

Woodland Community College
Academic Senate
Minutes – January 10, 2014

<input checked="" type="checkbox"/> Matt Clark (President)	<input checked="" type="checkbox"/> Kevin Ferns (FaLaHum, Secretary)	<input checked="" type="checkbox"/> Talwinder Chetra (Math and Science)
<input checked="" type="checkbox"/> Christopher Howerton (At-Large)	<input type="checkbox"/> Donna Bahneman (Adjunct, WCC)	<input checked="" type="checkbox"/> Pamela Geer (Adjunct, CCOF)
<input type="checkbox"/> Greg Gassman (Social Sciences)	<input checked="" type="checkbox"/> Cheryl Latimer (Student Services)	<input checked="" type="checkbox"/> Donna McGill-Cameron (Business and Vocational Ed., Vice President)

Guests: J. Shah
Call to Order at 1:06 p.m.

I. Approval of Agenda (Howerton/Chetra)

II. Public Comment

- A. Geer notes that the active shooter discussion at the adjunct meeting on 1/9 ran for about an hour. Much of the discussion by Chief Osbourne concerned the idea of fighting back, including blasting assailants with fire extinguishers, stacking chairs on one another in front of the door, and placing a loop over the door hinge. She feels that things like communication of potential issues on campus in real time and the ability to lock a door from the inside might actually be better ways to respond to potential issues. In addition, the CCOF is in need of a better security plan.
- B. Latimer expresses concern that the District is hiring an interim counselor in TRiO without department consultation. The position was offered to an intern while adjuncts and staff that were qualified were not given the opportunity to respond.
- C. Chetra states that J. Walters commented on potential problems with the accreditation report in the adjunct meeting last night. These problems should be discussed in the future.
- D. Chetra states that the DE schedule for Fall 2014 is being developed now without input from WCC. This may be due to the fact that the dean of DE is a YC dean, not a District dean. He would like this agenda item for a future meeting.

III. Approval of Minutes as Amended from 12/13/13 (Chetra/Geer)

IV. President's Report-Clark

- A. DC3 discussed realignment earlier this week. After going through the evaluation process for the various realignment scenarios, more voted for CLC to move to WCC, but the potential positive fiscal effects of the move are based on estimates and potential growth. Attendance was low for this meeting as well. The creation of a third college was thoroughly rejected. Clark believes the chancellor will ultimately recommend realignment, but the timeframe may be extended.
- B. Faculty staffing requests will begin in January.
- C. We have a new interim college president, Dr. Judy Walters. She has scheduled a leadership meeting for 1/23 to develop some goals for this semester.
- D. Regarding the California budget, the outlook is positive for community colleges.
- E. There are some communication issues between the Executive Committee and the State Academic Senate.

V. Vice President's Report-McGill-Cameron

- A. The Flex Committee has monies available to offer student learning workshops. The funds expire on 2/28. On Course is the company that will put on these workshops. We could potentially offer a workshop on Tuesday, 2/18, which is an academic holiday but not a staff holiday. We have additional monies that need to be spent by 6/23, so we will have future flex offerings as well.

VI. New Business

- A. President Search Committee. HR has recommended that the Senate appoint 3 members to the college president search committee: The Senate president, one member from counseling, and one member from CTE. McGill-Cameron will send out a call for volunteers and the Senate will have a special meeting at noon on 1/16 to make this decision.
- B. SLOs/Program Review in Adjunct-Only Disciplines. M. Senecal would like for the Senate to determine how to submit program reviews/SLO results in the adjunct-only disciplines. This work typically falls to the dean with some assistance from division full time faculty. This item will be tabled until M. Chahal and M. Senecal can address it directly with the Senate.
- C. Student Services Vitality Criteria (attached). M. Senecal has updated the draft criteria for approval. Latimer expresses concern that it does not sufficiently address counseling issues. In addition, should demand or potential of a program be weighted more? Do the current weights attached to each criterion make sense? Howerton states that we won't know what this will look like in reality until we try it. Latimer indicates that student services faculty are OK with the criteria as long as it can be adjusted in the future.
 - **Motion to try out the YCCD Services & Non-Instructional Program Vitality Criteria Draft 8/15/13 in a non-punitive manner (M/S/C Chetra/Geer)**
- D. Academic Standards. Clark will begin a conversation with C. Strode to draft a set of academic standards with the Student Success Committee.
- E. Senate Goals. The brevity of some of the goals has led to some misunderstanding of certain goals. The Senate needs to redefine some goals and assign leads to others, and perhaps some goals need to be added. Minor modifications have been made to the attached document.
- F. Prerequisite Checks. Ferns notes that students are being dropped from classes this week due to not passing prerequisite classes in the fall. It is an inconvenience to students to be dropped at this point when few classes are still open. It may force students to put off retaking a class until the summer or next fall. This issue will be agendaized for a future meeting when S. Horn can be present for the discussion.

