



# Academic Senate

## Minutes

**Date:** 8/24/18  
**Time:** 1:00pm-3:00pm  
**Location(s):** WCC Room 113/ LCC 115A

Senate Roles and Responsibilities (The 10+1)*	
<i>Title 5 Sections 53200-53206</i>	
<ol style="list-style-type: none"> <li><b>1. Curriculum, including establishing prerequisites and placing courses within disciplines.</b></li> <li><b>2. Degree and certificate requirements</b></li> <li><b>3. Grading policies</b></li> <li><b>4. Educational program development</b></li> <li><b>5. Standards or policies regarding student preparation and success</b></li> <li><b>6. District and college governance structures, as related to faculty roles</b></li> </ol>	<ol style="list-style-type: none"> <li><b>7. Faculty roles and involvement in accreditation processes, including self-study and annual reports</b></li> <li><b>8. Policies for faculty professional development activities</b></li> <li><b>9. Processes for program review</b></li> <li><b>10. Processes for institutional planning and budget development</b></li> <li><b>11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate</b></li> </ol>

**\*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 checked="" 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)	<b>VACANT</b> <input checked="" type="checkbox"/> (Ex-officio Member ASWCC Rep-non voting)

**GUEST(S):** President White, VP King, Gurtaj Grewal

**Call to Order 1:01 p.m.**

Item	Description-Type	Lead	Background and Objective
1.	<b>Approval of Agenda – Action</b>	<b>Howerton</b>	Approve agenda of 8/24/18 (MSC Lanier/Gassman)
2.	<b>Public Comment</b>		Guests are welcome to comment on any item on the agenda or not on the agenda (as it fits within Senate purview of the 10 +1). For items on the agenda, they may comment now or during the discussion of that item.
No comments at this time.			

3.	<b>One-Minute Accomplishments- Information</b>	<b>Senate</b>	Each Senator may have one minute each to share a personal accomplishment.
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. Howerton reported that he has finally managed algae in his saltwater aquarium.</li> <li>2. Mullin successfully completed a 90 minute yoga class.</li> <li>3. Gassman finished 2 under par in his backyard putting green. His goal is 3 under par.</li> <li>4. Pierro traveled across Europe this summer with her partner.</li> <li>5. Clark had a better than average 3 on 3 basketball game with his family playing with a broken finger.</li> <li>6. Harris is halfway to his retirement goals.</li> <li>7. Papin planted a tomato garden this summer that was devoured by gophers.</li> <li>8. Lanier went to Disneyland to celebrate his father in law's 50<sup>th</sup> wedding anniversary.</li> <li>9. Ferns reported that he almost successfully kept up with recording the one minute posts that we are trying out for the first time today.</li> <li>10. Harris visited Bondolio Olive Oil in Winters. It was amazing!</li> <li>11. Vallejo has not had a kitchen since May but the remodel is almost accomplished!</li> </ol>			
4.	<b>Presentation of Appreciation</b>	<b>Howerton</b>	<b>Background:</b> A new President for the Senate officially began duties July 1, 2018. At this meeting the Senate would like to officially show their appreciation for the years of service and leadership by the former President (now past-president) Matt Clark.
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. Howerton and the senate acknowledged the accomplishments of Past President Clark over the past few years and presented him with a card and plaque with a functional gavel. Congrats to Clark for a job well done!</li> </ol>			
5.	<b>Approval of Minutes - Action</b>	<b>Howerton</b>	<b>Objective:</b> Review and approve the minutes <ol style="list-style-type: none"> <li>1. May 11, 2018 (Regular Meeting)</li> <li>2. May 11, 2018 (Retreat)</li> </ol>
<p><i>Discussion/Decision:</i></p> <ul style="list-style-type: none"> <li>➤ The minutes of 5/11/18 are approved (Clark/Vallejo).</li> <li>➤ The retreat minutes of 5/11/18 are approved as amended (Clark/Vallejo).</li> </ul>			
6.	<b>Committee Appointments- Action</b>	<b>Pierro</b>	<b>Objective:</b> Appoint faculty members to committees.
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. Pierro has not received interest in the current committee openings.</li> <li>2. The Guided Pathway task force membership needs updating.</li> <li>3. There will be some faculty evaluation committees that need members.</li> <li>4. Pierro will send out another call out for members.</li> <li>5. L. Felver will fill in for J. McCabe on Curriculum Committee for the remainder of her term that is scheduled to conclude Spring 2019.</li> <li>6. Yuba College is updating the faculty hiring handbook. WCC will forward a name to represent WCC on a district committee to update both college handbooks. Clark will serve on this committee.</li> <li>7. The District EEO Committee needs a faculty member from WCC. Vallejo is appointed to the committee.</li> </ol>			
7.	<b>Senate Goals – Discussion/Action</b>	<b>Howerton</b>	<b>Background:</b> During the May Senate Retreat, the <a href="#">Senate reviewed 2017-2018 goals</a> and brainstormed possible <a href="#">goals for 2018-2019</a> .

