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

Guests: L. Richard, K. Carabajal, A. Konuwa, M. Moreno, J. Shah

Call to Order at 1:07 p.m.

I. Approval of Agenda as Amended (Wheeler/Clark)

II. Public Comment
    A. K. Carabajal states that positive attendance numbers were recaptured for all but 30.44 FTES from 2011/2012. However, for the previous two academic years, we are at a significant deficit. The registrars will be sending out requests for positive attendance for 2009/2010 and 2010/2011 in the near future. If we do not capture the missing rosters, the district will need to pay back money to the state. For this year's audit, we have an audit finding for TBA courses. In the spring, we will be doing a curriculum alignment initiative to clean up some discrepancies.
    B. McGill-Cameron has noticed some faculty members in her area who are not following course outlines. She will address these issues in her department with A. Konuwa.
    C. Chetra suggests that departments meet in both fall and spring rather than just in the fall for their meetings prior to the start of the semester. Adjunct orientations could also occur in the spring in addition to fall.

III. Approval of Minutes as amended for 11/9/12 (Clark/Wheeler).

IV. Academic Senate President's Report- Chahal (Attached at end of minutes)

V. Academic Senate Vice President's Report- Clark
    A. Resource Allocation Meeting. The committee is looking at an expense-based model to allocate resources.
    B. Budget and Planning. The committee is looking to connect the dates between the budget approval and program review. A draft timeline should be ready by early January.
    C. Based on the good results of Proposition 30, we are adding a few more classes than we actually need. Clark is worried that by adding classes not in the printed schedules, we may not be able to fill those additional sections. He has expressed this concern to administration.

VI. New Business
    A. BSI/Student Success. The draft student success facilitator job description and the draft committee membership list was distributed (draft 1 revised is attached at end of minutes). Chahal recommends that the position should be responsible for reporting to College Council and Academic Senate. Should the facilitator be a full time faculty member or should it be open to

adjuncts as well? Wheeler recommends that this be for full time faculty. Clark expresses the concern that a classified member earning a stipend does not solve the problem of having enough time to get all the work done. L. Richard sees the advantages of a full time faculty member being in the coordinator's position. Full time faculty may have an easier time dealing with some of the issues that could come up in the new committee because of the nature of their full time status and their relationships with administration. Clark states that if BSI funding runs out, this would change from a facilitator to a coordinator position, and a full time faculty member would need to be selected. Ortiz agrees that this needs to be undertaken by a full time faculty member. But the current job description appears to have a number of additional roles in excess of 20% release time. Ortiz notes that the current draft job description is significantly different from the one he originally wrote. A. Konuwa states that he made some additions and sent out a new draft. The administrative input to the first document has added responsibilities to the position. Ortiz recommends that the subcommittee take another look at this document and check it to make sure the document fulfills the original intent. Richard emphasizes that the Senate should take action on this document so the committees can get to work in January. Chahal recommends that the senate approve the initial draft with some revisions. Konuwa recommends keeping the second draft, the one he revised, because it includes some important elements that the new facilitator would need to undertake, such as the HSI grant due in April 2013.

> ➤ **Motion: Approve the subcommittee's original draft Student Success Committee Facilitator Job Description as amended by the Senate (Wheeler/Clark MSC)**

B. Budget and the 2013 Spring Schedule Update. Chahal states that the money from Proposition 30 has been accounted for and it has been fairly distributed among the divisions. There is additional money even though we have added 5 FTEF to the spring schedule. Clark agrees that the process went very smoothly in the Scheduling Committee, thanks in large part to the due diligence of the WCC counselors in attendance at the meeting. Konuwa would like to commend the faculty for the good work they did in developing a prudent schedule and being so receptive to the new approach of additional classes. The new classes will be advertised on the web site and faculty will be notified so they can announce in their classes.

C. Turnitin. K. Carabajal notes that ongoing money for software such as Turnitin will be funded. Administration recognizes the value of the software and there will be no loss of service going forward. Hurrah!

D. AB1725 and the District Plan. K. Carabajal states that phase 1 of the District reorganization has the same intent as AB1725. Clark suggests that the savings from that reorganization may not necessarily go towards instruction. K. Carabajal states that we're not yet in a position to meet the recommendation, but it is the District's goal to meet the 75/25 structural deficit in the future. Clark notes that we are doing a good job paying attention to the 50% law, but not making real progress on the 75/25 recommendation. K. Carabajal would like to discuss this issue with the chancellor and follow up at a future date.

E. Constitution and Bylaw Revisions. Clark distributed a handout with a list of questions based on the feedback already received. He would like to do a draft revision and review when the Senate meets in January and present to the faculty by February 2013. Clark will redistribute the questions to all faculty and any feedback should be sent to senators.

VII. Unfinished Business
A. Phase III Reorganization Update. No new progress to report.
B. Proposed AP/BP revisions. Please forward them to Monica.

C. Campus Climate. Patricia Johnson's report regarding campus climate has not yet become available. Chahal/Clark will follow up and provide an update at the next meeting.
D. SLOs. Chetra reports an issue assessing program level SLOs. Chahal will follow up with the SLO committee.
E. Academic Standards. Clark asks whether we should define the subcommittee that deals with grade complaints/ grade challenges. The Senate needs to codify this, perhaps in the Senate bylaws. The Senate may need to create a separate section, perhaps in the supplementary procedures portion.
F. Professional Standards. This will be addressed in the supplementary procedures portion of the bylaws.

