students in each class taught. Syllabi should include, as applicable, an outline of course objectives and requirements, grading policy, course content, student learning outcomes, and any specific rules or expectations of the instructor.
- Present course content according to a planned schedule and consistent with approved course outline. When teaching according to the Woodland Community College outline, the college has primary control over instructional activities.
- Instruct and/or supervise students during all class times. During class times, the instructor will not have any other assigned duty.
- If ill, unavoidably detained, or engaged in approved professional, departmental, or college business, make reasonable efforts to ensure continuity of course coverage by arranging for a qualified substitute or by other means.
- Administer exams or other assessment tools consistent with course objectives.
- Return graded material, with appropriate feedback, in a timely manner.
- Maintain accurate records of students' grades.
- Assess and report Student Learning Outcomes.
- Submit records of grades, student attendance, textbook orders and other required reports to designated campus officials in a timely manner. These will be permanent records.

High School Principal or Designee Signature	Printed Name	Date
---	--------------	------

President or Designee	Printed Name	Date
-----------------------	--------------	------

Academic Senate AB 798 Resolution
College Textbook Affordability

Whereas, textbook costs have risen 1041 percent since 1977 according to the Bureau of Labor Statistics, outpacing the median wage increase two fold, according to the Social Security Wage Index,

Whereas, electronic courseware licensed at a cost to students does not meet Title 5 § 59400 requirements that such materials are of continuing value to a student outside of the classroom setting;

Whereas, open source textbook and courseware solutions reduce the cost to districts and students;

Whereas, reducing the overall cost of attendance may result in a growth in enrollment for Woodland Community College (WCC) and allow for higher levels of student success by allowing students to spend more time studying and less time working to pay for expensive textbooks;

Whereas, by preventing the free distribution of course textbooks and software, copyright holders limit the extent to which students and schools may benefit from the aforementioned cost savings;

Whereas, the use of open source courseware curated by WCC Faculty would result in high quality customizable course materials that would increase student success;

Whereas, AB 798 would authorize the local academic senate of a campus of the California Community Colleges to (A) adopt a local campus resolution to increase student access to high-quality open educational resources and reduce the cost of textbooks and supplies for students, and (B) upon adoption of the resolution, develop a specified plan, in collaboration with students and the administration, that describes evidence of the campus' commitment and readiness to spend an initial grant of up to \$50,000;

Whereas, Open Educational Resources, when reviewed and selected by discipline faculty for their own courses, can in many cases offer appropriate low-cost alternatives to published textbooks for students; and

Whereas the Academic Senate for California Community Colleges endorsed (Resolution 6.05, Spring 2015) the intent of AB 798 to promote the consideration of appropriate open educational resources through funding that is dependent on the agreement of local academic senates.

Resolved, the Academic Senate of Woodland Community College encourage WCC to obtain funds for open courseware on campus through AB 798,

Resolved, the WCC Academic Senate encourage the College Administration to develop, with WCC faculty, through the WCC Academic Senate, a specific plan of implementation for open courseware programs funded by an AB 798 grant,

See:

<http://icas-ca.org/coerc>

<http://www.coolfores.org/>

<http://www.collegeopentextbooks.org/>

<https://openstaxcollege.org/books>

<http://ocw.mit.edu/index.htm>

Standing Committee: Library Advisory Committee

Sponsor: Dean of Student Success and Planning

Committee Chair: Faculty member selected from division reps

Committee Purpose: The Library Advisory Committee (LAC) is a subcommittee of the WCC Academic Senate. The LAC will make recommendations to the Dean of Student Success and Planning regarding collection development, library services, and library policies. The LAC will make recommendations to the WCC administration on policies and budgetary decisions that affect the library, with the goal of making the WCC Library an outstanding resource for WCC students, WCC faculty members, and the communities WCC serves. In doing so the LAC will focus on the goals and values reflected or delineated in the WCC Mission Statement, the WCC Education Master Plan, the WCC Accreditation Self-Study, the YCCD Board of Trustees Policies and Procedures, and professional library organizations. Recommendations and requests of the WCC Curriculum Committee shall be strongly considered.

