



# Academic Senate

## Minutes

**Date:** 9/14/18

**Time:** 1:00pm-3:00pm

**Location(s):** WCC Room 113/ LCC 115A

Link to Additional Meeting Documents: <https://district.yccd.edu/pages/wcc-new/CommitteeDetail?aid=116>

*(To access documents – Documents Tab and look for meeting date)*

Senate Roles and Responsibilities (The 10+1)*	
Title 5 Sections 53200-53206	
<ol style="list-style-type: none"> <li>1. Curriculum, including establishing prerequisites and placing courses within disciplines.</li> <li>2. Degree and certificate requirements</li> <li>3. Grading policies</li> <li>4. Educational program development</li> <li>5. Standards or policies regarding student preparation and success</li> <li>6. District and college governance structures, as related to faculty roles</li> </ol>	<ol style="list-style-type: none"> <li>7. Faculty roles and involvement in accreditation processes, including self-study and annual reports</li> <li>8. Policies for faculty professional development activities</li> <li>9. Processes for program review</li> <li>10. Processes for institutional planning and budget development</li> <li>11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate</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 via Polycom)	Shawn Lanier <input checked="" type="checkbox"/> (Math & Sciences)	Jeannine Mullin <input checked="" type="checkbox"/> (CTE)
Mike Papin <input checked="" type="checkbox"/> (LCC At-Large via Polycom)	Doug Stone <input checked="" type="checkbox"/> (WCC Part-Time)	Jose Vallejo <input checked="" type="checkbox"/> (Student Services & Learning Resources)	<b>VACANT</b> <input type="checkbox"/> (Ex-officio Member ASWCC Rep-non voting)

**GUEST(S):** 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 9/14/18 (MSC Lanier/Gassman)
2.	<b>Public Comment</b>		Guests are welcome to comment on any item on the agenda or not on the agenda. For items on the agenda, they may comment now or during the discussion of that item.
	G. Grewal reported that there is a blood drive on campus next week.		
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>Papin reported that he survived the week.</li> <li>Harris reported that everything is going fine.</li> <li>Lanier reported that there will be two of each of the higher level courses next semester.</li> <li>Ferns reported that he made a delicious peach pizza on the grill over the weekend.</li> <li>Stone cut down some trees in his backyard.</li> <li>Pierro is excited about Guided Pathways.</li> <li>Gassman made it to the gym every day this week</li> <li>Mullin bought a stand up paddle board and will try it out this weekend.</li> <li>Howerton made it through a really long board meeting last night.</li> </ol>			
4.	<b>Approval of Minutes - Action</b>	<b>Howerton</b>	<p><b>Objective:</b> Review and approve the minutes</p> <ol style="list-style-type: none"> <li>August 24, 2018 (Regular Meeting)</li> </ol>
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>The minutes of 8/24/18 were approved as amended (MSC Clark/Lanier).</li> </ol>			
5.	<b>Committee Appointments- Action</b>	<b>Pierro</b>	<p><b>Objective:</b> Appoint faculty members to committees.</p> <ul style="list-style-type: none"> <li>Including: <ul style="list-style-type: none"> <li>Officially appoint Guided Pathways Task Group Members</li> <li>Tenure Evaluation Committees</li> <li>Other Committee Appointments</li> </ul> </li> </ul>
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>Laurie Daly was appointed to Andrew Miller’s tenure evaluation committee. Mike Papin was appointed to Tara Williams’s tenure evaluation committee. Melissa Moreno was appointed to Aracely Ruiz’s tenure evaluation committee. Mike Papin was appointed to Lily Woll’s evaluation committee.</li> <li>N. Kirschner was appointed to DC3.</li> <li>J. Ramirez and S. Santa Anna were appointed to College Council.</li> <li>D. Martin was appointed to the DE Committee.</li> <li>D. Pierro was appointed to the Guided Pathways Task group.</li> <li>A. Miller was appointed to the Guided Pathways Task group.</li> <li>M. Harding was appointed to the Guided Pathways task group.</li> <li>S. Lanier was appointed to the Guided Pathways task group.</li> <li>N. Kirschner was appointed to the Guided Pathways task group.</li> <li>L. Mangney and J. Ruiz were appointed to the Guided Pathways task group.</li> <li>A. Lee was appointed to the Guided Pathways task group.</li> </ol>			
6.	<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</i></li> </ul>	<b>Howerton, Pierro</b>	<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 – Second Read</u> <ul style="list-style-type: none"> <li>AP 4021 – Draft 4.0 – Program Discontinuance process (2<sup>nd</sup> read)</li> <li>AP 4231 – Grade Change (2<sup>nd</sup> read)* <ul style="list-style-type: none"> <li>Updated version presented</li> </ul> </li> </ul> </li> <li><u>Category 2 -First Read</u> (Will have a second Read during next meeting 9/28) <ul style="list-style-type: none"> <li>AP 4050- Articulation</li> </ul> </li> </ul>

