



Academic Senate Meeting Minutes

Date: Friday December 12, 2014

Time/Location: 1-3 PM / Room 113

Senate Roles and Responsibilities (The 10+1)

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| <ol style="list-style-type: none"> 1. Curriculum, including establishing prerequisites and placing courses within disciplines. 2. Degree and certificate requirements 3. Grading policies 4. Educational program development 5. Standards or policies regarding student preparation and success 6. District and college governance structures, as related to faculty roles | <ol style="list-style-type: none"> 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports 8. Policies for faculty professional development activities 9. Processes for program review 10. Processes for institutional planning and budget development 11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate |
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Senators: **Matt Clark** (President), **Donna McGill-Cameron** (Vice President, CTE), **Donna Bahneman** (Adjunct), **Kevin Ferns** (Secretary, FaLaHum), **Cheryl Latimer** (Student Services), **Pam Geer** (Adjunct At-large)

Absent: **Talwinder Chetra** (Math & Science), **Greg Gassman** (Social Science), **Christopher Howerton** (At-large)

Guests: VP Konuwa, B. Asmus

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda -Action		Approve agenda of 12/12/14 (MSC Latimer/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. VP Konuwa states that over the past 6 years Student Services has advocated for an outreach specialist, and WCC finally hired one today, pending acceptance and board approval. 2. Clark announces that Howerton is not able to attend today's meeting because he is obtaining a marriage license. Congrats!		
III	Approval of Minutes-Action		Review and approve the minutes of 11/21/14.
	<i>Discussion/Decision:</i> 1. Approve the minutes of 11/21/14 as amended (MSC Latimer/Bahneman).		
IV	President's & Vice President's Reports - Information/Discussion	Clark, McGill-Cameron	
	<i>Discussion/Decision:</i> 1. President's Report is attached to the minutes. 2. Clark summarizes YC Senate President G. Kemble's 12/11/14 report to the board (attached to the minutes).		
V	Committee Appointments - Action	Senate	Objective: Appoint faculty members to committees.
	<i>Discussion/Decision:</i> 1. Budget and Planning Committee: None applied. Arms shall be twisted. 2. Schedule Criteria Committee: N. Bruening is appointed. 3. Dean of Student Services Advisory Committee: Latimer and J. Vallejo are appointed. 4. Dean of Instruction Advisory Committee: B. Asmus, Ferns, and Clark are appointed.		

VI	Senate/Committee Reports - Information	Senate	
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Bahneman reports that the Student Success Committee has requested a senate representative on a workgroup for the Student Success Center. 2. McGill Cameron reports that flex workshops are scheduled in early January. She reports that her division submitted its schedule successfully and on time for 2015/2016. She is working on a space to offer a yoga class in the spring. 3. Latimer reports that assessment was not available from 12/3 to 12/9, so students were not able to test when they needed to get registered for classes in the spring. Some staff instructed students to go to the orientations without testing. Those students were unable to sign up for math/English classes. 4. Latimer reports that counseling has been short-handed due to the recent loss of two adjuncts. 5. Latimer reports that some offices were closed yesterday and student services staff were not notified. 6. Latimer reports that the two counseling advisory committees have not yet met. 7. Counseling faculty are concerned about the lack of a plan for CCOF counseling services. There does not appear to be a plan to replace the work J. Ortiz had been doing at CCOF. 		
VII	Vice President Election or Duty Assignments - Action	Senate	<p>Background: McGill-Cameron will resign as Senate VP at the end of this semester.</p> <p>Objective: Elect a new VP or work to split VP duties among senators.</p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. No one has stepped forward to assume the role of senate VP for spring. Thus, the work will need to be divided among the senators. Following are the meetings that will need representation from the senate in the spring: <ul style="list-style-type: none"> ➤ DCAS, 1st and 3rd Thursdays, 9:30-11:30 ➤ DC3, 1st Tuesday, 3-5 ➤ Budget and Planning, 1st and 3rd Thursdays, 1-2 ➤ Administration Meeting, Tuesdays, 9-10 (sometimes running longer than 10) 		
VIII	Working with Four-year Institutions – Discussion/Action	Clark	<p>Background: College Council has tasked the senate and the President’s Cabinet to provide recommendations regarding working with four year universities (such as YC working with Brandman). The charge has a report date of 2/6/15.</p> <p>Objective: Identify senators and possibly other faculty members to work with members of the President’s Cabinet toward creating the recommendations.</p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. See the document from College Council attached to the minutes. 2. Latimer and Clark are selected to represent the senate and create the recommendations. Clark will work with CLC to select a member from that campus. 		
IX	Department/Division Chairs - Discussion	Ferns	<p>Background: Workload has increased for faculty recently as we serve students while taking on additional tasks within the departments and divisions related to student learning and student success, and many faculty members have been donating their overtime to administrative duties.</p> <p>Objective: Establish a framework for: (1) identifying extra work that is administrative in nature currently being done by faculty members and (2) working with the administration to identify remedies (e.g., division or department chairs).</p>