			<b>Objective:</b> To finalize draft of 2018-2019 Senate Goals and identify Senators for “leads” and “seconds.”
	<i>Discussion/Decision:</i>		
	1. The senate discussed and established goals for the upcoming year. The revised goals will be reviewed and considered for adoption at the next senate meeting. We will review and establish leads at the next senate meeting.		
8.	<b>ASCCC –Community Norms – Information/Discussion</b>	<b>Howerton</b>	<b>Background:</b> The ASCCC Executive committee has formalized “community norms”. The Senate will review this list and consider if we would like to adopt something similar for our own work.  <b>Objective:</b> Information & Discussion, next steps.
	<i>Discussion/Decision:</i>		
	1. Lanier expressed the concern that it’s a shame this needs to be created in the first place. Pierro stated that we should support the state senate for consistency. Clark noted that it’s nice to have the guidelines in place if something ever came up in the senate even though there are no issues concerning this document at the moment. Howerton agreed that it’s good to have best practices in place. The senate will do a second read at the next meeting and consider adoption/revision.		
9.	<b>Senate Constitution and Bylaws Update- Information/Discussion</b>	<b>Howerton, Clark</b>	<b>Background:</b> During the 2015-2016 year, the Senate made revisions/updates to <a href="#">our Senate Constitution and Bylaws</a> . During the first meeting of the academic year, the senate will discuss the current document and evaluate if any edits are necessary this year. The Senate ratified our current version of our guiding documents on 5/13/16.  <b>Objective:</b> Provide the Senate an opportunity to see the document (new formatting) with all approved edits and Identify next steps (if any).
	<i>Discussion/Decision:</i>		
	1. An updated formatted copy of the current Senate Constitution and Bylaws are available on our senate website. The Senate will review and recommend any additional edits.		
10.	<b>Senate Travel and Participation with ASCCC Planning – Report out on the PT Institute Information/Discussion</b>	<b>Howerton Stone</b>	<b>Background:</b> In an effort to plan for senate travel and expected Senate budget expenditures, the senate will consider a list of known institutes, plenaries, and events.  <b>Objective:</b> Report out from our PT Senator who attended the ASCCC Part Time Institute and share a list of official ASCCC events for 2018-2019.
	<i>Discussion/Decision:</i>		
	1. Stone thanked the senate for supporting his travel to the two day ASCCC Part Time Institute. He gained valuable information regarding part timers concerns and issues as well as the California Community College Initiative. He learned a lot over the course of the two days.		

