



Academic Senate

Meeting Minutes

Date: 3/8/19

Time: 1:00pm-3:00pm

Location(s): WCC Room 113/ LCC 115

Senate Roles and Responsibilities (The 10+1)*

Title 5 Sections 53200-53206

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

SENATORS:

Christopher Howerton ☒ (President)	Deanna Pierro ☒ (At-Large, VP)	Kevin Ferns ☒ (FaLaHum, Secretary)	Matt Clark ☐ (Past-President)
Greg Gassman ☒ (Social Sciences)	Doug Harris ☐ (LCC Part-Time)	Shawn Lanier ☒ (Math & Sciences)	Jeannine Mullin ☒ (CTE)
Mike Papin ☒ (LCC At-Large)	Doug Stone ☒ (WCC Part-Time)	Jose Vallejo ☒ (Student Services & Learning Resources)	Gurtaj Grewal ☒ (Ex-officio Member ASWCC Rep-non voting)

GUEST(S): J. McCabe, A. Lee, Dean Chahal, J. Brown

Call to order at 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
1.	Approval of Agenda– Action	Howerton	Approve agenda of 3/8/19 (MSC Gassman/Stone)
2.	Two Minute Accomplishments		Discussion: Senators reported recent accomplishments.
3.	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. (Please limit to 3 minutes per individual)
	<i>Discussion/Decision: No public comments.</i>		
4.	Approval of Minutes - Action	Howerton	Objective: Review and approve the minutes February 22, 2019
	<i>Discussion/Decision:</i> The 2/22/19 minutes are approved as amended (MSC Gassman/Lanier).		

	1. Ferns reported that a public comment by N. Kirschner from the 2/8/19 meeting minutes needed to be clarified. N. Kirschner wished to convey the message that since the curriculum committee does not oversee equivalency, staffing, scheduling, or evaluations, she was asking the senate to reaffirm to the administration the importance of faculty consultation in these areas to ensure the integrity of our curriculum.		
5.	Committee Appointments- Action	Pierro	Objective: Appoint faculty members to committees. • <u>FT Faculty Search Committees</u> ○ ESOL, Instructional Designer, Physics • Others?
	<i>Discussion/Decision:</i> 1. Instructional Designer Faculty Search Committee. M. Clark was appointed as co-chair. 2. ESL Faculty Search Committee. M. Moreno was appointed as co-chair. 3. Physics Faculty Search Committee. S. Lanier was appointed as co-chair. 4. One full-time Counselor on the LCC campus to serve on our local AB 705 Workgroup. The senate appointed T. Williams. 5. Any full-time faculty who are interested in serving on the Online Educational Resources (OER) Workgroup. This group will focus on developing online resources for faculty to use in place of textbooks for their courses. Members of this group will identify a lead for the group once formed, as well as establish regular meeting times. N. Bruening, J. Brown, J. Pyzer, and D. Martin were appointed to this workgroup. The senate executive committee will make some additional appointments this month due to the plenary delay in holding the next meeting.		
6.	REPORTS: 1. President's Report – Information/Discussion 2. VP Report 3. Curriculum Liaison Report 4. Senate Committee Report a. Academic Standard b. Elections c. Resolutions 5. Ex-officio Reports a. ASWCC Division/Senator/Goals Reports	Howerton Pierro Stone Gassman Ferns Clark Grewal Senators	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** President's Report 3-8-19 <u>Note:</u> 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.
	<i>Discussion/Decision:</i> 1. Howerton reported that he attended a PIE meeting and a planning meeting this week in addition to the attached report. He will administer an orientation with the incoming senator Ross-Ibarra. He also congratulated Dean Chahal on her new position. A callout went out for faculty members for the search committee to hire a new dean. He reported that the latest Senate Rostrum has been distributed in mailboxes. Also, he will attend the next board meeting when tenure recommendations are to be heard. 2. Pierro reported on progress regarding low cost textbooks notifications. She also reported on FYE recommendations being forwarded to PIE that will come through the senate. 3. G. Grewal reported that ASWCC is working on getting a staff hydration station. 4. Papin reported that LCC had successful events celebrating Black History and Women's History months. 5. Mullin reported that the Ag department received a \$1.7 million grant.		

	6. Stone reported that the part timers office is in need of a paper shredder. 7. Vallejo reported that 3/28/19 is Career Day. Please promote it in your classrooms. There will also be a health and healing seminar at WCC on 3/26/19. There has been an increase in mental health issues among students and he wants the campus to do more as well.		
7.	AP/BP Revisions in DCAS – Information/Discussion/Action NOTE: ▪ <u>Category 1:</u> <i>Relatively minor changes in regulatory language; the Academic Senate Pres/VP preauthorized to approve without going back to Senate.</i> ▪ <u>Category 2:</u> <i>Significant revisions including new BP/APs that warrant broader discussion with constituent groups.</i>	Howerton, Pierro	Background: BPs and APs (Category 2) will require review and feedback from the Senate prior to DCAS vote. This is a standing agenda item. Objective: • <u>Category 2 – Second Read</u> ○ None • <u>Category 2 -First Read</u> ○ None • <u>Confirm as Category 1</u> ○ None • <u>Information/Discussion</u> ○ None
	<i>Discussion/Decision: Not addressed.</i>		
8.	Guided Pathways Workgroup Update to Senate Information/Discussion	Pierro	Background: The guided-pathways workgroup was established by the senate to investigate how guided pathways maybe utilized for WCC Objective: Provide the senate with a status update on the work of this year’s guided-pathways workgroup.
	<i>Discussion/Decision:</i> Pierro presented the following written recommendations for consideration: <u>Guided Pathways Recommendations for Senate Consideration</u> The Guided Pathways Task Force collectively discussed and decided to forward the following recommendations: 1. Membership Structure: a. Add one part-time position specific to Colusa b. Add three membership spots specific to Lake exclusively with the caveat that if not enough names come forward from Lake faculty then the remaining slots will be null c. The expansion of faculty membership does not suggest an increase in stipend allotment d. Incentivize student position as a work study position, student work position, or stipended (student check request) e. For the sake of continuity, at least five membership positions designated exclusively for returning members from the year prior with the caveat that if not enough names come forward from returning members then the remaining slots will go to other interested faculty in the area 2. Costs: a. There has been an unexpected cost associated with MOUs due to benefits which has equated to roughly \$26,000. b. There was a mandated \$20,000 allocated to IT which has yet to be expended. The Task Force would like to use this money for local data needs.		