	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. Ferns reports that the FALAHUM division faculty are putting in overtime work to help administration complete work in a timely manner. The FALAHUM division consists of 6 full time members to cover program reviews, curriculum updates, scheduling, SLOs, faculty hiring requests, department planning, and adjunct coordination for the 11 departments within the division. One member of the English department volunteered to do the ARC SLOs and program review, and she also managed the scheduling, SLOs, and program review for the Reading department. Another English department member volunteered to take on the ESL program review and curriculum overhaul. A member of the Communication Studies Department volunteered to do the program reviews, SLOs, and curriculum updates for Art/Music/Theater Arts/Humanities/Sign/Spanish in addition to his own program's review. As the Composition Coordinator, Ferns reports that his duties have traditionally included the scheduling, SLOs, and curriculum updates for the English department, which is the largest department on campus. This coordinatorship will disappear in 2016, when CLC coordination will transition to WCC. At that point the WCC English department will consist of 6 full time faculty and approximately 15 adjuncts across our three campuses. Due to the short timelines established for submitting schedules for 2015/2016, the division did not have time to effectively plan the schedules for Art/Music/Theater Arts/Humanities/Sign/Spanish and is instead relying on the Dean of Instruction to complete the schedule. The Dean of Instruction may not be able to effectively coordinate the needs of every department and division effectively, as well as plan for the future, unless leadership roles and responsibility lists are established at the division level, and in the cases of larger programs, at the department level. 2. McGill Cameron reports similar issues in her division as she coordinates multiple departments, curriculum updates, and certificate updates and meetings. 3. Clark notes that the chancellor has mentioned division chairs in the past, but the issue has not been brought up lately. Clark will compile a list of uncovered duties. 4. Geer reports that the new YC-AFT contract will provide stipends for some adjunct faculty to perform additional administrative duties, but this may not guarantee that an adjunct in a department would take on the role of SLOs, curriculum updates, and scheduling. 		
	<p>Calendar Committee Recommendations – Information, Discussion</p>	<p>Asmus</p>	<p>Background: The District Calendar Committee presented to the Governing Board, for information, a proposal for a compressed calendar for Academic Year 2016-17.</p> <p>Objective: Review the proposal and discuss advantages and disadvantages. Collect feedback from faculty members, to inform the adoption of a new District Calendar.</p>
<p>X</p>	<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. B. Asmus reports that the District Calendar Committee is considering a compressed calendar that would begin the spring semester in the first week of January. This would put YCCD's start date prior to the Los Rios start date, so the district would not receive the students from Los Rios who couldn't get into their classes. This would also affect the registrar regarding grades and prerequisites. There is also some concern that the first summer session would not accommodate local high schools and other colleges, which are not yet out for the summer when the first summer session would begin. District VC Carabajal will conduct forums at the campuses to solicit feedback and hear concerns. Clark notes that it would be nice to have two weeks of classes after the Thanksgiving break, which would mean a later August start time for the fall semester. 		
<p>XI</p>	<p>Plenary Debriefing – Information/Discussion</p>	<p>Clark</p>	<p>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.</p> <p>Objective: Identify future agenda items suggested from the discussions.</p>

	Discussion/Decision:		
	<ol style="list-style-type: none"> 1. Clark reports that some other colleges have much bigger problems than those at WCC. 2. Most senates do not have closed sessions of the meetings to deal with tenure recommendations. 3. Clark has a copy of the Basic Skills updates from the state if you want one. 		
XII	Future Agenda Items-Discussion		College Catalog, SSS Priorities, Ed Master Plan, Committees, CCOF, WCC Committee Structure, CLC Transition, Constitution & Bylaws
	Discussion/Decision: Not addressed.		

