



Academic Senate

Meeting Minutes

Date: 4/19/19
Time: 1:00pm-3:00pm
Location(s): WCC Room 852/ LCC 908

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 type="checkbox"/> (LCC Part-Time)	Shawn Lanier <input type="checkbox"/> (Math & Sciences)	Jeannine Mullin <input checked="" 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)	Gurtaj Grewal <input checked="" type="checkbox"/> (Ex-officio Member ASWCC Rep-non voting)

GUEST(S): Dean Martinez, N. Kirschner, M. Moreno, A. Lee, Dean Siwabessy

Call to order 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
1.	Approval of Agenda – Action	Howerton	Approve agenda of 4/19/19 (MSC Pierro/Gassman)
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. (Please limit to 3 minutes per individual)
<p><i>Discussion/Decision:</i></p> <p>1. N. Kirscher read the following statement: I'm here today to report a serious problem involving a sociology class at our Lake campus: When the PT instructor was unable to teach for an extended number of weeks, administration put in a substitute who does not meet the minimum qualifications to teach sociology, as defined jointly by Academic Senate and the Chancellor's Office.</p>			

By the time this came to my attention, so many class meetings had passed that the students could not meet this course's required minimum of 48 contact hours with a qualified instructor. Fortunately, I learned about this and contacted administration in time for them to find a qualified sub, add an extra class meeting each week, and extend the class term to make up the hours — otherwise, our students would not have been able to receive college credit, and the college could not receive apportionment.

While I am thankful that administration worked quickly to come up with a resolution once I brought the issue to their attention, I am dismayed that this issue arose in the first place, and that I learned of it only by accident, and that I needed to tell our administration what the regulations say.

I would like to highlight three specific areas of concern that I believe fall under Senate's 10 + 1:

1. Students are harmed by this kind of error. Either they lose out on credits, or they are forced to do additional work. This is not just inconvenient for them; it is unfair and a breach of trust. It becomes an issue of equity when some students are treated differently because of administrative error.
2. Faculty are negatively affected when administration ignores discipline input and expertise. This history of discipline faculty being excluded from decisions, particularly at Lake, undermines the integrity of our curriculum, our instruction, and our academic disciplines. Not only was I not consulted about using a substitute without a sociology background, but I was also not informed that this course would be taught as part of middle college high. I have had to fight to have any input in scheduling, hiring and evaluating PT faculty for my program at the Lake campus. Discipline faculty are charged with writing and assessing program review, curriculum, and learning outcomes. It is therefore appropriate for administration to consult with us on how and where that curriculum is used, and how classes are staffed and scheduled.
3. The college as a whole is affected when we lose the trust of our community by making embarrassing - but completely preventable - mistakes. Furthermore, our credibility with transfer institutions is undermined if we do not follow the Course Outline of Record (which includes minimum qualifications) as a binding document.

I ask the Senate to reaffirm to administration the primacy of discipline faculty in matters related to academic integrity and discipline expertise, to work with administration to ensure that the Course Outlines of Record are being respected by faculty and administrators alike, and to insist that the college comply with Title 5 regulations so that we can fulfill our college mission of providing high quality education. Finally, I ask that our senate president include these concerns in his next report to the board, so that we can ensure something like this does not happen again.

2. M. Moreno reported that she is teaching the education inequalities class this semester. She expressed a concern that there will be an education class offered at CCC this summer by a high school teacher. She wishes to find out more about this decision and make sure that faculty at WCC have an opportunity to teach the class. She stated she would also check with the faculty association on this.

