



Academic Senate

Meeting Minutes

Date: 9/13/19

Time: 1:00pm-3:00pm

Location(s): WCC Room 113/ LCC 115

Senate Roles and Responsibilities (The 10+1)*

Title 5 Sections 53200-53206

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| 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)	Jeannine Mullin ☐ (CTE)
Greg Gassman ☒ (Social Sciences)	Stanley Silsby ☒ (LCC Part-Time)	Shawn Lanier ☒ (Math & Sciences)	Jose Vallejo ☒ (Student Services & Learning Resources)
Mike Papin ☒ (LCC At-Large)	Claudia Ross-Ibarra ☒ (WCC Part-Time)		Gurtaj Grewal ☒ (Ex-officio Member ASWCC Rep-non voting)

GUEST(S):

B. Asmus, N. Kirschner

Call to order 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
1.	Approval of Agenda – Action	Howerton	Approve agenda of 8/23/19
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)
3.	<i>Senators shared their one minute accomplishments.</i>		
4.	Approval of Minutes – Action	Howerton	Objective: Review and approve the minutes August 23, 2019
	<i>Discussion/Decision:</i> The minutes from 8/23/19 are approved as amended (MSC Vallejo/Gassman).		

5.	Committee Appointments- Action	Pierro	Objective: Appoint faculty members to committees/ update on other faculty appointments made. • CTE Dean of Instruction Screening Committee • Senate representation for new tenure committees.- Discussion/Action • Others?
Discussion/Decision: 1. CTE Dean of Instruction Screening Committee: R. Johal and B. Asmus are appointed 2. OER Workgroup: J. Tomlinson and R. Johal 3. L. Cooke tenure committee: TBA 4. D. Andrews tenure committee: S. Lanier			
6.	AP/BP Revisions in DCAS – Information/Discussion/Action NOTE: ▪ 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>	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> ○ AP4235-Credit by Examination ○ AP5032-Enrollment Fee, Drop Due to Non-Payment ○ AP5055-Enrollment Priorities ○ AP5070-Attendance Accounting • <u>Information/Discussion</u> ○ AP5075 – Course Adds and Drops– YC Senate is recommending removing the parenthetical listing of specific grades.
Discussion/Decision: The senate agrees that the changes listed are category 1 changes and that the senate president may approve without additional authorization by senate. AP5075 is authorized for the changes as well.			
7.	Proposed addition to the Equivalency Process Discussion/ ACTION	Pierro	Background: DCAS is recommending a minor addition to our recently revised equivalency process. This is an opportunity for the WCC Senate to review and consider support YCCD Equivalency Procedure (edit 2019-05-01) Objective: ACTION: consider formally supporting the proposed addition to the equivalency process
Discussion/Decision: The senate supports the proposed modifications to pages 3, 4, and 5 as highlighted in the attached document.			
8.	Curriculum Operating Agreement Discussion/Action	Asmus	Background: The curriculum committee is reviewing their operating agreement and has recommended some revisions for senate consideration.

			2019-2020 Draft Curriculum Committee Operating Agreement Objective: ACTION consider endorsing the proposed revision and next steps
	N. Kirschner reported that the curriculum committee will be adding members as per the new draft operating agreement. Additionally, the curriculum specialist will become a voting member consistent with the curriculum committees at other colleges. Callouts for the new volunteers will go out soon. Approve the suggested curriculum committee operating agreement amendment (MSC Gassman/Vallejo)		
9.	Academic Calendar 2021-2022 Discussion	Papin	Background: The Academic Calendar Committee has developed two options for the 2021-2022 year. This is a first read and introduction for the senate. The representatives from the Academic Calendar Committee are soliciting input and feedback from the colleges. 2021-2022 Academic Calendar – Options A & B Objective: To introduce the senate and college of the two options developed by the Academic Calendar Committee.
	<i>Discussion/Decision:</i> Papin reported that the calendar committee is now considering two options for the 2021-2022 calendar. The fall semester is identical in both, but the spring semester calendar has a one week difference in terms of starting and ending. One option would cause students to take final exams after graduation. Concerns were brought up regarding academic calendars aligning with other local districts. This will be an action item at the next meeting.		
10.	Constitution and Bylaws Review/Revision time line and assignments Information/ Discussion	Senate	Background: One of the WCC Senate goals for this year is to conduct a full review and suggest revisions to our guiding documents. WCC Senate Constitution and Bylaws ASCCC College Directory Objective: To develop a timeline, and plan of assignment for senators to conduct this review.
	Howerton reported that the constitution and bylaws have not been reviewed since 2007. We will be reviewing it and comparing it with the constitutions of other senates over the next few months. Each senator volunteered to look at the constitutions for one or two California senates and will become the expert on their constitution.		
11.	DC3/DCAS Committee Effectiveness Review Information	Howerton Pierro	Background: The district in an effort to promote continuous quality improvement evaluates standing governance committees. In the Spring DC3 and DCAS completed an internal survey. The district office of

