

Woodland Community College
Academic Senate
Minutes – September 13, 2013

<input checked="" type="checkbox"/> Matt Clark (President)	<input checked="" type="checkbox"/> Kevin Ferns (FaLaHum)	<input checked="" type="checkbox"/> Talwinder Chetra (Math and Science)
<input checked="" type="checkbox"/> Christopher Howerton (At-Large)	<input checked="" type="checkbox"/> Donna Bahneman (Adjunct, WCC)	<input checked="" type="checkbox"/> Pat Wheeler (Adjunct, at large)
<input checked="" type="checkbox"/> Greg Gassman (Social Sciences)	<input checked="" type="checkbox"/> Cheryl Latimer (Student Services)	<input checked="" type="checkbox"/> Donna McGill-Cameron (Business and Vocational Ed.)

Guest: A. Konuwa

Call to Order at 1:05 pm

I. Approval of Agenda As Amended (Howerton/Wheeler)

II. Public Comment

- A. Wheeler reports that a forum regarding Obamacare should be offered for students.
- B. Ferns reports that in an effort to streamline and improve committee communications, the CRC has updated our WCC Committees page (<http://district.yccd.edu/pages/wcc/Default.aspx>) and developed a set of best practices. If you are a committee chair, the CRC recommends that you add your meetings to the WCC calendar and that your agendas/meeting notes/important documents be updated on your committee's page. In addition, the CRC recommends that committee chairs use the Outlook calendar to send out meeting event notices as opposed to sending email messages. You can inform faculty of every meeting your committee will have for the next year if you want, and it will all go straight to their calendar and remind them of it when the time comes! This allows users to automatically add important meetings to their calendars and avoid cluttering up inboxes with meeting agendas and the like. If you know when all your meetings will take place for the next year, you can send one calendar update to faculty with a link to your committees page, where they will be able to access the latest meeting agenda and other information.

III. Approval of Minutes from 8/30/13 as amended (Chetra/Wheeler)

IV. President's Report-Clark (Attached)

- A. WCC's history classes transfer status has been reinstated by the UC system.
- B. The fall plenary will be November 7-9 in Irvine, CA. Clark will check on the budget and will send out a link to the meeting agenda and information.
- C. Clark attended the second day of the HSI summit at UCD. He was pleased with the turnout from WCC and the quality of the presentations. Our role as an HSI will be agendized for a future meeting.
- D. At last night's board meeting: The board approved the recommended budget with a \$665,000 structural deficit. When the chancellor joined us, we had a 17% reserve. Last year it was an 11.8% reserve, and next year it will be at a healthy 11%. The chancellor will recommend that any surplus from this year's budget will go to the retirees' benefit fund. Regarding accreditation, the District is moving forward with its 5 recommendations. WCC was commended for having data driven responses to the accreditation recommendations. The Board had some nice words for Lee Mitchell, who recently passed. A board member was deeply concerned about the failure of the learning management system at the beginning of the school year and hopes to find out how/why the failure

happened. On the topic of realignment, one Board member brought up the idea of aligning the CLC with the Sutter Center and CCOF.

V. Vice President's Report-McGill-Cameron

- A. Curriculum Update-WCC is making great strides in completing AD-Ts to comply with SB 1440. As of the next Curriculum Committee meeting the last of our ten AD-Ts will be in the pipeline.

VI. New Business

- A. Inadequate Administrative Support and Management Resources-Clark reports that many academic and student support services positions at YC that have administrative support do not have that support at WCC. Student services and curriculum are being affected by the lack of support. Chetra asks whether we can expand this to include academic support services. Clark states that he hesitates to expand the scope of services.
 - **Motion: To approve the Academic and Student Support Services Administrative Support resolution as amended (attached to these minutes) (M/S/C Gassman/Chetra)**
- B. Senate Purpose Statement (Attached)-Clark would like the Senate to read this document prior to our next meeting. Every committee should be reviewing its purpose statement at the beginning of each semester.
- C. Student Services Initiatives-By our next meeting, Clark would like for Senators to be prepared to contribute to the process for prioritizing the Student Services Initiatives. Latimer reports that on September 26 at 1:00 pm the counselors are meeting regarding the draft, so she will have additional information about it for us at that time.

VII. Old Business

- A. Accreditation-All campus constituents should be aware of the accreditation response documents we are submitting. The visiting team will want to talk to the Senate and others about the content of the documents and to answer any questions. The draft response will be sent to a consultant for feedback and we will make changes based on her advice.
- B. Academic Calendar-Chetra distributed an updated academic calendar for 2014-2015 (attached). Updates are visible and highlighted. Clark raises the concern of having graduation on the Friday of a three day weekend (Memorial Day) in 2015. Chetra will take this concern to the Calendar Committee. Clark wonders why we have a 17 week and an 18 week schedule. Why not have two 18 week schedules and cut back on the required flex time? Regarding the compressed calendar, we will see the plan soon.

