

Woodland Community College
Joint Meeting of Academic Senate and College Council
Minutes – April 18, 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)

College Council: Laney Mangney, Al Konuwa, Loretta Richard, Donna Bahneman, J. Walters, J. Brown

Guests: A. Konuwa, J. Whitfield, J. Foster, J. Ortiz, C. Michel, J. Shah, N. Gonzalez-Diaz

Call to Order at 1:03 p.m.

I. Approval of Agenda as amended (Bahneman/Howerton)

II. Public Comment

- A. Chetra reports that faculty should ask questions regarding the compressed calendar transition early in this process rather than later. He wants to make sure he's asking the right questions in the calendar committee meetings and getting the answers we need to make informed decisions.
- B. J. Walters reports that the student piano is now tuned and is located in the Eagle's Nest!

III. CRC Purpose Statement and Draft Committee Agenda Template. Ferns proposes changes to the current purpose statement.

➤ **Motion to approve the updated purpose statement (M/S/C Gassman/Bahneman)**

IV. District Staffing Plan. HR Director Whitfield has drafted an HR Master Staffing Plan, which will provide direction for expanding staffing at the colleges and will hold colleges and district services accountable for staffing. It will also eliminate and streamline the filling of vacancies and foster effective communication and collaboration. Because planning has become more complex with two colleges and multiple sites, we need to consider multiple factors as we plan for expansion. Each college would be granted an allocation for the various positions each year. District services would use a different ratio than the colleges for allocations. The annual planning process would determine the allocations, not HR or the District or administrators, as has sometimes been the case in the past. Clark wonders whether it's a good idea that the District services is using industry or statewide standards for assessing allocation when the colleges typically can't come close to meeting accepted standards for positions like counselors and librarians. J. Walters notes that the District is also adapting to the multi college district status, and this allocation is going to be flexible depending on need. Clark asks whether this plan should have been created before WCC became a stand-alone college. J. Walters agrees that the planning process should have begun earlier. Senators note some confusion regarding categorical versus general fund positions, as well as calculating ratios by FTES versus unduplicated headcount. The wording of the ratios is confusing at times. C. Michel notes the concerns raised and will revise the chart for clarity. J. Walters recommends

breaking down the counseling numbers further for accuracy on the student ratios charts. Clark notes that librarians are not included in the charts as well. Howerton notes an aesthetic concern in that the data is for 2013/2014, yet it appears the CLC is already grouped with WCC. Clark notes that release time is not factored into the faculty and counseling numbers, so some of the numbers may not convey the reality of our situation. J. Whitfield would like to receive additional feedback on this document as soon as possible for adoption in June 2014.

- V. Convocation. Each college will plan and host its own convocation this year. There will be no District convocation. CLC does not yet have a college affiliation for purposes of convocation, and this needs clarification soon.
- VI. Food Vendors. M. Senecal is the WCC representative on the food vendor committee. YC may have an agreement in place soon for two food trucks, but the trucks were contracted not via the traditional RFP process but because someone from YC asked the truck owners in person about their availability. WCC will need to discuss this further and perhaps implement a plan for Fall 2014. In addition, the current contract for WCC's vending machines may conclude in June 2014 and we may move to a better vending machine contract that includes frozen food. Part of the problem with the RFP that went out is that many trucks don't look for contracts and may not be aware of our need. J. Walters asks that faculty contact anyone they know and have them call her.
- VII. Clear Lake Transition Plan. The senate will review this at the next meeting and determine the path forward. J. Walters will provide an updated draft for distribution to all faculty and staff soon, and the senate will prioritize key issues and begin to address key questions.
- VIII. Colusa Master Plan. WCC needs to develop a master plan for CCOF in conjunction with local communities. The senate will assist in developing this plan in the coming weeks and months.
- IX. SLO CQI Plan. The current draft proposal submitted by Howerton reads as follows: In an effort to ensure continuous quality improvement with our SLO work it is proposed that when program reviews are submitted to the PRVT (Program Review Validation Team) that the SLO information is shared with the WCC SLO committee to provide peer feedback to the various programs on our campus. This new internal review process will happen during the spring semesters. Feedback from the SLO committee could be used to strengthen current SLO work and/or identify current strengths that could be extended to other areas. Raw assessment data will not be reviewed by the WCC SLO committee (unless individual faculty/programs request such a review). What will be reviewed are: quality of SLO statements; assessment methods and tools used; and the narrative submitted with the program reviews as it relates to implementation of SLO work for a program.
 - **Motion: Pilot the SLO feedback process for the next cycle (M/S/C Latimer/Bahneman)**
- X. Committee Structures, College Handbook, and Related Issues. Not addressed.
- XI. WCC Mission Statement. Not addressed. As currently worded, the mission statement reads: The mission of Woodland Community College is to provide high quality education that fosters

