



Academic Senate Minutes

Date: Friday November 21, 2014

Time/Location: 1-3 PM / Room 852

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** (Vice President, CTE), **Kevin Ferns** (Secretary, FaLaHum), **Greg Gassman** (Social Science), **Pam Geer** (Adjunct At-large), **Christopher Howerton** (At-large)

Not Present: **Cheryl Latimer** (Student Services), **Donna Bahneman** (Adjunct), **Talwinder Chetra** (Math & Science)

Guests: None

Call to order at 1:05 pm

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda -Action		Approve agenda of 11/21/14 (MSC Howerton/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: None</i>		
III	Approval of Minutes-Action		Review and approve the minutes of 10/31/14.
	<i>Discussion/Decision:</i> Minutes of 10/31/14 approved (MSC Howerton/Gassman).		
IV	President's & Vice President's Reports - Information/Discussion	Clark, McGill-Cameron	

	<p>Discussion/Decision:</p> <p>In addition to the attached report, Clark adds the following.</p> <ol style="list-style-type: none"> 1. We need to determine whether a CLC faculty member would need to be included on the Dean of Instruction Hiring Committee. The senate also may need to hold a special meeting to determine who can volunteer for these committees. 2. Regarding the Counseling Hiring Committee, the committee members have not heard from administration as to next steps. Clark will follow up on this. 3. S. Spina recently resigned from three committees: Scheduling, PRVT, and Budget and Planning. The senate will need to appoint new faculty members to these. 4. The Sabbatical Leave Committee will incorporate the two college presidents as voting members. This was done without senate approval, so the senates from both colleges may need to take action. 5. An accounting class has a lab component with a withdrawal date at a different time from the lecture portion of the class. This posed a problem to a student who missed one deadline but withdrew from the other component. This discrepancy could be modified by changing the AP, or it could also be addressed by letting the instructors know when the withdrawal dates are occurring so students can be notified. 6. Clark received a letter from Brice Harris to Timothy White acknowledging B. Asmus's participation on the California Academic Partnership Program. Way to go Brandi! The text of the letter is attached. 7. McGill-Cameron reports a concern over the use of the Community Room and the setup of the facilities. She has 42 students in the yoga class, but because the room is not being set up in a timely fashion, students have been moving tables and chairs to create space. 8. McGill-Cameron reports that faculty have asked for clarification regarding a recent senate committee appointment for an evaluation committee. Clark reports that due to the tight timeframe, he made the selection from among A. Buckley, D. Martin, and N. Bruening for this committee. Clark notes that the list identifying the evaluations for the year typically comes from HR, but there was some confusion this semester regarding evaluation committees. 9. McGill-Cameron reports that there are some professional development funds available for interested faculty, according to HR Director Whitfield. Contact him directly for details. 		
V	Committee Appointments - Action	Senate	Objective: Appoint faculty members to committees.
	Discussion/Decision: None.		
VI	Senate/Committee Reports - Information	Senate	
	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. Howerton reports that the Curriculum Committee is moving forward with vetting the addendum to the catalog. 2. McGill-Cameron reports that WCC is up to 44 flex offerings. This is almost as many as offered at YC, an amazing feat. 3. Gassman reports that his division is number one! They are already finished with the 2016 schedule and working on their schedule for 2017. They have finalized all course GE updates, the first division to do so. 4. Howerton reports that the finals schedule on December 4 allows only a half hour break between the English composition finals and the afternoon final exam. He would like the scheduling committee to determine how to make this break longer for those students, if possible. 5. Geer is concerned that the CCOF ad hoc committee has still not met. 6. Geer reports that CCOF students have difficulties with writing and research. She would like to have some assistance available for this population. 7. Ferns reports that a discrepancy was corrected regarding the English composition final exam times. The final exam schedule is now corrected online. 		

