



Academic Senate

Meeting Minutes

Date: 1/25/19
Time: 1:00pm-3:00pm
Location(s): WCC Room 113/ LCC 115

Senate Roles and Responsibilities (The 10+1)*	
<i>Title 5 Sections 53200-53206</i>	
<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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

***Note:** 1-3= "Rely Primarily"; 4-11= "Mutually Agree" (Per YCCD BP 2510)

SENATORS:

Christopher Howerton <input checked="" type="checkbox"/> (President)	Deanna Pierro <input checked="" type="checkbox"/> (At-Large, VP)	Kevin Ferns <input checked="" type="checkbox"/> (FaLaHum, Secretary)	Matt Clark <input checked="" type="checkbox"/> (Past-President)
Greg Gassman <input checked="" type="checkbox"/> (Social Sciences)	Doug Harris <input checked="" type="checkbox"/> (LCC Part-Time)	Shawn Lanier <input type="checkbox"/> (Math & Sciences)	Jeannine Mullin <input type="checkbox"/> (CTE)
Mike Papin <input checked="" type="checkbox"/> (LCC At-Large)	Doug Stone <input checked="" type="checkbox"/> (WCC Part-Time)	Jose Vallejo <input checked="" type="checkbox"/> (Student Services & Learning Resources)	VACANT <input type="checkbox"/> (Ex-officio Member ASWCC Rep-non voting)

GUEST(S): M. Moreno, A. Lee, G. Grewal

Call to order 1:05 p.m.

Item	Description-Type	Lead	Background and Objective
1.	Approval of Agenda – Action	Howerton	Approve agenda of 1/25/19 (MSC Clark/Stone)
2.	Public Comment		Guests are welcome to comment on any item on the agenda or not on the agenda. For items on the agenda, they may comment now or during the discussion of that item.
	1. M. Moreno reported that she would like to see the cross cultural series be reinstated and that the cross cultural center needs staffing to function effectively. Other colleges provide staffing for similar programs. Ethnic studies is expanding to LCC. Also, there was a question about funding of ASWCC from the college that needs to be addressed.		
3.	One-Minute Accomplishments-Information	Senate	Each Senator may have one minute each to share a personal accomplishment.

4.	Approval of Minutes - Action	Howerton	Objective: Review and approve the minutes December 14, 2018
<p><i>Discussion/Decision:</i></p> <p>1. The 12/14/18 minutes are approved as amended (MSC Clark/Pierro).</p>			
5.	Committee Appointments- Action	Pierro	Objective: Appoint faculty members to committees.
<p><i>Discussion/Decision:</i></p> <p>1. L. Mangney and T. Sasano are appointed to the student success director screening committee.</p>			
6.	<p>REPORTS:</p> <ol style="list-style-type: none"> 1. President’s Report – Information/Discussion 2. VP Report 3. Curriculum Liaison Report 4. Senate Committee Report <ol style="list-style-type: none"> a. Academic Standard b. Elections c. Resolutions 5. Ex-officio Reports <ol style="list-style-type: none"> a. ASWCC <p>Division/Senator/Goals Reports</p>	<p>Howerton</p> <p>Pierro Stone</p> <p>Gassman Ferns Clark</p> <p>Senators</p>	<p>Background: Reports are limited to the Senate purview of (10 +1) and is a standing agenda item. During some meetings the Senate may not receive reports from all listed. Please limit oral Senate Committee, Division Reports and Ex-Officio Reports to no more than 3 minutes. **Division Reports are not obligatory**</p> <p>President’s Report 1-25-19</p> <p>Howerton BOT Report 1-10-19</p> <p>Howerton BOT Report 12-20-18</p> <p>Note: Any item that requires senate discussion and further input may be a possible future agenda item, and submitted to the Senate President for agenda consideration.</p>
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. The president’s report additions are attached below to these minutes. 2. Pierro reported that there was a math and a biology equivalency approved. Four workshops for faculty and staff have been completed for guided pathways. More information is forthcoming. The student success committee is looking at the equity plan and will be sent to senate for signoff in advance. The student success committee is asking for a representative from LCC for the Guided Pathways Task Force. 3. Howerton reported that the curriculum committee will be moving away from the Curricunet database soon. This is being discussed in the committee. A new more integrated database will be selected. The timeline is being worked out. 4. Ferns reports that the part time, full time at-large, and student services representatives on the senate are up for nominations this year. Notifications will go out to those areas next week (the first week in February). Also, the elections for senate VP and secretary will be held in the end of February. 5. Clark would like to propose three letters of public thanks for C. Latimer, D. McGill-Cameron, and J. Ortiz for their work on senate. These will be forthcoming. 6. Howerton reported that G. Grewal has been appointed by the ASWCC representative. G. Grewal reported that there is a blood drive on 2/4/19 from 10-3. 7. Papin reported that ASLCC is looking to expand its ranks and recruit volunteers at LCC. 			