student success & lifelong learning opportunities for the communities we serve in an environment that values diversity, individuality, mutual respect, civic responsibility, and the free exchange of ideas.

XII. President's Report-Clark. Not addressed.

XIII. Vice President's Report-McGill-Cameron

A. Committee Appointments. The senate appoints Howerton to the student valedictorian selection committee.

Meeting Adjourned 3:07 p.m. (Ferns/Clark)

YCCD Electronic Communication Best Practices

The following best practices are recommended for users of the YCCD email system and the MyCampus Portal:

Be Aware of Your Audience: Any online transmission could potentially be seen by everyone in the district. If a message does not need to go to a particular group of people or campus, leave that group off of your list. Most users would rather not receive messages that do not apply to them. When you receive messages directed to a group via email, do not “Reply to All” if you intend to send the message to just one recipient. Key email lists you are able to send to are WCC, WCC FT Faculty, WCC Adjunct, and WCC Classified.

Keep Your Tone Professional: Please do not make personal attacks and do not air your grievances about your school or colleagues.

Keep the Subject Line Specific and Brief: Readers can easily prioritize subject lines that are clear and meaningful.

Keep the Body of the Message Clear and Direct: Write clear, short paragraphs and be direct and to the point; professionals and academics alike see their email accounts and Portal page as business. Don't write unnecessarily long emails or otherwise waste the recipient's time. On the Portal, each announcement should not take up more than a few lines of text. If more information must be conveyed, link it to a web page or attachment.

Avoid Unnecessarily Large Attachments to Messages: Sending large files can be burdensome; consider linking your documents to a Portal or Web site page instead. When you must send a large file or set of files, do the recipient the courtesy of sending an email telling them what you'll be sending and why.

AVOID SHOUTING AT YOUR READER: Use capital letters or large fonts sparingly; most readers find them annoying.

Do Not Solicit Donations: District email groups are not the place to request your colleagues' support for your kids, local businesses, or charities.

Committee Communication Best Practices

Pre-meeting communications:

- Agendas should be distributed to all members of the committee before the meeting (at least 24 hours...**best practice is 3 days in advance**...more if legally bound). Give all members a chance to be prepared for the topics of the meeting. In addition to the agenda, provide any additional documents and materials that will be used. When you send out a meeting notice to members, remember to click on New Event in the Calendar and click on the Invite Attendees button. This will allow members to automatically save the event to their Outlook Calendar and confirm with you that they will be in attendance.
- Agendas should include basic information such as location, membership, date, and time.
- Agendas should also be made widely public for all potentially interested individuals.
 - Posting to the committee's web page at <http://district.yccd.edu/pages/wcc/default.aspx>.
 - Posting to the Website/Calendar (so it appears on both the WCC home page calendar and the Portal calendar). See this link to begin posting to the calendar: <https://www.evernote.com/shard/s136/sh/0c889c40-068b-40dd-b5a7->

[1d7f38831a65/f1b28d7ed0aa44ac37f30592d60f119c?noteKey=f1b28d7ed0aa44ac37f30592d60f119c¬eGuid=0c889c40-068b-40dd-b5a7-1d7f38831a65](https://calendar.yccd.edu/updates/1d7f38831a65/f1b28d7ed0aa44ac37f30592d60f119c?noteKey=f1b28d7ed0aa44ac37f30592d60f119c¬eGuid=0c889c40-068b-40dd-b5a7-1d7f38831a65)

- The calendar login ID is updater and the password is updater6984.
- If legally bound, post a hard copy in the display cases.