	warrant broader discussion with constituent groups.		<ul style="list-style-type: none"> <li>○ AP 4100 Graduation Requirements for Degrees and Certificates</li> <li>● <u>Confirm as Category 1</u> <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> </ul>
<i>Discussion/Decision:</i>			
<ul style="list-style-type: none"> <li>➤ Approve the proposed changes for Howerton to vote affirmative in DCAS on AP 4231 (MSC Clark/Vallejo)</li> <li>➤ Approve the proposed changes for Howerton to vote affirmative in DCAS on AP 4021 (MSC Clark/Lanier)</li> </ul>			
1. The senate reviewed AP 4050 and 4100 and will have a second read at the next meeting.			
7.	<b>Senate Goals – Discussion/Action</b>	<b>Howerton</b>	<p><b>Background:</b> During the last senate meeting the senate reviewed our past goals and draft goals and made recommendations for our formal list of goals for 2018-2019</p> <p><b>Objective:</b> To finalize and adopt Senate goals for 2018-2019 and assign leads and seconds.</p>
<i>Discussion/Decision:</i>			
1. The proposed goals are listed below, including notes.			
➤ <b>The senate adopts the goals for 2018-2019 (MSC Clark/Lanier)</b>			
8.	<b>WCC Academic Senate Community Norms –Discussion/ Action</b>	<b>Howerton</b>	<p><b>Background:</b> The ASCCC Executive committee has formalize “community norms”. This is the second review by the WCC Senate. The Senate agreed to develop similar norms for our local use</p> <p><b>Objective:</b> Discuss final edits and consider formal adoption</p>
<i>Discussion/Decision:</i>			
1. The proposed norms are included below.			
➤ <b>The senate adopts the norms as amended (MSC Lanier/Mullin)</b>			
9.	<b>Senate Liaison to WCC Curriculum Committee –Discussion/Action</b>	<b>Senate</b>	<p><b>Background:</b> The senate will need to identify another senator to act as our curriculum liaison.</p> <p><b>Objective:</b> Identify and appoint a senator to serve as our curriculum liaison for the 2018-2019 academic year</p>
<i>Discussion/Decision:</i>			
1. The senate appoints Stone as the Curriculum Committee liaison.			
10.	<b>Academic Calendar - Discussion</b>	<b>Papin</b>	<p><b>Background:</b> The District Academic Calendar Committee met on 9/7 and are considering 2 options for the 2020-2021 calendar.</p> <p><b>Objective:</b> The Senate will discuss the options and provide feedback to the WCC Senate Rep to take back to the District Academic Calendar Committee</p>

*Discussion/Decision:*

1. The senate reviewed two options for the 2020-2021 calendar year, with slight modifications to the professional development days. The senate favors option 1. Papin will take this back to the committee. In the future, a compressed calendar may be considered as well as aligning spring break with other local districts.

**11. REPORTS:**

1. **President’s Report – Information/Discussion**
2. **VP Report**
  - a. **Curriculum Update/Info**
  - b. **Committee interest form**
  - c. **other**
3. **Senate Committee Report**
  - a. **Equivalency**
  - b. **Academic Standard**
  - c. **Elections**
4. **Ex-officio Reports**
  - a. **ASWCC**
5. **Division Reports**

**Howerton**

**Pierro**

**Pierro**

**Gassman  
Ferns**

**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](#)

[Howerton’s BOT Report](#)