The committee serves the following purposes:

1. Promote the library's role in instruction across the curriculum and enhance the library's effectiveness in the education process.
2. Advocate for growth and development of the WCC library.
3. Reviewing of existing collection development processes and providing recommendations for collection development.
4. Recommending establishment of new processes or clarifying existing processes, as needed.
5. Reviewing library student learning outcomes (SLOs) and library SLO assessment plan.
6. Foster the use of library student learning outcomes (SLOs) and library SLO assessment plan that feed into district planning processes, including tracking into institutional SLOs.
7. Providing recommendations regarding library services to Colusa County Outreach Facility.
8. Foster communication between the library and the communities it serves.
9. Encourage faculty involvement in use of library services. Encourage faculty to incorporate and implement library resources into coursework.

Guidelines and Parameters:

1. The committee operates consistently with the YCCD Shared Decision-Making Model.
2. Sponsor, chair, and members will carry out responsibilities assigned to the committee and function under the Team Roles as defined in the WCC College Handbook.
3. Issues outside the purview of the committee will be referred to the appropriate individual, representative body, or committee.
4. Members will solicit input from the WCC community and maintain an open dialog with colleagues during all aspects of process development and forming recommendations.
5. Members will come prepared for each meeting and will have completed any assignments necessary to move the business of the meeting towards completion.
6. An agenda will be distributed three (3) days in advance of any meeting.
7. Minutes will be approved at the subsequent meeting and will be distributed within 5 days of their approval.
8. The sponsor and the chair will make periodic reports to the WCC College Council and the WCC Academic Senate.

Resources:

1. WCC Mission Statement, WCC Accreditation Self-Study, WCC Education Master Plan
2. YCCD Board of Trustees' Policies and Procedures
3. Colusa Outreach Educational Advisory Committee
4. Director of the WCC Office of Planning and Research
5. WCC Curriculum Committee and WCC Student Learning Outcomes Committee
6. WCC Catalog
7. DSPS Coordinator
8. Association of College and Research Libraries
9. C.A.L.A. Library Bill of Rights and A.A.S.L. School Library Bill of Rights

Meeting Schedule:

The committee will meet at least once each semester. Additional meetings will be held as needed to accomplish the purposes and goals of the committee.

How Work Is Communicated:

1. Minutes and agendas will be posted to the WCC website.
2. Periodic progress reports will be given to the WCC College Council, the WCC Academic Senate, and the WCC President.

Outcomes and Deliverables:

1. Current collections development policies
2. Input regarding plans for library access for CCOF students, faculty, and community
3. Collections reflecting WCC curriculum and the needs of the communities that WCC serves
4. Recommendations supporting best practices for staffing, facility use, and budget

Recommendations Go To:

1. Dean of Student Success
2. WCC Academic Senate and WCC Curriculum Committee for review
3. WCC College Council for information
4. The WCC Budget Committee

Library Advisory Committee

Membership:

Sponsor: Siria Martinez (Dean of Student Success and Planning)

<u>Position</u>	<u>Term</u>	<u>Name</u>
Chair – Faculty Member from Division Reps		Matt Clark
Curriculum Chair (or designee)	On-going	Brandi Asmus
Librarian (1)	On-going	Vacant
Math & Science Rep	2015-2018	Ralph Robinson
Language Arts Rep	2013-2016	Vacant
At Large		Vacant
Social Science Rep	2013-2016	Alison Buckley
CTE Rep	2015-2018	Vacant
At Large		Matt Clark
Student Services Rep	2015-2018	Manuela Dragos
ASWCC Reps (1-2*)	2015-2016	Adeline Bermudez

Classified Rep (1-2*) 2014-2016
Other Librarians (YC, UCD, CSUS, Los Rios, Yolo)

Traci Johnson
Vacant

Resource Members

DSPS Coordinator

On-going

Todd Sasano

* Preferably at least one from library staff.

Curriculum Committee Support Recommendation:

Background: With the growing work of Curriculum Committee in the Yuba Community College District, the Academic Senate is seeking recommendations of the support structure at district/colleges for curriculum. District Curriculum Committee (DCC) provided feedback responses below.

