

Woodland Community College
ACADEMIC SENATE
Meeting Minutes – September 14, 2012

<input 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: K. Carabajal, J. Shah, J. Schulte, L. Richard, R. Besikof, Cristal Reyes, C. Howerton

Call to Order at 1:02 p.m.

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

II. Public Comment

- A. Wheeler reports that internships are available for WCC students to participate in Congressman John Garamendi's re-election bid for Congress. Student Nicole Williams is WCC's contact to participate. If you have students who would be interested in participating on an active campaign, please encourage them to get in touch with Nicole at williams.nicole1988@gmail.com.
- B. Wheeler reports that some subscriptions to newspapers in the library are being canceled. R. Besikof responds that some newspapers will be kept, but that some were canceled in cost savings measures.
- C. J. Schulte reports that the new adjunct contract has been passed by the board. Key differences are that seniority lists are based on number of units. See aftyuba.org for a full list. Adjuncts with seniority will have the right to the same number of units as the previous semester.
- D. R. Besikof reports that the Library Advisory Committee currently has no chair. He will run the meetings until a chair is selected.
- E. D. McGill-Cameron reports that all faculty and staff should have received an invitation to Founder's Day. Student volunteers are encouraged to participate in the festivities as well.
- F. J. Schulte reports that WCC donated 1,000 pounds of vegetables to the Yolo County Food Bank.

III. Approval of Minutes as amended for 8/24/12 (Ortiz/Gassman).

IV. Academic Senate President's Report- Chahal (Attached at end of minutes)

V. Academic Senate Vice President's Report- Clark (Attached at end of minutes)

- A. CWEE Coordinator-The Senate nominates Spina and Howerton to the hiring committee.

- B. CurricUNET is being used by faculty and the bugs are being worked out of the system. At the next faculty meeting, N. Kirschner will be discussing CurricUNET workflow and answering questions.

VI. New Business

- A. Tutoring at WCC and CCOF- L. Richard reports that tutoring hours have increased dramatically this semester compared to past semesters. This fall, tutoring has increased exponentially and the tutoring center is meeting the requests for help even as the budget has decreased and the program has become strained due to a lack of resources. Because the budget has been reduced so drastically, many tutors are only able to meet for a half an hour per student, and sometimes those students are being tutored in small groups rather than individually. At CCOF, TRIO SSS has tutoring for some students, but the general student population needs tutoring. We have CCC Confer and L. Richard can do the tutoring from WCC, but we cannot offer tutoring at CCOF without paid supervision at the site. Chetra inquires whether BSI monies might help the situation. Should we use BSI money to help the tutoring center, either to offer extended hours or to provide more tutors? Some schools are devoting large amounts of BSI money to their tutoring programs rather than giving BSI money to other projects. If BSI money is used for the tutoring center, WCC would need to report student success rates to the state, and would thus need a way to track this. Most college have full time faculty with release time for the tutoring center. Clark asks how much money we would need, how much more resources/staffing would be required, and whether we have data supporting student improvement in the tutoring center. L. Richard reports that AccuTrac is being used in the tutoring center, which does not accurately align grades/improvement with tutoring. In addition, AccuTrac is not supported by our IT department. She suggests that classified support of 20 hours per week would be helpful, and a full time faculty coordinator would also be an ideal resource to help manage the program.
 - **Motion: The Senate encourages the Student Success Committee and the BSI Committee to develop a joint plan regarding tutoring resources at WCC and CCOF (Ferns/Chetra M/S/C)**
- B. Adjunct faculty appointments to committees-J. Schulte reports that adjuncts, in his opinion, are not receiving important communications in a timely fashion. Adjuncts work on many campuses and some do not check their email messages regularly. Sometimes more effective communication involves the adjunct newsletter or a hard copy of something important in the mail box. He would like the issue of adjunct appointments to committees to be made during the adjunct union board meeting, and he would like for the senators to represent the adjuncts. He feels the senators are not representing adjuncts effectively. Clark responds that the Senate approves faculty appointments to committees, and the union representatives for the adjuncts are selected by the union, not the Senate. In addition, Clark states that email is an important part of communications. If you are not checking email, you are not fulfilling your duties as an instructor. Ortiz suggests that all adjuncts receive a paper communication in the mail box showing them how to transfer their district email to their personal email. The Senate encourages the CRC to develop a communication flier to adjunct faculty on the issue. CRC chair Ferns will take this suggestion to the committee.

