

Woodland Community College
ACADEMIC SENATE
Minutes – May 10, 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: T. Johnston, C. Howerton, M. Senecal, J. Whitfield

Call to Order at 1:08 pm

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

II. Public Comment

- A. Thomas Johnston, outgoing student trustee, thanks the Senate for its work and support of students and the ASWCC. He reports that he is leaving for CSUS in the fall.
- B. Chahal thanks Clavere for all her years on the Senate. Applause. Chahal presents Clavere with a certificate of appreciation.
- C. McGill-Cameron reports that Office Administration classes have been eliminated from the fall schedule. She would like to see a formal process for program inactivation. Many students were simply cut off in the middle of earning a certificate and no warning was given for the discontinuation of these classes.

III. Approval of Minutes as amended for 4/11/13 (Wheeler/Clavere) and as amended for 4/26/13 (Clark/Wheeler)

IV. President's Report-Chahal

- A. Chahal reports that we are reviewing the Educational Master Plan to identify goals for next year.
- B. YC and WCC will be working together to collaborate on Program Vitality criteria. DC3 Team 1 will next meet on May 24, 9-11 a.m., to discuss this.
- C. At last night's Board meeting, we received kudos from D. Houston on our accreditation recommendation response progress.
- D. Chahal enjoyed the keynote speakers at both the Si Se Puede and TRiO events of the past weeks. The ideas of access for minorities were discussed, and she would like to continue the discussion going forward.
- E. At a meeting yesterday with Angie and Matt, they discussed a block schedule for future semesters that would allow students to take more classes back to back. WCC already uses this type of scheduling.
- F. The diversity committee is sponsoring a field trip after the semester for a small group of students. We need to look at funding early in the semester to ensure monies are being used wisely.

- G. Reporting of information and communication throughout the District was explained differently to the visiting accreditation teams by YC, WCC, and the District. This will need to be clarified as we respond to the District recommendation 3.

V. Vice President's Report-Clark

- A. Clark met with J. Whitfield and Chahal on bilingual-preferred designation. They also discussed convocation and it's not decided whether this will be a District or campus-specific convocation. Regarding campus climate, P. Johnson's report seems to have been interpreted differently by J. Whitfield and D. Houston. The chancellor may or may not move forward with action items to address climate.
- B. DCAS. We will have a structured approach to responding to AP 5070 regarding attendance. Faculty will be asked to verify attendance and that they understand attendance policies. The Senate and the divisions will follow up with faculty to ensure we are responding to the recent audit regarding attendance. Regarding core curriculum, there appears to be some agreement that we need to separate core curriculum, but some at YC are resisting the separation, and more data is being gathered.
- C. DC3. Joint versus separate convocation was discussed. The need for some separate campus-specific meetings was agreed upon as well. The goal is to make convocation better than it was in 2012. The pros and cons of moving District offices was also discussed.
- D. DE. We may not have a college specific handbook, as DE may be transferred to the District. Thus, a District DE handbook may be developed.

VI. New Business

- A. Bilingual Preferred Designation. Jacques Whitfield reports that human resources is fully committed to diversity and inclusion. We must follow Title V and the California Constitution (Prop. 209) on job descriptions, and so we must ask whether the language requirement is related to the job when we place a "bilingual preferred" designation on a job description. If the language is not required for a position, it is not permitted. Even though WCC and YC will both be HSI institutions next year, we cannot place preferences based on being bilingual if it is not related to the job. Ortiz asks what the difference is between a desirable versus a preferred qualification. Whitfield responds that desirable qualifications go beyond the preferred qualifications. There are other ways to address diversity through the job application process. Clark asks whether "Spanish-speaking preferred" could be included on a job announcement to address an achievement gap within a particular group. J. Whitfield responds that the job description must directly respond to addressing an achievement gap within the Spanish-speaking population and it must demonstrate that the position will be evaluated based on that criteria. Clark responds that he'd like to hear back from HR next by fall to determine how the District has expanded the recruitment process to incorporate more diversity. J. Whitfield responds that he will be making some recommendations for implementation by next year.
- B. Elections. Clark will be finishing the second year of Chahal's term. The At-Large Senator position would then open, but the balloting process would put us past the technical end to the semester. Nominations will go out today, balloting can begin by next Friday if necessary.
- C. Rice Diversity Award. Chahal would like to see Melissa Moreno nominated for this award
 - **Motion: Monica Chahal shall write a letter of recommendation on behalf of Melissa Moreno (Clark/Wheeler MSC).**
- D. Senate Retreat. Monday, May 20, 2-4 p.m. will be the designated time. Location TBA.

