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<tr><td colspan="3" align="center">Woodland Community College
ACADEMIC SENATE
Meeting Minutes – December 14, 2012</td></tr>
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☒ 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: P. Cheema, A. Pimentel, M. Moreno, A. Konuwa, C. Latimer

Call to Order at 1:07 p.m.

> ➤ **Motion: Add the approval of the program review validation team purpose statement to today's agenda (Clark/Wheeler MSC)**

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

II. Public Comment
   A. Wheeler reports that the Philosophy department has developed a new transfer degree. Thanks to N. Kirschner for her support.
   B. Clark will be meeting with R. Besikof to determine who will be moving into the two open offices. He recommends revising the office policy currently in place.
   C. Chahal spoke with K. Carabajal about the 50% law and some numbers she was working on. She and D. Houston will present that information at a future Senate meeting.

III. Approval of Minutes as amended for 11/30/12 (Clark/Gassman).

IV. Academic Senate President's Report- Chahal
   A. Budget Summit. A communication/explanation of the budget will be coming out from the district to all faculty. Regarding phase 2 reorganization, a portal page is being developed to follow up with faculty on phase 2 progress. Regarding phase 3 reorganization, there is no progress to report.
   B. Weekly President/VP Meeting. Alert U worked well during the power outage, but people were milling about outside. The next step is to determine a meeting place where additional information could be distributed. Also, there were some backup power issues regarding lighting that need to be addressed.
   C. The student disciplinary committee will need volunteers to hear appeals.
   D. There was a problem with online registration this past week. This is an IT issue.
   E. The Board Meeting last night addressed some of the recent audit findings. TBA courses have not matched up with the catalog and attendance rosters in the past, and these inconsistencies are being addressed.

V. Academic Senate Vice President's Report- Clark (Attached at end of minutes)
   A. The Senate approves Nancy Clavere to the Safety Committee
   B. The Senate approves Jennifer McCabe to the Safety Committee

VI. New Business
   A. TRiO. A. Pimentel distributed an update on the progress of the TRiO program. He is happy to report that the program is strong and, even with a slight reduction from the Department of Education in the grants that fund the program, 21 students graduated and transferred to a 4-year university in 2011-2012. He hopes to double this number in 2012-2013. In addition, he encourages faculty to volunteer to mentor students in this program in the future. February 21, 2013 is the date the mentoring program will kick off.
   B. Program Review Validation Committee. Clark distributed a draft purpose statement (attached at the end of these minutes) and membership list for review. After some discussion, the maintenance/facilities representative was removed due to the duplication with the M&O Director. The Dean of Student Services position was also removed from the purpose statement because WCC does not plan to hire one in the near future.

➢ **Motion to approve the draft Program Review Validation Committee purpose statement as amended (MSC Wheeler/Chetra)**

   C. BSI Facilitator. A. Konuwa reports that one adjunct faculty member has volunteered for the facilitator position. No full time faculty volunteered. He proposes offering a stipend to the current Student Success Chair to continue in the spring semester. Would a subcommittee dealing with budget issues related to BSI allow the chair to remain in that position for an additional semester? Because we need to find a full time faculty member to lead the new committee, Clark will approach some full time faculty members to take on this role.
   D. Bookstore. Chetra reports that he negotiated a price with the representative of the book publisher of $122.00 for a text and $132.00 for a bundle for one of his courses for the district. The bookstore listed the text at $270 and the bundle at $191. The bookstore claimed that this was a typo, but they did not change the price. The bookstore company, Follett, is currently on a one year contract. This will be taken to J. Brown on the bookstore committee for further action. A. Konuwa will check whether a publisher can sell directly to WCC students to avert the bookstore markup.

   A Joint Meeting with College Council is scheduled for January 11, 2013

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

1. **Committee Assignments** –
   One (1) full-time faculty member and one (1) adjunct faculty member for the Safety Committee
2. **Curriculum Report** –
   - Change is forthcoming for non-science lab classes. Many had been 2:1 ratio of lab hours to unit; that will change to 3:1. Senate involvement in change needs to be discussed.
   - Special meeting was held to move consent agenda items to Board of Trustees.
   - Money was found to compensate N. Kirschner for CurricUNet this semester. CurricUNet still a work in progress.
   - Chancellor Houston wants a curriculum inventory to be an immediate task.

3. **DC3 (12/4)**
   - One more change has been made to the 2013-14 calendars: a day was added to Finals Week, to reach proper 6 days, not the erroneous 5 days originally scheduled.
   - An announcement regarding cell-phones will be made at the beginning of all board meetings.
   - December board meeting will be preceded by a board organizational meeting and swearing in of the two new trustees.
   - Chancellor Houston will make editorial comments at the board meeting regarding the increasing in borrowing needed to have cash on hand as apportionment payments continue to be deferred. The cost to the district is not negligible.
   - The Chancellor Has proposed and started to implement an Administrative Support Team solution to some of the district communication issues. He will empower the team to create a system and processes for improving flow of information at the colleges and throughout the district. The team will not usurp the role of DC3-Team 2. Some contingency money will be used to fund parts of the initiative (data entry, training…). Ideally, the people in administrative support position will identify bottlenecks and solutions for removing.
   - DC3-Team 1 had a four hour meeting at the end of November made significant progress. A plan for writing a District EMP is being developed. An outline was created. Other relevant plans and their status were identified. Plans at other colleges were also reviewed. Houston states that a DEMP will lead to an iterative defining of college missions with the board directive of each college's mission. Concern was expressed that (1) there are too many plans, and (2) the colleges are unclear on how to move forward in absence of district plan. Houston asked what the colleges need to move forward with reasonable confidence. Fairchilds and Martin-Jensen both want to know CTE expectations and the role the "Next Economy" will have.