Recommendation: It is critical to have support for curriculum (ie: curriculum specialist) at both college locations. Tasks may include: record keeping, database management (real time in CC meeting), CC webpage information, board agendas, Catalog and addendum, Degree Audit, etc. It is also important to recognize the importance of Articulation, which could still be housed at the District, and can remain as the CC “point person” for all College to state relay of information.

Curriculum Support Structure – Proposed (sent out for review 9/23/15)

Background: With the current discussions around VCEP position being eliminated, and our current curriculum support structure, I have been tasked by WCC Academic Senate to work through DCC to provide a Curriculum Support Structure Recommendation. Currently our support staff is (1) staff member at the district. Below I have expanded on a “possible” option of what support staff may look like at each college.

Please provide input (in a different color font) so that we can collect input from DCC and submit to our respective Academic Senates (or DCAS).

Thank you! Brandi

College (Woodland and Yuba)

Curriculum Specialist (Classified Staff)

- Curriculum Committee Attendee
 - Move courses in Curricunet during the actions in the meeting
- Update CC Webpage (Approved agenda/minutes)
- Curricunet Administrative steps (input new faculty, assign roles/departments)
- Develop and submit CC Board Report to co-chairs for review
- Catalog (and Degree Audit)
- Submit courses / programs to CIV2
 - TOP Codes
 - CB elements
 - Respond to requested revisions
 - Update CB elements if course changes from stand alone to degree applicable
- Compile and Submit CCC 501 / CCC 510 to Regional Consortium
- Create Records in Colleague for scheduling
- Colleague roll-over for scheduling
- Compile hard-copy file of all courses/degrees at college
- Articulation Officer (Faculty – counseling? – percentage release time ~20%)
 - Attend all Curriculum committee meetings v
 - Submit courses to IGETC / CSU-GEB
 - Submit courses to C-ID
 - Submit course-to-course articulations
 - Update CSU GE B and IGETC sheets (after new courses have posted)

Woodland Community College

ACADEMIC SENATE

CONSTITUTION AND BYLAWS

February 29, 2008 Revised January ??,

2016

PART I – CONSTITUTION

Article I - Legal Basis for an Academic Senate

Article II - Purpose

Article III - Membership Qualifications

Article IV - Composition and Officers

Article V - Duties and Responsibilities

Article VI - Amendments

PART II – BYLAWS

Article I - Duties of Officers and Senators

Article II - Meetings

Article III - Elections

Article IV - Recall and Dismissal Article

V - Amendment Procedures Article VI –

Supplemental Procedures

CONSTITUTION

ARTICLE I - LEGAL BASIS FOR AN ACADEMIC SENATE

SECTION 1 – Title 5

The Academic Senate of Woodland Community College is established so that the faculty may have a formal and effective process for participating in the formation of district policies relative to academic and professional matters as set forth in Title 5 of the California Code of Regulations.

SECTION 2 – Powers Vested in the Faculty

All powers and responsibilities herein granted shall be vested in the faculty acting through the academic senate.

ARTICLE II - PURPOSE

SECTION 1 – Senate Purpose

The senate, in accordance with Title 5 of the California Code of Regulations, shall be the recognized representative of the faculty to the administration of Woodland Community College and to the governing board of the Yuba Community College District 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 thereof.
- Work toward the development and improvement of professional standards.
- Provide a venue for addressing issues of an academic or professional nature affecting Woodland Community College and its faculty.
- Represent the faculty in making recommendations to the administration and the Board of Trustees with respect to academic and professional matters. "Academic and professional matters" means policy development and implementation matters as delineated in Sections 2 and 3 below.

SECTION 2 – Senate Responsibilities

The academic senate shall have primary responsibility for the following (See Board Policy 2510 Participation in Local Decision Making.):

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies

SECTION 3 – Role of Senate and Board of Trustees

The following items (4 – 11) shall require mutual agreement between the academic senate and the board of trustees (See Board Policy 2510 Participation in Local Decision Making.):

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. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as are mutually agreed upon between the board of trustees and the senate

ARTICLE III - MEMBERSHIP QUALIFICATIONS

SECTION 1 – Senate Membership

Membership in the academic senate shall consist of those individuals employed by the Yuba Community College District and assigned to Woodland Community College who meet the following definition of "faculty."