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. Howerton’s report is attached. Additionally, he reported that Trustee Tafoya has resigned and the October 11 board meeting will be held at WCC to address this vacancy with the community. Howerton also reported that the district budget was approved last night. WCC will be getting 2 new FT faculty hires and 3 refill positions. VP King is working to make sure that administrative support becomes available to campus committees. Howerton registered for the next plenary in Irvine in early November.
2. Pierro reported that Art 36A will be eliminated. Also, GED and IGETC certificates have not yet been approved. She is working to standardize the committee appointment form, which will include justification from the volunteer as to why they would like to serve. This will be agendized for a future meeting. The student success committee recently made recommendations to allow for agendas and minutes to be more effectively distributed and reported. The student success center will now have tutoring in the library on Saturdays.
3. Vallejo reported that the recent College Fair was successful and well attended by more than 35 reps from various colleges. Thanks to A. Ruiz for her hard work on this.
4. Stone reported that there were some issues with the computer lab that need to be addressed over the summer. C. Mejia addressed the problem.

**12. Governance Handbook Update & Operating Agreements – Annual Review**  
**Information/Discussion/Action**

**Background:** WCC is in the process of updating and formalizing our governance handbook. The Senate has requested current operating agreements from all committees/groups that report to the Senate. The Senate will place on future agendas Operating Agreements requiring major modifications for more discussion prior to a Senate endorsement. The Governance handbook will note draft operating agreements as “Drafts”.

			<p><b>Objective:</b> To provide the draft governance handbook to the senate, begin an annual review of draft operating agreements for the following committees, and consider endorsement.</p> <p>Drafts to review:</p> <ol style="list-style-type: none"> <li>1. Faculty, Staff, Administration, Planning Task Force (FSAPTF)</li> <li>2. Scheduling Criteria Task Force (SCTF)</li> <li>3. DE</li> <li>4. FLEX</li> <li>5. Curriculum</li> <li>6. LAC</li> <li>7. Student Success</li> <li>8. Accreditation Steering Committee</li> <li>9. Student Learning Outcomes Task Force (SLOTf)</li> <li>10. Planning and Institutional Effectiveness (update in process)</li> <li>11. Academic Senate</li> <li>12. Program Review Validation Task Force (PRVTF- In Development)</li> </ol>
<i>Discussion/Decision:</i>			
13.	<b>WCC Senate Resolutions Sub-Committee – Discussion/Action</b>	<b>Howerton</b>	<p><b>Background:</b> The Senate is discussing the creation of a Resolutions subcommittee.</p> <p><b>Objective:</b> the senate will consider endorsing the creation of a senate resolutions subcommittee and assign senators to this group.</p>
<i>Discussion/Decision:</i>			
14.	<b>Future Agenda Items-Discussion</b>		<p>Committee interest form, resource management plan, Role of Senate in Tenure, Constitution and Bylaws Review. Committee Interest online form proposal, professional development funding</p>
Meeting adjourned 3:01 p.m.			

## WCC Academic Senate Goals

**2018-2019**

Draft (9/14/18)

	Goal	Lead	Second	Notes:
1	<b>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)</b>			<p><i>This goal also includes:</i></p> <ul style="list-style-type: none"> <li>• Integrating grant funding within the budget process and resource allocation sustainability</li> <li>• Support to clearly define all the various work groups that are part of integrated planning (e.g. scheduling, SLOs, FSAPC, Program Review, etc.)</li> </ul>
2	<b>Increase support and development of ASWCC and ASLCC: Work with the student government groups</b>			<p><i>This goal also includes:</i></p> <ul style="list-style-type: none"> <li>• Advocate for training and resources</li> </ul>

	<i>for both WCC and LCC to support student participation in college governance.</i>			<ul style="list-style-type: none"> <li>Support official student participation in WCC/LCC committees</li> </ul>
3	<b>Professional Development:</b> <i>Provide/develop resources to support the professional development of faculty leaders to promote effectiveness</i>			<p><i>This goal also includes:</i></p> <ul style="list-style-type: none"> <li>Work with administration to explore ways to expand professional development beyond faculty as appropriate</li> <li>Provide/develop resources to support professional development for faculty leaders to encourage committee effectiveness</li> <li>Support the clarification and identification of resources for Professional Development</li> </ul>
4	<b>Guided Pathways:</b> <i>Support and advance the college-wide discussion and exploration of Guided Pathways</i>			<p><i>This goal also includes:</i></p> <ul style="list-style-type: none"> <li>Working with the Guided Pathways Task Force for recommendations and college-wide faculty input.</li> </ul>
5	<b>Committee Effectiveness, Transparency, and integration:</b> <i>Work with committees and committee chairs to establish a process for consistent information dissemination and reporting.</i>			<p><i>This goal also includes:</i></p> <ul style="list-style-type: none"> <li>The effort to update all committee operating agreements and the college governance handbook to reflect our current structure.</li> </ul>
6	<b>Accreditation:</b> <i>Prepare the college for our accreditation site visit and planning for any strategies to respond to the visit findings.</i>			<p><i>This goal also includes:</i></p> <ul style="list-style-type: none"> <li>Support the development of the addendum</li> </ul>