Meeting adjourned 2:42 pm (Bahneman/Geer)

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

Meeting with WCC Administration (12/2) –

- We confirmed the number of faculty members who will be part of the Dean Advisory Committees. The senate will also assign co-chairs to these committees.
- We talked in some detail about the flaws of the coordinator “process” that led to the recent decisions regarding the DE, WAM, and English Comp Coordinators. The problems are emblematic of some bigger gaps in WCC’ overall planning processes that we agreed to work on during Spring Semester.
- We discussed the problems with using Room 800 for a yoga class. No solution was found and a full class with a full waiting list is enrolled for Spring Semester.
- I informed the administration that McGill-Cameron was resigning from the VP position and asked if the breakage might be used to fund attendance at ASCCC event. Dr. White was receptive. I committed to following up with YCFA, to see to what extent this was in their hands. [In follow-up action I found out that senate release time is no longer in the contract, so it is a college/CBO matter. YCFA did give us an unofficial blessing to pursue the funds. At the Board meeting, Dr. White said that he would work with CBO Kaur to identify the level of funding that might be available. I hope that if everything proceeds smoothly we can promote a healthy WCC attendance at Spring and Summer ASCCC events.]
- The administration shared plans to fund three IA positions (WAM – writing, WAM – math, and AG).

DCAS (12/6) – The meeting was canceled, but AP 4020 Program and Curriculum Development, AP 4022 Course Approval, and AAP 4222 Remedial Coursework were all approved electronically. Additionally, the Vice Chancellor scheduled a meeting with district counselors to discuss the ongoing saga that is AP 5055 Enrollment Priorities.

Board of Trustees Meeting (12/11 – yes, I braved the storm of the century to attend) – Highlights:

- Trustee Sandy was elected to be the President of the Board and Trustee Pasquale the Vice president.
- During an action item to approve revisions to the budget, Trustee Savarese asked about the status of pursuit of HSI grants.
- HR Director Whitfield reported on the significant drop in district legal fees over the last three years.
- Vice Chancellor Carabajal gave a brief presentation regarding the compressed calendar. Many questions were asked by trustees.
- Trustee Savarese was complimentary of the WCC Student Equity Plan format.
- YC Senate President Kemble gave a thoughtful report on the YC Senate’s decision to sign off on pursuit of a baccalaureate degree, while expressing a number of concerns regarding what has happened to this point and, more importantly, the need for reflection at all further steps. The Chancellor (in his report) acknowledged the need to be willing to stop the process and not let momentum or deadlines lead us down a path we should avoid.

PRVT & Budget and Planning (12/4) – Both meetings were canceled.

DC3 (10/21) – Highlights:

- The Board Agenda was reviewed with almost no comment or discussion.
- A proposal to alternate DC3 meetings with DC3 workgroup meetings was presented. It was agreed to pilot the schedule with the proviso that should DC3 feel it is not accomplishing its work in a timely fashion, there would be adjustments as needed.
- VC Carabajal presented thirteen recommendations from IER for improving the District Strategic Planning Process. Suggestions were made regarding the process of implementing the recommendations, tracking the progress and assessing the results. Carabajal will bring an implementation plan and a template for tracking to the next meeting.

- YCFA President Mathews requested that a neutral climate survey be added to the agenda of the next DC3 meeting.

Summary of WCC Senate President's Report to the Board of Trustees

1. I presented Board members with copies of the 4th Edition of Ink.
2. I reported on the farewell event for Dr. Ortiz. I commended M. Moreno for organizing the event and thanked Trustee Sandy for attending and speaking at the event.
3. I reported that as of January 1, neither senate will have a VP and hypothesized that this is symptomatic of additional workload being confronted by two faculties that are understaffed.
4. I reported that at Plenary: (1) a small/rural college caucus was proposed and that I offered encouragement for its formation, (2) the energy from a Plenary is very uplifting, (3) YCCD seems to be more functional than many of the other colleges in senate/board relations, senate/admin relations, senate/bargaining unit relations, and internal senate functioning, and (4) there is a lot of encouraging noise regarding the three technology initiatives.

[Beginning in January, I will endeavor to send my intended report to the Board out to all faculty members the Tuesday preceding the meeting. There will frequently be adjustments, based on the events of the meeting itself; I can report on those in my President's Report to the Senate.]

College Council Charge Statement	
Background	Yuba College has one partnership with Brandman University that includes classroom, laboratory, office and other facility usage agreements. Simpson University has approached the Woodland Community College Campus about joining into a facilities-sharing partnership as well. Four-year private colleges regularly ask to participate in WCC Transfer activities.
Committee	Academic Senate and President's Cabinet
Charge	<ul style="list-style-type: none"> • Examine existing YCCD agreement(s) with private universities • Recommend criteria-based evaluation for potential partnerships to include, but not limited to: <ul style="list-style-type: none"> ○ Accreditation status ○ University affiliations ○ True cost (tuition discounting) ○ Student loan rates ○ Student completion rates • Develop cost/benefit analysis recommendations • Deliver summary analysis and recommendations to College Council
Report	To College Council on or before February 6
Resources	<p>IPEDS Data Center http://nces.ed.gov/ipeds/datacenter/</p> <p>True Cost of College (https://www.scholarshipexperts.com/resources/financial-aid/college-tuition-true-cost-infographic#.VFIdL_nF8rq)</p> <p>Tuition Cuts https://www.insidehighered.com/news/2013/09/16/small-private-colleges-steeply-cut-their-sticker-price-will-it-drive-down-college</p> <p>Facts about Higher Education Financing http://www.aplu.org/NetCommunity/Document.Doc?id=578</p>

