

Woodland Community College
ACADEMIC SENATE & COLLEGE COUNCIL SPECIAL MEETING
Minutes – February 1, 2013

<input checked="" type="checkbox"/> Monica Chahal (President)	<input checked="" type="checkbox"/> Kevin Ferns (Language Arts)	<input checked="" type="checkbox"/> Talwinder Chetra (Math and Science)
<input checked="" type="checkbox"/> Matt Clark (Vice President/at large)	<input type="checkbox"/> Nancy Clavere (Adjunct)	<input checked="" type="checkbox"/> Pat Wheeler (Adjunct, at large)
<input type="checkbox"/> Greg Gassman (Social Sciences)	<input checked="" type="checkbox"/> Jesse Ortiz (Student Services)	<input checked="" type="checkbox"/> Donna McGill-Cameron (Business and Vocational Ed.)

College Council: D. Bahneman, R. Besikof, J. Brown, P. Cheema, A. Fairchilds, N. Gonzalez-Diaz, A. Konuwa, J. McCabe, J. Ruiz, A. Villagrana

Guests: K. Carabajal, M. Senecal, L. Deniz, M. Moreno, J. Vallejo, J. Penning, G. Galamba, M. Moreno, B. Asmus, L. Richard, J. Schulte, C. Howerton, T. Johnston

Call to Order at 1:05 pm

I. Approval of Agenda (Wheeler/Gonzalez-Diaz)

II. Public Comment

- A. Ortiz comments that as of this morning, there are 92 students enrolled in the MESA program. R. Besikof states that the MESA web site is up and running.

III. WCC President's Report-A. Fairchilds

- A. We will soon be working on the response to the accreditation recommendations. The accreditation report will come on February 10.
- B. The future student achievement center needs and the scope of the project should be developed before we locate or reserve a space for it. We will develop the new center using current data compiled by M. Senecal, and it will be vetted in the Student Success Committee.
- C. Regarding the potential realignment proposed by the District (Clear Lake Campus aligning with WCC), nothing is set in stone and those affected need to be heard prior to any decisions. We will be having a dialogue regarding the economics, distance, staffing, and programs potentially affected. Chahal mentions that CCOF was built at the expense of our students, and WCC has not yet been compensated for the economic loss we took at that time. Clark wonders why the District is exploring this realignment right now when it appears there are few benefits to such a shift in our resources. A. Fairchilds is concerned with the capacity to offer student services to a larger facility when we are having trouble offering those services to CCOF as it is. In addition, how might a potential realignment affect our status as an approved HSI? M. Moreno wonders what other items the chancellor has been tasked with by the Board that may surprise us like this in the future. Ortiz comments that our focus should be on the students, and we should really be asking how to improve our services to CCOF. A. Konuwa says we would need to see the student data on Clear Lake Campus before making a decision. K. Carabajal suggests that we should ask whether

this realignment would allow us to better serve our students. Wheeler wonders how much this will cost WCC, and suggests that YC may want to align with CCOF now that we have been able to get it functioning well. Fairchild's emphasizes that the potential alignment of WCC with CLC does not mean WCC would have to give up CCOF. Chahal will invite D. Houston to WCC to present his thoughts and take questions on the matter.

IV. WCC Vice President's Report (attached)-A. Konuwa

- A. We have forwarded nominations to the California Community College Association for Occupational Education for Professor Brandi Asmus and Leslie Deniz for statewide recognition for Excellence in Leadership and Excellence in Teaching, respectively. Winners will be announced in late February, and awards will be presented at the Association's meeting on March 20 in Oakland.
- B. The Basic Skills Committee and Student Success Committees have been consolidated and A. Konuwa and M. Senecal will jointly chair the new committee on an interim basis until a faculty chair is hired in the fall.
- C. We will have a robust summer schedule in an effort to boost FTES. Divisions should prioritize an additional five classes they would like to see offered this summer. Ortiz comments that we should develop an outreach plan to attract interested students in the future if we hope to grow.

V. AS President's Report-Chahal

- A. In the interest of time, she will report via email.