			<p>8. Vallejo reported that a part time counselor was hired without faculty input. Additionally, nothing has been communicated to the campus as to how students can make appointments with the career counselor. Also, the transfer/career center is drastically underutilized.</p> <p>9. Stone asked if there is a policy regarding intellectual property issues with regard to part timers. Howerton will follow up on that. Stone also inquired as to whether part time faculty will take part in the WCC president screening committee. Stone asked whether online students need to check in with instructors or with DSPS first to get accommodations. The process could be streamlined.</p> <p>10. Clark expressed concern regarding the redefining of the Building 600 workspace.</p>
7.	<p>AP/BP Revisions in DCAS – Information/Discussion/Action</p> <p>NOTE:</p> <ul style="list-style-type: none"> ▪ Category 1: <i>Relatively minor changes in regulatory language; the Academic Senate Pres/VP preauthorized to approve without going back to Senate.</i> ▪ Category 2: <i>Significant revisions including new BP/APs that warrant broader discussion with constituent groups.</i> 	<p>Howerton, Pierro</p>	<p>Background: BPs and APs (Category 2) will require review and feedback from the Senate prior to DCAS vote. This is a standing agenda item.</p> <p>Objective:</p> <ul style="list-style-type: none"> • <u>Category 2 – Second Read</u> <ul style="list-style-type: none"> ○ None • <u>Category 2 -First Read</u> <ul style="list-style-type: none"> ○ AP 4101 – Independent Study • <u>Confirm as Category 1</u> <ul style="list-style-type: none"> ○ None • <u>Information/Discussion</u> <ul style="list-style-type: none"> ○ AP 4232- Pass-No Pass
<p><i>Discussion/Decision:</i></p> <p>1. The senate briefly discussed a few lines of AP 4101 and AP 4232.</p>			
8.	<p>Local and District AB 705 check-in/update</p> <p>Information/Discussion</p>	<p>Pierro, Clark</p>	<p>Background: This is a periodic agenda item to allow members of the district AB 705 taskforce, and local WCC AB 705 workgroup to provide information or updates.</p> <p>Objective: Provide the senate with a status update on our AB 705 efforts.</p>
<p><i>Discussion/Decision:</i></p> <p>1. Clark reported that there is concern in the group regarding how to accomplish upcoming work. There is an issue in WebAdvisor regarding how students register for new classes related to AB 705 changes. There are also issues regarding the co-requisite classes. Pierro reported that there was some discussion about course prerequisites being “strongly recommended” or “required.” More data/research may be needed to finalize these decisions. Vallejo reported that student services has some concerns regarding communications and planning for students and outreach.</p>			
9.	<p>Updated YCCD Draft Planning Process/ Framework/ IE review framework</p> <p>Information/ Discussion</p>	<p>Howerton, Pierro</p>	<p>Background: DCAS has proposed minor updates to previously approved/adopted planning process.</p> <p>YCCD Draft Planning Process, Integrated Planning Framework/ & IE Review Framework</p> <p>Objective: To allow the Senate to review the suggested minor updates and provide any feedback for DCAS.</p>
<p><i>Discussion/Decision:</i></p>			

	1. Not discussed.		
10.	Upcoming Senate Events/Travel Information/Discussion	Howerton	<p>Background: Possible Senate Travel for Spring 2019</p> <p>ASCCC Calendar of Events</p> <p>Objective: To identify and begin planning for those who will be attending various senate conferences/institutes for the Spring 2019 semester.</p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Plenary is scheduled for April 2019 in San Francisco. Pierro and Howerton are registered to attend. An invitation will be sent to L. Felver to attend as well. 2. The leadership institute will be held in June 2019 in Sacramento. 3. February 25, 2019, a faculty diversification meeting will be held at YC. Howerton and M. Moreno are registered to attend. 		
11.	Operating Agreements – Guided Pathways Taskforce -New Operating Agreement Information/Discussion/Action	Pierro	<p>Background: The Senate reviews operating agreements from all committees/groups that report to the Senate. The Governance handbook will note draft operating agreements as “Drafts” until officially reviewed by the Senate</p> <p>Objective: ACTION: Review the following operating agreements to provide feedback and consider endorsement.</p> <p>Draft Guided Pathways Taskforce Operating Agreement</p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. The senate reviewed the operating agreement. Clark asked whether email can be used to post agendas to notify the campus community of upcoming meetings. Pierro will bring that to the committee. Howerton suggested an agenda item for upcoming senate meetings to receive updates on guided pathways work for discussion or information. <ul style="list-style-type: none"> ➤ Adopt the Guided Pathways Task Force Operating Agreement (MSC Clark/Vallejo) 		
12.	Future Agenda Items-Discussion	Howerton	<ul style="list-style-type: none"> ➤ Review of Senate Constitution & Bylaws, ➤ Professional Development funding, ➤ Resource Management Plan Pilot, ➤ DE revised Handbook ➤ Governance Handbook & Review of Operating Agreements <ul style="list-style-type: none"> ○ FLEX/PD – Update/Major Changes ○ PIE-and taskforces - NEW
	<p><i>Discussion/Decision:</i></p> <p><i>Not discussed.</i></p>		

Meeting adjourned 3:02 p.m.