9.	WCC Academic Senate Draft Resolution: Adoption of the CVC-OEI Course Design Rubric Information/ Discussion	Lanier, Clark	Background: The DE coordinator, Julie Brown, has petition for our Senate to consider a formal adoption/support for the local use of the CVC-OEI course design rubric. Senator Lanier is the sponsor of this proposed resolution. Draft Resolution Objective: Provide the senate with a first read to provide feedback and discussion. The formal resolution will be considered for adoption during our next meeting
	Discussion/Decision: 1. DE Committee Chair Brown brought to the senate draft resolution language that would show that the senate supports the use of the peer online course rubric (POCR). The DE Committee is in the process of gaining certification for all DE Committee members to be trained to use the rubric to bring online courses up to state standards. The senate will consider adopting this at the next meeting.		
10.	Local and District AB 705 check-in/update Information/Discussion	Pierro, Clark	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. AB705 Proposed Plans (Final) YCCD AB 705 Evaluation Plan-DRAFT Objective: Provide the senate with a status update on our AB 705 efforts.
	Discussion/Decision: 1. Dean Chahal reported that agreements are in place across the district for placement recommendations for English and math. Work is still being done with student services and outreach to high schools. The local AB 705 team has worked diligently on transition efforts and has made good progress. Fall schedules are in place and the district is making progress on the technology side to be ready for registration. Pierro reported that District reps will be invited to the next meeting for updates on this process. Vallejo noted that student services has made good progress as well on that end of the process. Dean Chahal commended local and discipline faculty for the progress they have made recently. They have been working very hard, particularly in the areas of reaching consensus regarding placements. Howerton thanked Dean Chahal for her leadership and all the hard working faculty who went above and beyond to accomplish this important work.		
11.	Report out from ASCCC's Faculty Diversification Meeting Information/Discussion	Vallejo, Howerton	Background: ASCCC hosted regional faculty diversification meetings. Senator Vallejo & Senate President Howerton attended. Objective: Proved the senate with a "report out" from this ASCCC event.
	Discussion/Decision: 1. Vallejo reported that attendance was less than expected for this meeting. He reported that the emphasis on the discussions was the diversification in faculty hiring and some short term solutions to the issue of diversification. One area he emphasized was that hiring search committees at WCC many times are formed after the job description is developed. He'd like to see this process reversed.		

	Additional institutional changes would involve changing the mission and vision to be more inclusive and forward thinking as well. Howerton agreed that it was an intimate event and that the District was well represented at the meeting. He has additional notes on breakout sessions if you want more information on specific discussions. The senate briefly brainstormed ideas that WCC could implement on the topic of attracting and retaining diverse talent. Vallejo noted that a presentation on what was learned would make a good professional development activity to share with all faculty.		
12.	Operating Agreements – Annual Review- Information/Discussion/Action	McCabe	Background: In an effort to extend professional development for the college, the FLEX committee has proposed an expansion of their charge to include professional development efforts with updated membership to include classified and administration. Objective: Review the following proposed/revised operating agreement to provide feedback and consider endorsement. DRAFT FLEX/PD Operating Agreement - NEW
	Discussion/Decision: 1. The flex committee is looking to expand its committee membership to include administration. The committee will now be reporting to the college council as well as the senate. In the area of travel reimbursement, only full time faculty have voting rights for that. Stone thanked and commended McCabe for the excellent work she has done on this committee, particularly for part time faculty. Howerton commended McCabe and inquired about convocation. McCabe agreed that convocation week should have a focus on professional development. This is an area that will be worked on. Howerton asked about the professional development coordinator position being developed, which will have a focus on classified staff. That term will be changed. ➤ Approve the Flex/PD Operating Agreement as amended (MSC Gassman/Lanier) 2. McCabe reported that copyright law states that you may use films in the public domain. Universal licenses may be purchased for copyrighted films if you wish to show more than a short three minute clip. Howerton reported that there is an exception for education to these laws. If the film is purchased legally, it may be shown to students. The laws for public display or community viewing of films is different.		
13.	Future Agenda Items-Discussion		➤ Resolutions of Appreciation (3/29/19) NEXT MEETING ➤ Review of Senate Constitution & Bylaws, ➤ Professional Development funding, ➤ Resource Management Plan Pilot, ➤ DE revised Handbook ➤ Review of Operating Agreements ○ PIE-and taskforces - NEW
	Discussion/Decision: Not addressed.		

Meeting adjourned 3:02 p.m.

NOTE: Next senate meeting is 3/29/19

(1 hour meeting to discuss ASCCC proposed resolutions for spring 2019 Plenary)

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