

Woodland Community College  
**ACADEMIC SENATE**  
**Special Meeting**  
**Minutes – June 22, 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 checked="" type="checkbox"/> Nancy Clavere (Adjunct)	<input checked="" type="checkbox"/> Pat Wheeler (Adjunct, at large)
<input 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: N. Kirschner, B. Asmus

Call to Order at 11:02 a.m.

- I. Approval of Agenda (Wheeler/Clavere)
- II. Public Comment. No public comment.
- III. Approval of minutes for 5/18/12 (Chetra/Clark)
- IV. President’s Report-Chahal
  - A. DCAS. We are in discussions with the District regarding a core curriculum. Some issues will need to be worked out and the chancellor appears to be open to suggestions on the matter.
  - B. DE. Our DE committee will need to start thinking about how DE should work throughout the district. Incoming Interim Vice Chancellor K. Carabajal is interested in taking this on. We will need to develop a handbook and determine how to evaluate student success in the DE program as we move forward.
  - C. Student Loans. WCC will be requiring workshops in the fall for student recipients of student loans.
  - D. Staff Development. J. Whitfield is interested in exploring more staff development opportunities. One idea is to partner with our local public TV station to produce instructional videos.
  - E. Fulbright Program. A. Konuwa would like for a faculty representative to distribute updates on the Fulbright program to faculty. Chetra is appointed faculty liaison.
- V. Vice President’s Report-Clark
  - A. DC3. The communication process was very open in the weeks leading up to the hiring of the new Interim Vice Chancellor.
  - B. Building 600. Work has not yet begun on the remodel. A. Fairchilds reports that the work should be completed by the start of fall classes.

## VI. New Business

- A. CurricuNet Update. N. Kirschner presents a new course workflow for new and revised courses, degrees, and certificates (attached at the end of the meeting minutes). The Yuba College workflow is somewhat different from that of WCC and is more streamlined. At times faculty and administration have not been clear as to who the gatekeepers are and who should be providing input. The proposed workflow, when implemented, should formalize the process to avoid confusion and delays. Chahal asks whether changes to revised courses will be recorded when courses are updated. Kirschner responds that the software currently has no track changes capabilities. It will require effective communication among the various parties viewing the document in the system to convey how a course is updated or changed as it progresses through the process. Clark suggests that the Dean should have a copy of the original outline to avoid questions regarding the changes made. Kirschner replies that the original will always be available for existing courses, so it should not be a problem to access them online. Training will be provided to faculty and staff early in the fall semester.
- B. Read to Succeed. Clark reports that this will be replacing the current Faces of Success on the website. C. Strode is managing the project.
  - **Motion: The WCC Academic Senate endorses the Read to Succeed program and encourages faculty and student participation. (Clark/Wheeler M/S/C)**
- C. BSI Facilitator. Ortiz will be the BSI facilitator for 2012-2013.
- D. MESA. Ortiz reports that the hiring process will commence for a MESA director and a part time secretary as part of the 5 year MESA grant.
- E. Senate Goals 2012-2013. The Senate completed its goal planning for the upcoming 2012-2013 school year. They are attached at the end of the minutes.
- F. WCC Academic Senate Meeting Schedule 2012-2013 (see attached schedule at the end of these minutes).
  - **Motion: The WCC Academic Senate approves the meeting schedule for 2012-2013 (Clark/Clavere).**

Meeting Adjourned-1:26 p.m. (Wheeler/Chetra)

**Proposed CurricUNET workflow for WCC  
(new and revised courses, degrees, and certificates)**

1. Author/Originator (for core courses, must have co-contributor from YC)
2. Department – *for input only* (FT and PT; if no FT member, goes to CC div rep as well)  
Dean – *input only*  
Counselors – for input only  
SLO chair – for input only
3. Curriculum Co-chairs – *gatekeepers*
4. Curriculum Committee (including DE subcommittee if applicable)
5. District Academic Services
6. Board of Trustees
7. State Approval
8. Workflow complete – notifications go to dept, dean\*\*, counselors, and librarian\*\*  
\*\*for **new** courses and programs only

Minor technical revisions and revisions/updates to SLOs only will have shorter workflows.

Yuba College has similar workflow; for core courses the two workflows will be linked at key points (such as dean review, co-chairs, district services) so that courses can't progress at one college without reciprocation from the other. If we move away from a core curriculum, the WCC workflow will remain unchanged.