"Faculty" is defined as those employees of the Yuba Community College District who hold the rank of "professor," "instructor," or "adjunct faculty member." 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 ("return right" as defined in the YC-AFT Contract).

SECTION 2 – Ineligibility

If a member of the academic senate becomes ineligible for membership (refer to Constitution, Article III, Section 1), that person will no longer continue to be a member of the senate and the vacancy shall be filled as provided in Bylaws, Article III, Section 1.

ARTICLE IV - COMPOSITION AND OFFICERS

SECTION 1 – Senate Composition

The academic senate shall be composed of the elected president of the senate, six additional full-time faculty members, two adjunct faculty members, and the past president of the senate (when seated).

SECTION 2 – Senate Representation

Representation to the senate shall be as delineated in Article III, Section 3 of the Bylaws:

SECTION 3 – Senate Officers

The officers of the senate shall include a president, a vice president, and a secretary. The officers'

terms, election procedures, and duties are set forth in Bylaws

ARTICLE V - DUTIES AND RESPONSIBILITIES

SECTION 1 – 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.

SECTION 2 – Meeting Minutes

The academic senate shall keep minutes of all its meetings and publish the proceedings of each meeting.

SECTION 3– 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.

SECTION 4 – 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."

ARTICLE VI - AMENDMENTS

The academic senate and/or members of the faculty may propose amendments to the Woodland Community College Academic Senate Constitution and Bylaws, as set forth in Bylaws, Article V.

BYLAWS

ARTICLE I - DUTIES OF OFFICERS AND SENATORS

SECTION 1 – Officers of the Academic Senate

There shall be a president, a vice president, and a secretary of the academic senate. Only full-time faculty members are eligible for the office of president and vice president

SECTION 2 – Election of the President

1. The president of the senate shall be elected at-large from the membership of the full-time faculty.
2. The election of the president shall conform to the procedures specified in Bylaws, Article III, Section 2.

SECTION 3 – Election of the Vice President

At the last meeting in February of each year, the senate shall nominate, from its membership, a vice president for a one-year term. The nomination shall be subject to confirmation by a majority of the senate.

SECTION 4 – Election of the Secretary

At the last meeting in February of each year, the senate shall nominate from its membership a secretary for a one year term. The nomination is subject to confirmation by a majority of the senate. In the absence of an elected secretary, the senate may choose to rotate secretarial duties among its members.

SECTION 5 – Terms

1. The president shall serve for a term of two academic years. The president shall serve a maximum of two consecutive terms (of 2 academic years each) but may serve additional terms after an interruption of service of at least one term.
2. The vice-president and the secretary shall serve for one academic year.
3. The past-president (when seated) shall serve for one

academic year

SECTION 6 -- Duties of the President

1. Preside at all regular and special meetings of the senate.
2. Preside at all meetings of the faculty called by the senate president or by the senate.
3. Attend, or have a senate representative attend all regular meetings of the Board of Trustees. The vice president should first be asked to attend in the president's absence; if the vice president is unavailable, then another member of the senate should be asked.

4. Represent the senate in all “major governance” committees if the senate has not already appointed a person to represent the senate at such meetings. The president should regularly attend all “major governance” committees, especially when major academic and professional matters are under discussion. The academic senate shall determine which committees are to be defined as “major governance” committees.
5. The president should be accompanied by the vice president, another senator, or designated faculty representative at all meetings with the administration. The vice president shall first be asked to accompany the president; if the vice president is unavailable, another member of the senate or a faculty representative should be asked.
6. Serve as an ex-officio member of all senate committees.
7. Prepare and distribute an agenda for each senate meeting.
8. Ensure that senate business is carried forward from previous senate meetings in a timely manner.
9. Implement decisions of the senate and supervise administration of senate business.
10. Perform those tasks that the senate or president deems necessary to the responsible discharge of the president’s obligations to the faculty and senate.
11. The president will be the official spokesperson for the academic

