

Woodland Community College
Academic Senate
Minutes – October 25, 2013

<input checked="" type="checkbox"/> Matt Clark (President)	<input type="checkbox"/> Kevin Ferns (FaLaHum)	<input checked="" type="checkbox"/> Talwinder Chetra (Math and Science)
<input checked="" type="checkbox"/> Christopher Howerton (At-Large)	<input checked="" type="checkbox"/> Donna Bahneman (Adjunct, WCC)	<input type="checkbox"/> Pat Wheeler (Adjunct, at large)
<input checked="" type="checkbox"/> Greg Gassman (Social Sciences)	<input checked="" type="checkbox"/> Cheryl Latimer (Student Services)	<input checked="" type="checkbox"/> Donna McGill-Cameron (Business and Vocational Ed.)

Guests: A. McCay (ASWCC), A. Konuwa, J. Ortiz

Call to Order at 1:02 pm

I. Approval of Agenda (Latimer / Chetra)

II. Public Comments:

- A. Howerton has agreed to take minutes for this meeting due to the fact that Ferns is off gallivanting in Sothern California visiting Mickey Mouse....oh and also doing a conference.
- B. Chetra reports that there is a Student Success Conference being held at YC and concern that with this past semester focus on Accreditation that there has been a lack of follow up conversation about the role of a Student Success Coordinator and concern as we move forward with other Faculty coordinator position discussions.
- C. Right after Chetra’s passion inspired concerns; it was shared with the Senate that the Student Success Center project will be moving forward. List of services are being created and a follow-up narrative will be crafted by members of the WCC Student Success Committee to provide information/recommendations to the WCC Senate and the WCC budget/planning committee.
- D. The WCC CTE division has had difficulties tracking students after leaving our programs and following their actual employment in the CTE specific fields and salaries. The RP group is now providing this service to 35 colleges and WCC will be one of the colleges that will benefit from their data.
- E. The overall topic of “Student Success” will be added to next agenda

III. Approval of Minutes from 10/11/13 as Amended (Chetra / Bahneman)

IV. President’s Report-Clark (Attached)

- A. Addition to the written report -Area A meeting update in the written report was brief, but the resolution link has been sent out and a forum for next Thursday at noon in 621 to discuss any of the resolution. Please share your thoughts.
- B. Clarification regarding the use of “swing space” was discussed with Dr. Farichilds, and Dr. Houston.
- C. The immediate need for extra space for CCOF is not as urgent as previously considered. There might be a future opportunity to move another surplus District portable for CCOF if needed.

- D. McGill-Cameron clarified that only 3 adjunct members “reported” problems filing their FLEX agreements. She will be working on clarifying and updating some of the FLEX document instructions.
- E. Clarification that WCC Dean of Student Service will be going forward and the future counselor position for WCC is on “hold” but dependent on some funding from SSSP and other priority planning. The Student Service division would like to request an opportunity to have a more in-depth dialogue with administration especially in-light of the 50% law discussions. Concern was expressed about “categorical” designated funds vs. “general” funds. More discussion will be happening.

V. Vice President’s Report-McGill-Cameron

- A. DE Technology Committee- Sasano currently serves on the committee, so there needs to be a follow-up on if another new member is actually required/needed.
- B. No volunteer came forward to serve on the District Facilities Committee. Clark will sit in on the District Committee until a volunteer is found.
- C. Curriculum - a standard syllabus template draft is being developed by the Curriculum Committee and will be vetted with the Academic Senate. There will be recommendations as to what is required and what is recommended. The Senate does agree that basic grading policies should be evident on all syllabi.
- D. Degree Audit – The Curriculum Committee would like the Academic Senate to support the need for urgency to implement The Degree Audit program. Although district funds have already been identified there has not been any movement on implementing and or establishing who will maintain after the initial data input. Another issue is regarding Elucian has not moved forward district-wide.

VI. New Business

- A. Enrollment Priorities
 - a. Four options were shared. Latimer reported that counselors discussed the variable of “graduation and transfer” with these calculations. Option number 4 may pull resources for counselors and admissions work to expand “Jump Start”.
 - b. Once the WCC and YCs Senate makes a recommendation AND if they are in agreement then this will be forwarded to DCAS to change an AP. If there is not a match between the Senates then there will be further discussion to find consensus.
 - c. It was agreed to add a small addition to option 4. Option 4 will now have 5 steps with first step (0.5) be “near graduation/transferring” then followed as presented. Motion to recommend as adjusted Option 4 (Gassman/Bahneman)
 - d. Discussion: Draft of the appropriate AP will be shared for further review.
 - e. Clarification needs to be made regarding “who’s” units are counted in this registration process (YCCD units only? All collected units?). Clark will verify with the AP language and DCAS. What should the language regarding Ed. Plans? Preference that it is YCCD units in these calculations.
 - f. After the discussion the motion to forward the adjusted Option 4 was approved by unanimous vote.
- B. Election Update
 - a. An e-mail has been sent to all CCOF adjunct faculty to submit nomination by Oct.28. If there is more than one nominee then there will be an election. If there are no nominees by the 28th the nomination process will be opened up to all WCC adjunct pool.

