

Woodland Community College
ACADEMIC SENATE
Minutes – March 23, 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 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. Flaherty, J. Ortiz, C. Howerton, J. Smart, J. Shah, Voice of J. Whitfield

Call to Order at 1:06 pm

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

II. Approval of Minutes for 3/9/12 (Clark/Chetra)

III. Public Comment

- A. Clark reports B. Espinosa has taken a position with a college in Texas.
- B. Clark reports that next month is math awareness month. R. Mathews will be presenting on music and math on Thursday, April 12 at noon in the Community Room.
- C. McGill reports that the temporary physics lab needs a permanent location. It's currently in room 301. A decision needs to be made on the lab location.
- D. Spears states that the career and financial aid fair will be May 3 in the quad area in the center of the campus.
- E. Ferns commends J. McCabe for her work at the 3/9/12 planning committee follow-up meeting. This follow-up meeting was formed to take the input from the campus-wide meeting on 2/17/12 and turn it into an actionable plan. Due to her effective synthesis of the notes from the campus-wide meeting, her agenda for the meeting, and her leadership in keeping the meeting on task, the group made progress and left with a plan for the campus. It is a testament to our commitment that we have such dedicated members who are willing and able to put together plan, lead a meeting when they see it lacks direction, and to take on administrative leadership roles on campus. We will also need to see this same level of leadership and commitment from others to fulfill our campus planning objectives going forward. Otherwise, many on campus may get the impression that "campus planning sessions" are simply another way of going through the motions to attain accreditation.

IV. President's Report-Chahal

- A. Chahal submitted a written report (which is copied at the end of this document).

V. Vice President's Report-Clark

- A. Clark submitted a written report (which is copied at the end of this document).
- B. Additions to the report:
 1. B. Asmus will be the curriculum chair next year. S. Ng will not renew the contract when it expires after this semester.
 2. On the Faculty Staff Administrative Planning Committee, three faculty members volunteered to replace B. Rhode: C. Latimer, J. Brown, and N. Kirschner. Latimer was selected by a show of hands.
 3. We need to determine whether curriculum should be consistent between the two campuses. This will be agendaized for a future DCAS meeting.
 4. Training on the new Curricunet may not take place in early April due to various coordination issues. It may take place during convocation.

VI. New Business

- A. Elections for Senate Vice President and Secretary:
 - **Motion to Approve Clark as the Senate Vice President for 2012/2013. (Chahal/Gassman M/S/C).**
 - **Motion to Approve Ferns as the Senate Secretary for 2012/2013 (Gassman/Chetra M/S/C).**
- B. MESA. J. Ortiz reports that WCC will soon submit a proposal to gain funding for the Math, Engineering, and Science Achievement (MESA) program. He distributed a handout contained statistics regarding the Spring 2012 MESA program. J. Ortiz believes the potential for funding is strong. The proposal is due April 30 to California Community College Chancellor's Office.
- C. Complaint Process. J. Flaherty reports that he was called into R. Besikof's office recently to respond to complaints of students in his class. The students had been experiencing problems in the class due to skipping some of the self tutoring that was assigned in an online program. R. Besikof gave him advice about how to teach his class, which J. Flaherty did not appreciate. The students had complained because they did not follow through on homework and had been cheating. J. Flaherty was concerned that the students had gone to counselors and the dean before following up with the instructor, and that the dean did not send the students first to the instructor. It appears to J. Flaherty that the dean was not aware of or deliberately chose not to follow the WCC Student Complaint Process. Clark notes that the student planner contains a different policy than the WCC Catalog and that the WCC Student Complaint Process should be updated in the planner to prevent confusion. The policy may also need to be changed to advise the dean to bring the parties together at the table. This will be taken to DCAS and a reminder will be sent to R. Besikof that he should follow the policy. A note will be sent to the campus as a whole reminding everyone of the policy.
- D. W Deadline. Chetra reports that the calendar was approved with a withdraw deadline at 60% (not 75% of classes, as was the case previously). The YC senate had concerns with this 60% date and would prefer 75%. J. Smart reports that students are paid after the 60% date but they are not attending class and just taking the F but are collecting their financial aid checks. This is costing the District money because the Department of Education won't reimburse the District for students who are dropping out of the course. The WCC Senate is OK with the 75% date. Any concerns can be addressed in a future DCAS meeting.

- E. New Employee Orientation. J. Whitfield reports via conference call on the need for a more effective new employee orientation that includes both in person and online training. He requests of the Senate input on the information that would be needed, and he hopes to have this implemented in August 2012. Senators will solicit input from their constituencies and we will have this discussion in the next Senate meeting on April 13.
- F. Adjunct Faculty Evaluations. J. Whitfield reports that the tools used on the Adjunct Faculty forms should be revised. In particular, because many adjunct faculty are new to the profession, we should not have a stigma attached to or draconian penalty associated with recommendations for improvement in multiple areas. Current penalties for the improvement needed category include a special meeting with the dean and/or not being rehired if improvement is recommended in multiple areas.
- G. Committee Reports. Clark
 - 1. FSAPC. Classified and Administrative hiring priorities are being developed for a 5 year plan. The purpose statement should be modified in that no student member should be required for now. The Senate approves of this modification.
 - 2. CRC. The CRC is currently working on Portal and email communication issues as well as the campus postering policy.