VIII. Meeting Adjourned-3:01 pm (Gassman/Wheeler)

President's Report
September 13th, 2013

1. **DC3 (9/3)** – The draft Board Agenda was reviewed. Questions were asked regarding the transfer of funds from instruction to M&O (being done under to obtain matching funds) and whether the amount of hiring that continues will hinder Phase 2 reorganization. The Chancellor is also concerned regarding the latter and will ask for an update on when closure of Phase 2 should be expected.

The 2013-14 Budget was reviewed. The most current budget shows a \$660K structural deficit, rather than the \$2.1 million deficit that was in the draft budget. AP 7151 (Evaluating College Presidents) was approved, but YC senate president Kemble noted that the YC senate will likely forward an alternate proposal.

The Chancellor indicated that he will not take a recommendation regarding realignment to the board this month. Criteria for evaluating possible courses of action were identified, built from the discussion at the prior DC3 meeting, the forum at WCC and the forum at Clear Lake. Among the criteria are: cost, impact on students (WCC and Clear Lake), impact on each college's mission, impact on addressing accreditation sanctions, wants/needs of communities affected, impact on curriculum at WCC and Clear Lake.

2. **DCAS (9/6)** – The meeting was cut short due to the lack of a quorum. We did discuss items to be put on our work agenda and agreed to an electronic discussion of the items. In addition to past items (MESA, core curriculum, DE, new reporting standards, roles of decision making bodies, Flex, and integrated planning model) we might also address: support for committees we charge (District Curriculum Committee (DCC), District DE Committee, and District Academic Calendar Committee), all APs that are within 10+1 and require changes, AP 4500 (Academic Employee Handbook), coordination of common SSI efforts, developing a comprehensive research agenda, aligning standards with KPIs. Other topics will be solicited before we prioritize the workflow.

Vice Chancellor Carabjal also shared with us the goals established by DCC: (1) oversight of curriculum alignment, (2) recommend a sustainability plan for CurricUNET, (3) develop flowchart for course outlines going through development or revision process, (4) Draft for APs dealing with pre-reqs and program/course development, (5) develop process for implementing pre-reqs, (6) communication of AD-T progress, and (7) recommendations regarding core curriculum. There was also discussion regarding whether DCC and the District DE Committee should report to DCAS, but no attempt to reach a decision was made, due to the lack of a quorum. Finally we agreed to review AP 2510 (?) and the DCAS Purpose Statement prior to the next meeting.

3. **Meeting with WCC Administration (9/5)** – Among the issues discussed:

- a. ID cards for students – A new printer is being priced. These should move forward soon.
 - b. CLC Realignment – A thorough assessment of WCC’s classified and management deficiencies is needed. We are seriously lacking in administrative support. We also have many holes in management positions.
 - c. Faculty Staffing – We will hire a counselor. The committee will form and begin work soon.
 - d. Scheduling – The Scheduling Committee is exploring blocking MW mornings similarly to the how TTh mornings are blocked. There will also be research into the viability of F/S classes and a third evening start time.
 - e. Technology – There will be a change to the District Technology Committee. WCC needs a second faculty member for the reformed committee. We also need to identify which body at WCC will interact with the district committee.
 - f. Accreditation – Fora will be held in late September and early October to inform all constituencies about the response to WCC’s accreditation recommendations, the process surrounding the submission of the response in mid-October, and the subsequent site visit. President Fairchilds will make a presentation to the board of trustees at the September board meeting. The document will be reviewed by a consultant at the end of September.
4. **Meeting with Vice Chancellor (9/6)** – At the inaugural meeting with Dr. Carabjal, we discussed: (1) district technology concerns and the newly structured District Technology Committee, (2) the AJ situation (procedural problems that led to this point and next steps), and (3) the lack of clarity regarding district committees’ structure.

Standing Committee:

ACADEMIC SENATE

President: Matt Clark

Vice President: Donna McGill Cameron

Secretary: Kevin Ferns

The senate, in accordance with Title 5 of the California Code of Regulations, shall be the recognized representative of the faculty to the administration and governing board of Woodland Community College in matters concerning academic and professional issues, and shall participate in the formation and revision of district policies and procedures in all matters of an academic and professional nature.

The purpose of the senate shall be to:

- Promote the general welfare of Woodland Community College and the faculty.
- Work toward the development and improvement of professional standards.
- Provide for issues affecting faculty and the college community.
- Represent the faculty in making recommendations to the administration and the Board of Trustees with respect to academic and professional matters.

The Academic Senate shall have **primary responsibility** for the following (Board-Senate Agreement, 1993 and California Code of Regulations, Title V: Sections 53200-53206):

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies

The following items shall require **mutual agreement** between the Academic Senate and the Board of Trustees (Board-Senate Agreement, 1993):

4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance constitutions, 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. Process for program review
10. Process for institutional planning and budget development, and
11. Other academic and professional matters as are mutually agreed between the Governing Board and the Academic Senate.

