

Woodland Community College
ACADEMIC SENATE
Minutes – October 28, 2011

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| <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 type="checkbox"/> Pat Wheeler (Adjunct, at large) |
| <input checked="" type="checkbox"/> Greg Gassman (Social Sciences) | <input checked="" type="checkbox"/> Estelita Spears (Student Services) | <input checked="" type="checkbox"/> Donna McGill-Cameron (Business and Vocational Ed.) |

Guests: J. Ortiz, A. Konuwa

Call to Order at 1:05 pm

I. Approval of Agenda (Gassman/Clavere).

II. Approval of Minutes: October 14 (Gassman/Chetra).

III. Public Comment

- Clavere reports that adjunct faculty have been asked to be responsible for assessing SLOs. In ECE the full time faculty member has not developed SLO assessments, so it falls on the adjunct faculty members. Clark will follow up on the matter with administration.
- Gassman still does not see a method in place for informing adjuncts whether they have classes or not in the schedule. Usually the full time faculty takes this on, but this is not addressed in some departments that are not represented by full time faculty members.

IV. President’s Report: Chahal is away today.

V. Vice President’s Report: Clark

- A. The State Senate Area A meeting was a success. If you can attend in the future, Clark recommends participating in it. The student success task force recommendations need to be considered on the campus, but we don’t need to take action on them yet since they are recommendations, and funding is not yet in place to develop them. Regarding the resolutions sent out by the State Senate, we need to provide input to Chahal by next week when she attends the Plenary. Clark will host a meeting to review them with interested parties next week. Repeatability was a primary concern.
- B. DC3 is incorporating accreditation co-chairs into its membership. All employees can attend the December 16 meeting where a strategic plan for the district will be discussed. The next meeting of DC3 will be Monday, 4-5:30, room 852.
- C. DCAS will meet next week at WCC in the conference room Tuesday, 11/1, 3:30-5. Agenda items include core curriculum and the bookstore,
- D. The mailroom may be moved by late November/early December. If not by that time, this may be delayed until late January.

E. ASWCC is being encouraged to ask students to participate on committees.

VI. Committee/Division Reports

- A. Accreditation. Konuwa will have a draft on November 22 for the college to review. Progress is being made on all sections. Clark asks why the district is not participating as much in this accreditation as it has in the past. Konuwa replies that the district will help when needed, and that it's ultimately better for the college to have more responsibility over the document.
- B. Academic Calendar: Chetra reports that while the calendar may have an imbalance between the number of MW vs TTH classes, this was the best that could be done given the holidays and final exam schedules. The calendar complies with all state regulations.

Motion to approve the calendar (MSC Clavere/Gassman).

- C. Division Report: Gassman reports that regarding changing the wait list, students who move up the list need to know where they are on the list and whether they have come off the list.

VII. New Business

- A. Administrative Adherence to Timelines and Communications: Ferns reports that an administrator sent an email to a faculty member on Friday, 10/21 saying they needed this person to review an MOU for a coordinator position immediately and provide comments on a specific section "ASAP" because it needed to go out that afternoon. While the part the faculty member was asked to review was correct, the faculty member noticed that new responsibilities and tasks had been added to the MOU in other areas compared to the previous one. The faculty member spent a few hours listing all the changes the MOU was proposing, which amounted to a significant increase in workload for the new coordinator. Ultimately, the faculty member reported the findings to the administrator who said that the wrong MOU had been sent and that it didn't need to be reviewed until 11/1. The moral here: Please pay attention to deadlines when requesting work from colleagues. Don't ask for something ASAP if it is not due for two weeks. And please take the time to review what you are sending out and what you are asking for before you do it.
- B. Meeting Summaries: Ferns asks what should be disseminated after meetings to the larger campus community. Our constituents aren't really hearing about these meetings if they are not attending. It was decided he would put together a highlight package after each meeting to keep all informed.
- C. Distance Education: Clark passes out the draft Distance Education Subcommittee Mission Statement. The issue is tabled for now until the District DE program is in place. DE needs both District and local management, and a process should be developed that is in the best interest of our students and fair to faculty/departments who wish to teach online.

D. Student Success Task Force Recommendations: Clark covered this in the VP report.

E. State Senate Resolutions: Clark covered this in the VP report.

VIII. Unfinished Business

A. Bookstore: There will be a meeting with MaryLou (our Follett liaison) on November 10. This is an ongoing issue.

The next meeting is Friday, 11/4 at 2:00 in the conference room (100)

IX. Meeting Adjourned-2:47 pm (Gassman/Clavere)