- E. Summer Senate Decision Making Authorization.
 - **Motion: That an appropriate member of the Senate will have decision making capability over the summer. (Wheeler/Gassman MSC)**
- F. Summer Curriculum Committee Decision Making Authorization.
 - **Motion that the Senate give Brandi Asmus decision making authorization for the Curriculum Committee over the summer. (Clark/Gassman MSC)**
- G. Core Curriculum. The Senate is interested in getting information from the divisions regarding core curriculum. Please forward any information to your local Senator so we can incorporate that feedback into future discussions with the District.
- H. Compressed Calendar. The District is interested in a compressed calendar. The compressed calendar subcommittee will be sending out surveys to get feedback on compression of the calendar for future years. Flex rules might also change with any calendar changes. Clark notes that perhaps faculty aren't in favor of meeting for longer class times under a compressed calendar, but simply would like to begin later in August and end later in December. The survey itself should be vetted by the calendar committee so that it's not worded as if this is a decision that's already been made.
- I. Senate Assessment. Clark will be working with Molly Senecal on a survey for all faculty and adjunct faculty on the Senate's effectiveness.
- J. Program Vitality Criteria (attached).
 - **Motion: The current Program Vitality Criteria shall be moved forward (Clark/Wheeler MSC).**
- K. Professional Standards. Chahal states that if we had a set of standards, HR would be able to enforce them under necessary circumstances. Chahal would like to invite J. Whitfield to a future Senate meeting to discuss them and to discuss what other colleges are doing on this topic.
- L. Accreditation Update. We are in good shape for the first two recommendations, and the third and fourth need more work. Each of the recommendations has different chairs, so they need to be edited for one voice at this point. Chahal has volunteered to take on this task. Thanks Monica!

VII. Meeting Adjourned-2:58 pm (Clavere/Gassman)

PROGRAM VITALITY CRITERIA

Our Mission: The mission of Woodland Community College is to provide high quality education that fosters student success & lifelong learning opportunities for the communities we serve in an environment that values diversity, individuality, mutual respect, civic responsibility, and the free exchange of ideas.

- I. Vision (15%)
 - a. How does the program/discipline support the college mission and District strategic goals?
 - b. How does the program/discipline support the program/discipline mission and future direction?
- II. Demand (35%)
 - a. 5 year enrollment trend
 - b. Awards (degrees and certificates)
 - c. #/% Degree/Certificate Applicable Courses
 - d. #/% Transferable Courses (CSU and/or UC)
 - e. #/% Courses that are required for, or support other programs
 - f. Student demographics relative to service area demographics
 - g. Occupational Outlook (labor market projections), including indicators if the programs supports a high demand occupation (i.e. Next Economy Clusters, etc.)
 - h. Other (any other data not listed that would be important to demonstrate demand for the program.)
- III. Program Quality (15%)
 - a. Established and implemented learning outcomes, evaluation plan and improvement (action) plan
 - b. Faculty affiliations/connections/collaborations with regional partners
 - c. High quality facilities/equipment central to courses and learning within this program/discipline
 - d. Articulation agreements
 - e. Transfers to 4-year universities
- IV. Revenues (15%)
 - a. FTES, FTEF, Productivity (5 years)
 - b. Any other revenue data available to the program
- V. Potential (15%)
 - a. Investment will enhance student success/ retention
 - b. Program/discipline can grow with no new resources (other than increased allocation of FTEF)
 - c. Investment will create new and innovative ways to support the college mission
 - d. Investment will strengthen existing as well as new academic programs
 - e. Investment will increase enrollment/productivity
- VI. Other (5%)
 - a. Crucial information not provided under the previous categories