

Woodland Community College  
**Academic Senate**  
**Minutes – April 25, 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 type="checkbox"/> Donna McGill-Cameron (Business and Vocational Ed., Vice President)

Guests: Trustee M. Pasquale, A. Konuwa, Vice Chancellor K. Carabajal, J. Ortiz

Call to Order at 1:03 p.m.

I. Approval of Agenda (Gassman/Howerton)

II. Public Comment

- A. A. Konuwa reports that graduation planning is going very well with broad support from volunteers from various backgrounds. We will have three speakers for the ceremony. He requests that the Senate comment on a faculty canopy over the students. He will take the request to the College Council, where this question could be answered.
- B. Howerton reports that the finals schedule changed to accommodate the 4:00 pm T/TH time slot that was missed in the original finals creation.
- C. Howerton reports that the CCSSEE survey will not be administered this semester. The SLO component to that survey will be done in the fall semester, and it will not set us behind in any way with regard to SLO reporting.
- D. Geer apologizes for being a few minutes late. She states she should have stayed in bed today.

III. Approval of Minutes as Amended from 3/28/14 (Howerton/Bahneman) and as Amended from 4/18/14 (Bahneman/Howerton)

IV. President's Report-Clark (attached)

- A. We won't do the CCSSEE survey this semester.
- B. Clark approved some changes to the original decisions made by the Senate for sending faculty to various conferences this summer.
- C. The FCASP Committee approved a recommended order for requested staffing. This will be distributed soon.

V. Vice President's Report-McGill-Cameron

- A. Clark reports that Latimer is appointed to the District Registrar hiring committee.
- B. Curriculum Committee Updates. Howerton reports that we are 100% compliant with our ADTs. Our deadline was June, but B. Asmus spearheaded the early charge. Kudos to the committee. The nutrition program needs placement in a division. DE offerings from YC will be included in the back of the class schedules, but Web Advisor still does not differentiate between the two colleges.

## VI. Compressed Calendar

- A. Chetra/VC Carabajal distribute a “Discussion Draft 1” for the proposed 2015-2016 district calendar. This new compressed calendar of 16 weeks would affect the beginning/end times of all our courses. The Compressed Calendar Committee has a web site set up and is answering questions for this calendar. VC Carabajal reports that we will keep college hour, which is very important for students, but the times may change. Clark notes that four unit classes might want to explore a three or four meeting per week schedule rather than the current twice a week schedule. Clark asks whether we are moving to 16 or 17 weeks, as Los Rios currently uses the 17 week schedule. VC Carabajal reports that they have prepared a 17-week model, but this would not allow for an intersession in the winter. Clark believes the Curriculum Committee would need to look at the types of classes offered during an intersession. Clark asks if the Fall 2015 schedule needs to be turned in to the state chancellor’s office by June 2014. VC Carabajal has a self-imposed deadline of June 30, 2014 to complete the narrative of the process leading to this compressed calendar decision, a draft calendar for 2015-2016 with input and agreement from faculty and staff, and a scheduling pattern that indicates how the District will implement the schedule. VC Carabajal would also like to set a goal of completing a draft course schedule for Fall 2015 by the summer of 2014. Clark would like to make sure that classified staff have provided concerns and feedback earlier in the process as well. Chetra responds that all updates from the committee meetings have been sent to the entire campus community and that a classified member is on the committee. Students will also be given the chance to offer feedback as well. VC Carabajal notes that the colleges will be developing their scheduling guidelines separately due to space and resource constraints. We will also need to coordinate with CCOF and potentially CLC on this scheduling.