	2. Howerton encouraged senators to review the dates for future meetings and consider attending one or more. They will be worth your time.	
11.	<b>Senate Vice-President Duties – Information/Discussion</b>	<p><b>Howerton, Pierro</b></p> <p><b>Background:</b> Discussion over the summer have made it clear that our elected Senate VP would be unable to fully commit .3 release time for 2018-2019. Senate Leadership and Administration mutually agreed for D. Pierro to accept .15 release for her VP role for Senate obligations. The Senate now has the remaining .15 to allocate for the other VP duties that D. Pierro will not be able to cover.</p> <p><b>Objective:</b> As a Senate discuss and recommend how to cover the necessary VP duties.</p>
	<p><b>Discussion/Decision:</b></p> <p>1. Senators should consider how to repurpose the .15 release time to help cover the VP duties. This will be discussed in the future.</p>	
12.	<p><b>AP/BP Revisions in DCAS – Information/Discussion/Action</b></p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Category 1: Relatively minor changes in regulatory language; the Academic Senate Pres/VP preauthorized to approve without going back to Senate.</i></li> <li>▪ <i>Category 2: Significant revisions including new BP/APs that warrant broader discussion with constituent groups.</i></li> </ul>	<p><b>Howerton, Pierro</b></p> <p><b>Background:</b> 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><b>Objective:</b></p> <ul style="list-style-type: none"> <li>• <u>Category 2 -First Read</u> (Will have a second Read during next meeting) <ul style="list-style-type: none"> <li>○ AP 4021 – Draft 4.0 – Program Discontinuance process (1<sup>st</sup> read)</li> <li>○ AP 4231 – Grade Change (1<sup>st</sup> read)</li> </ul> </li> <li>• <u>Category 2 – Second Read</u> <ul style="list-style-type: none"> <li>○ NONE</li> </ul> </li> <li>• <u>Confirm as Category 1</u> <ul style="list-style-type: none"> <li>○ BP 4107 – Institutional Animal Care</li> <li>○ BP 4220 – Standards of Scholarship</li> <li>○ AP 4220 – Standards of Scholarship</li> <li>○ BP 4250 – Probation, Dismissal, and Readmission</li> </ul> </li> </ul>
	<p><b>Discussion/Decision:</b></p> <p>1. The senate reviewed and confirmed that BP 4107, BP 4220, AP 4220 and BP 4250 are Category 1.</p> <p>2. Papin asked a question regarding senate involvement in the revisions to AP 4231. Howerton and Pierro will follow up in DCAS regarding this. First read of AP 4021 and AP4231. Senators are asked to review further and be prepared for feedback or endorsement at the next Senate meeting.</p>	
13.	<b>Report out of any Summer Actions taken by the Senate Executive team.- Information/Discussion</b>	<p><b>Howerton</b></p> <p><b>Background:</b> Annually, the senate has taken action to grant powers to the executive team for the summer. During the first meeting of the academic year, the Senate President will report-out on any Senate actions.</p> <p><b>Objective:</b> Information/Discussion Report out of any actions.</p>

<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. Howerton signed the ISER over the summer and did have a chance to provide feedback. This is the only action taken over the summer by the Senate Executive Team.</li> </ol>		
<p><b>14. The Role of the Senate in Tenure Evaluations Deliberations – Information/Discussion</b></p>	<p><b>Howerton</b></p>	<p><b>Background:</b> YC Senate in March 2018 looked at a proposal to change the senate role in the tenure process. The WCC Senate will review the initial proposal for feedback for DCAS discussion.</p> <p><b>Objective:</b> To introduce the senate to the YC Senate discussion on this topic and begin to collect WCC feedback.</p>
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>1. A proposed revision to the senate role in the tenure evaluation process was distributed to the senate. This will be agendaized at the next Senate meeting for a more robust discussion.</li> </ol>		
<p><b>15. Accreditation – Information/Discussion</b></p>	<p><b>VP King, Howerton</b></p>	<p><b>Background:</b> The Institution Self Evaluation Report (ISER), which includes a Quality Focus Essay (QFE) was submitted to ACCJC. WCC will now begin preparations for our campus visit (Oct. 8-11), and development of our addendum (including updated governance handbook)</p> <p><b>Objective:</b> Update on the status of the WCC ISER, QFE, and Addendum work.</p>
<p><i>Discussion/Decision</i></p> <ol style="list-style-type: none"> <li>1. VP King reported that the WCC ISER went out on time. There will be a campus visit on October 8. The team training will take place September 6 when questions from the team will start coming in. Howerton reports that there was a collaborative process across all constituencies. The addendum and governance handbook are in draft form and will be shared with the senate soon. President White reported that there will be involvement/meetings with team members from LCC and CCC as well. There will be an extensive PR campaign to notify the campuses of updates as well. There will be two official fora on the campus as well, which will be publicized.</li> </ol>		
<p><b>16. Verification of Senate Sub-Committee Membership &amp; Proposed Resolutions Sub-Committee - Discussion</b></p>	<p><b>Ferns, Howerton</b></p>	<p><b>Background:</b> The Senate has 3 official sub-committees made of sitting senators. Equivalency, Academic Standards, and Elections.</p> <p><b>Objective:</b> The Senate will review the membership of these sub-committees and discuss membership and any proposed changes</p>
<p><i>Discussion/Decision</i></p> <ol style="list-style-type: none"> <li>1. The senate equivalence subcommittee can be disbanded with the implementation of the district-wide equivalency determination process. The senate will officially consider the elimination of the WCC Senate equivalency sub-committee and the possible creation of a new resolution sub-committee. This will be acted upon at the next meeting.</li> <li>2. Howerton recommended that we create a senate resolutions committee. Lanier asked whether we need to review the constitution or bylaws to make modifications to/add/remove senate subcommittees.</li> <li>3. Following are the current senate subcommittees:</li> </ol>		