3.	Approval of Minutes – Action	Howerton	Objective: Review and approve the minutes March 29, 2019
<i>Discussion/Decision:</i>			
1. The minutes for 3/29/19 are approved as amended (MSC Vallejo/Clark)			
4.	Committee Appointments- Action	Pierro	Objective: Appoint faculty members to committees/ update on other faculty appointments made.
<i>Discussion/Decision:</i>			
1. The senate appoints Clark and Moreno to the Dean of Arts and Sciences screening committee. Shah to continue as a member on this committee. This screening committee schedule and composition changed due to the new hiring schedule for this position. Stone raised the question as to why part time faculty were not invited to participate. Senate leadership will follow up on that question and conduct a conversation going forward. Clark noted that the past screening administrative committees have had 4			

	<p>faculty members. Pierro will send another callout for an additional faculty member, which may be part time or from the FALAHUM division.</p> <p>2. Pierro will send out a callout for a number of committees for appointments to be made on May 10.</p>	
5.	<p>Student Equity & Achievement (SEA) Plan (First Read)</p> <p>Information/Discussion</p>	<p>Martinez Pierro</p> <p>Background: The plan is due to the CCCC by June 30, 2019 and requires Senate President signature. Dean Martinez and Senate VP Pierro have been working on this document. This will be a first read for feedback from the senate. A copy of the draft plan will be shared physically during this meeting.</p> <p>Additional Documents:</p> <ul style="list-style-type: none"> • ACBO Fall Conference Presentation on SEA • Letter from CCCC about extension of submission. <p>Objective: Provide the senate a first read of this document and provide some initial feedback before this submission is finalized.</p>
<p><i>Discussion/Decision:</i></p> <p>1. Dean Martinez presented updated goals regarding the Student Equity and Achievement Plan. The data through 2017-18 was recently uploaded and will be presented to the senate in the future. The baseline 2016-17 data was used to make the updated 2021-22 goals regarding degrees earned, unit accumulation, and student earnings. The equity plan goal will be updated and presented at a future meeting. The local vision goals are due in May/June and will be shared with the Board of Trustees at the June Board meeting. Howerton expressed concern about signing off on this over the summer because faculty are out of town and the senate is not scheduled to meet, but that a September signoff and potential discussion during convocation would be beneficial. Senators should reach out to constituents and encourage feedback on the plan when it is updated.</p>		
6.	<p>Updated Educational Master Plan (EMP) renewal 'action plans'</p> <p>Information/Discussion</p>	<p>Howerton Martinez</p> <p>Background: We are currently in year 3 of a 6-year EMP for the college. The college, working through PIE and other groups is vetting the Action Plan renewal from our EMP.</p> <p>Link to provide feedback on EMP Action Plans –(Link will remain open through April 19, 2019)</p>
<p><i>Discussion/Decision:</i></p> <p>1. Dean Martinez reported that the deadline for providing feedback on the EMP Action Plan has been extended a week. Senators should notify their constituents.</p>		
7.	<p>Alignment of College Goals with the 'Vision of Success'</p> <p>Information/Discussion</p>	<p>Howerton Martinez</p>
<p><i>Discussion/Decision: Not addressed.</i></p>		
8.	<p>ASCCC Resolutions/Spring Plenary follow-up</p> <p>Discussion</p>	<p>Senate</p> <p>Background: ASCCC's Spring Plenary was April 11-13, 2019 . During this event, delegates debated and voted upon formal resolutions. The WCC Senate will review</p>