5. **RAM (9/26)** – Meeting focused on discussion of overhead for expense based model. Much of the meeting focused on the goal of RAM. The expensed based model may lead to better prioritizing at each college, but it is not clear o most how that will translate to resource allocation between the colleges. It will likely help with allocation in both student resources and CTE, but what happens with the rest of the pot is far less clear. For programs, the ratio of adjunct faculty FTEF to total FTEF and the longevity of faculty members make cost analysis tricky.

6. **Meeting with Dr. Whitfield (12/3)** –

- The district will be paying for legislative service. Legislative approval is being sought to hace some Colusa tax money transferred to WCC (at Colusa County's request).
- Progress of Dr. Johnson was discussed.
- The district will open the VC position. Whitfield wants to work with the senates to define an administrative hiring process. He will meet with the leadership of both senates on 12/18 to work on such a process.
- Issues regarding monies for diversity, the Diversity Team, and the Cross-Cultural series were brought to Whitfield's attention.
- Whitfield has a report regarding diversity in academic and classified positions at WCC. He sees the need to radically alter our recruiting, training, and hiring processes. He will propose that everyone on hiring committees be trained and would like senate support on such an initiative. He would also like EEO reps on hiring committees to have a more active role in the process.

7. **Impromptu Meeting with Dr. Houston (12/7)** – Meeting focused primarily on campus climate at WCC. We shared our views of what is and is not working as far as both district and college leadership. The Chancellor found the conversation useful because it exposed some faulty assumptions that he had made regarding leadership.

Standing Committee: Program Review Validation Team
Sponsor: WCC VP
Committee Co-Chairs: Molly Senecal (Director of Research) & Faculty Co-chair
Committee Purpose: The Program Review Validation Team will provide feedback to programs submitting reviews and will forward recommendations with justification to appropriate college committees. The intent of the committee is to make the program review process one that improves programs at WCC for WCC students and the communities WCC serves. In doing so it will focus on the goals and values reflected or delineated in the WCC Mission Statement, the WCC Education Master Plan, and the WCC Accreditation Self-Study. Further, the guidance of the WCC Academic Senate and the WCC College Council shall be strongly considered.
The committee serves the following purposes:

1. Reviewing of program reviews and program review updates.

2. Providing feedback regarding program reviews and program review updates.

3. Collecting requests from program reviews and program review updates and forwarding an integrated list of requests to appropriate committees. These lists may also include support for requests.

4. Providing recommendations to improve the program review process.

5. Categorizing requests and determining their alignment with the college EMP as well as the Woodland Community College and Yuba Community College District's Strategic Plans.

Guidelines and Parameters:
1. The committee operates consistently with the YCCD Shared Decision-Making Model.
2. Sponsor, chair, and members will carry out responsibilities assigned to the committee and function under the Team Roles as defined in the WCC College Handbook.
3. Issues outside the purview of the committee will be referred to the appropriate representative body or committee.
4. Members will solicit input from the WCC community and maintain an open dialog with colleagues during all aspects of process development and forming recommendations.
5. Members will come prepared for each meeting and will have completed any assignments necessary to move the business of the meeting towards completion.
6. An agenda will be distributed three (3) days in advance of any meeting.
7. Minutes will be approved at the subsequent meeting and will be distributed within 5 days of their approval.
8. The sponsor and the chair will make periodic reports to the WCC College Council and the WCC Academic Senate.

Resources:
1. WCC Mission Statement
2. WCC Accreditation Self-Study
3. WCC Education Master Plan
4. Colusa Outreach Educational Advisory Committee
5. WCC Student Learning Outcomes Committee
6. YCCD Technology Committee
7. YCCD Chief Business Officer

8. WCC Student Success Committee

<u>Meeting Schedule</u>:
The committee will meet at least once each month. Additional meetings will be held as needed to accomplish the purposes and goals of the committee.

<u>How Work Is Communicated</u>:
1. Minutes and agendas will be posted to the WCC website.
2. Periodic progress reports will be given to the WCC College Council, the WCC Academic Senate, and the WCC President.

<u>Outcomes and Deliverables</u>:
1. Integrated list of requests from program reviews
2. Feedback regarding program reviews and program review updates
3. Recommendations for continuous improvement of program review process
4. Integration of planning processes touched on by program reviews and program review updates

<u>Recommendations Go To</u>:
1. WCC Academic Senate and WCC College Council for review
2. WCC Faculty Staff and Administrative Planning Committee, Instruction Equipment Request Committee, Scheduling Committee, WCC Curriculum Committee, and District Technology Committee for information

Program Review Validation Team
<u>Membership:</u>

Position	Term	Name
Sponsor	On-going	Al Konuwa (VPI)
Co- Chair – Faculty Member membership		
Co-Chair		Molly Senecal (Research Director)
FSAPC Rep		Matt Clark
Curriculum Committee Rep		Brandi Asmus
Scheduling Committee Rep		Sherry Spina
District Technology Committee Rep		Julie Brown
Student Services Faculty Rep		TBD
Maintenance/Facilities Rep		TBD
Dean of Instruction		Rudy Besikof
Dean of Student Services		
Classified Rep		TBD
ASWCC Rep		TBD

<u>Resource Members</u>

District Director, Information Technologies	Karen Trimble
District Director, Maintenance and Operations	Steven Plaxco