	<b>Senate Elections Committee:</b> Kevin Ferns (Chair), Greg Gassman, Shawn Lanier <b>Senate Academic Standards Committee:</b> Jeannine Mullin, Jose Vallejo, Greg Gassman (chair)		
17.	<b>REPORTS:</b>  1. <b>President’s Report – Information/Discussion</b> 2. <b>VP Report</b> a. <b>Curriculum Update/Info</b> b. <b>other</b> 3. <b>Senate Committee Report</b> a. <b>Equivalency</b> b. <b>Academic Standard</b> c. <b>Elections</b> 4. <b>Ex-officio Reports</b> a. <b>ASWCC</b> 5. <b>Division Reports</b>	<b>Howerton</b>  <b>Pierro</b>  <b>Pierro Gassman Ferns</b>  <b>Senators</b>	<b>Background:</b> 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. <b>**Division Reports are not obligatory**</b>  <a href="#">President’s Report</a>  <b>Note:</b> 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.
	<b>Discussion/Decision:</b>  1. See the attached president’s report. We need to get operating agreements from all committees to finalize our college's governance handbook as part of the addendum prior to our accreditation site visit. 2. Howerton reported that in the senate leadership/administration meeting, the integrated resource management plan and the “digital area” was discussed and the costs associated with it. He will share the draft document with senate in a future meeting. 3. The District purchased Board Docs plus and is looking at how to best use the new tool across the district. 4. Pierro reported that the Curriculum Committee is moving from Curricunet to Alumen next summer. 5. In Student Success, a question came up regarding reporting of Guided Pathways work. Should the task force report to Student Success or the Senate? 6. Pierro reported that two equivalencies were approved and two more are coming 7. Gassman reported that one academic standard issue was approved. 8. Grewal reported that there will be a blood drive coming up.		
18.	<b>IEPI Letter of Interest – Health Care Program Development - Information</b>	<b>Dr. White, Howerton</b>	<b>Background:</b> There are two IEPI PRT scheduled for WCC (Nov. 1 & Dec 5). WCC submitted The letter of interest (LOI) and additional low-risk Treatment Document.  <b>Objective:</b> To update the Senate on the status and next steps of this activity.
	<b>Discussion/Decision:</b>  1. President White reported he expects a term option with Dignity Health for a two year planning process and construction of a potential 35-acre hospital campus to begin in a few years. This will allow for WCC to develop a health care program that would include a shared facility and shared parking. Clark asked whether nursing courses will be implemented prior to the project. White responded that this would be part of the planning process and that the shared space would consider teaching facilities as well.		
19.		Senate	
	<b>Discussion/Decision:</b>		

20.	<b>Future Agenda Items-Discussion</b>		WCC Governance Handbook; AB 705 implementation; Committee
	<i>Discussion/Decision:</i>		