Post-meeting communications:

- To committee: Summarize attendees, and draft minutes. If there are absent members you should follow up with these individuals so they are made aware of any missed decisions or materials.
- Minutes should indicate what was discussed, what action was taken, and what might remain to be deliberated.
- Avoid any unnecessary bias in the minutes or unprofessional tone that might be taken out of context.
- Post the draft minutes as soon as possible to the committee page at <http://district.yccd.edu/pages/wcc/default.aspx> after the meeting and definitely before the next official meeting of the committee. The minutes should act as a reminder to the committee for any assignments and expectations.

Committee communication to the campus regarding the work of the committee and any decisions that may impact the work of others:

- Assign a representative from the committee to connect with other committees/individual(s) whose work may aid (or be assisted by) the decisions that were finalized in the committee's meeting.
- Follow up and report back to the committee regarding the sharing of information.

Use of technology with meetings:

- Conference calls- Use mute button as appropriate; announce oneself before speaking, take basic roll call prior to start of meeting.
- Video conferencing – Ensure that all members are aware of how to use the technology, position the camera so that all members in the room can be seen; check in with 'remote viewers' for input prior to moving to next topic of discussion.

MyCampus Portal-Specific Best Practices

When posting announcements to the MyCampus Portal, in addition to the recommendations above, please apply the following best practices:

- Keep the title concise and to the point, and no more than one phrase long.
- Keep the announcement concise and clear, and no more than 50 words long. Use an attachment or link to convey more detailed posts.
- Enter a target audience.
- Do not double or triple space the announcement, and do not use excessively large or small fonts.
- Enter an end date.

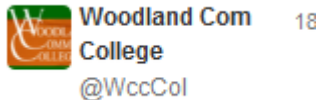
To begin posting announcements to the Portal, you must first submit a request through the IT services online form at <http://mycampus.yccd.edu/staff/ITForms/SitePages/ServiceRequest.aspx>.

Twitter and Facebook-Specific Best Practices

If you wish to use the WCC Twitter feed, you will need to add Peter Skillman (peterskillman@gmail.com) as an administrator to your Facebook page.

[Follow this link to add other administrators or change administrator roles on a Facebook Page](#)

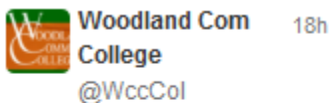
Twitter Best Practices



A UC Davis adviser is at WCC tomorrow (9/11)! The appointments are full but drop-ins are available from 12-1.... fb.me/6s6zpjHK1

Above is a good example of best practice:

1. First line is topic sentence with date; it contains all the info.
2. The tweet ends with a link to Facebook with more detailed info.



FINAL REMINDER: Lecture Note Taking Workshop TOMORROW in ROOM 851 at NOON!!

ALL CAPS is SHOUTING!! on the web and is a *faux paus*. No need to beat your audience on the head.



