



Academic Senate

PLANNING RETREAT MEETING MINUTES

Date: 8/15/19

Time: 10:00am-1:00pm

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 x (President)	Deanna Pierro x (At-Large, VP)	Kevin Ferns x (FaLaHum, Secretary)	Jeannine Mullin x (CTE)
Greg Gassman <input type="checkbox"/> (Social Sciences)	Vacant <input type="checkbox"/> (LCC Part-Time)	Shawn Lanier x (Math & Sciences)	Jose Vallejo x (Student Services & Learning Resources)
Mike Papin (via Polycom) x (LCC At-Large)	Claudia Ross-Ibarra x (WCC Part-Time)		TBD <input type="checkbox"/> (Ex-officio Member ASWCC Rep-non voting)

GUEST(S): President Pimentel, Matt Clark, Doug Stone, VP Davies, Dean Palm, Annette Lee (Polycom), Nili Kirschner, Brandi Asmus

Call to order at 10:04 a.m.

Item	Description-Type	Lead	Background and Objective
1.	Approval of Retreat Agenda – Action	Howerton	Approve agenda of 8/15/19 (MSC Lanier/Vallejo)
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)
	No public comment.		
3.	Community Norms, meeting schedule, and senator profiles for Senate website	Howerton	Objective: Review our established Community Norms, 2018-2019 meeting schedule, and request updated senator profile information for website <ul style="list-style-type: none"> • WCC Academic Senate community Norms • Senate Meeting Schedule • Senators Web Site
	<i>Discussion/Decision:</i> 1.The senate reviewed the community norms. 2. The senate reviewed the meeting schedule. 3. Senators are encouraged to upload bios to the web site.		
4.	Review 2018-2019 Goals & Draft possible 2019-2020 Senate Goals	Senate	Objective: To review our 2018-2019 goals and draft 2019-2020 goals to be formally adopted during next senate meeting (8/23) <ul style="list-style-type: none"> • 2018-2019 Senate Goals • 2018-2019 Goals with adopted objectives
	<i>Discussion/Decision:</i> 1.Senators are reminded to keep the goals in mind and to check in throughout the year on each goal. Whether a member or a lead, it’s important to step up when you can. 2. Guided Pathways was moved to number one on the list. Senators volunteered for the remaining goals and will continue the work from the 2018-2019 document. 3. Clark brought up the need to work with our sister college to develop resources and gather data regarding working on upcoming initiatives. This goal will be considered, along with any others brought up, at next week’s meeting.		
5.	Senate Sub-Committee Assignments Discussion and Assignments	Senate	Background: Annually the senate will assign senators to senate sub-committees. Objective: ACTION assign senators to the sub-committees <ul style="list-style-type: none"> • Sub-Committee List and appointments required by Senate <ul style="list-style-type: none"> ○ Senate Elections (3 senators) ○ Academic Standards (3 senators) ○ Resolutions (3 senators) ○ AP 5530 (Student Rights and Grievances (2 full time faculty with 1 alternate) ○ AP 5520 (Student Discipline) (1 full time faculty with 1 alternate)
	<i>Discussion/Decision:</i> 1.M. Papin, S. Lanier, and K. Ferns are appointed to the senate elections committee. Ferns to chair. 2. J. Mullin, J. Vallejo, and G. Gassman are appointed to the academic standards committee. TBD to chair.		

	<p>3. S. Lanier and C. Ross-Ibarra are appointed to the resolutions committee. TBD to chair.</p> <p>4. J. Vallejo and K. Ferns are appointed to the AP 5530 committee. Howerton as an alternate.</p> <p>5. J. Mullin is appointed to the AP 5520 committee. Howerton as an alternate.</p>		
6.	<p>Senate President Report out from Summer Information/Discussion</p>	<p>Howerton</p>	<p>Background: The senate’s last official meeting was in May 2019. Over the summer there were many meetings and conversations that related to the 10 + 1 and as senate president I was contacted and participated in many discussions</p> <p>Objective: To provide the senate and faculty an update on summer conversations, meetings, and announcements</p> <ul style="list-style-type: none"> • Howerton Senate President’s Report to Senate – Summer Edition • Howerton BOT Report (June) • Howerton BOT Report (July) • Howerton BOT Report (August)
	<p><i>Discussion/Decision:</i></p> <p>Howerton will advocate to get a stipend for work done by senators over the summer.</p>		
7.	<p>Introduction of new WCC President, Interim Vice-President, and Acting Dean of Instruction Information/Discussion</p>	<p>Howerton</p>	<p>Background: WCC is starting the fall 2019 semester with several new administrators.</p> <p>Objective: To offer the senate a chance to formally welcome our new leadership team, share expectations, provide updates, and individual introductions</p>
	<p>1. President Pimentel welcomed the senate back and emphasized the partnership between the senate and college leadership, particularly during this time when a number of new positions are being staffed. The WCC VP position will be staffed first, followed in September by the new CTE dean and dean of instruction. He emphasized that faculty will have a chance to meet and provide feedback on the WCC VP finalists. Dean Martinez will cover the Dean of Student Services position until that one is staffed at a later date. There, will be an aggressive timeline for the new culinary and performing arts building, and the new administrators to be hired will have a role on the project teams. And Skip Davies will continue in an advisory capacity on the project as well. The architect for the project will be selected by September 2019. Groundbreaking should occur in 2021, with a projected opening date of Fall 2023.</p> <p>2. Dean Davies reported that some Building 800 maintenance that had been delayed will be prioritized with faculty and staff input. He also noted that the Tribal College staff was moved to the 600 building, which opened up some space in Building 800. The new sector navigators were moved to the 800 Building as well. Additionally, the Stay Well Center was moved to the Health Center and that space will be reassessed. The Transfer Center will be prioritized as well. The hiring of the Student Services Supervisor has been halted and the position should be reassessed.</p> <p>3. Dean Palm emphasized the importance of continuing the momentum regarding Guided Pathways and Student Success that started at Convocation yesterday.</p>		

