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

## Friday September 14, 2018

*This President's report covers activities between the last official Senate meeting and Monday 9/10/18. Meetings after 9/10/18 will be reported orally during the Senate meeting.*

### Off Campus Stuff:

1) I registered for the Fall Plenary. I would like at least one other senator to accompany me to the event.
2) The Senate is supporting Doug Stone to attend a workshop co-hosted by ASCCC on academic freedom. Doug will present a follow-up report upon his return.

### On Campus/District Meetings Stuff:

1) **FT Faculty Evaluation Forms District Task Force**
   - 8/24- reviewed updated drafts of signature pages, and discussed additional edits needed to the FT evaluation form. HR will be providing trainings to the campuses, and we will be assessing after this round of evaluations for additional feedback on the forms and updated process. Georgie O'Keefe-Schwering and I agreed to meet separately to make a share recommendation to edits and concerns raised by FAYCCD and the senate representatives on this group. Georgie and I met on Tuesday 8/28 for about 2 hours with the FAYCCD contract administrator and collectively agreed on numerous edits that are for consideration scheduled for 8/31.
   - 8/31 – Reviewed suggested edits on forms, discussed timeline for training and training curriculum for implementation. "Increasing Student Success through Faculty Development". The primary purpose for faculty evaluation is for professional development. This philosophy will need to permeate the training materials.
   - 9/5 – reviewed a draft outline of training curriculum, and reviewed the counselor addendum. There will be two sets of trainings (WCC 9/19 – a morning and an afternoon training; YC 9/26 – a morning and an afternoon training) There is a plan to use broadcast for LCC participation. Next meeting scheduled for 9/13 for this group to review and finalize the training material.
2) **Meeting with the Chancellor (8/28) –** Discussion of budget and some planning assumptions with the new funding formula. I inquired what Dr. Houston thought about faculty sitting in on second-round interview for Deans/VPs, etc. Possible **2 new FT faculty positions for WCC (in addition to our unfilled FT positions)**. We also discussed the process of After Action Reviews. DMC (District Management Council) is active. We also discussed professional development.
3) **AS Leadership meeting with Administration**
   - 8/23-Discussed the need to assess our convocation and concern about the staff directory and active directory. Integrated resource management plan discussion and a proposed resource "total cost" for our digital instructional area.
   - 8/30 – Discussed possible **2 new FT Faculty positions** in addition to our other unfilled FT positions. Request to remind the Deans to notify the senate for any senate appointments for evaluation committees, and to notify of peer and dept/division rep choices. We also discussed professional development oversight; operating agreements of committees; and for committee chairs to review the committee effectiveness survey results to inform possible goal setting. There will be a convocation survey sent out soon, and VP King is working with the district to discuss strategies for our active directory. We also discussed the suggestion for a Student Support Services Director (Stay Well Center, Health Services, Veteran Services, DSPS). The

SENSE administration from our IE office this semester. Finally, integrated management plan, and proposed resource management exercise with our Digital Resource Center.