senate. SECTION 7 – Duties of the Vice President

1. If the president is absent or incapacitated, the vice president shall assume the duties of the president until such time as determined by the senate.
2. The vice president shall regularly attend “major governance” committees as assigned.
3. The vice president or a designee from the senate shall attend all curriculum committee meetings.
4. The vice president shall accompany the president when possible in meetings with the administration.
5. The vice president shall perform other duties as assigned by the president or the

senate. SECTION 8 – Duties of the Secretary

1. Keep minutes of all meetings and distribute them to all faculty members.
2. Keep the official record of the senate business.
3. Assume the duties of the president if both the president and vice president are absent or incapacitated.
4. Keep and report the official attendance record of the

senate. SECTION 9 – Duties of Senators

1. Attend senate meetings regularly.
2. Report senate deliberations to constituents and carry constituent concerns to the senate.
3. Represent the senate only when authorized to do

so. SECTION 10 – Ineligibility or Resignation

1. If the president resigns or becomes permanently incapacitated, the senate shall determine whether to hold a new election or have the vice president serve the remainder of the president's term. Upon the election of a new president by special election or as outlined in Bylaws, Article III, Section 1, the new president will immediately assume the role of president of the academic senate.
2. A senator shall become ineligible for a position on the senate when he or she no longer meets the definition of "faculty" as set forth in Constitution, Article III, Section 1, and shall be required to resign immediately from the academic senate. The vacancy thus created shall be filled as herein provided (See Bylaws, Article III).

ARTICLE II- MEETINGS

SECTION 1 – Regular Meetings

1. Regular Calendar Meetings – The academic senate shall hold regular meetings at least once every month during the academic year (August through May). The senate shall, by resolution, set forth the calendar of meetings (to include date, time and place) for the succeeding academic year during the final May regular meeting (Sec. 54954, California Government Code [Brown Act]).
2. Regular Agenda Meetings – An agenda for each regular meeting shall be posted at least 72 hours before the meeting containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall also specify the time and location of the meeting and shall be posted in a location that is freely accessible to members of the public (Sec. 54954.2, California Government Code [Brown

Act]). SECTION 2 – Special Meetings

Special meetings of the academic senate may be held for regular or special business matters, but

24-hour notice, per Brown Act requirements, must be given to all senators, full-time and adjunct faculty, and the general public setting forth the date, time, and place.

A special meeting of the academic senate shall be called by the president upon the written petition of at least three members of the senate or ten percent of the members of the faculty, or at the discretion of the president.

SECTION 3 – Compliance with Brown Act

All regular and special meetings of the senate and its committees shall be open to all parties, with the exception of those portions of the meetings closed by the consent of the senate or president such as sessions to discuss personnel matters. (See Section 54956.7—Closed

Session, California Government Code [Brown Act], for guidelines for closed session requirements.)

SECTION 5 – Tenure Hearings

Tenure hearings are closed personnel sessions of the academic senate and are to be held prior to February 15.

SECTION 6 – Compliance with *Robert's Rules of Order*

All academic senate meetings shall be conducted in accordance with generally accepted parliamentary procedures, as described in *Robert's Rules of Order*.

ARTICLE III - ELECTIONS

SECTION 1 – Formation and Duties of Election Committee

Election Committee – During the first week of May, the president of the senate shall solicit volunteers from the faculty to serve on an “Election Committee” for the following academic year. The senate shall then select at least three of these faculty members to form the Election Committee. It shall be the duty of this committee to actively seek out qualified candidates to be nominated for all elections. The Election Committee shall follow the procedures below in conducting the election:

1. Set and advertise the dates for nominations and elections.
2. Issue secret ballots.
3. Ensure that each faculty member casts only one vote and ensure that all faculty members in the representative group are given the opportunity to vote.
4. Secure the ballot box and tally ballots in the presence of all members of the committee.
5. Report the results of the election in writing to the president of the

senate. SECTION 2 – Election of the President

1. The full time faculty shall elect the president of the academic senate by the end of the first week of February. The new president will assume the duties of president of the academic senate at the **first senate meeting** of the following academic year.
2. Nominations – The vice president at the time of nominations will automatically be a nominee for president if she/he agrees to run. Other nominations for president may also be made by submitting to the Election Committee a petition of nomination signed by not less than ten percent of the full time faculty members including the nominee.