Meeting adjourned 3:02 pm

WCC Academic Senate Goals, 2017-2018			
#	Goal	Lead(s)	Status
1	<b>Student Success:</b> Work with the Student Success Committee to identify and address barriers to student success (e.g., counseling availability, course offerings...).		
2	<b>Accreditation:</b> Ensure faculty participation in all facets of the accreditation process.		
3	<b>Equivalency Process:</b> Revise the district equivalency process.		
4	<b>Professional Development:</b> Build comprehensive annual (or semester long) professional development plans and increase faculty participation in professional development activities.		
5	<b>Faculty Evaluation:</b> Improve the faculty evaluation process with an increased focus on professional development.		
6	<b>Sabbatical Leave:</b> Define sabbatical leave process in light of the multi-college transition and unclear definitions of roles in the current process.		
7	<b>Committee Structure &amp; Reporting Structure:</b> Establish processes for consistent information access and dissemination. Consider restructuring of committees to increase effectiveness.		
8	<b>Colusa County Campus (CCC) Planning:</b> Create comprehensive process for CCC scheduling and planning.		
9	Revise <b>Senate Constitution and Bylaws.</b>		
10	<b>Sustainability and Grant Funding:</b> Define process for seeking grants and sustaining work after grants or categorical funds expire.		
11	<b>Initiative (Guided Pathways, Dual Enrollment...) Ownership:</b> Establish process that codifies faculty roles in initiative driven work.		
12	<b>Distance Education (DE):</b> Work with the Curriculum Committee and the Dean of Student Success and Planning to strengthen the WCC DE modality. Work should include, but not be limited to, curriculum development, technology, faculty training, student training, student supplemental resources, and ensuring regular, effective, instructor-initiated contact.		

DRAFT-----WCC Academic Senate Goals, 2018-2019 -----DRAFT*			
#	Goal	Lead/Second	Status
1	<b>Strengthen ASWCC:</b> Work with the student government groups for both WCC and LCC to support student participation in college governance		
2	<b>Accreditation:</b> Prepare the college for our accreditation site visit and planning for any strategies to respond to the visit findings.		
3	<b>Guided Pathways:</b> Support and advance the college-wide discussion and exploration of Guided Pathways		
4	<b>Faculty Development:</b> Provide resources and support the development of faculty leaders and overall committee effectiveness. This also includes professional development for senators.		
5	<b>Senate Constitution and Bylaws:</b> Review and finalize Senate Constitution and Bylaws		

DRAFT-----WCC Academic Senate Goals, 2018-2019 -----DRAFT*			
#	Goal	Lead/Second	Status
6	<b>Planning and Institutional Effectiveness:</b> Monitor and support the full implementation of WCC's new PIE (Planning and Institutional Effectiveness) Committee and integrated planning cycle (including annual assessment).		
7	<b>Committee and Reporting Structure:</b> Establish processes for consistent information access and dissemination. Consider restructuring of committees to increase effectiveness.		
8			
9			
10			
11			
12			

\*These are the goals that were drafted during the spring 2018 WCC Senate Retreat 5/11/18. Guidelines for creating these goals was that the goals should be clear, challenging, cooperative, and committed.



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

Friday August 24, 2018

\*This President's report covers activities between the last official Senate meeting and Monday 8/20/18. Meetings after 8/20/18 will be reported orally during the Senate meeting.

This report is lengthy. It has been 3 months since our last official senate meeting. Here are some highlights as I hit-the-ground running as our new Senate President. Happy Reading!

## Off Campus Stuff:

- 1) I received official notification that ASCCC appointed the following faculty to standing committees. If you would like to see the master list of all appointments – let me know, I have a copy. However, for WCC:
  - a) Brandi Asmus – CTE Leadership Committee
  - b) Nili Kirschner – Curriculum Committee
  - c) Christopher Howerton – Accreditation Committee
- 2) Meredith Sheldon (YC) is appointed to the ASCCC Guided Pathways group
- 3) ASCCC Leadership Institute (6/14/18-6/16/18) – I attended many break-out sessions, and due to the interest in the Brown Act, this institute dedicated an entire general session, with a follow-up break out (both highly attended). I also formally graduated from the ASCCC Leadership Academy
- 4) I contacted ASCCC to update our directory with VP King's information.
- 5) Coincidentally, one of our part-time Communication Studies faculty, Kathleen Bruce (who is a FT Tenured faculty member at San Joaquin Delta) is a new Senate President starting this semester.
- 6) ASCCC reached out to me on 8/16/18 to invite me to be a part of the Ad-Hoc Committee to organize an SLO Symposium scheduled for February 2019. I am following up to see what is required and if I have the availability in my calendar to commit.