- 9/6 – This was a lengthy meeting (over 2 hours) Dr. White participated via PolyCom from LCC. Here are the topics we discussed, if you want more details please come ask me.
  Topics:
  1. convocation survey,
  2. IRB,
  3. Active Directory update, College-wide Professional Development and FLEX,
  4. status of our governance handbook (draft) – Which I have shared as a document for our senate meeting.
  5. PIE operating agreement with the taskforce and the impact to other operating agreements. We had a lengthy discussion about the function of PIE and the membership and how it fits into the governance structure with other committees and councils. I had to note that VP King and Deanna were new to the group and I requested that before we suggest any changes that we use the approved structure for a year and assess. We are also trying to develop a visual representation graphic of how PIE integrates across our system.
  6. Draft Dean Assignments – VP King shared a spreadsheet of Dean assignments as "Sponsors/members" for all committees (as appropriate) this may result in some adjustment to formal memberships on operating agreements. The goal is to ensure that all major committee and college efforts have administrative connection and support to help ensure that decisions and efforts of these groups are integrated.
  7. STAFFING – We have 5 FTE for FT-Tenure Faculty (Business/Accounting FTE; Counseling/Student Services FTE; and 1 FTE as a result of McGill Retirement; 2 NEW FTE as budgeted by the YCCD BOT) We also discussed that the "breakage" from a retirement from LCC will be used for the remainder of this academic year to fund our Instructional Designer through June 30th, 2019. We also discussed a Student Support Services Director position and the CCC Director position. Both administrative positions are a result of restructuring and is considered cost neutral.
  8. ASWCC – an MOU has been created for Nick Turney (Comm Studies PT Faculty member) who is assuming an advisor role to help rebuild and strengthen the WCC Student Government over the next year.
  9. All committees are being asked to reflect on the results of the committee effectiveness survey summaries from the IE office
  10. Williams Early College HS update – Look for some more information coming from Dr. White's Office and his musings on this topic. I can give a brief update if requested.
  11. CTC relocation
  12. Articulation functions – WCC VP King and YC VPAS Otten have been tasked by DCAS to draft a recommendation for consideration.
  13. Open Source textbooks and OER progress/assessment. We may be able to seek "innovation funds" from the district to support faculty who wish to develop some of these resouces.

4) **DIG (8/30) –** this was the last meeting of DIG. We discussed an update on Tableau. We will be seeking an outside professional expert to work with district IT to develop our dashboards and should have a review period for us in spring. Program Reviews will be the same as last year (same process) and data will be uploaded with information from our IE office soon. We also discussed enrollment management needs, and some suggestion of scheduling/curriculum offerings templates. This conversation will continue in PIE and through the scheduling criterial committee

5) **iSLO Research Meeting w/ Dean Martinez (8/30)** – Canceled –(rescheduled for 9/6) – We discussed the convocation survey and plan to administer. We reviewed the updated research and planning website and made some recommendations. Also, iSLO surveys will now be used as a pre-test when student go through orientation, and will be a post-test when filing for graduation. We are going to also collect student ID numbers so that a disaggregation or outcome achievements can be reported.

6) **DC3 (9/4) –** Reviewed the draft Board Agenda for (9/13). Trustee Tafoya is officially resigning from the board. There will be an appointment to fill his vacancy. The BOT will have a primer on Accreditation before the Board Meeting to prepare for our visits in October. We reviewed the YCCD 2018-2019 Proposed Adopted Budget. Discussed ongoing and one-time funding as well as the impact of the new funding formula on our district is we stay at status quo. The district has approved 4 FT Tenure track faculty positions. (2 for YC – replacements; and **2 for WCC – NEW**) August District Newsletter

7) **ASC (9/6) –** Discussed the development of the addendum, timeline until the visit, campus awareness strategies, and addendum content (**ALL OPERATING AGREEMENTS, planning resource budget allocation process, QFE update, and updated evidence e.g. BP/AP District updates, Delineation of functions and budget presentations)** Reminder Dates of visit is Oct 8-11, 2018

8) **PIE (9/7) –** Reviewed Operating Agreement and discussed task work groups. PIE will meet as a full committee on 9/21 and 10/12. After this meeting PIE will meet on first Fridays as a full committee and the 3$^{rd}$ Fridays of the month will be dedicated to any work that task groups need to do as directed by PIE. PIE is asking for the task groups (scheduling, FSAPC, SLOs, and PRVT) to update an operating agreement for input at the next PIE meeting, then to be vetted through College Council and Academic Senate. Emerging need for FSAPC to initiate the process to prioritized FT Faculty need for WCC. We will be filling 5 FTEs (see my note for my meeting with admin 9/6 (item 7). Program Reviews will use the same process and forms we used last year. Program Review data has been uploaded into TracDat and instructions from the Dr. Martinez office will be coming soon.