Special Guidelines, Parameters, and/or Resources:

Academic Senate Membership

Membership in the Academic Senate shall consist of those individuals employed by the Yuba Community College District who meet the following definition of "faculty."

"Faculty" means those employees of a community college who are employed in positions that are not designated as supervisory or management for the purpose of Section 3540 of the California Government Code, and for which minimum qualifications for hire have been specified in the regulations of the Board of Governors, adopted pursuant to Section 87356 (a) of the California Education Code. Faculty include, but are not limited to, instructors, librarians, counselors, community college health services professionals, disabled student programs and services professionals, and individuals employed to perform a service that, before July, 1, 1990, required non-supervisory, non-management certification qualifications. Persons who do not meet the above definition are not eligible for membership to the Academic Senate.

An adjunct faculty member is eligible for membership only if currently employed by the district or if that person has a "return right" in the following semester.

Composition

The academic senate shall be composed of the elected president of the senate, six additional fulltime faculty members, two adjunct faculty members, and the past president of the senate (when seated).

Senate Representation

Representation to the senate shall be as follows:

Academic Group 1 shall consist of one representative from each representative area (full-time faculty):

1. Mathematics and Science (mathematics, statistics, life sciences, physical sciences)
2. Language Arts (English, speech, English as a second language [ESL], reading, foreign languages, art, humanities, library)
3. Business and Vocational Education (accounting, economics, agriculture, administration of justice [AJ], business, early childhood education [ECE], mass communications)
4. Social Sciences (history, sociology, psychology, anthropology, philosophy, political science, ethnic studies)
5. Student Services (Disabled Students Programs and Services [DSPS], counseling)

Academic Group 2 (full-time faculty)

1. One at-large senator

Academic Group 3 (adjunct faculty)

2. One at-large faculty member from the Woodland campus
3. One at-large faculty member from the Colusa outreach

Group members shall nominate from their own group. If a representative area from Academic Group 1 chooses not to elect a representative, that position will become an at-large position and the person elected to this at-large position will represent all full-time faculty members. If the Colusa outreach chooses not to elect a representative that position will become an at-large

position to be filled by an adjunct faculty member at the Woodland campus, and this senator will represent all adjunct faculty. Only area senators elected by the means set forth in Bylaws will be seated.

Senate Officers

The officers of the senate shall include a president, vice president, and a secretary. The officers' terms, election procedures, and duties are set forth in Bylaws

Duties and Responsibilities

Senate Quorum

The academic senate shall have regular and special meetings, as herein provided, and a majority of the senate shall constitute a quorum, which shall be sufficient to transact business.

Meeting Minutes

The academic senate shall keep minutes of all its meetings and publish the proceedings of each meeting.

Senate Committees

The academic senate may create and maintain committees and authorize such to perform any duty within the scope of the senate's authority.

Recommendations to the Board of Trustees

The academic senate shall present its written and oral views and recommendations to the Board of Trustees through regularly established channels. However, the senate, after consultation with the administration, may present its views directly to the Board of Trustees. In accordance with the regulations of the California Community College Board of Governors, "The Board of Trustees shall consider such views and recommendations."

Meeting Schedule:

Second and fourth Fridays of the month during Fall and Spring semesters, from 1:00-3:00pm.

How Work Is Communicated:

- Agendas and minutes posted to the Woodland Community College web page.
- Senators will communicate with their respective constituent groups.

ACADEMIC SENATE
MEMBERSHIP

Position	Term	Name
OFFICERS		
Academic Senate President	2013-14	Matt Clark
Vice President	2013-14	Donna McGill Cameron
Secretary	2013-14	Kevin Ferns
REPRESENTATIVES		
Group 1		
Mathematics and Science	2011-14	Talwinder Chetra
Language Arts	2011-14	Kevin Ferns
Business and Vocational	2012-15	Donna McGill-Cameron
Social Sciences	2012-15	Greg Gassman
Student Services	2013-16	Cheryl Latimer
Group 2		
At-large Senator	2013-16	Christopher Howerton
Group 3 (Adjunct)		
At-large Senator Woodland	2013-16	Donna Bahneman
At-large Senator CCOF	2012-15	Patricia Wheeler

Resolution 9-13-13

Whereas WCC administrative support levels are far below what is necessary to address the needs of WCC; and

Whereas the District is considering realigning Clear Lake College with WCC which would add further strain on the WCC administrators and the limited support staff currently in place; and

Whereas crucial work relating to curriculum, instruction, student services, and academic support services is currently being done by individuals not assigned to those tasks,

Be it resolved that the WCC Academic Senate request an administrative support staff inventory and needs-assessment at WCC and across the district; and

Be it resolved that the WCC Academic Senate request that the district find resources to adequately provide the support staff necessary to fulfill WCC's administrative and clerical needs.