

Woodland Community College
ACADEMIC SENATE
Minutes – February 24, 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 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. Whitfield, C. Latimer, C. Howerton, R. Tornay, A. Fairchilds, J. Ortiz

Call to Order at 1:02 pm

I. Approval of Agenda as Amended (Clark/Gassman)

II. Approval of Minutes for 12/2/11 (Clark/Gassman), 12/9/11 (Clark/Chetra), as amended
2/3/12 (Clark/Chetra)

III. Public Comment

- A. R. Tornay reports that the speaker committee suggested that the student speaker for graduation must have GPA 3.5 or higher and must graduate in Spring 2012 or Summer/Fall 2011. This issue will be agendized for a future Senate meeting.
- B. Gassman is concerned about the FTEF allocation process for the Fall Schedule. It is on the schedule and will be discussed later today in the meeting.
- C. Chetra distributed a very positive report on BSI results on Early Alert, the Writing and Math Center, and Math 50.
- D. McGill-Cameron reports that she recently visited the Open Media Lab in the library and is disturbed by the “complete chaos” she witnessed. Students are viewing pornography, playing music, and misbehaving in the lab. The lab is noisy and distracting and no assistance with computers is provided. She has reported this to R. Besikof.

IV. President’s Report-Chahal

- A. District budget meetings with faculty and staff leadership will be held soon regarding ways to deal with projected budget shortfalls.
- B. The resource allocation model meeting is cancelled. A meeting will be held soon.

V. Vice President’s Report

- A. Elections: McGill-Cameron and Gassman have been re-elected for their divisions. Applause. Wheeler’s seat is currently in the nomination process and will be voted on by adjunct faculty shortly.

- B. The Curriculum Committee was not able to meet this morning. Agendas/cancellations will be distributed to the entire campus in the future as opposed to just the committee members.
- C. The Library Advisory Committee was not able to meet this morning. Considering the committee's workload, this could be problematic for the committee to continue to make progress on its agenda.

VI. New Business

- A. Introduction of Jacques Whitfield, Human Resources Development and Personnel Director. He is pleased to be here and declares Woodland Community College to be his favorite campus. A focus for his group going forward will be to improve the professional development opportunities for faculty. He is also committed to working with faculty, staff, and administration to improve the evaluation process. HR will be moving in to new office space on campus to conduct future office hours and maintain a presence at WCC. He is committed to making the changes necessary to avoid repeating mistakes in HR such as the "debacle" of a layoff process that occurred in the recent past in the District.
- B. Priority registration criteria. R. Tornay distributed a proposal for priority registration based on unit totals rather than social security numbers. YCCD is currently the only district in California that bases registration on social security numbers rather than on unit totals. If the proposal passes, this new system could go into effect by Fall 2012. Clark is concerned that this is the first the Senate is hearing about this change. Secondly, new students would not receive priority registration under the proposed change, which would contradict the goals of the Student Success Task Force. Clark adds that B. Espinosa should be bringing these proposed changes to both Senates rather than letting each Senate deal with the issue piecemeal. Ferns comments that new students with a later signup date might find less frustration with the signup process if a limit were placed on the initial signup process and a second round of signups opens to fill out student schedules. Chetra asks why DCAS is not involved in this discussion as well. Chahal agrees that the old social security system is dated and not working well. Ferns asks whether waitlists can be worked on in the context of this discussion such that students will know where they are on a waitlist. Whitfield suggests that perhaps discussions can be initiated with Datatel to develop a solution that will work for the district and individual colleges. The senate agrees that we are not yet ready to move on this and wishes to work with the Multi College Transition Team before we take action. Fairchilds declares this transition team's role may be changing and we need to look at the makeup of the group that will take this on.
- C. Attendance. Clark asks whether the college has been told by the state to take daily attendance in all classes due to problems with a previous audit, or if this is purely an administrative request or suggestion to take attendance in all classes. Fairchilds responds that faculty will be held accountable to take attendance in all classes. Tornay reports that districts must have records of all classes because state audits ask for documentation of attendance in classes randomly, and it could be for any class within the previous 5 years. One FTES is worth \$5,000 for the school and if the district does not have the census certification for a class, it could lose up to 3 or 4 FTES per class. Clark responds that documentation of regular attendance is different from the census certification. The census certification should be sufficient for an audit. Chahal states that there is no state regulation and nothing in Title V that asks for daily attendance.

Whitfield states he has been tasked with working on a uniform system-wide approach to this issue. While Title V does not state directly that attendance must or must not be taken under certain circumstances, the district is able to make policies that are consistent with and not in violation of Title V. The district wishes to be consistent with the law and develop an answer to this issue. The chancellor wishes to clarify the systemwide ambiguity regarding the collection of attendance and encourages people to take attendance. For now, we need to follow Title V until the district develops a policy, which means that only positive attendance classes require faculty to take attendance.

- D. Curriculum Institute 2011 Funding. Chahal reports that a faculty member has requested funding from the Senate of about \$1,000 due to a lack of funds from a source that originally committed to refunding her. Even after paying for future travel for the remainder of the year, the Senate estimates it can cover this expenditure with Senate funds.
 - **Motion that the Senate approve the funds for S. Ng's attendance at the curriculum institute (M/S/C Clark/Chetra)**
 - E. Parking resolution. Chahal handed out a Resolution on Parking Policies from Yuba College. Current parking decisions are made by the Chief of Police at Yuba College. This does not allow for WCC to have a say in local parking decisions. The resolution is tabled for further discussion.
 - F. 3-week and 6-week summer session classes. Clark reports that 3-week classes are being allowed this summer by administration, and further discussion on the issue is merited. Administration would like for the Senate to make a decision on whether the accelerated courses should be allowed. C. Howerton would like for other options (such as 4-week, 8-week courses) to be discussed rather than taking an all or nothing mentality to 3 vs 6-week courses.
 - G. Departmental FTEF allocation criteria. WCC is over its allotment this semester due to some departments submitting allocations that are fractions over the limit. Some departments have been asked to cut because they were fractions of FTEF over. The problem is for small departments, a small fraction of an already small FTEF allotment is a larger cut than for a large department making the same fraction of a cut. Sometimes these fractions are shifting from one department or division to another, and when those departments are taking fewer units than the allotment, they could potentially lose them in the future because the unit totals are rolled over from one semester to another. We need to develop a consistent process for both growth and cuts to FTEF, as the allocation planning process lacks a consistent set of criteria. This will be discussed in future division meetings.
- VII. Unfinished Business. Left unfinished for a future meeting.
- VIII. Meeting Adjourned-3:25 pm (Clark/Gassman)