Christopher Howerton's WCC Academic Senate President's Report*

Friday August 24, 2018

This President's report covers activities between the last official Senate meeting and Monday 8/20/18. Meetings after 8/20/18 will be reported orally during the Senate meeting.

This report is lengthy. It has been 3 months since our last official senate meeting. Here are some highlights as I hit-the-ground running as our new Senate President. Happy Reading!

Off Campus Stuff:

1) I received official notification that ASCCC appointed the following faculty to standing committees. If you would like to see the master list of all appointments – let me know, I have a copy. However, for WCC:
   a) Brandi Asmus – CTE Leadership Committee
   b) Nili Kirschner – Curriculum Committee
   c) Christopher Howerton – Accreditation Committee
2) Meredith Sheldon (YC) is appointed to the ASCCC Guided Pathways group
3) ASCCC Leadership Institute (6/14/18-6/16/18) – I attended many break-out sessions, and due to the interest in the Brown Act, this institute dedicated an entire general session, with a follow-up break out (both highly attended). I also formally graduated from the ASCCC Leadership Academy
4) I contacted ASCCC to update our directory with VP King's information.
5) Coincidently, one of our part-time Communication Studies faculty, Kathleen Bruce (who is a FT Tenured faculty member at San Joaquin Delta) is a new Senate President starting this semester.
6) ASCCC reached out to me on 8/16/18 to invite me to be a part of the Ad-Hoc Committee to organize an SLO Symposium scheduled for February 2019. I am following up to see what is required and if I have the availability in my calendar to commit.

On Campus/District Meetings Stuff:

1) **YCCD Leadership Summit (6/6/18-6/7/18)**
2) **DC3**
   ❖ 6/5/18 – presentation regarding the elements of Board Docs Plus. We also need to find WCC faculty for DC3. Need to replace 1 FT faculty for WCC and 1 FT faculty for LCC. Also, to topic of the decertification of ESA (the Bargaining units for managers). Draft BP 3505 Emergency Response Plan (updated some legal language) and Draft BP 3520 Local Law Enforcement. Also discussed the new funding formula (which currently in some simulations, shows YCCD some advantage) – *We also reviewed the current issue of the District Newsletter which includes updates on APs and BPs*
   ❖ 7/30/18 –
3) **DIG**
   ❖ (6/13/18)-Update on Dashboard- progress is not what we has hoped, but will prioritize 4-5 WCC specific dashboards to introduce and pilot with selected programs for this cycle of program review. Also we discussed Enrollment Management needs and curriculum considerations for scheduling
   ❖ (6/20/18) – follow up to the 6/13/18 meeting
4) **Meeting with VP King (7/9/18)** – Topic: SLOs – WCC SLO history and efforts, discussed our iSLO assessment plan, and then the conversation started to switch to talk about PIE and the restructure with the work groups.

5) **YCCD Board of Trustee Meetings** The Board Agendas and Minutes can be found HERE
   ❖ 7/12/18 – My Board Report "Howerton Highlights", It was shared with me after the board meeting by Dr. Mayo that the district did MEET the enrollment targets (due to WCC enrollments). The Board of Trustees held a planning and Development Session prior to the Board Meeting, and during the Board meeting there was a sabbatical Report from YC Professor Colleen Monahan (Nursing- education reform)
   ❖ 8/9/18 – My Board Report "Howerton Highlights", Also YCCD 2017-2018 FTES Report (P3-July 15, 2018) and FTES Summary by Site.

6) **Convocation Planning with Administration (7/17/18**) w/Deanna Pierro
   ❖ I updated and created the WCC Convocation Website
   ❖ Worked with the RP Group representatives to tailor their presentation for WCC. The presentation used for convocation is now on the Convocation website.

7) **Faculty Evaluation Task Force (8/9/18)**
   ❖ Working with District Administration, college administration, HR, YC Senate representation, and FAYCCD to review and revise evaluation forms (including a formal signature page) based on the focus group assessments conducted spring 2018. We have scheduled two additional meetings (8/24, and 8/31). HR will coordinate trainings for both colleges scheduled, and timed to support our evaluations for this semester implementation.