VII	Senate Goals – Information/Discussion	Senate	<p>Background: The senate established fourteen (14) goals for the 2014-2015 Academic Year.</p> <p>Objective: Review goals, update status, and assign workgroups as needed.</p>
	<p><i>Discussion/Decision:</i></p> <p>The numbers below correspond to the senate goals listed at the end of the minutes.</p> <ol style="list-style-type: none"> 1. Curriculum: Regarding goal number one (goals listed below), progress is being made. WCC is taking more ownership of the catalog and standardizing the process. DE materials are progressing. 2. Communication: We are improving the web site, working on email communications, through both DC3 and the CAT Committee. 3. Grading Policies: DCAS is working on this and the faculty handbook will be updated. 4. Academic Standards: This is in progress. One area we may need to look at is prerequisites for some courses (for example, an English prerequisite for a class that demands a particular level of writing or critical thinking). We are also exploring other options to maintain a particular level of rigor within the curriculum. 5. Student Success: We can get an update from the Student Success Committee chair next semester. 6. Faculty Development: We are looking at more opportunities to offer faculty training and development options. 7. Faculty Evaluation: The evaluation process committee has not yet met. Howerton will follow up to get this process going. 8. CCOF: Clark expresses disappointment in progress thus far. While improvements in administration leadership have been made, WCC still does not have a comprehensive plan for moving forward. 9. Constitution and Bylaws: Clark has completed a set of obvious edits for senate review. Some of the bigger changes such as division composition will need dialogue and consensus prior to making those changes. Some areas may need to be moved from the Constitution to the Bylaws or Supplemental Procedures to allow for future changes. 10. Professional Standards: Nothing has been done. 11. Sustainability and Grant Funding: Progress is being made. 12. CLC Transition: The CLC transition will nominally happen in Fall 2016. Some aspects of the transition will occur earlier than this. 13. Student Code of Conduct: The student code of conduct has been revised (June 2014). 14. Accreditation: We are working on the midterm report. <p>The senate determines that goals 8 and 9 will take priority over the next few months.</p>		
VIII	Coordinator Review and Creation – Information/Discussion	Clark	<p>Background: There is contractual language that guides the creation of new coordinator positions as well as the process for review, extension, or elimination of such positions. The contract is mute on what processes the colleges or the senates can establish prior to those steps.</p> <p>Objective: Discuss the desirability of creating a process at WCC that feeds into the established system.</p>

Discussion/Decision:

1. Clark reports that the WAM coordinator position was recommended for elimination due to the hiring of a new Student Success coordinator who would oversee tutoring and WAM. The review committee recommended that the composition coordinator position be eliminated because portions of the position are already covered by normal faculty duties. The DE coordinator position creation was recommended by the committee due to WCC's projected DE needs over the next few years.
2. As the senate representative on the Composition Coordinator Committee, Clark recommended a compromise that the composition coordinator position be eliminated after a one year extension rather than immediate elimination, which was proposed by administration.
3. Clark notes that the problem with the college coordinator timeline according to Article 26 of the YCFA agreement is that it does not specify the process for initiating the conversation for elimination of a coordinator position. There is no process for the vetting of creation or review of coordinator positions.
4. Howerton asks whether the DE coordinator position considered adding a curriculum component as part of the curriculum committee reassigned time. Clark is not aware of this consideration.
5. Ferns reports that some WCC faculty are disappointed in the lack of communication and collegiality with regard to the process followed by the Composition Coordinator Review Committee. WCC faculty were not notified that the review committee was being formed until a message was distributed on November 12, 2014, when HR Director Whitfield sent out an email message to YCFA President R. Mathews and WCC Academic Senate President Clark. R. Mathews sent out a message to faculty to call for a representative to sit on the review committee. Clark did not send out this notification and agreed to serve as the senate representative on the committee. HR Director Whitfield characterized the reason for the review committee as a "length of time modification" in this email message. It was not until the actual meeting, which occurred on Monday, 11/17, two days after the stated College Coordinator Timeline in Article 26 of the YCFA Agreement, that the YCFA representative discovered that "length of time" actually meant "elimination". When the committee first met on Monday, 11/17, the YCFA representative was notified that the meeting was taking place 15 minutes after the meeting had begun. When the meeting ran long and this YCFA representative had to leave to attend her class, the committee elected to suspend work until the following day, even though the contract under Article 26 indicates that a committee recommendation should be forwarded to the college president by 11/15. When the committee reconvened the following day, on Tuesday, 11/18, a faculty member well versed in the complexities of the composition coordinator position wished to provide information to assist the committee in making an informed recommendation due to some misconceptions and misinformation within the committee. This person was told to leave the meeting and he was not allowed to discuss pertinent information that would have influenced the recommendation made by the committee. The committee ultimately requested that the composition coordinator position be eliminated without following an open, complete, and collegial process. The YCFA representative on the committee was clear that elimination of a coordinator position after a year is not a "compromise." The committee, by excluding faculty participation, appears to have deliberately excluded the type of input essential to any coordinator position modifications. The committee as of today has provided no justification to faculty for this decision, as there has been no official communication with faculty. This committee, over the course of two one hour closed sessions over a two day period, decided to recommend elimination of a position that has benefited students across the curriculum at WCC and across the entire district for the past 30 years.
6. Howerton expresses concern that the logic behind eliminating this coordinator position could easily be used to deny any coordinator position going forward.
7. Clark notes that the YCFA and senate representatives on committees should represent the interests of the YCFA and the senate. Ferns reports that all full time faculty should have an interest in the coordinator positions and that the review committees should have solicited information from faculty knowledgeable of the work in order to make an informed decision rather than rushing the process.