- C. Faculty Hiring and 50% Law
 - a. (At the end of last year's budget)YCCD was at 50.34%. On the current path we will be under. If we fall below this then the state holds funds and/or impose fines. There are multiple reasons why we are here (i.e. due in part to big loss to faculty pool due to retirements, and the use of reassigned time.) The 50% law is a District problem not a college specific issue.
 - b. There has been some vague discussion regarding strategies to improve this and the impact of the "structural deficit" with our District budget.
 - c. There was a discussion regarding the hiring of I.A. positions that were lost with cuts.
 - d. The use of last year's faculty hiring list will be considered for any hires this year.
- D. Campus Celebration AS/YCFA
 - a. What would be a good time/reason for hosting a celebration?
 - b. Celebration with Classified Staff...5th Friday on January (1/30/14)? And at least another date in the spring semester
 - c. There will be follow up with S. Spina
 - d. There is a possible forum to discuss as a "snap shot" as to where we are as a district and how things have been different or not from past administration. The purpose for these forums has not been communicated clearly, but it is the desire of YCFA to help facilitate a faculty discussion.
 - e. Dr. Johnson will be scheduled for a report.
 - f. The November 8th Senate meeting will be canceled. (I know this is not exactly related to this agenda item, but it came up and this is where it was discussed – Howerton has even more appreciation for Fern's ability to keep these conversations organized in the senate minutes).
- E. Division Chairs/CTE/Pilot
 - a. There has been no discussion regarding how this would be impacted due to the 50% law issue.
 - b. A draft of possible job responsibilities was shared with the senators to begin a discussion before a final document is created.
 - c. This item will be tabled for a future conversation as need if this becomes a financial possibly.
 - d. WCC Senate should do a review of the current WCC coordinator positions and will be on a future agenda
- F. AP 4100 Graduation Requirements
 - a. AP 4100 be addressed in DCAS. In preparation there are a few items that are specified that are not traditionally found in these types of documents, and there is a question as to what should and should not exactly be outlined in this document.
 - b. Are there other documents that need to be updated?
 - c. What are the impacts of the ADTs have on local graduation requirements?
- G. Senate Closed Sessions
 - a. This item was deleted due to being previously addressed at the last senate meeting.
- H. Restructuring of Planning Committees – NOT ADDRESSED
- I. Realignment-NOT ADDRESSED
- J. Senate Goals-NOT ADDRESSED

- VII. Old Business
 - A. Accreditation
 - a. The Senate will ask their division members to review and familiarize themselves with the “follow up report” that was submitted for the Accreditation recommendations. The campus follow up visit is scheduled for Nov. 6th.
 - B. Academic Calendar
 - a. The 2015-2016 calendars will need feedback, and Chetra will be sending out the drafts for both 2014-2015 & 2015-2016. The faculty members on this committee are expressing concern that they do not have formal training and do not have guidance beyond what has been given as a “cheat sheet”.

- VIII. Meeting Adjourned 2:52pm (Gassman/Bahneman)
 - A. Ferns owes Howerton a beer!

President's Report
October 25th, 2013

1. **Area A Meeting (10/18)** – ASCCC VP Dan Morse gave a legislative update. Three bills that ASCCC opposed (most notably AB 955), were signed into law by the governor, but were scaled back considerably from their original form. Among laws on next year's agenda: capping student fees at 10 units, making Cal Grants more available, dedicated monies for professional development, relaxing concurrent enrollment limitations, and giving colleges money upfront instead of deferring.

Upcoming institutes were discussed. I will distribute a separate listing with details to all faculty members soon.

The resolutions were reviewed and we forwarded one amendment. I will forward all resolutions to be considered at plenary this week.

Among concerns discussed: unit creep & AD-Ts, AD-Ts and local degrees, and moving of articulation from faculty to classified at a small district without consultation with the senate.

2. **Meeting with Chancellor Houston (10/17)** – A large portion of the meeting dealt with various issues surrounding the 50% Law. CFO Kaur and VC Carabajal are searching the budget for monies that can be moved to the "good" side of the ledger. Strategies to avoid violating the law are being explored.

AJ was discussed. We expressed many concerns. The chancellor has concerns as well, sustainability chief among them.

We briefly discussed the availability of temporary buildings for PE classes and contract ed.

3. **Meeting with WCC Administration – (10/14)** – Among the issues discussed:

- The counselor position may be placed on hold while the district explores strategies to avoid violating the 50% Law.
- Dr. Fairchilds, Dean Chahal, and VP Konuwa will be meeting with Susan Moylan, WJUSD Principal of Adult Ed, regarding AB86. After the initial meeting an assessment of who bring to the table will be discussed.
- Dr. Konuwa attended a meeting organized by S. Lanier and including WCC counselors, and Pioneer High School administrators and counselors. The meeting was intended to strengthen ties between the two schools and to begin to explore ways of increasing student success as they move from Pioneer to WCC. Among the strategies discussed were pre-assessment workshops, junior year assessment, and an algebra academy.
- Bike racks will be installed in late October early November. They will be funded through the Lee Mitchell memorial Fund of the Foundation.
- New processes are being developed for catalog and schedule development, but we still lack resources needed to properly implement.
- YCAFT wants training regarding seniority and associated rights.

- Dr. Fairchilds and L. Deniz will meet with YC counterparts, VC Carabajal, and Michael Kime regarding AJ.
- M&O Director Hunter has some ideas regarding contract education, that he may explore pursuing with WCC.

(10/24) – Among the issues discussed:

- a. WCC is moving forward with the interim Dean of Student Services. We are also looking at using SSSP funds to support the counselor position if the 50% Law precludes using general fund money.
- b. The AJ meeting was canceled and has yet to be rescheduled.
- c. Some faculty members have not received keys to the library since the locks were changed. Dr. Fairchilds will follow-up.
- d. Only three adjunct faculty members had difficulties with the new Flex system.
- e. We will ask the district to find funds for the Accreditation Institute the ASCCC will be hosting.
- f. There is a temporary building that could be moved to WCC to hold the non-lecture portion of some PE classes. Dr. Fairchilds will look at the possibility of designating such space as swing space and the impact on our room utilization data.