	<p>4. M. Clark reminded the senate and administrators that facilities should not drive curriculum. He also emphasized the importance of retaining students, which should be helped by Guided Pathways. LCC and CCC have lower productivity numbers, while those at the Sutter Center are higher. These affect the overall WCC and YC productivity numbers.</p>		
<p>8.</p>	<p>Report out from ASCCC Leadership Institute, and Curriculum Institute Information/Discussion</p>	<p>Howerton/ Lee</p> <p>Kirschner/ Asmus</p>	<p>Background: Several WCC faculty attended various ASCCC events over the summer.</p> <ul style="list-style-type: none"> • Materials from ASCCC Leadership Institute • Materials from ASCCC Curriculum Institute <p>Objective: To provide the senate a report-out from these events.</p>
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Kirschner and Asmus were given senate swag bags for their curriculum work. Way to go! 2. Asmus reported that the Curriculum Committee is working with math, English, and ESL to develop protocol for gathering data regarding AB 705-related course changes. 3. Kirschner reported that Curricunet is being phased out and there may be issues related to the conversion of information to the new system. The conversion will occur this year, and in January there will be flex activities related to the changes. 4. Asmus reported that the Curriculum Committee is looking to modify the operating agreement and increase membership. This process will continue this semester and changes will go through the senate for comment. 5. Kirschner reported that WCC will be piloting the streamlining of the general education degrees for the state. This will involve discussions with counselors and modification of the catalog. 6. Asmus reported that WCC will be looking at adding various programs, such as culinary arts and pre-nursing, based on aligning with our transfer institutions. 7. When submitting new program curricula, who are the gatekeepers to determine the fit at WCC? The Curriculum Committee does not consider macro level integration issues, and new programs should be vetted systematically before they appear on the committee's agenda. Clark responded that this is under senate purview. 8. Howerton expressed concerns regarding budgeting for attendance at the Curriculum Institute. This will be addressed with administration. 			
<p>9.</p>	<p>Tentative Recruitment of Senators for 2019-2020 ASCCC Events/Institutes Information/Discussion</p>	<p>Senate</p>	<p>Background: ASCCC offers various events and institutes open to faculty.</p> <p>Current published list of ASCCC Events</p> <p>Objective: To discuss the various ASCCC opportunities and identify individuals to attend those events that are impactful to the work of WCC</p>
<p><i>Discussion/Decision:</i></p> <p>A. Lee reported that she learned a lot about what the senate does at the state and college level at the ASCCC institute. Howerton reported that there were some really good breakout sessions at the institute as well. Senators are encouraged to sign up for this year's events.</p>			

10.	Senate Elections 2019-2020 Information	Senate	Background: Annual senate election planning. Objective: This year we will hold elections for the following terms that are ending 2020. <ul style="list-style-type: none"> • Language Arts (3 year term) • Math/Sciences (3 year term) • At-Large Lake/Colusa (3 year term) • <u>Special election</u> (Early fall 2019 semester) to fill the Part-Time for Lake/Colusa term due to a resignation submitted end of the 2018-2019 academic year. This term concludes 2021 • Senate President (2 year term) – Election Spring 2020
Discussion/Decision: The special election will take place next week for the part-time term for LCC/CCC.			
11.	Faculty Recognition Discussion	Senate	Background: ASCCC has several faculty awards/ recognitions that come from nomination by local senates. Currently WCC Senate does not have a local process for considering submissions, advertising these opportunities, or other local faculty recognition. Objective: To begin a discussion to see if the senate is interested in developing a process for formal faculty recognition.
Discussion/Decision: This will be considered in a future meeting.			
12.	Review of WCC Senate Constitution and Bylaws – Timeline and Assignments Information/Discussion	Howerton Pierro	Background: The WCC Senate Constitution and Bylaws are due for a full review and update. The senate will make recommended changes and vet accordingly with the college and appropriate constituencies. WCC Senate Constitution and Bylaws Objective: Assign senators to various sections and establish a timeline and process for submitted suggested changes/updates. We will also begin the discussion of developing formal supplemental procedures
Howerton reported that this work will begin this year and there will be periodic reviews.			
13.	Local Resolution Process Discussion	Howerton Lanier	Background: The WCC Senate is updating the process for how resolutions are developed for senate consideration Objective: To review our current proposed process for how resolutions are submitted for senate consideration and the role of the senate resolution sub -committee.

Discussion/Decision:

This is something that will be considered in the future.

Meeting adjourned 1:02 p.m.

NOTE: Next meeting will be August 23rd 1-3pm

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