

Woodland Community College  
**Academic Senate**  
**Minutes – March 28, 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 checked="" type="checkbox"/> Donna Bahneman (Adjunct, WCC)	<input checked="" type="checkbox"/> Pamela Geer (Adjunct, CCOF)
<input checked="" 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: A. Konuwa, M. Chahal, J. Ortiz, J. Shah

Call to Order at 1:03 p.m.

I. Approval of Agenda (Bahneman/Gassman)

II. Public Comment

- A. Gassman questions if the mission statement on the web site is a run-on sentence. (Ferns later verified that the sentence is correct, but only in informal writing. If the mission statement were written by a student for a formal essay, however, Ferns would most likely have advised against the use of the ampersand, which is more acceptable in informal writing such as when texting friends or as part of a brand name. Always focusing on the positive, Ferns would have commended the mission statement student writer for correctly using the word “and” in place of the ampersand later in the same sentence. In addition, he would probably have recommended that the student change the first person plural pronoun usage in “we serve” to the third person singular pronoun phrase “it serves” since the pronoun refers to the singular “Woodland Community College” and not the “communities” preceding the phrase.)
- B. Geer would like for adjunct faculty to have access to other adjunct faculty via personal phone numbers.
- C. Bahneman reports that a computer in the adjunct office took 15 minutes to start up and there is only one phone in the adjunct office. It also looks like rats live in there (Clarification: Humans who behave like rats).

III. Approval of Minutes as Amended from 3/14/14 (Bahneman/Geer)

IV. President’s Report-Clark (attached)

- A. Clark announces that the senate will have a joint meeting with the College Council on April 18 and HR Director Whitfield will be in attendance.
- B. The senate retreat will occur after the semester in May.
- C. Senate resolutions will be finalized over spring break. On Tuesday after the break Clark will schedule a meeting for the campus to review them and offer feedback.

## V. Vice President's Report-McGill-Cameron

- A. Committee Appointments. None.
- B. Curriculum Committee. On the topic of program discontinuation, courses were inactivated in a program and a handful of students were left in limbo because they had not completed a few of the courses to complete the degree/certificate. The curriculum committee and scheduling committee could have coordinated the discontinuation better to avoid cutting off students prior to completing the work necessary for the degree/certificate. These students may need to go to the Los Rios Community College District to complete the work. On the topic of Curricunet, Curricunet help will be available soon via the faculty/staff link on the web site.

## VI. New Business

- A. Program Review Data Elements. Chetra notes student success and degree completion concerns with the data. Programs should not be judged based on whether students are not completing degrees because sometimes students will succeed elsewhere without completing a degree. Clark points out that the new form changes the WSCH/FTEF to a ratio based on FTES/FTEF. This would involve some training of faculty to understand the new calculation. McGill-Cameron is concerned with providing data on online course retention. Clark responds that this information is for improving programs and not for administrators to evaluate instructors or programs. Part I, program percentage of total district FTES, may be unnecessary. Clark will take this feedback to M. Senecal for implementation.
- B. Senate Support for ASCCC Conference Attendees. The senate has \$2,500 available to send people to conferences. Plenary is 4/10/14 through 4/12/14. The senate will provide \$500 for five people and send one person to the leadership institute, two to the curriculum meeting, and two to the plenary.
- C. Quality Control for WCC's SLOs. Howerton reports that feedback will be provided by the SLO committee to programs and divisions to assist them in making future changes to their reporting and assessment methods. He will forward a document to share with the campus for discussion in a future meeting.
- D. Position Regarding Denial of Sabbatical Request. The sabbatical leave committee made a recommendation that was subsequently overturned by the Chancellor. J. Ortiz reports that the committee is frustrated because the committee has never received feedback as to whether/why its recommendations would be challenged, even with an administrative representative on the committee. At the next senate meeting we will consider a resolution in support of upholding recommendations made by the committee.
- E. CCOF Master Plan. WCC has overseen CCOF for the past few years and originally developed a successful two-year plan. The two-year plan term has passed, and communication of facility plans and goals with the Colusa County community has been less effective lately. Recent course planning has not followed a specific plan, but has been based on semester to semester adjustments. We also need to determine the purpose of the facility to develop an identity for the facility. J. Ortiz notes that in 2005 the WCC/district administration proposed offering numerous certificates and instructional services at CCOF but failed to follow through on most of the promises. It is frustrating that we don't have a vision for the facility and it makes it difficult for

