

Woodland Community College
ACADEMIC SENATE
Minutes – February 22, 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 checked="" type="checkbox"/> Nancy Clavere (Adjunct)	<input checked="" 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: J. Shah, C. Howerton, K. Carabajal, A. Fairchilds, L. Richard

Call to Order at 1:13 pm

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

II. Public Comment

- A. Chetra announces that 65% of students using the WAM Instructional Associate’s assistance passed their classes last semester. Those who took advantage of the WAM plus the Math Success Pathways program had a success rate of 75%. The overall success rate for math classes was 45%.
- B. McGill-Cameron notes that Miriam Root posted a questionnaire regarding convocation for faculty input. The questionnaire was not initially working, but it has since been fixed.
- C. Ortiz reports that as a new member of the Library Advisory Committee, he is concerned with the lack of collaboration by the librarian. The administration decided last year that the librarian did not need to be present at the meetings. He believes the librarian should be present at the meetings so the librarian can answer any questions pertaining to the library.
- D. Wheeler comments that adjunct orientations should be discussed at a future Senate meeting.
- E. L. Richard expresses concerns with the “Bilingual Preferred” designation being considered for faculty positions. Being bilingual is not always needed to effectively perform the duties of the job, so why put a requirement on a job description that does not relate to the actual duties of the position?

III. Approval of Minutes as Amended: January 25 (Clark/Ortiz); February 1 (Clark/Wheeler, one abstention: Chetra); February 15 (Wheeler/Clavere)

IV. President’s Report-Chahal

- A. Budget Summit. K. Kaur reviewed District budget overruns of more than \$1 million at the last meeting. They consisted of \$33,000 to Keenan and Associates, \$300,000 in electric bills due to problems with the solar panels, \$600,000 due to a retirement settlement, and \$153,000 for Chartwells food services. The District has \$750,000 to address those overruns. The remainder will be found elsewhere. Due to the passage of Proposition 30, the District must use \$6.1 million for instructional purposes. She recommends that we fund English, math, science, and social science classes under Proposition 30 funds starting in June 2013.

- B. The plenary will take place in San Francisco soon. It is preferable to have at least two members from the Senate attend. The Area A meeting is April 5 in Sacramento and Clark will attend. The curriculum committee will send members to the Curriculum Institute. The Leadership Institute will take place this summer, and we should send Senators to that meeting as well.

V. Vice President's Report-Clark

- A. J. Shah is appointed to the DE Committee. R. Arambula will be the adjunct representative on the Diversity Committee. The Student Success/BSI Committee does not have a representative from the Social Sciences Division. We should have a conversation to figure out how to fill the unfilled seats on committees. No member from FALAHUM volunteered for the Library Advisory Committee. We should consider getting tablet computers for the members of the Curriculum Committee due to the high level of paperwork required for that committee.

VI. New Business

- A. SLO Update. C. Howerton indicates that the SLO Committee is making good progress on the ACCJC recommendation #3 for WCC. This semester and the fall semester, we are assessing SLOs for each course offered to determine where the gaps are in our reporting. C. Howerton is also working on assisting adjunct faculty in assessing and reporting on SLOs. Regarding assessing outcomes at the administrative level, he is working on implementing a process. Also, all departments need to inactivate courses that they are not offering and don't plan on offering in the foreseeable future. He is confident that we will get to 100% SLO reporting based on the efforts of the SLO Committee. Data for the assessments are due on the day grades are due at the end of the semester.
- B. College Council Staff Recognition Proposal (attached at end of minutes). Clark asks whether the criteria should be the same for both adjunct and full time faculty. Perhaps the criteria should be different due to the fact that many adjunct faculty don't have time for committee work and other campus organizations. McGill-Cameron states that putting a faculty award announcement in the graduation ceremony might take away from the student-centered nature of graduation. Wheeler states that there is already an adjunct of the year award that is filled out by students, but it presents adjuncts with a conflict of interest because it involves asking their students to vote for them. The nature of this award tends to favor adjunct faculty with larger/multiple classes. Ortiz comments that the idea of the proposal is a good one; also the College Council must meet in an open session to determine the winners under the Brown Act, so anyone could attend the meeting to find out how the Council determines a winner. The faculty criteria appears to omit counselors because it includes evaluation of teaching practices. McGill-Cameron advocates that we should wait until next year to give the campus time to consider this program. Clark would like to begin the program as soon as possible because it's a small step to begin to address campus climate issues. Waiting until next year isn't going to help us fix the process-it would be better to get it in place and address issues as they arise. Wheeler expresses the idea that this could potentially be a divisive issue. Ortiz comments that this would be a good thing to do, and it might be a good program to expand and select winners once a semester rather than once a year. Chetra notes that Delta College has a similar program in place with photos of the winners on the wall. Chahal will take the concerns brought up today to the College Council.
- C. Faculty Representatives on College Council. Due to recent job changes, some faculty and staff have moved to managerial/faculty roles on an interim basis but they have remained on the College Council. Ortiz comments that because these people wear different hats, their perspectives naturally change and it may be difficult to represent their original constituencies. Chahal comments that we need to request new representatives on the College Council for the members who have changed jobs. Those members will have the right to step back into their

original roles on the College Council when the interim basis of their position ends. Clark will send out a call for interim College Council memberships.

