

Woodland Community College
ACADEMIC SENATE
Special Meeting with College Council
Minutes – September 30, 2011

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

College Council: J. Ortiz, J. Brown, A. Villagrana, J. McCabe, J. Schulte, A. Konuwa, A. Fairchilds, N. Gonzalez-Diaz, R. Besikof

Call to Order at 1:11 pm

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

II. Public Comment

- Chetra reports some issues regarding Spring break on the 2013 calendar. The issue will be agendized for a future Academic Senate meeting.

III. Updates

- A. Accreditation. J. Brown reports that the draft accreditation report goes out to the Board in January. The final draft will go to the Board in July 2012. A. Konuwa reports that the communication recommendation from the visiting team should be revisited and clarified. WCC's work regarding communication should be further examined. Clark adds that communication of various minutes for committees needs to be consolidated and posted on the portal/web site. Most committees should be posting to the web site. The CRC is working on a portal page for committees. J. Schulte asks where news releases are going. A. Fairchilds will check with A Lopez regarding news releases.
- B. SLOs. Chahal reports for C. Howerton that TracDat training sessions are going well. Upload all data to TracDat by grade reporting due date at the end of Fall semester. The next TracDat training will take place on Friday, October 14, 9-11 am in room 623.

IV. Meeting Minutes

- J. McCabe asks how minutes for today's meeting and future joint sessions should be approved. Clark says tentative approvals can take place at the next meeting of each body. The third meeting is the final approval once modifications are made.

V. New Business

- A. Campus Follow-Up Survey. Chahal reports for M. Khatami that future follow-up surveys will focus on how students understand the Board's priorities. Students may not have understood the technical language of previous surveys.
- B. Strategic Goals. J. McCabe asks where we are with establishing our campus goals and how it feeds into the DC3 process. Clark recommends a more formal process as opposed to the informal process we have used in the past. A. Fairchilds asks what process we need to put in place once the Board/DC3 have shaped the overarching goals. J. Ortiz asks how we are currently measuring our goals. A. Konuwa adds that the current process has committees reporting to the College Council. R. Besikof asks whether our goals are more like guiding principles as opposed to a measurable task, such as SLOs. M. Chahal suggests one of the goals should be to determine how to measure the goals. J. Ortiz suggests that the goals should be shared/reinforced/communicated with the various constituent groups. People will only buy in if they hear the goals frequently and are reinforced. This would address the communication issue brought up during the accreditation process as well. Clark recommends appointing a subcommittee to begin developing and perhaps oversee a goal generation/communication/evaluation process. Chahal, R. Besikof, Clark, N. Gonzalez-Diaz (who will request classified staff participation for this) volunteer to form and take part in this subcommittee.
- C. Committee Consolidation. J. McCabe suggests combining the Basic Skills and Student Success committees. This has been discussed in the past and will be addressed in future meetings of the senate and the college council. J. Brown reports that many faculty are on a bazillion committees, which hinders our core mission (teaching). Chahal asks whether it would help to combine committees because those committees might end up doing more work or meeting more often. Clark suggests that perhaps committees should be placed under a bigger umbrella rather than consolidation of committees. Clark suggests that we should not look to create new committees in the future, but to assess how the current committees could integrate various ideas/tasks.

Potential Branches/Themes/Umbrellas proposed by J. Ortiz

Success: Curriculum, BSI, Diversity, SLOs, Flex, Perkins, Library Advisory, Heritage, Student Success

Leadership: College Council, Senate, CRC, Faculty Staffing, Presidents Group, Accreditation

Planning: Bond Committee, Planning and Budget, Safety

- Chahal recommends taking this proposed structure back to these committees and to the academic divisions. R. Besikof recommends taking the suggested umbrella titles to the divisions and let them decide where they should be placed, or if there should be additional umbrellas. Once the umbrellas are finalized by the committees, the discussion of consolidation can take place within the umbrellas.
- J. Ortiz notes that language regarding autocratic decision making by committee chairs in the current draft of the college handbook may not fully adhere to the WCC consensus building process and the spirit of AB 1725.
- Chetra asks who is responsible for lack of participation among committee members. A. Fairchilds says that it is the responsibility of the committee co-

chair to hold members accountable for attendance on committees. Chahal suggests putting language in the handbook/committee purpose statements regarding committee participation.

- D. Staff/Student Committee Membership. Clark reports that little progress has been made in getting more staff and students onto committees. We have spaces available, but they are unfilled. He hopes that ASWCC will make progress once elections are held and they have some formal meetings under the new leadership. N. Gonzalez-Diaz says that staff will participate when given the chance and when it works with their schedule.
- E. EMP Prioritization. A. Konuwa recommends using existing policies regarding requests for planning rather than shifting them to a new area in the EMP. The Planning and Budget committee will develop a statement for the EMP to keep that process in place. Clark reports that a process needs to be developed for some of planning requests.
 - Motion-Approve the concept of a prioritization process in the EMP as opposed to prioritizing the requests individually. (M/S/C-Clark/Chetra)
- F. New Faculty, Staff, and Administrative Planning Committee. Clark distributed a new purpose statement for this committee, which would make the faculty staffing committee a subcommittee of the new FSAP committee. This will not change the faculty staffing process in principle. J. Schulte reports that no adjunct faculty spaces are available on this committee. M. Clark states that the term faculty indicates either full time or adjunct status for this committee. This is not the case on other committee purpose statements which delineate between adjunct/ full time status. J. Schulte says that adjunct faculty identify themselves as adjunct, not as faculty, so the term adjunct should be included whenever we send out a request for “faculty.” It should be a request for “adjunct and/or full time faculty” for a particular position. The senators who represent adjunct faculty should get the word out that for any requests for faculty on committees implies both adjunct and full time status. J. Ortiz notes that planning for future curriculum seems to be taking place in a haphazard way. Clark responds that this is part of current discussions with the curriculum committee/Academic Senate.
 - Next meeting is Friday, 10/14, 1:00 pm in the Board Room, 100 Building

VI. Meeting Adjourned-3:12 pm (Ferns/Clark)