the students and staff at the facility as well. Geer believes that some in the community remain dissatisfied and have found it difficult to provide input due to the inconsistent meeting times of the advisory board. Clark would like to see WCC/CCOF develop a partial plan and take it to the community for feedback. Chetra would like to see better coordination of the plan with local high school counselors in the county as well. M. Chahal would like to receive feedback from the senate in developing a plan for CCOF and moving forward with the community element. J. Ortiz would like to see a short term and long term plan and a commitment by administration to enact the plan. Clark notes that the next scheduling committee meeting will focus on the short and long term CCOF schedule. We also need data to help drive the discussion as to the needs of the community and future program offerings. Clark will also find out what services are currently being offered at CCOF to help us determine what may need improvement. J. Ortiz would like to see permanent administrative leadership at CCOF as well. If the CCOF is to succeed, we need to address the serious student needs at the facility.

- F. Realignment. This will be addressed at the joint meeting with the college council.
- G. Student Code of Conduct. Not addressed.
- H. Senate/YCFA Liaison. Not addressed.
- I. Senate Goals. Not addressed.
- J. Senate Agendas. Not addressed.

#### VII. Unfinished Business

- A. President Search Committee. Not addressed.
- B. Accreditation. Not addressed.
- C. Faculty Evaluation Document. Howerton reports that the committee will meet in April and update the senate as appropriate.
- D. Academic Calendar and Compressed Calendar. Chetra reports that the district is moving forward on the compressed calendar for 2015/16. Two options are being considered: A flexible calendar and a compressed calendar. Further details will be forthcoming when the committee next meets.
- E. Division Chairs/CTE Pilot. Not addressed.
- F. Restructuring of Planning Committees. Not addressed.
- G. Campus Celebration AS/YCFA. Not addressed.
- H. Campus Climate. Not addressed.
- I. Professional Standards. Not addressed.

Meeting Adjourned 2:56 p.m. (Gassman/Chetra)

President's Report  
March 28<sup>th</sup>, 2014

**1. Meeting with WCC Administration (3/18 – Latimer attended in McGill-Cameron absence; 3/25 - canceled) – Highlights:**

- Concerns with the make-up of the PSV teams and the team trainings were discussed. It was agreed that I would contact Dr. Carabajal regarding those concerns.
- The start dates for Summer Session were confirmed.
- The possibility of a coordinator was raised based on a discussion from Diversity.
- Dr. Walters will make the budget presentation from the Chancellor available ASAP. I will forward to Clear Lake and the YC Senate.
- The staff member who has been working with MESA will staff the counseling secretary position. The EOPS Counselor position will be filled with an interim. There is concern that the budget situation makes hiring a full-time counselor for that position problematic. I will push to fill the position with a full-time faculty member.
- Dr. Walters asked about our 50% Law status and our FON status. They are both district numbers. Our faculty obligation number (FON) is fine. The 50% Law is iffier.
- A question regarding minimum quals and equivalency for counseling positions was discussed.

**2. Budget & Planning (3/20) –**

- Senecal presented a follow-up on the WCC Action Plan. The process was rushed this year (she was disappointed that Senate and College Council did not have a chance to provide feedback), but we have the structure in place for moving forward smoothly.
- Konuwa gave an update on the HSI grant. Meetings will be held on 3/24 between the grant writer and various groups. The writer will meet with the Student Success Committee, student services, and leadership.
- Konuwa provided an update on the VSP training. There were concerns expressed that the trainings did not match the process that DC3Team1 had set forth. I will follow-up with Dr. Carabajal.
- Konuwa asked that we develop a procedure for instructional service agreements (ISAs). The ISA we entered with FIELD to provide ESL instruction in Colusa County has been problematic and will be canceled.