			<p>the final adopted state resolutions to see if there is any local impact.</p> <p>ASCCC Spring 2020 Plenary results of resolution votes and ASCCC Executive Committee election results</p> <p>Resolutions Packet for Discussion 4/13/19</p> <p>Spring 2019 ASCCC Plenary Program of Events</p> <p>Objective: Identify any requested actions by the adopted ASCCC fall 2018 resolutions</p>
<i>Discussion/Decision: Not addressed.</i>			
9.	<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>Grewal 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 4-19-19</p> <p><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.</p>
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Howerton reported that the recent plenary was outstanding. Pierro added that it was good to see how appointments were made at the state level. This was the 50th anniversary of ASCCC, and former presidents returned to speak on topics they covered, offering perspective and informative discussion. They encourage more senators to take part in plenary going forward. Howerton will be sharing a summary with senators, board members, and administrators. 2. Howerton reported that a solution was found regarding a situation at LCC regarding the teaching of a class where the instructor needed to be replaced mid-semester. 3. Howerton will meet with the incoming part time senator next week. He will also host a celebration for our newly tenured faculty. 4. Papin reported that LCC had a nice Earth Day celebration. 5. Ferns reported that the English department has not received the support it needs from WCC administration. AB 705 placement changes will radically change the student populations in all English 1A classes – not just those in the 1A/1X classes – and will necessitate all instructors to intentionally rethink and redesign their classes. The English department will not be able to meet the deadlines for upcoming goals without secure funding, including formative/summative assessment development for 1A and 1X, diagnostic exam development and norming session planning, and a faculty retreat in August. In addition, a Community of Practice with ongoing meetings and support is required to fulfill the school’s duties in collecting data and training faculty. This support, in addition to deliverables including new English 1A/1X reading lists, assignments, activities, and syllabi, will not be possible without funding. 6. Vallejo reported that as registration begins for some of the new supplemental instruction courses, student services will be looking at enrollments. 			

	<p>7. Mullin reported that she had productive regional ECE meetings this past week and she is excited about the potential for the growth of the program and the support of the state and community.</p> <p>8. G. Grewal reported that ASWCC elections are coming up this Wednesday and Thursday.</p> <p>9. Pierro reported that the student success committee is working on the low cost textbook survey. She also reported that non-credit courses will be the topic of the conversation at a conference coming up on 4/25, which will be attended by A. Lee and L. Woll. Guided Pathways update is coming up at the senate meeting on 5/10.</p> <p>10. Howerton reported that the Curriculum Committee met on Tuesday and has been updated on the plenary.</p> <p>11. Clark reported that a number of resolutions will be brought forward at the end of the year.</p>		
<p>10.</p>	<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"> ○ AP 5075 – Course Adds and Drops <ul style="list-style-type: none"> ▪ 2019SP Late Add Counts by site ○ AP 4232 – Pass/No Pass <ul style="list-style-type: none"> ▪ Example (Peralta) ▪ Example (Riverside) ▪ Example (Butte) • <u>Category 2 -First Read</u> <ul style="list-style-type: none"> ○ None • <u>Confirm as Category 1</u> <ul style="list-style-type: none"> ○ None • <u>Information/Discussion</u> <ul style="list-style-type: none"> ○ None
<p><i>Discussion/Decision: Not addressed.</i></p>			
<p>11.</p>	<p>WCC Academic Senate Draft Meeting Schedule 2019-2020</p> <p>Discussion/Action</p>	<p>Howerton</p>	<p>Background: Toward the end of the spring semester, the senate will adopt a meeting schedule for the next academic year. The development of this schedule includes consideration of ASCCC Area A meetings and plenary sessions</p> <p>19-20 Draft WCC Senate Meeting Schedule</p> <p>Objective: Review and consider adoption of the meeting schedule for next academic year.</p>
<p><i>Discussion/Decision: Not addressed.</i></p>			
<p>12.</p>	<p>FAYCCD Proposed resolution for senate consideration – working towards becoming a premier educational institution</p> <p>Discussion</p>	<p>Howerton Ferns</p>	<p>Background: WCC Senate and YC Senate has received a resolution from FAYCCD for consideration. Our WCC Senate resolutions sub-committee is processing this request.</p> <p>Objective: for the senate to have an initial discussion and provide input on this request.</p>
<p>1. Not addressed.</p>			

13.	Future Agenda Items-Discussion		<ul style="list-style-type: none"> ➤ Review of Equity Plan and updated EMP (1st read on 4/19) ➤ Resolutions of Appreciation ➤ Review of Senate Constitution & Bylaws, ➤ Professional Development funding, ➤ DE revised Handbook ➤ Review of Operating Agreements <ul style="list-style-type: none"> ○ PIE-and taskforces - NEW
<i>Discussion/Decision: Not addressed.</i>			

Meeting adjourned 3:00 p.m.

NOTE: Next senate meeting is NEXT FRIDAY 4/26/19

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