SECTION 3 – Election of Senators Representing Academic Groups

Academic Group 1 shall consist of one representative from each representative area (full-time faculty):

- a. Mathematics and Science (mathematics, statistics, life sciences, nutrition, computer science, physical sciences)
2. Language Arts (English, speech, English as a second language [ESL], reading, foreign languages, art, humanities, philosophy, 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, , political science, ethnic studies)
5. Student Services (Disabled Students Programs and Services [DSPS],

counseling) Academic Group 2 (full-time faculty)

- a. One at-large senator

Academic Group 3 (adjunct faculty)

1. One at-large faculty member from the Woodland campus
2. 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, 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. Only area senators elected by the means set forth in Bylaws will be seated.

1. By the end of the first week of February, the Election Committee shall notify those academic groups that are eligible to elect a member from within their unit to serve on the senate. Only those individuals who meet the criteria for "faculty" as set forth in Senate Constitution, Article III, Section 1, may be elected.
2. The nomination from an academic group may be made by self-nomination or by another member of the representative group, with the consent of the nominee. All nominations shall be submitted to the Election Committee by the end of the second week of February. The Election Committee will hold elections as specified in Bylaws, Article III, Section 1.
3. Faculty shall have 5 working days after the close of nominations to cast their ballots.

4. If a representative area or academic group does not submit a nominee, that position shall be declared an at-large position and the person elected to that position will represent all faculty members.

SECTION 4 – Election of At-Large Senators

1. By the end of the third week of February, the election committee will notify the faculty of open at-large seats and will begin accepting nominations. These include:
 1. The seat(s) reserved for full time faculty.
 2. The seats reserved for adjunct faculty.
 3. Any seats that may result from a division not nominating a senator to represent it.
2. Nominations for at-large senators will close on February 28 or the first working day afterwards.
3. Faculty shall have 5 working days after the close of nominations to cast their

ballots. **SECTION 5 – Nomination and Confirmation of Vice President**

As soon as the new senate has been elected, it shall nominate one of its members to the office of vice president. The senate shall vote by secret ballot to confirm the nominee. Confirmation requires a majority of the votes cast. If the nominee is not confirmed, the senate shall submit another nomination. This process will continue until a vice president is elected.

SECTION 6 – Nomination and Confirmation of Secretary

Following the election of the vice president, the senate shall nominate one of its members to the office of secretary. The senate shall vote by secret ballot to confirm the nominee. Confirmation requires a majority of the votes cast. If the nominee is not confirmed, the senate shall submit another nomination. This process will continue until a vice president is elected or the senate decides not to seat a secretary.

Section 7 Ties

In the event that an election results in a tie, the elections committee will conduct a coin flip to determine the winner.

SECTION 8 – Senate Term Limits

The senate president shall serve a two-year term. The past president shall serve a one-year term, immediately following his or her term as president. All other senators shall serve three-year terms with elections staggered in years as follows:

1. Language Arts/Art –2017, 2020, 2023...
2. Math/Science –2017, 2020, 2023...
3. Social Science –2018, 2021, 2024...
4. Business/Vocational Education –2018, 2021, 2024...

5. Student Services –2016, 2019, 2022...
6. Adjunct for Woodland –2016, 2019, 2022...
7. Adjunct for Colusa –2018, 2021, 2024...
8. At Large –2016, 2019, 2022...

ARTICLE IV - RECALL AND

DISMISSAL SECTION 1 – Recall of

Senators

Any member of the academic senate is subject to being recalled by two-thirds of the faculty that elected them, as defined in Constitution, Article III, Section 1. The academic senate governs the recall procedures. Further, any member of the academic senate is subject to being expelled by a vote of two-thirds or more of the membership of the senate.