**3. Area A Meeting (3/21) – (The meeting was held at Modesto Junior College (MJC) in their new Science Building. It is an impressive building which also houses the developing Great Valley Museum. We were given a tour and sat through a brief show at the attached planetarium.)**

- ASCCC President Smith reported that ASCCC lobbying the legislature on bills regarding Bachelor's degrees at community colleges (SB850), and accountability (SB195, SB1456, and SB440).
- Smith reported that ASCCC is working on system projects for common assessment, online course exchange, and the Ed Plan Initiative.
- Student Equity Plans are due in fall and there will be a lot of money available for colleges who successfully update their plans.
- We reviewed the elections process that will be part of Plenary.
- We discussed the 50% Law and FON. Many colleges are struggling with the former.
- The draft accreditation standards were released on 1/24 and feedback is due on 4/30. ASCCC is working on a document that will not only suggest changes, but will also propose the new language. Beginning in 2016, accreditation will be on a 7-year cycle instead of the current 6-year cycle.
- A new disciplines list will be implemented soon.

- We reviewed the resolutions that were to be on the consent agenda. Amendments were suggested for some, and a number were pulled from the consent agenda. A new resolution regarding priority enrollment for student athletes was brought forward. Concerns were raised and suggested changes were offered.
  - Not at the meeting but related to ASCCC – the rhetoric and campaigning regarding the current ASCCC President has accelerated as Plenary nears.
4. **DC3 (3/4)** – After a brief update on food services (not much new), the remainder of the meeting was devoted to the Vice Chancellor presenting the progress and concerns in the PSV process. Concerns focused on the actual process differing considerably from the proposed, the team composition, the scoring process, the team process, incomplete and inconsistent dissemination of information, changing targets, and the fact that the process was really developed for assessing the vitality of programs, not the strength of requests. The Vice Chancellor is confident that the assessment of this year’s pilot will yield many valuable insights for the next iteration.
5. **Meeting with VC Carabajal (3/26)** – The meeting focused on more assessment of the PSV work. We discussed concerns about the teams (which didn’t operate as teams), team composition (much more unbalanced than intended), the reasons behind the rushed process, and using a process developed for assessing programs to instead rank requests. Additionally we discussed the difficulty YC has had in finding participants for processes (which made the team imbalance quite ironic) and the unreasonable workload the Vice Chancellor is dealing with (my observation, not hers).
6. **BAT (3/27)** – Canceled
7. **Meeting with Chancellor Houston (3/27)** –
- After responding to my query regarding the 50% Law (we are okay this year and will test early next year), the conversation morphed into budget related topics (some of the information fresh from the CEO retreat that the Chancellor and President Walters attended recently). Efforts will continue to reduce our deficit without impacting programs. At the state level, we have received some clarity on RDA. The May revise may bring additional monies and if it does (and progress has been made on the deficit) new monies may be funneled toward new faculty hiring. Solutions to the retiree benefit problems (including outsourcing) are being explored.
  - We shared with the Chancellor our views/concerns on the PSV process (see either 4 or 5 above). The hiring of the two college president’s should provide relief for the Vice Chancellor. The Chancellor was surprised to find that the process had dealt with resource requests, but said that in retrospect using that as a pilot seemed like a good idea.
  - The Chancellor shared with us that WCC will look into the possibility of a partnership with the California Tribal College Initiative. Such a partnership could include: a residence program at WCC (which could also provide a funding stream for some of the buildings that are in the queue), certificates that could turn into building blocks for degrees (perhaps even Bachelor’s degrees), ties with Cache Creek Casino and Resort (with both Ag and Culinary Arts advantages), and a leadership/governance program.
  - We briefly discussed the need to update the AP dealing with equivalencies and some related concerns about the gaps and problems with the current process.
8. **Other Tidbits** –
- I have been in contact with Interim Clear Lake College Dean Pimentel regarding meeting with the Clear Lake faculty.
  - We will invite HR Director Whitfield to our next meeting to discuss the Master Staffing Plan. College Council will likely join us, if Dr. Whitfield is available.

## **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)