VII. Unfinished Business

- A. Faculty Evaluation Document. Not Addressed
- B. Academic Calendar. Not Addressed
- C. Division Chairs/CTE Pilot. Not Addressed
- D. Restructuring of Planning Committees. Not Addressed
- E. Campus Celebration AS/YCFA. Not Addressed
- F. Accreditation. Not Addressed
- G. Student Success Initiatives Prioritization Process. Not Addressed
- H. Constitution & Bylaws Revision. Not Addressed
- I. Campus Climate. Not Addressed
- J. Professional Standards. Not Addressed

VIII. Meeting Adjourned 2:55 p.m. (Chetra/Howerton)

**YCCD SERVICES & NON-INSTRUCTIONAL PROGRAM VITALITY CRITERIA (DRAFT
8/15/2013)**

- I. Vision (*Maximum 10 points*):
 - a. Direct support for the vision and short-term goals of the District (*5 points*)
 - b. Services support student learning outcomes and assures equitable and appropriate student access (*5 points*)

- II. Demand (*Maximum 25 points*):
 - a. Impact on: (*5 points*)
 - i. students
 - ii. other college or district services
 - b. Growing demand for service (*5 points*)
 - c. Service includes requirements for other programs or services (interdependencies) (*5 points*)
 - d. Impacts diverse student/staff population (*5 points*)
 - e. External demand for service (*5 points*)

- III. Service Quality (*Maximum 25 points*):
 - a. Service uses faculty, staff and student input and other appropriate measures in order to improve the effectiveness of these services (*5 points*)
 - b. Staff engagement in professional development (*5 points*)
 - c. Established and implemented administrative unit outcomes, evaluation and service improvement plan (*5 points*)
 - d. Affiliations/connections taking advantage of regional environment (*5 points*)
 - e. High quality services/technology/facilities central to student learning (*5 points*)

- IV. Mandated Requirements/Compliance (*Maximum 15 points*):
 - a. Compliance with federal, state and local codes and statutory regulations (*15 points*)

- V. Revenues (*Maximum 15 points*):
 - a. High efficiency as measured by staff/time ratios and costs (*5 points*)
 - b. Requires low level of resources (*5 points*)
 - c. Generates significant resources to defray costs (*5 points*)

- VI. Potential (*Maximum 20 points*):
 - a. Service can grow with no new resources (*5 points*)
 - b. Investment will create new and innovative ways to support district vision (*5 points*)
 - c. Investment supports opportunities for greater collaboration and team approaches in the delivery of services (*5 points*)
 - d. Investment will strengthen or support a variety of college programs and District Services program and service (*5 points*)

- VII. Other
 - a. Other information not provided under previous categories (*5 points*)

The following Services Quality criteria are under development pending further definition:

- *College or district evidence and recognition of service effectiveness*
- *Staff engaged in innovative service techniques*

* Services are scored on a ratio of [points earned] / [points applicable]. Not all criteria listed will be applicable to each program.

Senate Goals, 2013-2014 (Assigned leads in parentheses, 14 total goals)

1. Curriculum: Create catalog/class schedule subcommittee (via curriculum and scheduling committees), increase faculty awareness, establish program development structure and incorporate with EMP, establish AA-T and AS-T where appropriate, and create a DE handbook. (Clark)
2. Communication: Advocate for increase in effective communication tools and access. (Clark, Ferns)
3. Grading Policies: Review, update, and distribute Faculty Handbook. (Clark)
4. Academic Standards: Promote rigor in coursework, DE, and collegiality among faculty, classified staff, administration, and students. (Clark, McGill-Cameron, Wheeler)
5. Student Success: Identify and address barriers to student success (counseling availability, course offerings). (Latimer, Wheeler)
6. Faculty Development: Find more opportunities/activities focused on student success. (Chetra, McGill-Cameron)
7. Improve faculty evaluation process. (Clark, Howerton)
8. Work to create comprehensive process for Colusa County Outreach Facility (CCOF). (Chetra, Geer)
9. Revise Senate Constitution and Bylaws. (Clark, McGill, Gassman, Ferns)
10. SLOs: Attain CQI-status. (Howerton)
11. Research pedagogy of learning. (McGill-Cameron)
12. Professional standards goal (No assigned leads)
13. Partnerships with private colleges (No assigned leads)
14. Sustainability and grant funding (No assigned leads)