8) **Meeting with VP King (8/23/18**) - w/ Jenny McCabe Topic: FLEX – Was originally scheduled for 8/16, but rescheduled for 8/23/18. I can provide an oral report if requested during our meeting.

9) **Meeting with Dean Siwabessy (8/17/18)** – I scheduled an introduction meeting with our new Dean of Student Services. I shared with her information regarding the 10 + 1 (yes she has the card), and the goal to initiate open communication and collaboration with the Senate.

10) **Pre-Meeting with Accreditation visitation team Chair (8/23/18)**

11) **Curriculum Retreat – (8/10/18)** I attended the beginning of the Curriculum Committee Retreat to officially welcome them back to campus, and to show on-going support for their work. I did request that the Curriculum Committee provide a formal report to the Senate early in the semester prior to VP King and I having to sign off on certification of our curriculum for the State.

12) **DCAS (8/16/18) –** We reviewed our charter and membership; reviewed our priorities (college articulation officer job duties, Curriculum management systems, assess new district equivalency policy/process, Academic Employee Handbook, Enrollment Management (including AB705, etc.) and faculty enhancement. Was tasked to bring to our senate the following list of APs and BPs to see if they are Cat 1 or Cat 2 : BP 4107, BP 4220, AP4220, BP4250. Need to have a first read of AP4231 with a second read and position during our Sep 14 Senate Meeting:
   ❖ **As a Reminder:**
      ▪ *Category 1: Relatively minor changes in regulatory language; the Academic Senate Pres/VP preauthorized to approve without going back to Senate.*
      ▪ *Category 2: Significant revisions including new BP/APs that warrant broader discussion with constituent groups.*
      ▪ *Approval Process:*
         o *Category 1: Consent item; members can request item be moved to Category 2 for broader discussion.*
         o *Category 2: Broad discussion before taking action.*
      ▪ *Introducing Draft Language:*
         o *BP/APs Requiring Mutual Agreement: The initial draft will be brought to DCAS to confirm the language, then to the Academic Senates for approval. It then comes back to DCAS for electronic approval. The Office of the Vice Chancellor of Education and Planning (VCEP) will provide the initial draft.*
         o *Primary Responsibility of Senate: The draft language will be initiated in the Senates. The VCEP Office will provide the initial draft language and links to reference documents. One Academic Senate will take the lead to draft the language, send it to*

> *the other Academic Senate President for input from that senate, and then bring the language to DCAS to go through the Category 2 process. In line with BP 2410, if the Board designee (Chancellor) does not agree with the senates' recommendation, then a reply will be given in writing.*
>   - o *Proposing Revisions/New: One or both Academic Senates may originate a new or proposed change to Board Policies and Procedures. The initiating senate will bring to DCAS to announce and request that Hamilton supply the legal language as reference for senates. Hamilton will provide a Word document that includes any required, recommended, or suggest language from the League in "markup" format.*

- ❖ We also discussed BP 5010 and BP5500 and whether or not BPs like this are something that should come to the senate, or are they outside our purview. We may have this discussion later in the semester. For now these two BPs will be going to DC3
- ❖ BPs and APs that are up for review will be sent to the senate leadership to determine first if it is a 10 + 1 then whether a Cat 1 or Cat 2.
- ❖ Got an update on the EEO Plan- We submitted an updated EEO plan to the chancellor's office and in doing so we are now receiving $50K. We had NOT been receiving this in the last 4 years. There will be a District EEO committee formalized. CHRO Grady will bring a proposed membership to DCAS for discussion about representation before moving forward. I did request to see faculty on this committee, and there is a need and place for students to also be on this group.