VI. AS Vice President's Report-Clark

- A. If you are on a committee that needs members, let Clark know and he will work to find faculty for your committee.

VII. New Business

- A. Response to Accreditation. A. Konuwa reports that we have four recommendations college-wide and we have begun addressing them: Planning, SLOs, distance education, and professional development and training. A. Konuwa is developing a timeline and process to demonstrate that we have made progress on these four goals. K. Carabajal is taking the lead on the five district recommendations.
- B. WCC Strategic Plan. R. Besikof reports that the plan, version 8.0, went through the College Council for vetting, and was approved. The full plan is 38 pages, and he states there are internal and public Executive Summaries of the Strategic Plan.
- C. Program Review. They are due Monday, 2/4. M. Senecal would like for them to be due on October 15 in the future to better align resource requests with resource allocations. Senators will take this back to their divisions for consideration and a vote will be held at the next Senate meeting.
- D. IE and Research Agenda. M. Senecal states that the research agenda is on the Portal and she will email it out. This shows the interrelated nature of the various plans we have created and how it aligns with various federal and state due dates.
- E. Interim Appointments. Clark expresses concern about the lack of consultation regarding interim appointments. For example, the selection of an interim dean at CLC was made without consultation and affected the jobs of three other people. We need a process or a set of best practices that would prevent this from happening in the future. A. Fairchild's reports that we were under a tight timeline and that she talked to those involved before making a decision. A process

was followed in CHEX, and it was a good way to promote from within rather than looking for someone outside the District. J. Penning reports that this process was not followed to fill another classified position on campus. Fairchilds responds that we didn't want a game of musical chairs for that particular position. Clark notes that by making appointments like this, it potentially offends a lot of qualified people who are not even asked if they are interested. He notes that this process smacks of favoritism when we simply ask one person who they think would be good for a particular position. Fairchilds responds that the unusually tight timeline at CLC simply would not accommodate delay in this situation. J. Schulte responds that adjuncts with better qualifications were also not considered for the CCOF TRiO counselor position. Fairchilds responds that they may have had more experience but were not better qualified than the person she selected. D. Bahneman wonders if the process was followed for an adjunct counseling position at CCOF. L. Richard reports that overlooking particular adjuncts affects campus morale because it appears to be biased. It would be better to allow open positions to be communicated to those potentially affected by an opening rather than to simply ignore current employees and secretly select the person you like best to fill the position. Fairchilds states that for full time positions, even the interim person has to go back into the pool of candidates. Clark responds that an interim hire still has an advantage in the interview process because the work that person has already done and the relationships forged are in the minds of the interview committee. Carabajal suggests that interim hires can make mistakes that will be in the minds of an interview committee as well. Chahal responds that this will be agendaized for a future Senate meeting.

- F. Eagle's Nest. McGill-Cameron wonders what is happening with the Eagle's Nest. Fairchilds responds that ASWCC will be responsible for purchasing the ADA ramp and taking over responsibility for that meeting space. It will become a student lounge and a place to hang out between classes. It will also be a place for ASWCC meetings. McGill-Cameron reports that we need additional class space for an additional PE class since students cannot repeat the walking class.

VIII. Meeting Adjourned-3:01 pm (Clark/Ferns)

BWCC Vice President's Report
Presented by Dr. Al Konuwa
Vice President for Academic and Student Service

Student Success Committee

The Academic Senate and the Management Team have confirmed the interim appointment of Research, Planning and Student Success Director, Molly Senecal, and Vice President Al Konuwa to co-chair the new Student Success Committee for the spring 2013 semester. The Committee will combine the functions of the Basic Skills Initiative and the Student Success Committee. An announcement will be going out soon to solicit applications from faculty.

Enrollment

We continued to monitor spring 2013 enrollment. Student demand for courses seems to be softening as compared to last spring. As of census, we had **882.72**. Our target FTES is 901. We are confident that we will meet this target with a bigger summer schedule than last two summer periods. We have a summer FTES target of 88.8.

Dismissal List

Fall 2012 dismissal list was down to 67 from 82 students in fall 2011. Twenty-two of these students were moved to Level Two probation status as a result of the progress they had made in the fall 2012 term. We have established an intervention process for students on the dismissal list: students must attend a study skills/college success workshop before they can submit a petition for readmission. This workshop will also be recommended for students on probation.