	8. Howerton expresses concern with the WAM coordinator position-if a candidate is not found, students might be affected. 9. Howerton is thankful that the DE coordinator position will be reviewed formally for a year to determine the necessity of continuing the position for another year.		
IX	Constitution & Bylaws	Clark	Background: The Academic Senate Constitution and Bylaw revision is Goal 9 for this Academic Year. We will review progress and discuss next steps. Objective: Establish a working timeline for adoption of the revisions by March, 2015.
	<i>Discussion/Decision: Not addressed</i>		
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.
	<i>Discussion/Decision: Not addressed</i>		
XI	Plenary Debriefing – Information/Discussion	Clark	Background: Clark attended the ASCCC Fall Plenary last week. We will discuss some of the information gleaned from his attendance including information about DE, Brown Act, state initiatives, and the general health of the WCC Academic Senate. Objective: Identify future agenda items suggested from the discussions.
	<i>Discussion/Decision: Not addressed</i>		
XII	Future Agenda Items-Discussion		College Catalog, SSS Priorities, Ed Master Plan, Committees, CCOF, WCC Committee Structure, CLC Transition, Constitution & Bylaws
	<i>Discussion/Decision: Not addressed</i>		

Meeting adjourned 3:15 pm (MSC Geer/Howerton)

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 offerings).	Latimer, Clark, Bahneman	Student Equity Plan for 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

President's Report
November 21, 2014

Meeting with WCC Administration (11/4, meetings were not held 11/11 and 11/18) –

- The hiring committees for the two dean positions currently filled by interim deans were discussed. For the Dean of Student Services we considered three faculty members: two from counseling and student services, one from teaching faculty, and one from CLC. If you are counting carefully that adds up to four; the administration was going to talk to HR and return with a proposal. Similarly for the Dean of Instruction we discussed three: one or two from instruction, one from CLC, one from CTE, and one from student services. Similar math issues exist.
- President White will not be available to join us at the 11/21 senate meeting. On 11/7 he will be accompanying Asmus and Kirschner to CLC to help navigate curricular issues. [I ended up joining which led to some embarrassing but important discoveries.]
- We talked briefly about logistics for the accreditation visit. The administration asked if the senate office could be used in lieu of the ME Center for the visiting team and we said yes. (All top secret senate papers were moved first!)
- Dr. White will work with College Council to charge the Diversity Committee with an assessment of holidays, culture, and intellectual discourse.
- The senate and College Council will charge a work group to explore policies regarding approaches from other institutions to collaborate with WCC.
- College Council and the senate will charge Student Success/BSI with conducting a comprehensive review of Academic Standards.

[The previous three bullet points suggest a change in the governance culture at WCC. We should discuss what role the senate will play in such changes.]

- A meeting is being held with administration, counseling, and math and English faculty members to pilot attaching a 0.5 – unit counseling class to some basic skills math and English classes.
- McGill-Cameron thanked the administration for the progress in decreasing foot traffic from the detention facility to (through) WCC.
- McGill-Cameron reported that the Saturday Excel class that she teaches from 1-5:15 is going great.
- Dr. White recognized the participation of Asmus in the California Academic Partnership Program (CAPP) advisory committee. I'm undoubtedly not the first to say "that's a real feather in her CAPP". I will propose official senate recognition of this appointment at a near future meeting.