## On Campus/District Meetings Stuff:

- 1) YCCD Leadership Summit (6/6/18-6/7/18)
- 2) DC3
  - ❖ 6/5/18 – presentation regarding the elements of Board Docs Plus. We also need to find WCC faculty for DC3. Need to replace 1 FT faculty for WCC and 1 FT faculty for LCC. Also, to topic of the decertification of ESA (the Bargaining units for managers). Draft BP 3505 Emergency Response Plan (updated some legal language) and Draft BP 3520 Local Law Enforcement. Also discussed the new funding formula (which currently in some simulations, shows YCCD some advantage) – **We also reviewed the current issue of the [District Newsletter](#) which includes updates on APs and BPs**
  - ❖ 7/30/18 –
- 3) DIG
  - ❖ (6/13/18)-Update on Dashboard- progress is not what we has hoped, but will prioritize 4-5 WCC specific dashboards to introduce and pilot with selected programs for this cycle of program review. Also we discussed Enrollment Management needs and curriculum considerations for scheduling
  - ❖ (6/20/18) – follow up to the 6/13/18 meeting
- 4) Meeting with VP King (7/9/18) – Topic: SLOs – WCC SLO history and efforts, discussed our iSLO assessment plan, and then the conversation started to switch to talk about PIE and the restructure with the work groups.
- 5) YCCD Board of Trustee Meetings The Board Agendas and Minutes can be found [HERE](#)
  - ❖ 7/12/18 – [My Board Report](#) “Howerton Highlights”, It was shared with me after the board meeting by Dr. Mayo that the district did MEET the enrollment targets (due to WCC enrollments). The Board of Trustees held a planning and Development Session prior to the Board Meeting, and during the Board meeting there was a sabbatical Report from YC Professor Colleen Monahan (Nursing-education reform)

- ❖ 8/9/18 – [My Board Report](#) “Howerton Highlights”, Also [YCCD 2017-2018 FTES Report \(P3-July 15, 2018\)](#) and [FTES Summary by Site](#).
- 6) **Convocation Planning with Administration (7/17/18)** w/Deanna Pierro
    - ❖ I updated and created the WCC Convocation Website
    - ❖ Worked with the RP Group representatives to tailor their presentation for WCC. The presentation used for convocation is now on the Convocation website.
  - 7) **Faculty Evaluation Task Force (8/9/18)**
    - ❖ Working with District Administration, college administration, HR, YC Senate representation, and FAYCCD to review and revise evaluation forms (including a formal signature page) based on the focus group assessments conducted spring 2018. We have scheduled two additional meetings (8/24, and 8/31). HR will coordinate trainings for both colleges scheduled, and timed to support our evaluations for this semester implementation.
  - 8) **Meeting with VP King (8/23/18)** - w/ Jenny McCabe Topic: FLEX – Was originally scheduled for 8/16, but rescheduled for 8/23/18. I can provide an oral report if requested during our meeting.
  - 9) **Meeting with Dean Siwabessy (8/17/18)** – I scheduled an introduction meeting with our new Dean of Student Services. I shared with her information regarding the 10 + 1 (yes she has the card), and the goal to initiate open communication and collaboration with the Senate.
  - 10) **Pre-Meeting with Accreditation visitation team Chair (8/23/18)**
  - 11) **Curriculum Retreat – (8/10/18)** I attended the beginning of the Curriculum Committee Retreat to officially welcome them back to campus, and to show on-going support for their work. I did request that the Curriculum Committee provide a formal report to the Senate early in the semester prior to VP King and I having to sign off on certification of our curriculum for the State.
  - 12) **DCAS (8/16/18)** – We reviewed our charter and membership; reviewed our priorities (college articulation officer job duties, Curriculum management systems, assess new district equivalency policy/process, Academic Employee Handbook, Enrollment Management (including AB705, etc.) and faculty enhancement. Was tasked to bring to our senate the following list of APs and BPs to see if they are Cat 1 or Cat 2 : BP 4107, BP 4220, AP4220, BP4250. Need to have a first read of AP4231 with a second read and position during our Sep 14 Senate Meeting:
    - ❖ **As a Reminder:**
      - **Category 1:** *Relatively minor changes in regulatory language; the Academic Senate Pres/VP preauthorized to approve without going back to Senate.*
      - **Category 2:** *Significant revisions including new BP/APs that warrant broader discussion with constituent groups.*
      - **Approval Process:**
        - *Category 1: Consent item; members can request item be moved to Category 2 for broader discussion.*
        - *Category 2: Broad discussion before taking action.*
      - **Introducing Draft Language:**
        - **BP/APs Requiring Mutual Agreement:** *The initial draft will be brought to DCAS to confirm the language, then to the Academic Senates for approval. It then comes back to DCAS for electronic approval. The Office of the Vice Chancellor of Education and Planning (VCEP) will provide the initial draft.*
        - **Primary Responsibility of Senate:** *The draft language will be initiated in the Senates. The VCEP Office will provide the initial draft language and links to reference documents. One Academic Senate will take the lead to draft the language, send it to the other Academic Senate President for input from that senate, and then bring the language to DCAS to go through the Category 2 process. In line with BP 2410, if the Board designee (Chancellor) does not agree with the senates’ recommendation, then a reply will be given in writing.*
        - **Proposing Revisions/New:** *One or both Academic Senates may originate a new or proposed change to Board Policies and Procedures. The initiating senate will bring to DCAS to announce and request that Hamilton supply the legal language as reference for senates. Hamilton will provide a Word document that includes any required, recommended, or suggest language from the League in “markup” format.*
  - ❖ We also discussed BP 5010 and BP5500 and whether or not BPs like this are something that should come to the senate, or are they outside our purview. We may have this discussion later in the semester. For now these two BPs will be going to DC3