			institutional effectiveness shared these results in DC3 and DCAS. 2019 District Committee & Council Effectiveness Objective: To share the results of the district committee effectiveness report
	Discussion/Decision: These documents were shared with the senate for informational purposes.		
12.	REPORTS: 1. President's Report – Information/Discussion 2. VP Report 3. Curriculum Liaison Report (if needed) 4. Senate Committee Report a. Academic Standard b. Elections c. Resolutions 5. Ex-officio Reports a. ASWCC Division/Senator/Goals Reports	Howerton Pierro Asmus Gassman Ferns Lanier 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 – September 13, 2019 President's Report to the YCCD BOT – Sept. 12, 2019 ASCCC Scholarship Application for 2019 Fall Plenary 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.
	Discussion/Decision: 1. N. Kirschner reported that the new Ilumen discipline structure for program review is being updated. This should help avoid some disciplines from being overlooked during program review going forward. 2. Howerton summarized the attached report. 3. VP Pierro reported that the new VP of Student Services hiring process will begin in spring for a fall start date. Hiring for the new math faculty with an emphasis on statistics will begin soon as well. There will be information regarding all faculty meetings coming out from administration for the fall semester. The student success committee has finalized recommendations for low cost texts and this will be presented at the next senate meeting. Chairs will be notified regarding review and processing of operating agreements. 4. Grewal reported that there is a concern regarding campus lighting. ASWCC is gathering support for this issue. Hydration stations are being planned. The food pantry is accepting donations. 5. Lanier reported that his classes have more than 40 students. There is also more demand for math courses at all levels. 6. Vallejo reported that the transfer career center is being developed. The recent transfer event was well received. 7. Papin reported that the number of certificates delivered by LCC has been misreported in the past. He is working to make sure this count is more accurate. 8. Howerton reported that there is an event to introduce President Pimentel to the community next Wednesday evening.		
13.	Future Agenda Items-Discussion		➤ Student Success update and low-cost notation ➤ Faculty tenure process discussion of the role of senate in final deliberations ➤ Guided Pathways updates

			➤ Faculty recognition ➤ WCC Senate Resolution process
	<i>Discussion/Decision:</i>		

Meeting adjourned 2:45 p.m.

NOTE: Next Senate meeting 9/27/19

	Senate Goals (adopted: 8/23/18)	Lead	Second
1	<u>Guided Pathways:</u> <i>Support and advance the college-wide discussion and exploration of Guided Pathways</i>	Lanier	Mullin Pierro
2	<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
3	<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
4	<u>Professional Development:</u> <i>Provide/develop resources to support the professional development of faculty</i>	Howerton	Lanier Ross-Ibarra
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>	Pierro	Ferns Howerton
6	<u>Support College/District Data Needs:</u> <i>Advocate for increased data capacity for the college/district to support many academic and student service initiatives such as Guided Pathways, AB705, Program Reviews, Student Equity, etc.)</i>	Papin	Vallejo
7	<u>Ensure Continuity and Collegiality:</u> <i>Work to ensure that the relationship and communication between Academic Senate and administration remain intact and, where possible, improved upon</i>	Howerton	Pierro Ferns
8	<u>WCC Academic Senate Constitution and Bylaws:</u> <i>Fully review, revise, and update our senate governance documents</i>	Howerton	Pierro Ferns