fb.me/2bFdRxmJ3

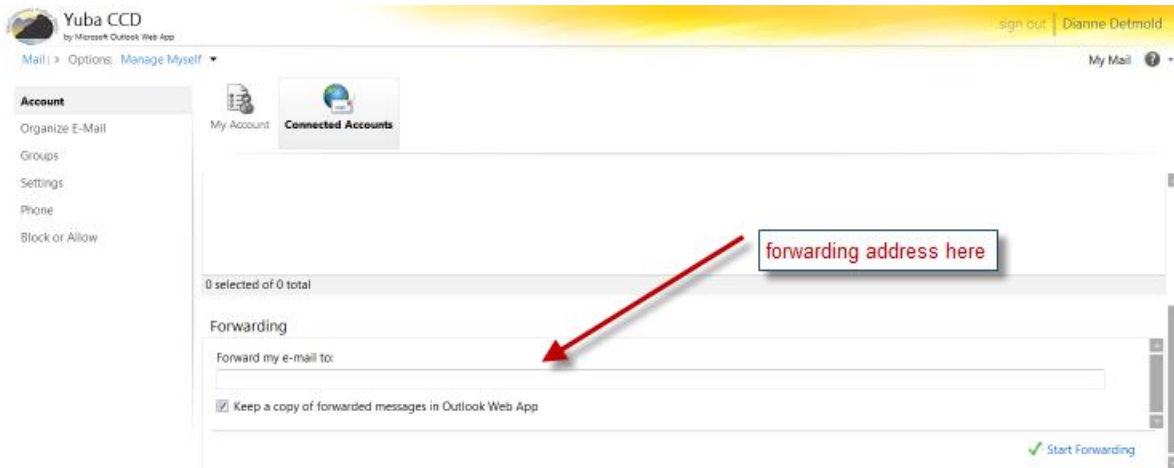
Nothing here to give the reader any reason to click on link.

Instructions to Forward YCCD Email

While signed into your Outlook Live account:

1. Click on “Options” (at the top right under your name) and then on “See All Options”.
2. Choose “Forward Your Email” from the choices listed on the right.
3. Scroll down to “Forwarding”.

Type your alternate email address in the blank field.
Leave the default “Keep a copy option” or uncheck to discontinue keeping them.
Click “Start Forwarding” in the lower right corner



4. Click “My Mail” at the top right to return to your email page.
5. If you have questions, contact helpdesk@yccd.edu.

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)

2014-2015 PURPOSE STATEMENT

Standing Committee

COMMUNICATION AND TECHNOLOGY COMMITTEE

Sponsor: College President (TBA)

Committee Chair: Kevin Ferns

Recorder: Christopher Howerton

Committee Purpose: The purpose of the Communication and Technology Committee (CAT) is to enhance organizational communication by identifying and recommending effective practices, including technology-related practices, which facilitate decision-making and the exchange of information amongst college constituents.

Specifically, the committee serves the following functions:

- Develop guidelines to facilitate clear, open, respectful, and timely communication throughout the college community.
- Assist each college committee and project team in developing a communication review and evaluation plan for continuous improvement.
- Communicate and facilitate campus technology-related needs and issues.
- Review and update the WCC Technology Plan on an annual basis.
- Serve as an advisory group to the District Technology Committee.

Special Guidelines, Parameters, and/or Resources:

1. Committee recommendations will be consistent with Board policies.
2. Recommendations should reflect diversity and multicultural sensitivity.
3. Agenda should be distributed 3 days in advance of a meeting.
4. Meeting notes should be distributed 5 days following each meeting.
5. Committee members should come prepared for each meeting with completed assignments, as necessary, to move the business of the meeting forward.
6. Committee chair provides periodic reports to the College Council and Academic Senate.

Meeting Schedule:

FIRST AND THIRD FRIDAYS, 12-12:50 PM, ROOM 844

How Work Is Communicated:

Members will communicate with their constituent groups. Agendas and committee-related documents will be posted to the committee website. Meeting notes will be distributed to committee members and updates will be periodically communicated with campus constituents.