- ❖ BPs and APs that are up for review will be sent to the senate leadership to determine first if it is a 10 + 1 then whether a Cat 1 or Cat 2.
- ❖ Got an update on the EEO Plan- We submitted an updated EEO plan to the chancellor's office and in doing so we are now receiving \$50K. We had NOT been receiving this in the last 4 years. There will be a District EEO committee formalized. CHRO Grady will bring a proposed membership to DCAS for discussion about representation before moving forward. I did request to see faculty on this committee, and there is a need and place for students to also be on this group.

#### Other Stuff

- 1) **EEO District Advisory Committee** – Over the summer, HR has started to revive/initiate a district EEO committee. Membership and meetings are still TBD.
  - **EEO trainings are also being scheduled for WCC during our Professional Development Days.**
- 2) **District Hiring Process Task Force** – The WCC Senate will need to appoint two faculty members to this group
- 3) Other scheduled standing **meetings between WCC and YC Senates and Bargaining Units** Calendar
  - WCC AS with FAYCCD – Typically third Tuesdays 3:30pm
    - (Fall 2018) 8/21, 9/18, 10/16, 11/20
  - WCC AS with YC-AFT – Typically second Tuesdays 2pm
    - (Fall 2018) 9/11?, 10/16, 11/13; (Spring 2019) 1/15, 2/12, 3/12, 4/9,4/14
- 4) **WCC AS Leadership with Administration** – Scheduled for every Thursday 2-3:30pm
- 5) The Chancellor and Vice-Chancellor have both individually scheduled monthly meeting with YC and WCC Senate Leadership.
- 6) **Committee Chair Training (8/9/18)** I presented a FLEX presentation and uploaded the committee chair training to our “resources” page on the Senate Website. [PRESENTATION HERE](#)
- 7) **Meeting with LCC student government** – Gina Jones (serving as a faculty sponsor) invited me to meet with the LCC student government group as part of their orientation on 8/3. However, due to the fires and other evacuation conditions for local communities I had to reschedule. I am looking at my calendar to coordinate another opportunity to meet with this group and support student governance.
- 8) **WCC Academic Senate Web Site**
  - Reminder if you want to update your photo and/or bio please send to me so that I can update
  - All past Agendas and Minutes have been uploaded and organized in an archive
  - We will still use the district repository for this year for 2018-2019 documents
  - It is my hope that we can officially collect and upload all of our past resolutions as “other documents”
- 9) **Constitution and Bylaws** – I spent time this summer reformatting our document and included a table of contents that also bookmarks to all various headings. I incorporated all senate voted and supported changes. This will be our starting document for any future updates and proposed changes. In future iterations will add revision dates. There was a need to have this document in a clean version for our ISER evidence
- 10) **Speaking of ISER** – We submitted our self-study at the end of July. I, as the senate president, signed the document mid-July after BOT review and my recommended changes incorporated. Many faculty dedicated time over the summer to help finalize our document. In addition, the amount of work by VP King, our Deans, and especially our administrative assistance was extensive.
- 11) **Senate Budget** – I met with Ana to educate myself regarding our Senate Budget, including budget codes and use of funds. I have asked to have quarterly or periodic updates on our accounts to keep informed of our use.
- 12) **Faculty Evaluation Committees** – I sent an e-mail to all WCC Deans to have them review their faculty who need evaluations and formally request faculty appointments from the Senate. I have received request from LCC. HR met the deadline to send to the Academic Senate Presidents the official list of Evaluations for this semester.
- 13) **Need to replace Jenny McCabe on Curriculum Committee:** On Friday 8/17 J. McCabe informed the Senate leadership (as well as Curriculum Co-chairs) of her intent to step down as the Division Rep for the Curriculum Committee. It Lewis Felver is an official nominee to replace J. McCabe (L. Felver has