DCAS (10/16) – Topics:

- Emerging Issues – A change in the sabbatical process that seems to have circumvented the senates led to me asking that that change be revisited. Kemble asked that MQs and Equivalence be addressed soon. Vice Chancellor Carabajal pointed out the need to work on AP 4050 Articulation as the two colleges develop separate processes for articulation CTE programs with the high schools in their service areas.
- We reviewed mandated changes to AP 42222 Remedial Coursework and AP 4022 Course Approval. [The later necessitated by the expiration of the bill that allowed experimental courses. At Plenary a resolution was passed instructing ASCCC to work with the Chancellor's Office to reinstate stand alone courses.]
- The AP that refuses to die (5055 Enrollment Priorities) was back in front of us. There was a typo that needed to be fixed. Additionally Dr. Carabajal has scheduled a meeting of district counselors to discuss the YCCD units versus all units issue. Both senate presidents were invited, but both will be giving finals at the designated time.
- AP 5055 continues to provide fodder for discussion and will be re-revisited again on 11/20 for yet another time.
- A lengthy discussion regarding the status of DE in the district took place. It was generally agreed that there are many gaps in our current process and that the need for progress here is urgent. It was suggested that a "DE design team" be formed and tasked with returning to DCAS recommendations

by the beginning of February 2015. Kemble suggested that the ACCJC Standards for DE should be used to guide the work.

- Upcoming AP work will include 4260 Pre-requisites and Co-requisites, 4255 Disqualification and Dismissal, 4020 Program, Curriculum, and Course Development, and AP 4231 Grade Changes.

ART (11/6) – We put finishing touches on documents and logistics related to the November 12 Accrediting Team visit. Worth noting –originally Brown, Howerton, and Clark were scheduled to meet with the visiting team. Later, Howerton and Clark were removed from the schedule.

PRVT & Budget and Planning (11/20) – Both meetings were canceled.

DC3 (10/21) – Highlights:

- The Board Agenda was reviewed with very little comment or discussion. Since the senate leadership will be at Plenary during the November 13 Board's Retreat, the board will delay discussion of academic matters until the Senate President's can attend.
- DC3 Team 2 gave a report and offered recommendations regarding communication in the district. More specifically it was recommended that two-way listserves be implemented and that in place of district imposed restrictions, legal/policy restrictions will be defined in addition to etiquette expectations. DC3 accepted the recommendation.
- An altering of DC3's meeting schedule, wherein alternate meetings would be used by groups reporting to DC3 (e.g., BAT or IERT) was suggested. Members were generally receptive as long as the change is assessed regularly and we carefully monitor the work flow of DC3.
- We discussed some finishing details regarding the approaching visit by the accreditation teams.
- The New AP 2434 Media Protocol which delineates roles and responsibilities for press releases, responding to media inquiries and the like has been put in place. Education about the AP will ensue.

October 29, 2014
Dr. Timothy P. White, Chancellor
California State University
401 Golden Shore
Long Beach, California 90802-4210

Dear Tim:

Thank you for your letter of October 10, 2014, requesting a three-year faculty appointment to the California Academic Partnership Program (CAPP) advisory committee. After consulting with our Academic Senate leadership, I am pleased to appoint Brandi Asmus to this committee. Ms. Asmus is a member of the agriculture faculty at Woodland College and has worked for the past six years developing partnerships and pathways to help high school students enter the community college system.

I believe Ms. Asmus will be an outstanding addition to the committee, and that her experience and passion will be instrumental in helping CAPP achieve its objective of improving the preparation of all students for college.

As a matter of policy, our Academic Senate only makes one-year appointments. However, we understand the need for continuity on advisory committees and will work with the Academic Senate to request the renewal of this appointment at the appropriate time.

Ms. Asmus can be reached by email at basrnus@yccd.edu or by telephone at (530) 661-5758. Should you have any questions, or need additional information, please contact Jeff Spano at (916) 327-7252.

Sincerely,

Brice W. Harris

Chancellor

Cc: Julie Adams, Executive Director, CCC Academic Senate

Brandi Asmus, Faculty Member, Woodland College

Zulmara Cline, Director, California Academic Partnership Program

David Morse, President, CCC Academic Senate

Jeff Spano, CCCCCO Dean of Student Services

Ron Vogel, CSU Associate Vice Chancellor, Academic Affairs