NOTE: Next senate meeting is 2/8/19

	Senate Goals (adopted: 9/14/18)	Lead	Second
1	Planning and Institutional Effectiveness: <i>Monitor and support the full implementation of WCC's new PIE (Planning and Institutional Effectiveness) Committee and integrated planning cycle (including annual assessment)</i>	Howerton	Lanier
2	Increase support and development of ASWCC and ASLCC: <i>Work with the student government groups for both WCC and LCC to support student participation in college governance.</i>	Vallejo	Papin Gassman
3	Professional Development: <i>Provide/develop resources to support the professional development of faculty leaders to promote effectiveness</i>	Clark	Vallejo Harris
4	Guided Pathways: <i>Support and advance the college-wide discussion and exploration of Guided Pathways</i>	Pierro	Lanier Mullin
5	Committee Effectiveness, Transparency, and integration: <i>Work with committees and committee chairs to establish a process for consistent information dissemination and reporting.</i>	Ferns	Howerton Pierro
6	Accreditation: <i>Prepare the college for our accreditation site visit and planning for any strategies to respond to the visit findings.</i>	Howerton	Stone

Howerton's Academic Senate President's Report Additions: January 25, 2019

Meeting with Chancellor Houston (1/22/19)

1. WCC President Search plan – There has been changes from the way we searched for our previous president and how YC presidential search was conducted. Faculty and trustees will be involved. Dr. Houston has agreed that the senate president can sit on the second-round interviews. Plan is to form a committee soon, and to have a new president start July 1.
2. Discussed Senate in tenure review – shared our concern with our ability as a senate to be able to support the process, role of faculty in the process, and the integrity. Also possible scenarios where there is a difference in recommendations. He shared a similar situation that occurred at Butte during his time there. I promised to follow up with the former senate president for Butte to conduct some additional perspective. (see below)
3. AB 705 – continued a discussion from DCAS regarding some different interpretations of the AB 705 planning guideline document and the requirement for collecting 2 years of validation. More discussion regarding “suggested vs required” co-requisites for the lowest node.
4. Innovation funds – There is a district set-aside – still unclear to the use of these funds, but will be pushed to the college if not used. The intent is for these funds to be used and applied to opportunities for innovation beyond what the college can address. There is some guiding expectations that this is not just applied to technology, but to foster support for collaborations and broader input. **FOLLOW UP:** Dr. Mayo “funds were allocated to the colleges by Feb 14, the colleges were to go through their governance process using the guidelines in the document to determine how the college’s funds were to be used. The Presidents of the college will forward winning proposals to Dr. Houston.
5. IRB – We continued a discussion of the need for district (especially as it relates to the new research pressure/expectation of implementation of AB705)

Meeting with Administration (1/24/19)

1. Out-of-State Travel – clarification that out-of-state travel needs the college president's approval whereas out-of-country does require Board of Trustee approval
2. AB705...the conversation continues
3. OER – I shared a couple of documents for ASCCC and some opportunities to continue support for our OER work and campus leadership for this effort. A meeting will be scheduled. I will update at our next meeting.
4. Learning Lab Proposal (LOI) Letter of Interest was submitted, but really did not go through a vetting process – Admin as well as senate leadership shared equal concern and a need to clarify the grant seeking process.
5. Staffing – formal memo will be sent to Dr. White on behalf of the co-chairs of PIE, In addition to the 2 active faculty searches we have 3 positions that will be forwarded (1 vacant and 2 growth positions) Memo will include additional justification from the staffing taskforce to provide additional support. CCC Registry is coming up soon. It seems that the Board will support the college requests.

6. Health Fee discussion – this will move to a DC3 topic
7. VP Executive Assistant (because it is a confidential position) we will add faculty to this screening committee (2 faculty call-outs will happen) it is requested that as we appoint faculty to this committee to consider faculty who may have some extensive interaction with this office.
8. Enrollment data for the college will be an ongoing topic item for full faculty meetings. I requested this to inform the campus about how we are doing. We will see our census enrollment numbers during our Feb full faculty meeting,.
9. Scheduling – we are on time for publication

Phone call with former Butte Academic Senate President (Stacey Bartlett) 1/24/19)

1. Butte has individual tenure review teams for each faculty (faculty appointments/senate endorsed on these committees). Butte also has an Institutional Tenure Review group that is made up of faculty, administration, and union representation that provides a review to ensure that the integrity of the process and expected rigor of the review is maintained (not a Brown Act) group. Stacey put me in contact with Butte's current senate VP Kenneth Bearden who has been active in some of the senate processes that have been implemented. I will meet with him either at Plenary or during our area A meeting

Other Information

- Area A meeting will be held at Delta College. I will be working with Kathleen Bruce (Delta College AS President) to set up/prep for the meeting. Will be good as we are scheduled to host the Area A meeting in Fall 2019.