



Academic Senate Minutes

Date: Friday December 4, 2015

Time/Location: 1-3 PM / Room 852

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** (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: **Harry Lyons** (Clear Lake Faculty), **Michael Sramek** (ASWCC Rep)

GUEST: **Brandi Asmus, Melissa Moreno, Dean Chahal**

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda -Action		Approve agenda of 12/04/15. Howerton/Gassman (MSC)
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>		<ul style="list-style-type: none"> • Ethnic Study – Moreno met with Dean Chahal to discuss enrollment with the program and recommendations that could be used for the program and for the college. •
III	Approval of Minutes-Action		Review and approve the minutes of 11/20/15.
	<i>Discussion/Decision:</i> Minutes approved as submitted.		
IV	President’s Report - Information/Discussion	Clark	

	<p><i>Discussion/Decision</i> <i>Oral report given.</i></p> <ul style="list-style-type: none"> • DCAS – CLC curriculum discussion <ul style="list-style-type: none"> ○ BP/AP process category 1, 2, 3 process and will be access regularly. A provisional approach will be applied and if the new process does not work we will reinstate current process. ○ Curriculum Support – a recommendation of curriculum support needs developed by Asmus was forwarded to DCAS. The chancellor seemed receptive. • DC3 – <ul style="list-style-type: none"> ○ Discussion of the chancellor’s recommendation not to refill VCEPs position and to use the resulting funds to move and consolidate the district offices off Yuba College’s campus. Concern about whether the move would result in the efficiencies envisioned and whether there were better places to allocate the savings were raised. There were also concerns that the duties of the VCEPS could not all be absorbed by existing employees. ○ Accreditation Task Force recommendation to find another accrediting body is just a recommendation. It will need to go through further (large) steps to become a reality and if it does it will not be easy to implement; therefore we will be staying with ACCJC for a least the near future.. • Meeting with Admin <ul style="list-style-type: none"> ○ 11-24-15 Clark with McGill – <ul style="list-style-type: none"> ▪ DIGS was a focus of discussion and there was agreement that the basic list of potential duties was too big for a 20% reassigned time. There are going to be further conversations as to the scope of work for these new positions. ▪ PE offerings are still a concern; when and where to be held was discussed ○ 12-1-15 Clark with Asmus <ul style="list-style-type: none"> ▪ Discussion of AB798 (capped at \$50K– open source classroom materials) ▪ CLC – curriculum concerns was discussed ○ Budget and Planning <ul style="list-style-type: none"> ▪ CCOF of the ED master plan in preparation of the Jan. discussion for the WCC EMP ○ Joint meeting with YCFA and Senate (Clark and Howerton) <ul style="list-style-type: none"> ▪ Some joint issues that are primarily senate will come to the senate soon. 		
V	Committee Appointments - Action	Senate	Objective: Appoint faculty members to committees.
	<p><i>Discussion/Decision:</i></p> <ul style="list-style-type: none"> • <i>Need one more Senate rep for the FT Biology position</i> • <i>Heidi Morgan was appointed to the Biology position for the FT CLC</i> 		
VI	Senate/Committee Reports - Information	Senate	