9) **College Council (9/7) –** This was the first College Council meeting of the year. The Council reviewed the membership and their 17-18 goals. The Draft Goals for College Council 2018-2019 are:

a. Review and make recommendations in concert with Senate to complete College Organizational and Governance Guide

b. Review and make recommendations in concert with Senate to complete College Resource Management Plan

c. Review and make recommendations to complete WCC Addendum materials in preparation for October Team Visit

d. Design and implement a cycle for review of appropriate CC Committee Effectiveness Surveys

e. Design and implement methods supporting higher CC Committee Effectiveness Survey response rates

f. Review YCCD BOT adopted Vision for Success metrics and current WCC data set as context for 2018-2019 CC Goals

g. Review and make recommendations in concert with Senate to complete WCC Action Plans as context for 2018-2019 CC Goals

College Calendar Items:

h. Review and make recommendations in concert with Senate to complete 2019-2022 ED Master Plan

i. Review and make recommendations in concert with Senate to complete PIE Scheduling Criteria methodology

j. Review and make recommendations in concert with Senate to complete WCC Digital Studio Project Plan

k. Transition to Board Docs Plus as a College-wide pilot

Finally, to finalize the DRAFT Governance Handbook all committee Operating Agreements (Even in Draft) need to be sent to Ana ASAP. I will submit the ones that the Senate has officially received and make sure that they are collected as "Drafts" until the Senate and College Council (if appropriate) has had a chance vet. We will be adding official review dates to future operating agreements to note when Senate and College Council officially endorsed. The Senate will submit an Operating Agreement, but only with previously endorsed senate information. Our guiding document is still our Constitution and Bylaws.

10) **DCAS (9/6)** – incorporated feedback on AP 4231 and the corresponding forms. A lot of the feedback and revisions were initiated by our Senate's first read and question regarding areas that were crossed out. Thank you senators for that input. I was able to quickly communicate our concerns with YC Senate President, and Renee to confirm that the proposed edit was an error and was not a suggestion from DCAS. We caught this before YC had a final second read for consideration of local endorsement. Additionally, DCAS also made some clarification improvements as we finalized the AP that we are reviewing as a second read during our next senate meeting (9/14). If you have questions about the edits and revisions please ask during my oral report.

11) **Howerton & Pierro Check-In meeting (9/6)**- This week was a quick walking meeting after DCAS, discussed possible Senate agenda items, Discussion of the role and design of PIE, emerging concerns with equivalency processing that we will ask to be put on a future DCAS agenda.

| Other Stuff |
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1) **Administration Sponsors/Recorders for standing committees-** VP King (working with Deans and Dr. White) is assigning specific administrators to serve as Sponsors with our standing committees. The Sponsors/ Administrative liaisons will work with the standing committees to provide support with recording (as appropriate) and will ensure efficient use of administration resources and accountability to the committees. The senate will see this proposal and discuss how this may affect standing committee membership. This is a document that is shared as information during the 9/14 meeting.

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

9/13 – WCC and YC AS Leadership meeting with VCEP Mayo- Canceled

9/13 – WCC AS Leadership with WCC Administration Meeting

9/13 – YCCD Board of Trustee Meeting – Howerton's BOT WCC Senate President Planned Report

9/18 – Academic Senate Leadership meeting with YC-AFT

9/18 – Academic Senate Leadership meeting with FAYCCD

9/20 – DCAS Meeting

9/19-20 Possible IEPI Pilot Focus Group

9/20 – Howerton & Pierro Check-In meeting

9/20 – ASC

9/20 – WCC AS Leadership with WCC Administration Meeting

9/21 – PIE

9/21 – College Council

9/25 Meeting with Chancellor Houston

9/27 – WCC AS Leadership with WCC Administration Meeting

| **Calendar of upcoming ASCCC events for our Senate planning and attendance: See Below** |
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Link for all Fall 2018 events: http://asccc.org/calendar/list/events