

Woodland Community College
ACADEMIC SENATE
Meeting Minutes – October 12, 2012

<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 type="checkbox"/> Pat Wheeler (Adjunct, at large)
<input checked="" 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.)

Guests: Julie Brown, Thomas Johnston, Kayleigh Carabajal, Veronica Torres, Jaya Shah, Cristal Reyes

Call to Order at 1:02 p.m.

- I. Approval of Agenda as Amended (Clark/Ortiz)
- II. Public Comment
 - A. Chetra reports that Martha Mills sent out an email requesting feedback on the student code of conduct. This is a district document, yet no one from WCC had been asked to provide feedback except for those involved in DE. Why is the process for revising a district document being done only at Yuba College?
 - B. Ortiz reports that Veronica Torres started officially in the capacity of MESA Director. Welcome Veronica!
 - C. Ortiz also reports that the transfer fair yesterday had great turnout and was a success. Special thanks to Cheryl Latimer for her efforts putting this together!
- III. Approval of Minutes for 9/28/12 (Clark/Chetra).
- IV. Academic Senate President's Report- Chahal
 - A. Chahal is working with Clark and Jacques Whitfield on campus climate issues.
 - B. Chahal is attending student services meetings and believes that more coordination between the instructional services and student services would be beneficial, particularly for faculty. This will be addressed at a future faculty meeting.
 - C. The BSI report was modified to reflect the needs of the Math and English departments. She signed off on the report after those modifications were made along with a correction of an accounting glitch that worked in our favor. The senate will consider more oversight of the BSI budget going forward to prevent errors like this.
 - D. Phase 3 district reorganization is taking place and Chahal will send the next steps of the plan out to the senate for consideration. This will be agendized for the next senate meeting.
 - E. Last night's board meeting was held at the Sutter Center, which is a beautiful building. Her message to the board was one of thanks to her colleagues for their hard work.
- V. Academic Senate Vice President's Report- Clark (Attached at end of minutes)
 - A. Budget and Planning Committee: The senate approves Sherry Spina to join the committee.
 - B. Area A meeting will happen at Sacramento City College next week. Clark will attend.
 - C. YC Senate agendized the waitlist issue and will take it up for action next week.

D. DC3 will have a student participant.

VI. New Business

- A. Introduction of new student trustee Thomas Johnston. Johnston indicates he is impressed by the instructors he's met and by the quality of instruction here at WCC. He is interested in focusing on communication issues and using technology effectively for the benefit of students and employees throughout the district.
- B. Accreditation. J. Brown reports that the visiting team is currently scheduling meetings with various campus constituencies. They will be meeting with the senate to discuss college governance structures and Standard IV of the accreditation report. In addition, if you have SLO assessments to upload from last spring, please do so in TracDat, as this is being reviewed by the visiting team.
- C. Update on Student Loans. A. Konuwa and J. Smart could not attend today's meeting and will provide an update in a future meeting. This will be agendaized again.
- D. Academic Calendar. Chetra provided updated calendar information from the Calendar Committee for senate review. The Calendar Committee is working to decide whether we want an early start (8/12/13) or late start (8/19/13) fall. The preference from classified staff appears to be an early start fall because it would give staff 15 work days to close out the fall and prepare for the spring semester. They need the additional time because much of the work they do involves manual entry of grades for individual students. We can't compare our calendar to that of the Los Rios district because its calendar is a compressed calendar and they use PeopleSoft software for grading, which is more efficient than Datatel. The senate supports the early start fall calendar. In addition, the senate supports the idea of investigating how other colleges have successfully implemented the compressed calendar. Ferns would like to see the calendar uploaded to the web site calendar so it is accessible to students and the public. K. Carabajal thanks Chetra for his continued leadership and communication on the calendar committee.
- E. Sabbatical Forms and Timelines. Ortiz distributed the new sabbatical leave form (attached at the end of the minutes). Ortiz indicates that there are no major changes to the sabbatical leave form. The major change to the timeline is that the board does not approve or deny leave. This decision now rests with the chancellor. One issue raised was whether sabbatical requests can be denied based on the budget rather than based on the merits of the request. K. Carabajal will look into the issue and report back to the senate.
- F. Committee Report Schedule and Written Reports. Clark will distribute the schedule at our next senate meeting.
- G. Waitlists. The YC Senate is taking up the issue of waitlists and we will follow up with IT regarding next steps once the decision is made.
- H. Campus Climate. District administration is hiring a consultant to help various constituencies talk to each other and resolve some of the differences and issues that have contributed to a poor campus climate in the past. Chetra asks why the district is spending money on a consultant when we have a budget shortfall. Ortiz questions the effectiveness of using a consultant when past consultants have not improved the morale. In addition, our college president is openly looking for a new job and the culture will change if/when she moves on and a new president takes over. Ortiz states that it would be a waste of money to hire a consultant to try to change the culture under the current college administration, because nothing will change. According to the 9/7/12 YCFA meeting minutes, 2 or 3 grievances were at WCC, and these could have been prevented if administration had listened to faculty concerns. Gassman says the campus climate got worse when WCC transitioned from a campus to a college. Chetra suggests that the senate should take action to improve morale on the WCC campus. He believes we should feel free to state what is on our minds at WCC without fearing for our jobs or our quality of campus life. It becomes