**From YC AS President Greg Kemble:
YCAS Report to the Board, December 11, 2014**

Today, the Yuba College Academic Senate voted to authorize me to sign the application for the baccalaureate degree pilot program. The decision was nearly unanimous—we had one abstention, and our Clearlake representatives, whose constituents have voiced serious concerns, could not participate because the campus was closed thanks to the storm—but it was given with a number of reservations. I wanted to be sure that you aware of these.

- The unexpectedly rushed deadlines given us by the state certainly created a sense of urgency, as well as a concern that the larger college community could not be adequately involved in the decision. That said, this is only part of the problem: given that “educational program development” falls solidly in the purview of the Senate, it would have been better had we been more involved in the original decision to push for the program. I remember that both Matt and I mentioned on several occasions that the state Academic Senate *at best* had not weighed in on the issue, but that they had a number of serious questions that needed answers before they could offer their support. Had the Yuba and Woodland Senates been a part of the discussion from the ground up, we might not have needed to make such a high-stakes decision under the time pressures of the state’s deadlines. We’d already have been a part of the decision. As it is, we were put in the uncomfortable position of having to consider opposing a decision from the Board.
- My main concern, shared by many faculty, is that we—both the state and our district—are going to spread ourselves too thin with this new program. At a state level, the California Community College mission was narrowed to three pillars—Basic Skills, CTE, and Transfer—in response (among other things) to financial pressures, and our district is experiencing precisely this type of pressure, with all areas of our mission underfunded—not to mention the fear that we will need to contract further if our plan to close the structural deficit is unsuccessful. (That, of course, is possible; as Dr. Houston has pointed out, there are several possible points of failure in the plan.) To add something outside this mission (which I can conceive becoming a “fourth pillar”), without clear, meaningful financial support, strikes me as dangerous.
- Several other issues were discussed at our meeting, including:
 - Staffing: according to ACCJC, upper division courses need to be taught by faculty with a degree one level above the students’ target degree. In this case, we have a single faculty member with a Master’s degree in the relevant area. That’s a lot of demand for one person. And, since Master’s degrees in these fields are relatively rare, there’s not a lot of hope for a large pool of adjunct faculty who meet the minimum qualifications. We’re already short faculty—many current, relevant programs are operating with no full-time faculty at the helm—and there’s a fear that this 4-year program would make it harder to address these current staffing problems.
 - Student cost and financial aid: The new degree’s fees to baccalaureate students are twice that of our other students. Many of our students rely on the BOG waiver, and some (I had two in my class this semester) are transferring to Sierra because they cannot get federal student loans at Yuba. There’s concern that the students we’re hoping to reach—in particular, those who are currently in our AA Voc Ed programs—won’t be able to afford this significant increase in cost.
 - Workforce need: Though we received a number of heartening anecdotal examples of support for a bachelor’s in Manufacturing Processing and Design, the Senate was concerned that we had to make this decision without clear data indicating that the program really does have a clear, unmet demand—both from the angle of students who would be interested in (and be able to afford) the program, and from the angle of a workforce need. I recognize that some of this reliance on anecdotal evidence comes from the unexpectedly short timeline for the application. But in a district that prides itself on its increased use of data to inform its decisions, the lack of clear data is troubling.

I don’t mean for this to sound all doom and gloom; most of these concerns are at least balanced by the enthusiasm and recommendation from our Applied Academics faculty and Dr. Harmon. However, it’s important that, even with

this support, we continue to approach this program cautiously—and we need to be willing to withdraw our application if further research demonstrates that there is no clear need or demand, or that the cost of the program could reasonably be expected to draw already scarce resources away from the rest of our mission, etc. And this is the most important part of my message, in my view: our Applied Academics faculty, our college administration, and our Senate have all committed to an honest look at the research, with the acknowledgement that it may be appropriate to back out at some point. Our hope is that you and the Chancellor will share that commitment. We are in murky waters; the state is requiring applications and making its selections before having answered any number of questions. Let's proceed cautiously.