Budget Preparation Season Has Begun

Our budget preparation cycle has begun. In accordance with the budget process timeline, the budget managers are now reviewing previous year's actual expenditures to discuss with their departments. The District Office has prepared budget assumptions which will guide our College's process. Program reviews are crucial to informing this process, so it is expected that they will be turned in by Monday, February 4, to assist the budget managers in their discussions with departments. *(The budget process timeline is attached).*

Accreditation Response

We are moving along with plans to develop WCC's responses to ACCJC accreditation recommendations. The Budget and Planning Committee will be meeting next week to define a timeline for developing draft recommendations before the end of the spring semester. Relevant committees have been assigned tasks and they will be working in concert with the Accreditation Steering Committee.

Grants

WCC is working with a grant writer to submit a proposal to the United States Department of Agriculture's (USDA) National Institute for Food and Agriculture (NIFA). The USDA NIFA grants target Hispanic Serving Institutions. WCC is seeking funding to increase the enrollment of Hispanic students in its agricultural program through targeted activities that include partnership with local civic organizations and the University of California, Davis; and the construction of a new greenhouse.

UC Davis has partnered with WCC and three other community colleges to submit a USDA Challenge Grant. The grant will support course articulations, increase in transfer rates to UC, Davis and lectures and lab instructions at the colleges.

WCC will also be submitting a Title V grant to support student success through an integrated student support service. The District VCEPs has identified a grant writer who has written Title V grants; he will be meeting with Dr. Fairchilds on February 22nd.

WCC will participate in RFAs for a regional CTE grant that under the Doing What Matters for Jobs and Economy Initiative. You will be apprised of further details after a bidder's workshop planned for February 6th.

We received an SB70 Collaborative Grant for agriculture in December for \$114,000. The grant will be used to further our agriculture program and continue partnerships with the Yolo County Office of Education.

Faculty Recognition

We have forwarded nominations to the California Community College Association for Occupational Education for Professor Brandi Asmus and Leslie Deniz for statewide recognition for Excellence in Leadership and Excellence in Teaching, respectively. Winners will be announced in late February, and awards will be presented at the Association's meeting on March 20 in Oakland, CA.

Yolo County Collaboration

Dr. Fairchilds received an e-mail from Yolo County Administrator Patrick Blacklock, expressing thanks for a meeting the previous week to discuss the College's role in meeting training needs of the seed industry in Yolo County. He affirmed his commitment to appoint Yolo County personnel to CTE advisory boards at WCC as a means of strengthening collaboration between the College and the County.

CSU-S B.A. in Child Development Program

WCC is in the third year of bachelor's degree in Child Development collaboration with CSU, Sacramento where the University utilizes our facilities to instruct a cohort of students interested in obtaining a BA in Child Development. The cohort includes WCC students completing transfer level courses in Early Childhood Education. An email from the Program Coordinator this week extended thanks to WCC administration for the collaboration, and noted that students in the WCC cohort continue to thrive. We are planning a meeting to assess the program and WCC's role.

Admissions and Records Deposits

Our A&R department is working with the District Fiscal Services to provide staff training.

Particularly, we want to ensure that every staff member is sufficiently trained so that deposits are recorded on a timely basis and no later than two days after posting.

Walk through Bldg 600 Mechanical Controls Replacement

A walk through was conducted on Thursday, January 17 on work completed for the replacement of mechanical controls in Building 600. Faculty participating in the walk through expressed concerns for the noise level in Room 626 and the inconsistent parameter readings between Room 626 and 629. Contractors are looking into this. The faculty, however, acknowledged that they do notice a change in the operation of the fume hoods. The punch list for the walk through is attached.

CCCCO 100% TMC Worksheet

WCC has completed work on the 100% TMC Goal worksheet and awaits President Fairchilds signature before it is submitted in advance of the January 31, 2013 deadline. Forty percent of programs offered for TMC degrees are now active. WCC is poised to reach the 100% target by fall 2014.