- C. Academic Calendar-Chetra states that for Spring 2014, the last day to drop courses with a W date will change back to the 13th week of the semester on the updated calendar.
- D. BSI Facilitator Update-No faculty have come forward to be the BSI facilitator. Ortiz asks whether there is a possibility of establishing reassigned time. Another possibility would be to combine BSI, tutoring, and student success and create a new full time coordinator position with reassigned time. Perhaps a full time position with 100% time dedicated to WAM, ARC, tutoring, BSI, and Student Success could be developed. K. Carabajal asks if we have a centralized student success master plan. Ortiz replies that we have six plans from various committees under the umbrella of student success. K. Carabajal indicates that an integrated student success master plan would drive resource allocations from the district going forward. J. Ortiz reports that student services cannot function because we're working with a "skeleton crew" at this time. Non-instructional activities are typically the first to go during times of budget cuts. The issue will be taken up with administration by senate leaders and agenda'd for a future meeting.
- E. Committee Report Schedule-Clark distributes a draft schedule for committee chairs to report to the Senate. Ferns suggests we develop presentation guidelines for committee chairs, perhaps similar to those distributed by the College Council. Clark will draft a brief statement and revise the schedule for approval at the next Senate meeting.
- F. Waitlists-Ferns encourages each department to examine the length of its waitlist and notify J. Penning if the length of the wait list needs to be changed. Most waitlists currently default at 10, but this can be modified depending on the department. It is possible for students to be made aware of their position on a wait list when signing up for a class, but both Yuba College and Woodland Community College must agree to the change before IT makes the switch to allow them to see their waitlist number.
 - **Motion: The Senate supports the ability of students to be made aware of their position on the waitlist (Wheeler/Ortiz M/S/C).**

Meeting Adjourned-3:03 p.m. (Gassman/Wheeler)

WCC Academic Senate President's Report September 14, 2012

Student Services Forums

WCC - September 5, 2012

YC – September 7, 2012

Dr. Carabajal held forums for student services staff on the dates listed above, and I attended both. She provided the timeline for the Phase 2 consolidation; discussions will be ongoing in the fall 2012 semester and a reorganization plan will be ready by December 21. It will be thoroughly vetted prior to that date. She provided three questions for staff to consider, and though at WCC, we were unable to provide input on all of them (ran out of time), she has committed to meeting with individual staff members to better understand the services and needs within this area.

Budget and Planning Committee

September 5, 2012

Ms. Kaur provided a recap of the district budget information which had previously been presented at Budget Summit. Some highlights:

- If Prop 30 fails, we will lose \$2.45M district-wide due to a 7.3% workload reduction. \$1.86M reduction has been built into the 2012-13 budget in the event that this proposition fails.
- If Prop 30 passes, we will not lose this money; plus, we would receive \$0.5M growth (restoration) money if enrollment targets are met.
- District is still attempting to collect missing positive attendance rosters for spring 2012. If we are unable to recover these, the District will lose the money from the 2011-12 year; this will be an ongoing cut to annual funds. At the moment, the District stands to lose approximately \$90,000.

Ana Villagrana provided some information about the WCC budget:

- WCC gave back \$53,000 to the District on top of previous reductions.
- New for this year: no more budget transfers without Board approval (Title 5 regulation).

(AM)^2

September 12, 2012

1. MESA Update – WCC will proceed as planned, and a director will be hired asap.
2. Recency – AI will check on legislative mandates and provide information to counseling staff.
3. Student petitions, grade changes, etc. – Requests which previously went to the Registrar were still being sent to an email address for a person who no longer works here; however, with the appointment of Devin Rodriguez as the Interim Registrar, this problem has been resolved, and Devin is working to respond to the backlog. Devin's position will be backfilled, and John Mullin has been hired to serve at the District level to provide support to both Interim Registrars (WCC and YC).
4. DE FTEF allocation – No longer exists. We are using WCC face-to-face allocation to fund any DE for the year. We are hoping that the DE Subcommittee can help identify parameters for DE assignments/allocations for coming years.

Submitted by,
Monica Chahal

Vice President Report
September 14th, 2012

1. Committee Assignments –
We will approve at the meeting.
2. Curriculum Report –
 - CurricuNet workflow glitches are being identified and addressed on a daily basis. Brandi, Nili, and Susan are working together to provide the tool we need.
3. DCAS (9/7) –
 - Approved the Purpose Statement of the Calendar Committee – specifically the language regarding senates.
 - Reviewed and amended the DCAS Purpose Statement.
 - Discussed what role of DCAS should be and strategies for improving efficiencies for what will likely be a very busy year.
 - Meeting focused on Dr. Carabajal and Returning members working to define and understand the structure of DCAS. This was a necessary step, but was also frustrating to returning members, who were hoping to make immediate progress on pressing issues (e.g., MESA, DE).
4. DC3 (9/4)
 - Chancellor announced decision to extend to one year, the interim appointment of Rod Beilby.
 - Kuldeep Kaur provided a budget update. Current plan is to restore A&R at both colleges while looking at feasibility of district oversight. It is currently projected that there will be an ending fund balance of 12.38%. YCCD achieved a 1+ credit rating (the top available). The Chancellor applauded the work of everyone on balancing the district budget.
 - Efforts will commence to educate all district members on the accreditation process. Included will be fora and pamphlets focusing on the planning agendas and the self study at each college. It was emphasized that there is not any interest in scripting our message to the visiting teams, but instead to be able to provide them with informed feedback, positive or negative.
 - Discussion of DC3 self-assessment pointed to need for follow-up in a number of areas. Most notably the need for advanced preparation for meetings and improved communication with constituents will be pursued.
5. RAM (9/7) – The meeting focused on the need (desire, possibility?) of creating a model that focuses on program costs rather than an FTES based model. The FTES based model would (to some extent) perpetuate status quo at the two colleges. It was pointed out that in recent cuts YC and WCC were tasked with a 78/22 split even though the current theoretical model suggests that the funding is not distributed the same (WCC receiving less than 22%).