## VII. Sabbatical Process Resolution (attached)

- **Motion to approve the sabbatical process resolution (MSC Chetra/Bahneman, McGill-Cameron Not Present)**

## VIII. Convocation

- A. Clark requests that Senators speak with constituents about what we want to see in the convocation. J. Ortiz states that the new president should be integral in the planning of convocation. The president will be in place July 1. Topics for discussion may include committee communication, the college mission statement, student success initiatives, HSI-related functions, and SLOs. We also want to make sure that adjunct faculty and classified staff are included in convocation and should be encouraged to attend. Perhaps adjunct faculty could be provided with a stronger orientation process. The Flex Committee will probably send out a survey to determine how that week prior to classes would best benefit the campus community and provide for quality professional development. Clark asks whether we should be looking at whether convocation days should be different for WCC and YC to allow trustees and District Services to attend both.

## IX. Colusa Master Plan

- A. Clark states that we will be forming a work group soon to begin the planning process for CCOF. This group will get started this summer. J. Ortiz comments that he has seen no commitment from the District to make CCOF successful. He reports that the class schedule each semester is a patchwork system because there is no clear plan, and there has been no

plan for CCOF for a few years now. Chetra notes that students at CCOF typically need more support resources than in WCC, but we are not providing this support. Clark would like to see a comprehensive plan implemented by the conclusion of the fall semester. He will solicit feedback and begin the process.

X. Clear Lake Transition Plan (attached)

- A. Clark asks that Senators continue to solicit feedback on the attached plan. One big area of concern is how to integrate CLC faculty with the WCC Senate and committees. Another issue is how to coordinate the course schedule or if they are going to develop their own schedule. We'll also need to align curriculum as well. We could also consider the idea of allowing the dean at CLC to also oversee CCOF. The student services component is also a big one that should be addressed.

XI. Draft Committee Template (attached). Not addressed.

XII. End of Academic Year Senate Work

- A. Retreat. Clark will send out a Doodle for a potential 5 hour retreat that includes lunch.
- B. 2014-2015 Meeting Schedule. See the proposed schedule below.
- C. Executive Committee Powers for Summer. This will be agendaized for next time.
- D. Senate Evaluation. This will be distributed using the same template from last year.
- E. Summer Institutes. The Senate may have monies for attendance this summer. If you are interested, contact Clark.
- F. Senate Goals. They are attached. We will work on them at the retreat.

XIII. Committee Structures, College Handbook, and Related Issues. Not addressed.

XIV. 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.

XV. Student Code of Conduct. Not addressed.

XVI. Senate/YCFA Liaison. Not addressed.

Meeting Adjourned 2:59 p.m. (Gassman/Chetra)

President's Report  
April 25<sup>th</sup>, 2014

1. **Meeting with WCC Administration (4/8 – w/Dr. Konuwa only; 4/15 – canceled) – Highlights**
  - We discussed concerns about the compressed calendar process. Our reps think the process is being rushed, that important details are not available, and that not all options are being considered. Dr. Konuwa will distribute a request for concerns to the faculty and will forward FAQ to the district.
  - Pioneer wants to try EAP again. S. Horn will accept EAP scores for placement. I said I will check in with J. Ortiz regarding the Stat 1 pilot we tried last semester.
  - We discussed the District Annual Action Plan Team (DAAPT) process briefly.
  - The counselor classified support is still on hold. There is uncertainty regarding that position and administrative support positions.
  - The letter of eligibility for HSI will be submitted soon.
  
2. **Meeting with WCC Administration (4/22 –informal meeting Dr. Walters)– Topics:**
  - Dr. Walters suggested that the mission statement might be a Convocation session.
  - Dr. Walters requested senate help in having committees review purpose statements and update membership so that the College Handbook can be published with accurate information. It was also suggested that an activity focused on committee details be part of Convocation.
  - Dr. Walters will send a new draft transition plan for feedback. I will forward to CLC faculty members as well.
  - Dr. Walters wants clarification as to whether the district needs to send a complete compressed calendar schedule to the State Chancellor's Office (problematic) or simply the scheduling parameters (doable).
  
3. **Budget & Planning (3/20) –** We mapped the seventeen (17) items on the WCC Annual Action Plan to the District Short-term Strategic Goals.
  