already accepted the nomination) for the remainder of her term and the Curriculum Co-chair seems receptive to this suggestion. The senate will discuss this appointment during our meeting 8/24 with the plan to appoint a replacement ASAP.

### **Upcoming Standing Meeting Calendar for Howerton**

#### **This list represents my planned meetings prior to our next full WCC Senate Meeting**

- 8/21 – ASCCC Accreditation Committee Meeting
- 8/21 – WCC and YC AS Leadership meeting with FAYCCD
- 8/23 – ACCJC Accreditation team chair pre-meeting at WCC
- 8/23 – WCC ASC meeting
- 8/23 – WCC AS Leadership with WCC Administration Meeting
- 8/24 – Faculty Evaluation Task Force Meeting
- 8/28 – WCC and YC AS Leadership meeting with Chancellor Houston
- 8/30 - Research and Planning team meeting
- 8/31 – Faculty Evaluation Task Force Meeting
- 9/4 – DC3 Meeting
- 9/6 – DCAS Meeting
- 9/6 – Howerton & Pierro Check-In meeting
- 9/6 – WCC AS Leadership with WCC Administration Meeting
- 9/13 – WCC and YC AS Leadership meeting with VCEP Mayo
- 9/13 – WCC AS Leadership with WCC Administration Meeting
- 9/13 – YCCD Board of Trustee Meeting

#### **Calendar of upcoming ASCCC events for our Senate planning and attendance: See Below**

A handout of all ASCCC Events published (as for 8/20/18) will be shared during the 8/24/18 Senate Meeting    Link for all Fall 2018 events: <http://asccc.org/calendar/list/events>

Woodland Community College

**ACADEMIC SENATE**

**Committee Membership and Meeting Schedule for 2018-2019**

Meeting Time: 1:00 to 3:00 p.m.

Meeting Location: Room 113

**Your Senators:** Christopher Howerton (President), Jeanine Mullin (CTE), Doug Stone (WCC Part-time), Shawn Lanier (Math & Science), Kevin Ferns (Secretary, FaLaHum), Greg Gassman (Social Science), Doug Harris (CCC & LCC Part-time), Deanna Pierro (VP, At-large), Jose Vallejo (Student Services), Mike Papin (LCC)

**Senate Elections Committee**

- Kevin Ferns (Secretary)
- Greg Gassman
- Shawn Lanier

**Senate Academic Standards Committee**

- Jeannine Mullin
- Jose Vallejo
- Greg Gassman

**Senate Equivalence Committee**

- Christopher Howerton (Committee Chair)
- Jose Vallejo
- Mike Papin

**Senate Executive Committee**

- Christopher Howerton (President)
- Deanna Pierro (Vice President)
- Kevin Ferns (Secretary)

**Meetings for Fall Semester 2018**

- August 24
- September 14
- September 28
- October 19 (Room 852)
- October 26
- November 9
- November 16 (Room 852)
- November 30
- December 14

**Meetings for Spring Semester 2019**

- January 25
- February 8
- February 22
- March 8
- March 29
- April 19 (Room 852)
- April 26
- May 10