- D. Faculty Pool for Committees. Can a full time temporary faculty member join a committee as a full time faculty member? Clark indicates this will be addressed in the Senate Constitution revisions. These faculty are in effect more like adjunct faculty because the temporary status of their position may lead to them working elsewhere in future semesters. What if a YC faculty wishes to join a committee at WCC? Chahal suggests it would be better to keep the faculty of each school at the committees on their campus.
- E. Budget and Supplies Update. Ortiz expresses concern that if a supplies budget runs out, we would not want those supplies to be cut off suddenly in the middle of the semester. A. Fairchilds states this is not the case and money would be allocated in an emergency.
- F. Diversity Committee Funds and Application Process. A. Fairchilds states that the committee has a funding matrix application in place. She will share this with the Senate and College Council. The Diversity Committee will be asking for feedback and input before acting upon proposals and requests for money for particular campus events. The Diversity Committee has an allocation of \$3,000 for staff development for the year. If the money is not used, it is possible that it will be lost because it does not automatically roll over. Ortiz recommends that this money be made available immediately because the application process has ended and the money has not been used. He would also like to roll over at least half of this money to next year as well. Clark suggests we revive the cross-cultural series led by M. Moreno with at least half the unused money. She may have given up on the series this year because she was not able to acquire the necessary funds to make that program a success. A. Fairchilds states she would not sign off on spending diversity funds on refreshments for events unless the food is relevant to that cultural event. Chahal expresses concern that the committee recently discussed this application process and criteria without letting the campus know they were developing this application. Ortiz will recommend that \$1,000 be given to the cross-cultural series next week and take the Senate's concerns to the Diversity Committee. Chetra would like to get an update from the Diversity Committee once the new chair is in place.

VII. Meeting Adjourned-3:06 pm (Gassman/Clark)

Guidelines for Classified Employee, Faculty, and Manager of the Year Awards

Section 1. Name of the Award

A. The award, presented to four outstanding employees of Woodland Community College, shall be known as the "Classified Employee of the Year Award," "Faculty of the Year Award," "Adjunct Faculty of the Year" and "Manager of the Year."

Section 2. Presentation of the Award

- A. The Classified Employee/Faculty/Adjunct Faculty/Manager of the Year Awards shall be presented at an end of the year social event.
- B. The recipient of each award will be presented with a plaque and giftcard and mentioned in the program at graduation.

Section 3. Nomination Process

- A. The selection committee will meet in the spring and finalize a time line for the award process.
- B. An email will be distributed to all Woodland Community College Faculty, Administration, Classified Staff and student government in February after the President's Day holiday requesting nominations for each award.
- C. Any member of the Woodland Community College community (faculty, administration, staff, and students) may submit nominations. Self-nominations are not accepted.
- D. A nominator may only submit one nomination per award type. The nomination must include nominee's name, position, division, department and how nominee meets at least two of the criteria specified below.

Section 4. Selection Committee

A. The committee will consist of members of the College Council. The selection will take place during a closed meeting in the last week of March. Nominations will be sent to the College Council via either co-chair.

Section 5. Qualifications for selection of candidates

- A. To qualify for the award, the full-time faculty, staff, or manager must have a permanent employment record of at least two years of continuous service with Woodland Community College, at least .50 FTE or more, be employed during the current fiscal year, and have not received the award during the past three years. Adjunct Faculty must work at least 40% (two three unit classes), and be employed during the entire academic year. All candidates must not have received the award during the past three years.
- B. The nomination must be for work related to the applicant's current position.

Classified Staff

Section 6. Criteria for selection of the *Classified Employee of the Year Award* will include two or more of the following.

Nominee:

- A. Participates in the advancement of the Woodland Community College mission and goals.
- B. Exhibits a positive attitude towards fellow employees, students, the public and work demonstrated by availability, cooperation, courtesy, friendliness, helpfulness, and presence on the job.
- C. Demonstrates exemplary service towards fellow employees, students, and the public.
- D. Demonstrates high quality of work performance including creativity and initiative.
- E. Participates beyond the scope of regular duties.
- F. Participates in professional development activities.

Faculty

Section 6. Criteria for selection of the *Faculty of the Year Award* will include two or more of the following.

Nominee:

- A. Demonstrates outstanding teaching skills, as evidenced by creativity and engagement of students. (Examples: uses innovative technologies or teaching methods, advises student clubs, other involvement with students beyond the classroom, etc.)
- B. Provides a substantial contribution to positive change in programs at Woodland Community College in keeping with the college's mission and values. (Examples: role model, open communication, collaborative teamwork, participates in departmental and college committees/councils, mentors colleagues, is active in local/state/global communities, etc.)
- C. Provides a substantial contribution to the nominee's field of expertise. (Examples: publications, presentations, member of professional organizations and committees, etc.)
- D. Demonstrates a consistent commitment to professional development. (Examples: attends conferences, shows commitment to continuous improvement and being current, etc.)
- E. Exhibits a positive attitude towards fellow employees, students, the public and work demonstrated by availability, cooperation, courtesy, friendliness, helpfulness, and presence on the job.

Managers

Section 6. Criteria for selection of the *Manager of the Year Award* will include two or more of the following.

Nominee:

- A. Models professional and competent work ethics.
- B. Participates in the advancement of the Woodland Community College mission and goals.
- C. Practices effective communication that includes active listening.
- D. Empowers members of their work team to grow and be successful and recognizes their efforts.
- E. Actively engages all employees to participate in the College's shared governance process.
- F. Encourages and supports continuing education and professional development.
- G. Interacts with and participates in student functions.
- H. Exhibits a positive attitude towards fellow employees, students, the public and work demonstrated by availability, cooperation, courtesy, friendliness, helpfulness, and presence on the job.