Recommendations Go To:

1. College Council for review and additional recommendation to the President.
2. Academic Senate for information.

Communication and Technology Committee Membership

<i>Position</i>	<i>Term</i>	<i>Name</i>
<u>Dean, Student Services</u>		<u>Leslie Deniz</u>
<u>Chair</u>	<u>2014-2015</u>	<u>Kevin Ferns</u>
<u>Full Time Faculty</u>	<u>2012-2015</u>	<u>Christopher Howerton</u>
<u>Full Time Faculty</u>	<u>2014-2017</u>	<u>TBA</u>
<u>District IT</u>		<u>Michael Plant</u>
<u>Adjunct Faculty</u>	<u>2013-2016</u>	<u>Charlynnne Murphy</u>
<u>Classified</u>	<u>2013-2016</u>	<u>TBA</u>
<u>ASWCC</u>	<u>2014-2015</u>	<u>TBA</u>
<u>Technology Resources</u>		<u>Chris Mejia, Julie Brown</u>

**Woodland Community College
Communication and Technology Committee
AGENDA**

Date: Friday, April 25, 2014

Location: WCC Computer Lab 844

Time: 9:00-9:50 AM

Recorder: Christopher Howerton

Members: Kevin Ferns, Christopher Howerton, Jennifer McCabe, Leslie Deniz, Michael Plant, Charlynnne Murphy, Chris Mejia, Julie Brown, Judy Walters

Guest: Raymond Hunter

No./Time	Description	Owner	Background/Outcome
1./9:00-9:05	Announcements/Check In	All	Information
2./9:05-9:15	Campus Signs	Hunter/Plant	Background: Students have been getting lost on our campus since 1975, and WCC is now taking steps to provide them with physical and mobile maps indicating building function and room numbers. Raymond Hunter joins us to work on ways to better communicate classroom and building locations to students. Michael Plant is working on a mobile app that provides a similar function to those students with cell phones. On the long term agenda, WCC may need to discuss updating the room numbers in B800 to cut down on confusion.
3./9:15-9:20	Mobile App Update/Ellucian	Plant	Information/Discussion
4./9:15-9:20	District Technology Update	Plant	Information/Discussion
5./9:15-9:20	DC3 Team 2 Update	Howerton	Information/Discussion
6./9:20-9:25	Fall 2014 Meeting Schedule	Ferns/All	Action: Change meeting schedule to first and third Fridays, 12:00-12:50 pm
7./9:25-9:40	Virtualization Server	Mejia	Background: Chris Mejia is currently working with district IT to implement a

	Program Update and Current Technology Update Schedule		virtual server pilot program in campus computer labs. The pilot program will begin this summer. He will also present the current campus technology needs and help the committee prioritize needs for 2014-2015 in the technology plan (attached below)
8./9:40-9:50	Goals for 2014/2015	Ferns/All	Background: The CAT updates and assesses its goals and accomplishments at the end of each semester (attached below).
9./9:40-9:50	Other/Next Agenda Items	Ferns/All	At the meeting on 5/9/14, Molly Senecal has agreed to brief the committee on technology-related planning and data, as well as current processes and future needs, and to assist the committee with the technology plan update. Parking Lot: How do we compel students to use their district email? The CAT is currently updating the web site department areas with courses and descriptions. This should be done by July 1, 2014.

Next Meeting: Friday, May 9, 2014

Remaining Meetings: August Meeting Time TBA

WCC CAT Purpose Statement: The purpose of the Communication and Technology Committee (CAT) is to enhance organizational communication by identifying and recommending effective practices, including technology-related practices, which facilitate decision-making and the exchange of information amongst college constituents.

Specifically, the committee serves the following functions:

- Develop guidelines to facilitate clear, open, respectful, and timely communication throughout the college community.
- Assist each college committee and project team in developing a communication review and evaluation plan for continuous improvement.
- Communicate and facilitate campus technology-related needs and issues.
- Review and update the WCC Technology Plan on an annual basis.
- Serve as an advisory group to the District Technology Committee.

Note to Committees: Some committees may choose to place future/campus goals, a parking lot for future business items, 10+1 commitment, or accreditation-related material in the box at the end. Each committee should evaluate this template and modify as appropriate for the work of the committee.