VII. Meeting Adjourned-3:01 pm (Gassman/Chetra)

WCC Academic Senate
President's Report
March 23, 2012

DC3 (March 12)

- Parking policy: most of the meeting was spent on this topic. Some of the questions that had been raised at the previous meeting remain unanswered as we wait for the right people to collect the information needed in an attempt to answer these questions. Participants expressed frustration about the fact that the proposed policy was written without input and were reminded that DC3 provides that opportunity. Outcome: none.
- Budget: Vice Chancellor Alt presented. According to his report, the district will end the year with \$2+M less than what was anticipated in the adopted budget. Ending reserves are expected to be at 10.93%, but that will go down (retiree settlement, Sutter County Facility operational costs, any budget shortfall that may occur if the tax initiative fails). The newly formed Budget Summit met on March 21 (report below).

Dr. Whitfield (March 16)

- Orientations: Dr. Whitfield would like to offer a customized orientation for new WCC employees and would appreciate faculty input, vis-à-vis the Senate. He posed the question: what top 10-15 things do we want our new employees to know? **Please solicit input from your constituents for discussion at future meetings.**
- Evaluations: Dr. Whitfield will call a meeting with representatives from the two senates and the appropriate unions to discuss the philosophical approach to faculty evaluations.
- Next agenda: Flex/staff development, evaluation training, Diversity Plan, new employee orientation.

College Council (March 16)

- A concern has been raised by adjunct faculty that communication from AS to adjunct faculty is lacking. I will verify who receives emails from the WCC_faculty list, which Karen Trimble assured me went to all WCC faculty, pt and ft. This may be an agenda topic for a future senate meeting.

Budget Summit (March 21)

- Chaired by VC Alt; discussion led by Kuldeep Kaur; attended by Chahal, Lisa Jensen-Martin, Teresa Dorantes-Basile, Angie Fairchilds, and Adrian Lopez.
- VC Alt stated that: 1) there will eventually be a link on the Budget website for all materials for this group, and 2) this group will help in the planning for a single-year budget.
- Kuldeep Kaur led a discussion on the nuts-and-bolts of the budget timeline, expenditures and revenues, and trend analysis for budget deficit that has previously been used in creating a budget. This discussion was very helpful.
- For the next meeting, Alt will provide a list of assumptions that have already been made for the 2012-12 budget as well as other factors that should be considered in making any other assumptions, including information on SCOF and any potential penalties resulting from the audit findings.

DC3T1 (March 22)

- The team will review existing, college-level processes for program planning and resource allocation to identify strengths and weaknesses. We will also review the types of district-wide resource planning and allocation processes used by other multi-college districts.
- Specifically, Loretta Richard and I will be reviewing the WCC Academic Program Review process next week.
- Future meetings have not yet been determined but will be shortly.

Vice President Report
March 23, 2012

1. Committee Assignments:
Select member to fill vacancy on FSAPC.
2. Curriculum Report:
 - Curricunet training will take place in mid-April.
 - Work continues on a massive stack of CORs, proof-reading the Catalog, and finishing the Curriculum Handbook.
 - Controversy has arisen over the “blocking” of a WCC class by the YC Curriculum Committee.
3. Resource Allocation Model (RAM) meeting (3/20):
 - Focused on effects of Sutter. Will not affect the 2012-13 model, but will need to monitor and anticipate effects on later.
 - Agreed to assess model each year for the first 5 years.
 - Discussed items that have not yet been defined as “above-the-line” or “below-the line” (e.g., technology, M&O...). VC Alt will bring a list of such items to the next meeting with rough costs.
4. Board Meeting (3/14)
 - The YC Men’s Basketball team was honored for reaching the State Championship game.
 - Three categorically funded YC faculty (Rad Tech (2), Nursing) and one administrator (Director Public Safety) were released.
 - Nine people spoke during Public Comment encouraging the board to return the YC AJ to its former status. In response the Chancellor said that there is “no plan to move the academy from Yuba to Woodland.
 - There will be a spending freeze/chill soon.
 - John Stevenson expressed concern for the state of Yuba faculty following three years of questionable decisions.
 - Sixteen faculty members were granted tenure.
5. DCAS (3/19):
 - Agreed that business could be conducted with one of the two members present from each of the senates and college administrations.
 - Set dates for increased meeting frequency.
 - Set process for prioritizing agenda items.
 - Discussed registration date conflicts between YC and WCC.
6. Budget (3/21):
 - Looked at materials from other college’s budget committee’s to begin developing a framework for WCC’s budget assumptions and priorities.
 - Discussed the recent announcement that Measure J is \$700K in the red and funding is being pulled back from some projects.
 - Talked about need for district level decisions before WCC can have meaningful process.
7. WCC-Administrative/WCC-Senate Leaders – (AM)^2 – (3/14)
 - Discussed student complaints (today’s agenda).
 - Discussed adjunct evaluations (today’s agenda).

- Discussed Curriculum Committee coordinator position. The position will be re-evaluated in Fall for the 2013-14 year. Originally it was thought that the release time might be reduced, but that seems less likely now.

8. DC3T2 – Collaborative Competencies and Systems – The meeting was primarily organizational and brainstorming in nature. I was somewhat frustrated by lack of access to materials, which seemed ironic given the team’s purpose.