4. **Meeting with Chancellor Houston (4/17) – canceled**
  
5. **Meeting with Vice Chancellor Carabajal (4/23) – canceled**
  
6. **DCAS (4/11 & 4/18) –** Both were canceled, the first for Plenary, the second because of administrative conflicts.
  
7. **Plenary (4/10-12Area A Meeting (3/21) –**
  - There was incredible drama surrounding the elections of the officers of the Executive Committee.
  - I will shortly send a link to the past resolutions and a synopsis on which might impact WCC.
  - I attended the following breakout sessions (summary forthcoming) -
    - Unit Creep and GE Bloat: What's a Faculty Leader to Do?
    - Accreditation: The Revised Standards
    - Hot Topics in DE
    - Strengthening Ties with Instruction and Student Services
    - Minimum Quals and Disciplines List
  - The three General Session addressed (summary forthcoming):
    - State Technology Initiatives
    - The Changing Ecology of Higher Education (Chancellor Harris)

- Placing Developmental students – Recent Research and Future Directions

8. **DC3 (3/4)** –A detailed presentation on food services was given. No responses were received for WCC food trucks although efforts to find were limited. High scale vending machines are being considered.
9. **BAT (4/24)** –An update on the structural deficit was given. It was also reported that the district FTES is down almost 6%. WCC is down about 1.2% and could have made that up with Summer Session, but since the district will not meet its target, summer FTES will be rolled to 2014-2015.

## **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)

**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 Program Update and Current Technology	Mejia	Background: Chris Mejia is currently working with district IT to implement a 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

	Update Schedule		(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.



**ROUGH DRAFT FRAMEWORK PLANNING DOCUMENT  
FOR THE CLEAR LAKE TRANSITION  
FROM YUBA COLLEGE TO WOODLAND COMMUNITY COLLEGE**

---

This is a beginning planning document for transitioning Clear Lake from Yuba College to Woodland Community College. Please review the areas below and add or subtract from this list what you think needs to happen. This just a list and not yet in a priority order, some things will take longer than others. We want to make this transition as smooth as possible for students, for faculty, and staff.

**YCCD District Mission**

*The mission of the Yuba Community College District is to serve the formal and informal educational needs to the extent possible under the State's legal charge and available funding, providing the environment for students and faculty necessary for the pursuit of knowledge, wisdom, and truth, and the communication of knowledge and its interpretation. BPI200 Reviewed July 14, 2010*

**Based upon the District's Mission, WCC will work from its Mission:**

*The mission of Woodland Community College is to provide high quality education that fosters student success and 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.*

**And Vision:**

*Woodland Community College is a regional college dedicated to excellence and innovation. At WCC we strive to strengthen the communities we serve. We commit to the growth and improvement of our academic and career technical **programs to meet the needs and expectations of a changing global economy.***

*We will continue to provide the resources and rigorous academic programs that will empower our students to succeed and positively transform their lives. We value being an accessible institution of higher education one that respects the many facets of human identity and promotes collegiality, cultural enrichment, economic development, civic responsibility, and life-long learning.*

**To create as smooth a transition as possible for the Clear Lake Transition from YC to WCC we will address the following areas.**

1. Accreditation. WCC will need to file a substantive change with ACCJC, which we cannot do until we are off Sanction. The earliest we could come off sanction is at the January 2015 meeting. Much of the work of submitting a substantive change (working on the assumption that the transition would take place beginning July 2015) could be done during spring 2015. In a conversation with ACCJC, only WCC would need to submit a Substantive Change, because we are only moving a site from reporting to one college to another college in the same District.
2. Faculty from WCC will need to meet with Faculty from CL for curriculum resolutions, course approvals (both CTE courses as well as traditional courses, basic skills, DE etc.) SLO dialogues and assessments. Since WCC has gone through the separation of the core curriculum from YC, it is thought that most of the work between WCC and CL will be in the Business and CTE area.
3. Representative at WCC Faculty Senate.
4. Technology. What needs to be done with phones?
5. Committees: identify the committee structure at CL... any Faculty Senate committees that need to transition to WCC faculty senate.
6. Student Services: Financial Aid (what needs to be resolved here)... DSPS ... all categorical areas need to be unbundled from YC and either set up separately or with WCC. Approvals from the Feds and Chancellors Office, if needed. Since it is the same District, there may not necessarily be State or Federal approval to move from one site to another.