	<p><i>Discussion/Decision:</i></p> <ul style="list-style-type: none"> • McGill - attended foundation meeting. <ul style="list-style-type: none"> - Flex committee has met and details will be sent to the senate for review • Howerton – follow up on the Finals Schedule for Spring 2016- Clark mentions that a schedule should be made available by next friday • Gassman - Ethnic Studies student participated in the student success HS project • Vallejo – 1. Class schedules not in counseling until the 3rd week of continuing and priority registration. <ol style="list-style-type: none"> 2. Few group counseling sessions scheduled and only in daytime – student can only register after seeing a counselor. 3. Schedules went to print without faculty’s name on schedule for Counseling 10, 25 and Psychology 25 because we were told the dean had to approve our schedule and the classes that we wanted to teach. 4. Limited walk in’s this week so returning and transfer turned away. 5. No walk in’s the morning of UC/CSU applications being due, several student turned away requesting assistance with applications. 6. Winterfest featured counseling, DSPS, veterans, but not faculty in programs told about it nor can attend event due not having access to our schedules. Who is representing us at these events? 7. Our office hours are being dictated as to what time they may be held. <p>Faculty are not feeling respected and valued nor do we feel that we are being treated professionally with the latest top down scrutiny of our weekly schedules all under the guise of open access and doing what is best for students. We have always maintained our schedules to ensure open access and putting students first. In addition, and as mentioned earlier, our office hours are being dictated as to when and what time we can schedule them. We are more than willing to stay late and be flexible with our schedules, but this scrutiny is going to dictate what we can and cannot do. For instance, we need to ask “permission” and have to go through several e-mails to get approval and change our schedules prior to attending meetings, making presentations, going to student activities on campus, going to trainings, etc. This is not a good use of our time nor is it a good way to serve students.</p> <ul style="list-style-type: none"> • Shah – participated at Plenary and found the experience very eye-opening. 		
VII	Ex-officio Reports - Information	Ex-officio members	
	<i>Discussion/Decision:</i>		
VIII	Student Equity Plan State Report – Information/Discussion	Martinez	<p>Background: Dean Martinez working with the Student Success Committee is preparing the Student Equity Plan which requires senate signature before being submitted to the state.</p> <p>Objective: First read of the plan.</p>
	<p><i>Discussion/Decision:</i></p> <ul style="list-style-type: none"> • Report needs Senate signoff. A special meeting will be called to approve a signing. Once the report is finished Clark will send out to all faculty and have feedback sent directly to him before the special meeting so it can be reviewed. • The senate needs to take a stand on these “last minute” push and special meetings to allow adequate reading 		
IX	Curriculum Concerns at WCC and CLC – Information/Discussion	Clark, Lyons, Asmus	<p>Background: The senate has received a memo from Dr. Lyons regarding concerns about the potentially negative curriculum related effects of the CLC transition on CLC students. Additionally, WCC has issues with updates of curriculum.</p> <p>Objective: A discussion identifying issues, solutions, and next steps.</p>

	<i>Discussion/Decision:</i> <ul style="list-style-type: none"> A lengthy discussion regarding the concerns about transition of CLC to WCC and connected curricular issues took place. Many of the curricular concerns deal with fixing past practices that are not allowed and are unrelated to the transition. However, fixing the problems while the transition is taking place has led to some increased workload for the CLC faculty members and for the WCC Curriculum Committee. Since curriculum issues are discipline specific, and not site specific, the Curriculum Committee has recommended no expansion of membership when CLC transitions. However CLC faculty members will be eligible to fill open seats and meetings are open meetings. Asmus also discussed the problem with having two nearly identical certificates and mentioned a possible work around. 		
X	Open Source Resources – Information/Discussion	Clark	Background: The senates passed a resolution recommending the WCC administration, working with the senate, seek an AB 798 grant. Objective: Discuss next steps.
	<i>Discussion/Decision:</i> <ul style="list-style-type: none"> Continue to develop and research a set of recommendations. ASWCC was tasked to create a list of courses that may fit into Open Source. 		
XI	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: Not Addressed</i>		
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 agenda as a precursor to taking the proposed changes to the entire faculty for consideration and eventual adoption.
	<i>Discussion/Decision: Not Addressed</i>		
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: Not Addressed</i>		
XIV	DIGs/Division Chairs(Liaisons) – Information/Discussion	Senate	Background: Discussion is underway regarding the possibility of establishing faculty positions to act as division or data inquiry group leads. WCC President White has distributed information relative to his vision of such a position. Objective: Continued discussion as we work with the administration to craft a description of such a position.
	<i>Discussion/Decision: Not addressed</i>		
XV	Future Agenda Items-Discussion		College Catalog, SSS Priorities, CCOF, ADA in the Classroom
	<i>Discussion/Decision:</i>		

Senate Goals, 2015-2016

#	Goal	Who	Status
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Senate Goals, 2015-2016			
#	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.