SECTION 2 – Recall of Officers

If the president is recalled, the senate shall determine whether to hold a new election or have the vice president serve the remainder of the president's term. Upon the election of a new president by special election or as outlined in Bylaws, Article III, Section 1, the new president will immediately assume the role of president of the academic senate.

SECTION 3 – Petition of Recall

If an academic group wishes to recall the individual they elected to be their senate representative, a petition signed by a majority of the eligible unit's voters and presented to the academic senate will start the recall process. The Election Committee will then conduct an election to fill the vacant seat as outlined in Bylaws, Article III, Section 1. A two-thirds majority of the votes cast is required to remove the senator from office. The vacated seat will then be filled for the duration of the term by holding a special election.

SECTION 4 – Recall of At-Large Senator

If the senator to be recalled is an at-large senator representing full time faculty, a petition signed by forty percent of the full time faculty presented to the academic senate will start the recall process. An election, as outlined in Bylaws, Article III, Section 1, will be held. A two-thirds majority of the votes cast is needed for the recall to take place. The vacated seat will then be filled for the duration of the term by holding a special election.

SECTION 5 – Recall of Adjunct Senators

If the senator to be recalled is an adjunct senator, a petition signed by forty percent of the eligible adjunct faculty presented to the academic senate will start the recall process. The term "eligible adjunct faculty" refers to the faculty that are eligible to vote for that senator. If the senator is representing the Woodland campus, only those adjunct faculty members teaching in Woodland can vote. If the senator is representing the Colusa outreach, only those adjunct

faculty members teaching in Colusa can vote. If the Senator is serving all adjunct faculty, then all adjunct faculty can vote. An election, as outlined in Bylaws, Article III, Section 1, will be held. A two-thirds majority of the votes cast from is needed for the recall to take place. The vacated seat will then be filled for the duration of the term by holding a special election.

SECTION 6 – Dismissal of Senators for Excessive Absences

If a senator misses more than 50% of regular Senate meetings during any semester, that senator will be considered derelict in his or her duty and shall be removed. If the senator in question represents a Representative Area, the group will be notified that their senator has been removed from office. The Election Committee will then conduct a new election for that academic group using the election procedures as outlined in Bylaws, Article III, Section 1. If the senator in question is serving at large, the senate will declare that seat vacant and the Election Committee, using the election procedures, will conduct a new election as outlined in Bylaws, Article III, Section 1.

ARTICLE V - AMENDMENT PROCEDURES

SECTION 1 – Manner of Amendment

The Woodland Community College Academic Senate Constitution and Bylaws shall be amended in the following manner:

1. Amendments can be put forward in one of two ways: First, the sponsor of an amendment shall submit to the academic senate a copy of the proposed amendment, with the signatures of thirty percent of the full time faculty. Second, the academic senate may by majority vote become the sponsor of an amendment. In either case, the senate shall set a date for a meeting of the faculty for the purpose of debating the proposal. The sponsor shall distribute copies of the proposed amendment to the faculty no later than five working days prior to the faculty meeting.
2. The senate shall conduct an election on the proposed amendment no earlier than five working days, nor later than ten working days, following the date of the faculty debate of the amendment.
3. A two-thirds majority vote as defined in Bylaws, Article V, Section 2 shall be required to amend the Constitution.
4. A two-thirds majority of the senate shall be required to amend the Bylaws.

SECTION 2 – Amendment Voting Weights

For voting purposes, the number of faculty shall be defined as all full-time faculty plus two-fifths of the adjunct faculty. Each full-time faculty member shall have one full vote. Each adjunct faculty member shall have a two-fifths vote.

ARTICLE VI – SUPPLEMENTAL PROCEDURES

In order to facilitate the operation of the senate and provide for the resolution of contentious issues, the senate shall from time to time formulate “Supplemental Procedures.” These

Supplemental Procedures will carry the authority of senate resolution, and shall be binding. They will generally deal with issues of less importance than those items enumerated in this Constitution and Bylaws. They can be passed and modified by a majority vote of the senate. They will be published separately from this Constitution and Bylaws.