difficult to focus on teaching when so many other climate issues seem to interfere with the core mission. McGill-Cameron states that morale has improved since the new chancellor stepped in. Clark agrees that improvements are being made at the district level. Perhaps we need to list the problems and address them directly with each of the groups who are experiencing issues. Faculty should feel they can speak up and air views in a respectful way. Yuba College has instituted regular faculty/staff gatherings that allow the groups to get to know each other better. Clark agrees that the senate should also take up some of the issues that need a voice in order to help resolve them. K. Carabajal indicates that healthy organizations are able to identify, communicate, and resolve issues. If a consultant is not able to help, what can administration do? Chahal indicates that this will take more than meeting over lunch with a consultant to resolve. HR is addressing many of the grievances, but perhaps the district should look into how the district is handling certain issues and how we developed the current set of grievances.

Meeting Adjourned-3:05 p.m. (Gassman/Clark)

Vice President Report - October 12th, 2012

1. Committee Assignments –

We will approve at the meeting.

2. Curriculum Report – cancelled this week due to lack of a quorum.

3. DCAS (10/5) –

- It was stated that support for CurricUNet is moving forward. We pointed out that WCC was not involved in discussing support. Dr. Carabajal acknowledged that there was a communications gap and committed to avoiding that in the future.
- DE was discussed. It was agreed that DE is a district-wide service, not a program. The next step will be to have the two college DE committees work together to define the district DE role. DCAS will help define the charge of that joint effort. Although this doesn't sound like much, it was agreed that significant progress was made.
- Issues relating to the academic calendar were discussed. Two options (early-start and late-start are being considered. It was agreed to revisit the idea of a compressed calendar.

4. (AM)^2 (10/10)

- Meeting with the accreditation team were set. Senate President and VP will meet with a team member at 4:00 on 10/24. Team members will meet with the full senate (or as many can attend) on 10/23 at noon.
- The lack of a process for naming student services (WAM, ARC...) was discussed. It was agreed to ask the Student Success Committee to draft a policy.
- It was suggested that BSI continue without a facilitator for the remainder of Fall Semester. The administration will seek to secure reassigned time for a faculty facilitator for Spring Semester (soon, so that a faculty member can arrange their "teaching schedule" in advance).
- The desire to educate teaching faculty members about the counseling progress was explored. It was suggested that a faculty meeting be used to address the issue.

5. **RAM (10/10)** – The meeting focused on continued discussion of a draft model (presented by R. Davidson) of an Expenditure-Based Model for resource allocation. The difficulty of obtaining the needed data to form such a model was discussed in a drawn-out frustrating manner. The desire to establish a metric for comparing programs was agreed upon. It was explicitly stated that such a metric would not be used to eliminate programs. A possible metric is (program cost)/(program revenue). This is used in "Sure" reporting in other districts (although Davidson suggested it independently). Defining "program cost" will have some difficulties. How difficult will depend on the desired level of specificity.

6. Budget & Planning (10/3)

- Chahal expressed concern that faculty members are not involved in developing Phase III criteria (now being referred to as "data elements").
- Konuwa updated the committee on the accreditation visit. The visiting team will likely want to meet with members of the Budget & Planning Committee.
- The process for defining WCC's strengths (in case Prop 30 fails) was detailed. It was agreed to (1) get data from Molly, (2) define strengths based on the data, and (b) consider incorporating the strengths into the Scheduling Criteria.