

**Woodland Community College**  
**ACADEMIC SENATE**  
**Minutes – November 4, 2011**

<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: R. Tornay, J. Shah, J. Brown

Call to Order at 2:09 pm

I. Approval of Agenda (Gassman/Chetra).

II. Approval of Minutes as amended: October 28 (Gassman/Clavere).

III. Public Comment

- R. Tornay reports that regarding the 2012/2013 calendar, the last day to drop without a W will be the Friday before census date. The last day to drop with a W is moving to a 60% drop date to be in line with Title 4. This will allow the district to claim apportionment. Regarding the drop for non-payment issue, students will be automatically enrolled into classes from the wait list. Students will be notified via the portal that they have 10 days to make the payment for the class. An email will be sent to students as well via their YCCD email address. Please announce in your classes that if a student is on a waitlist, they need to check the Portal regularly, as there is currently no way to contact them if they are not using the YCCD email.
- Chetra reports that he demonstrated how to set up student email in his math classes. Very few of his students reported knowing about the email.

IV. President’s Report: Chahal is away today at Plenary and submitted the report via email:

- A. Resource Allocation Model (RAM). No progress.
- B. Weekly meetings with Angie and Al.
  1. We have collaborated on a dedication for Darlene Gray. At the Board meeting on November 9, the WCC Library Special Collections Room will be dedicated to Darlene’s 28 years of service to the staff and students of WCC. Please attend the meeting (4:00 pm in the Community Room) to show your support for Darlene.
  2. There is no update on the new mailroom in Building 100. Hopefully, it will be ready for use by the start of spring 2012 semester.
  3. Campus Direction meeting – tentatively scheduled for one of the January flex days (January 11, 12, or 13). The date will be announced as soon as it has been finalized.
- C. District/Colleges/Academic Senates (DCAS)

1. We discussed the report on textbook costs that was prepared by the District Business Office as well as anecdotal concerns expressed by faculty and students. We were told that the money which the district receives from Follett is used for rental and utilities costs. Dr. Espinoza will set up a meeting with bookstore staff, Malinda Bogdanoff, and DCAS members.
2. We discussed some of the challenges of maintaining a core curriculum and decided that the District Curriculum Committee will host a forum in January for faculty from both colleges to begin a conversation about the benefits and challenges.
3. WCC Academic Senate will host a forum for faculty to discuss the Student Success Task Force Recommendations and forward feedback to Drs. Fairchilds and Houston.
4. Future agenda topics: DE and district coordination of programs and services.

#### V. Vice President's Report: Clark

- A. Grades and Certification Rosters are being submitted late by faculty. Certification rosters have been submitted without first clearing the roster of no-shows, which creates problems for admissions and records offices. DCAS is working on methods to resolve this. R. Tornay reports receiving about a third of all census rosters last spring. In Fall 2011 she received 75% of the rosters on time, and she tracked down the rest (except for one from an adjunct) eventually. R. Tornay says that grades are an even bigger issue because some instructors are not submitting grades until the beginning of the following semester. R. Tornay currently does not have a way to contact all faculty. Full timers need to contact adjuncts in their department to make sure certification and grades are taking place. If no full timer is available, the dean should be responsible for the adjuncts of the remaining departments. Clark reports he will work to get R. Tornay email access to all faculty (full time and adjunct).
- B. Cay Strode volunteered for the hiring committee for the composition coordinator. M. Chahal will be solicited for the WAM coordinator hiring committee.
- C. Budget and Planning. We hired additional adjunct counselors with the money the district originally provided for the counseling position. We need someone on our faculty who understands and questions the budget, as we currently have no one on campus who really understands this very complicated document. November 14 is the next budget and planning meeting, Conference Room 100, 9:00 a.m.
- D. Student Success Task Force Recommendations. The senate will be leading discussion forums on the various sections. Thursday 11/10, 12-1; Monday 11/14, 12-1 and 3-4; Tuesday, 11/15, 12-1. M. Clark will send out a notice with the rooms and times and lead senator on each section. These will be offered as flex offerings.

#### VI. Committee/Division Reports

- A. SLOs. Nothing to report.
- B. Accreditation. Nothing to report.
- C. Flex.
  1. McGill-Cameron submitted changes to the Flex purpose statement, which she will take to College Council as well.
  2. **Motion to approve the Flex Purpose Statement as amended** (Gassman/Clavere MSC)

3. Flex committee update: Wellness workshops will be introduced in the spring. Retirement workshops may be offered going forward. Yoga for instructors may be considered. A CPR flex offering is in the works. Our fall flex offerings were almost double that of the previous fall. Regarding employee reimbursement for development, we had to give some money back last year because it went unused. More people are applying for development funds this year. The employee limit is \$750. If you ever want to know where you stand regarding flex progress, McGill-Cameron can find out quickly for you.
- D. CTE Division Report. McGill-Cameron reports that the 5 full time faculty and administration have different visions of the future for the CTE division.
- E. Calendar Committee. Chetra reports that the calendar changed slightly regarding course drop dates. No action is needed by the senate, as the changes were mandatory.

## VII. New Business

- A. Accreditation Response to Recommendation #4. J. Brown provides an update and solicits feedback from senators regarding input into the accreditation report. This feedback on the topic of shared governance will be incorporated into the draft and submitted to the faculty for review later this month.
- B. AP 5032, Drop for Nonpayment. Chetra asks about the payment plan and additional fees of \$25 to set up a plan. He also expresses concern about students who are dropped and are unable to get back into the class. Clark will follow up. Ferns asks about drop notification. Why won't students be notified when they are dropped? Students come to class sometimes without knowing they have been dropped and no one has made an attempt to contact them.

The next meeting is Friday, 11/18 at 2:00 in the conference room (100)

## VIII. Meeting Adjourned-4:04 pm