7. Approvals from Chancellors Office on curriculum changes and from the Federal Government re Financial Aid and in any other areas where Fed approval is required...
8. Current administrative structure and Future staffing
9. Signage... letter heads, paper, etc.
10. Support services on Campus... see student services.
11. Registration ... how is this worked out with YC and what should WCC do?
12. Get a budget document with the kinds of services currently offered, hours, staff, and total budget for the Center. It is my understanding that the current CL budget would move from YC over to WCC. There would be no change in budget unless the entire District undergoes changes in budget.

Please added any other areas... or information pertaining to any of the above areas that you believe is relevant.

Thanks

WHEREAS, following a long-standing academic tradition, sabbatical leaves are not a privilege for faculty, but a right; and

WHEREAS, the Yuba College Faculty Association contract affirms this right, indicating that the District shall allocate funds for sabbatical leaves which annually “shall be granted” to eligible faculty (Article 4.2); and

WHEREAS, AP 4500 asserts—twice—that the administration and Governing Board endeavor to create an atmosphere encouraging interest in professional development, listing a Sabbatical Leave program as a “positive provision” to reinforce this atmosphere (AP 4500 1.9, 5.2); and

WHEREAS, the criteria for approving sabbatical leaves, codified in the YCFA contract and the Sabbatical Leave Application, have been developed through mutual agreement between the Governing Board and the Academic Senates, as is required by law and Board Policy for "Policies for faculty professional development activities" (Title 5, Section 53200; BP 2510); and

WHEREAS, the Chancellor has approved and denied sabbatical applications, which the Leave Approval Committee had recommended for approval, based on shifting criteria not mutually agreed upon between the Governing Board and the Academic Senates, including previously obtained scholarships, economic climate, direct impact on student success, and availability of adjunct faculty; and

WHEREAS, the Chancellor's rendering a decision that contradicts the recommendation of the Leave Approval Committee has a deleterious effect on faculty morale and increases hesitation regarding committee service;

BE IT RESOLVED, that the Woodland Community College Academic Senate affirms the recommendations of the Leave Approval Committee; and

BE IT FURTHER RESOLVED, that the Woodland Community College Academic Senate urges the Governing Board to instruct the Chancellor to accept the recommendations of the Leave Approval Committee unless it can be clearly demonstrated that the mutually agreed upon criteria have not been met.

Woodland Community College  
**ACADEMIC SENATE**  
**Meeting Schedule for 2014-2015**  
Meeting Time: 1:00 to 3:00 p.m.  
Meeting Location: Room 113

**Your Senators:**

Matt Clark (President)	Kevin Ferns (Secretary/ Language Arts)	Talwinder Chetra (Math and Science)
Donna McGill-Cameron (Vice President; Business and Vocational Education)	Donna Bahneman (Adjunct, WCC)	Pam Geer (Adjunct, at large)
Greg Gassman (Social Sciences)	Cheryl Latimer (Student Services)	Christopher Howerton (At-Large)

**Senate Roles and  
Responsibilities  
The 10+1**

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

**Meetings for Fall Semester 2014**

- August 8, 2014 (Joint Meeting with the College Council, Room 852)?
- August 22, 2014
- September 12, 2014
- September 26, 2014
- October 10, 2014
- October 24, 2014
- November 14, 2014
- November 21, 2014 (or Dec 5?)
- December 12, 2014

**Meetings for Spring Semester 2015**

- January 9, 2015 (Joint Meeting with the College Council, Room 852)
- January 23, 2015
- February 13, 2015
- February 27, 2015
- March 13, 2015
- March 27, 2015
- April 10, 2015
- April 24, 2015
- May 8, 2015