Other Stuff

1) **EEO District Advisory Committee** – Over the summer, HR has started to revive/initiate a district EEO committee. Membership and meetings are still TBD.
   - **EEO trainings are also being scheduled for WCC during our Professional Development Days**.
2) **District Hiring Process Task Force** – The WCC Senate will need to appoint two faculty members to this group
3) Other scheduled standing **meetings between WCC and YC Senates and Bargaining Units** Calendar
   - WCC AS with FAYCCD – Typically third Tuesdays 3:30pm
     - o (Fall 2018) 8/21, 9/18, 10/16, 11/20
   - WCC AS with YC-AFT – Typically second Tuesdays 2pm
     - o (Fall 2018) 9/11?, 10/16, 11/13; (Spring 2019) 1/15, 2/12, 3/12, 4/9,4/14
4) **WCC AS Leadership with Administration** – Scheduled for every Thursday 2-3:30pm
5) The Chancellor and Vice-Chancellor have both individually scheduled monthly meeting with YC and WCC Senate Leadership.
6) **Committee Chair Training (8/9/18)** I presented a FLEX presentation and uploaded the committee chair training to our "resources" page on the Senate Website. PRESENTATION HERE
7) **Meeting with LCC student government** – Gina Jones (serving as a faculty sponsor) invited me to meet with the LCC student government group as part of their orientation on 8/3. However, due to the fires and other evacuation conditions for local communities I had to reschedule. I am looking at my calendar to coordinate another opportunity to meet with this group and support student governance.
8) **WCC Academic Senate Web Site**
   - Reminder if you want to update your photo and/or bio please send to me so that I can update
   - All past Agendas and Minutes have been uploaded and organized in an archive
   - We will still use the district repository for this year for 2018-2019 documents
   - It is my hope that we can officially collect and upload all of our past resolutions as "other documents"

9) **Constitution and Bylaws** – I spent time this summer reformatting our document and included a table of contents that also bookmarks to all various headings. I incorporated all senate voted and supported changes. This will be our starting document for any future updates and proposed changes. In future iterations will add revision dates. There was a need to have this document in a clean version for our ISER evidence

10) **Speaking of ISER** – We submitted our self-study at the end of July. I, as the senate president, signed the document mid-July after BOT review and my recommended changes incorporated. Many faculty dedicated time over the summer to help finalize our document. In addition, the amount of work by VP King, our Deans, and especially our administrative assistance was extensive.

11) **Senate Budget –** I met with Ana to educate myself regarding our Senate Budget, including budget codes and use of funds. I have asked to have quarterly or periodic updates on our accounts to keep informed of our use.

12) **Faculty Evaluation Committees –** I sent an e-mail to all WCC Deans to have them review their faculty who need evaluations and formally request faculty appointments from the Senate. I have received request from LCC. HR met the deadline to send to the Academic Senate Presidents the official list of Evaluations for this semester.

13) **Need to replace Jenny McCabe on Curriculum Committee:** On Friday 8/17 J. McCabe informed the Senate leadership (as well as Curriculum Co-chairs) of her intent to step down as the Division Rep for the Curriculum Committee. It Lewis Felver is an official nominee to replace J. McCabe (L. Felver has already accepted the nomination) for the remainder of her term and the Curriculum Co-chair seems receptive to this suggestion. The senate will discuss this appointment during our meeting 8/24 with the plan to appoint a replacement ASAP.

Upcoming Standing Meeting Calendar for Howerton
This list represents my planned meetings prior to our next full WCC Senate Meeting

8/21 – ASCCC Accreditation Committee Meeting
8/21 – WCC and YC AS Leadership meeting with FAYCCD
8/23 – ACCJC Accreditation team chair pre-meeting at WCC
8/23 – WCC ASC meeting
8/23 – WCC AS Leadership with WCC Administration Meeting
8/24 – Faculty Evaluation Task Force Meeting
8/28 – WCC and YC AS Leadership meeting with Chancellor Houston
8/30 - Research and Planning team meeting
8/31 – Faculty Evaluation Task Force Meeting
9/4 – DC3 Meeting
9/6 – DCAS Meeting
9/6 – Howerton & Pierro Check-In meeting
9/6 – WCC AS Leadership with WCC Administration Meeting
9/13 – WCC and YC AS Leadership meeting with VCEP Mayo
9/13 – WCC AS Leadership with WCC Administration Meeting
9/13 – YCCD Board of Trustee Meeting

Calendar of upcoming ASCCC events for our Senate planning and attendance: See Below

A handout of all ASCCC Events published (as for 8/20/18) will be shared during the 8/24/18 Senate Meeting   Link for all Fall 2018 events: http://asccc.org/calendar/list/events