**Senate Goal Status, 2011-2012 (Assigned leads in parentheses).**

**Goals shown in yellow highlight have been completed.**

1. Enrollment: Waitlists. -ongoing (Ferns, Gassman)
2. Curriculum: Create catalog/class schedule subcommittee (via curriculum and scheduling committees), **complete handbook**, increase faculty awareness, establish program development structure and incorporate with EMP, **review and establish degrees/certificates**, establish AA-T and AS-T where appropriate. -ongoing (Clark)
3. Communication: Advocate for increase in effective communication tools and access. -ongoing (Clark, Ferns)
4. Grading Policies: Review, update, and distribute Faculty Handbook. -ongoing (Chahal, Clark)
5. Academic Standards: Promote rigor in coursework, DE, and collegiality among faculty, classified staff, administration, and students. -ongoing (Clark, McGill-Cameron, Wheeler)
6. Student Success: identify and address barriers to student success (counseling availability, course offerings). -ongoing (Chahal, Ortiz, Wheeler)
7. Accreditation: Move forward on self study. -ongoing
8. Faculty Development: Find more opportunities/activities focused on student success. -ongoing (Chetra, McGill-Cameron, Ortiz)
9. **Planning/Budget: Continue movement toward involvement of all constituencies in processes of planning and budget development. -Done.**
10. Program Review: Assess new Evaluation Team process. -ongoing (Chahal, Clark)
11. **SLOs: Establish assessment cycles and begin reviews. -Done.**
12. Improve faculty evaluation process.-Ongoing (Chahal, Clark, Ferns)
13. **Senate Purpose Statement (Gassman, Clark, Wheeler). -Done.**
14. **Streamline equivalency procedure: Work with Steverson to amend MOU to include “what to do” in the event no FT faculty exists in a department. -Done.**
15. Work to create comprehensive process for Colusa County Outreach Facility (CCOF) (Chahal, Clavere, Ortiz)
16. Revise Senate Constitution and Bylaws. -ongoing (Clark, McGill, Gassman)

**Senate Goals, 2012-2013 (Assigned leads in parentheses, 14 total goals)**

1. Enrollment: Waitlists. (Ferns, Gassman)
2. Curriculum: Create catalog/class schedule subcommittee (via curriculum and scheduling committees), increase faculty awareness, establish program development structure and incorporate with EMP, establish AA-T and AS-T where appropriate. (Clark)
3. Communication: Advocate for increase in effective communication tools and access. (Clark, Ferns)
4. Grading Policies: Review, update, and distribute Faculty Handbook. (Chahal, Clark)
5. Academic Standards: Promote rigor in coursework, DE, and collegiality among faculty, classified staff, administration, and students. (Clark, McGill-Cameron, Wheeler)
6. Student Success: identify and address barriers to student success (counseling availability, course offerings). (Chahal, Ortiz, Wheeler)
7. Accreditation: Move forward on self study. (All)
8. Faculty Development: Find more opportunities/activities focused on student success. (Chetra, McGill-Cameron, Ortiz)
9. Program Review: Assess new Evaluation Team process. (Chahal, Clark)
10. Improve faculty evaluation process. (Chahal, Clark, Ferns)
11. Work to create comprehensive process for Colusa County Outreach Facility (CCOF). (Chahal, Clavere, Ortiz)
12. Revise Senate Constitution and Bylaws. (Clark, McGill, Gassman)
13. SLOs: Attain CQI-status. (Chetra)
14. Research pedagogy of learning. (McGill-Cameron, Ortiz)

Woodland Community College  
**ACADEMIC SENATE**  
**Meeting Schedule for 2012-2013**

Meeting Time: 1:00 to 3:00 p.m.  
Meeting Location: Building 100 Conference Room

**Your Senators:**

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/ Vocational Ed.)

**Senate Roles and Responsibilities**  
**The 10+1**

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

**Meetings for Fall Semester 2012**

- August 10, 2012 (Joint Meeting with the College Council)
- August 24, 2012
- September 14, 2012
- September 28, 2012
- October 12, 2012
- October 26, 2012
- November 9, 2012
- November 30, 2012
- December 14, 2012

**Meetings for Spring Semester 2013**

- January 25, 2013
- February 15, 2013
- February 22, 2013
- March 8, 2013
- March 22, 2013
- April 12, 2013
- April 26, 2013
- May 10, 2013