Meeting Adjourned-2:59 p.m. (Gassman/Clark)

WCC Academic Senate
President's Report
November 30, 2012

Budget Summit
November 15

Passage of Prop 30
- Good news: With the passage of Prop 30, there will be additional money for local public safety, CSU, UC, and K-14. CCC portion is $855M though we cannot know for sure what the exact amount will be.
- Bad news: State apportionment funding will be reduced by whatever amount we receive through this fund, so we are not gaining.
- YCCD share: approximately $6.1M
- How this money may be spent: This money would have to be accounted for separately from general fund money; this is restricted funds and cannot be spent on administrator salaries. The governing board must decide how it is to be spent in public meetings. This money is subject to annual audits.

Passage of Prop 39
- This should generate $25M for CCC. For YCCD, this means approximately $250,000.
- Kuldeep Kaur recommends using this money for contingencies, not to be relied upon as a regular source of income.

RDA Exposure
- Kaur recommends maintaining contingency money since we do not know how much we are likely to get in the end.

Additional considerations/liabilities
- Presently, we pay as we go, which will lead to increasing liabilities and decreasing revenues, so Kaur recommends setting aside money each year in an appropriate fund.
- Cash flows: last year, we had a $7M TRAN. For January 2013, Kaur will be recommending a $12M TRAN, of which $6M will pay for last year's and the remaining $6M will be used to cover Jan-June 2013 expenses.
- We cannot rely on the state to provide appropriate cash flow for that time period because the state may not have it, and the reserve may be insufficient.

DCAS
November 16

AP4021
- Will be placed on future DCAS agenda.
- Konuwa will consult with CTE faculty.
- Chahal will send to senate…soon!

Turnitin
- Carabajal is researching cost and waiting for data from Martha Mills, who is waiting for the information from the turnitin people.
- CHEX will decide next week and let us know asap.

Tutor Tracking Software
- YC is on the verge of choosing software that is different from what is presently being used at both colleges? Would WCC be obliged to follow suit? Should the two colleges coordinate, or should each proceed separately?
- All agreed that it would be preferable to coordinate between the colleges and that the Technology Committee should oversee this district-wide conversation.

FTES
- For 2011-2012, 7425 FTES was supposed to be submitted, but 7403 is what was actually submitted, so YCCD base was reduced; therefore, we received a lesser FTEF allocation because of the reduced base.
- If missing census rosters are submitted, this could be changed back to 7425.
- We need 2010-11 census rosters, especially from summer 2011. Records of grades/assignments are acceptable in place of census rosters for classes that are not positive attendance classes.

DC3T1
November 14, 16, 28

District and College Plans
- Which ones should be used in compiling a "District Educational Master Plan" (DEMP)?
- Members were assigned plans to review with the purpose of identifying relevant information which could be included and to identify gaps.

Template could include:
- Budget info (resource development, i.e. grants)
- Staffing plan
- Facilities/equipment information
- Technology
- Prioritized goals
- Program reviews
- Performance indicators
- Executive summary
- Authors
- PLEASE NOTE that this is under construction and is not finalized!

Possible Table of Contents:
- Introduction
    - Background
    - Needs assessment/internal and external scans
    - Strategic directions
    - Process of writing plan
    - Authors
- Environmental scan (internal and external)
- Resource Allocation Process
- Overarching goals
- Activities/outcomes

WOODLAND COMMUNITY COLLEGE

Position: *Student Success Committee Facilitator*

- 5-Month Position, Open to all WCC employees
- 20% reassigned time for Spring and Fall 2013 semesters or stipend of $5,000, as applicable

Basic Function:
- Coordinate transition of two previous committees to one, including overseeing the creation of a single purpose statement and membership roster
- Chair meetings, oversee membership of committee
- Prepare agendas and minutes for committees and workgroups
- Coordinate scheduling of workgroup meetings
- Facilitate posting of committee and workgroup minutes on Portal as well as the college website.
- Responsible for providing reports to College Council and the Academic Senate.
- Responsible for reports as needed to the college, the state, other committees, and to the district.

Duties/Ability to:
- Assess current student success plans such as; matriculation, BSI, equity, and provide direction and coordination of these plans
- Work effectively with faculty, staff, and administration
- In cooperation with committee, assess effectiveness of workgroup activities in serving students
- In cooperation with committee, determine ways to improve workgroup activities for short and long term student success
- Act as a resource, attend meetings with committee work-groups that include; Achievement Center, Professional Development, Foundation Skills, SB 1456 (matriculation), and Budget Advisory   (Note: Workgroups are subject to change.)
- Work with and have oversight of BSI and other related budgets, including grants
- Create and maintain a Best Practices network with other colleges, the state

General Knowledge of:
- Student Success/BSI Committee Purposes
- Matriculation process, Student Equity plans, and BSI Action Plans
- WCC/YCCD vision and strategic directions
- WCC Educational Master Plan

Other:
- Duties and percentage time of position will be assessed on-going through Spring 2013

Proposed Membership for Joint BSI/SSC Committee (DRAFT approved at 10/26 SSC meeting):

Vice President of Academic and Student Services(Sponsor)
English Faculty: 1
Math Faculty: 1
ESL Faculty: 1
Social Science Division Faculty: 1
CTE Division Faculty: 1
Student Services Faculty: 1
At-Large Faculty: 1 (full-time or adjunct faculty)
Adjunct Faculty Member: 1
Student: 1
Academic Support Classified: 1
Student Services Classified: 1
Admissions & Records Director: 1
Researcher: 1
Dean of Instruction & Learning Resources: 1

Financial Aid Director = resource role (include in email loop)