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

Friday September 14, 2018

*\*This President's report covers activities between the last official Senate meeting and Monday 9/10/18. Meetings after 9/10/18 will be reported orally during the Senate meeting.*

### Off Campus Stuff:

- 1) I registered for the Fall Plenary. I would like at least one other senator to accompany me to the event.
- 2) The Senate is supporting Doug Stone to attend a workshop co-hosted by ASCCC on academic freedom. Doug will present a follow-up report upon his return.

### On Campus/District Meetings Stuff:

- 1) **FT Faculty Evaluation Forms District Task Force**
  - 8/24- reviewed updated drafts of signature pages, and discussed additional edits needed to the FT evaluation form. HR will be providing trainings to the campuses, and we will be assessing after this round of evaluations for additional feedback on the forms and updated process. Georgie O'Keefe-Schwering and I agreed to meet separately to make a share recommendation to edits and concerns raised by FAYCCD and the senate representatives on this group. Georgie and I met on Tuesday 8/28 for about 2 hours with the FAYCCD contract administrator and collectively agreed on numerous edits that are for consideration scheduled for 8/31.
  - 8/31 – Reviewed suggested edits on forms, discussed timeline for training and training curriculum for implementation. “Increasing Student Success through Faculty Development”. The primary purpose for faculty evaluation is for professional development. This philosophy will need to permeate the training materials.
  - 9/5 – reviewed a draft outline of training curriculum, and reviewed the counselor addendum. There will be two sets of trainings (WCC 9/19 – a morning and an afternoon training; YC 9/26 – a morning and an afternoon training) There is a plan to use broadcast for LCC participation. Next meeting scheduled for 9/13 for this group to review and finalize the training material.
- 2) **Meeting with the Chancellor (8/28)** –Discussion of budget and some planning assumptions with the new funding formula. I inquired what Dr. Houston thought about faculty sitting in on second-round interview for Deans/VPs, etc. Possible **2 new FT faculty positions for WCC (in addition to our unfilled FT positions)**. We also discussed the process of After Action Reviews. DMC (District Management Council) is active. We also discussed professional development.
- 3) **AS Leadership meeting with Administration**
  - 8/23-Discussed the need to assess our convocation and concern about the staff directory and active directory. Integrated resource management plan discussion and a proposed resource “total cost” for our digital instructional area.
  - 8/30 – Discussed possible **2 new FT Faculty positions** in addition to our other unfilled FT positions. Request to remind the Deans to notify the senate for any senate appointments for evaluation committees, and to notify of peer and dept/division rep choices. We also discussed professional development oversight; operating agreements of committees; and for committee chairs to review the committee effectiveness survey results to inform possible goal setting. There will be a convocation survey sent out soon, and VP King is working with the district to discuss strategies for our active directory. We

also discussed the suggestion for a Student Support Services Director (Stay Well Center, Health Services, Veteran Services, DSPS). The SENSE administration from our IE office this semester. Finally, integrated management plan, and proposed resource management exercise with our Digital Resource Center.

- 9/6 – This was a lengthy meeting (over 2 hours) Dr. White participated via PolyCom from LCC. Here are the topics we discussed, if you want more details please come ask me.

Topics:

1. convocation survey,
  2. IRB,
  3. Active Directory update, College-wide Professional Development and FLEX,
  4. status of our governance handbook (draft) – Which I have shared as a document for our senate meeting.
  5. PIE operating agreement with the taskforce and the impact to other operating agreements. We had a lengthy discussion about the function of PIE and the membership and how it fits into the governance structure with other committees and councils. I had to note that VP King and Deanna were new to the group and I requested that before we suggest any changes that we use the approved structure for a year and assess. We are also trying to develop a visual representation graphic of how PIE integrates across our system.
  6. Draft Dean Assignments – VP King shared a spreadsheet of Dean assignments as “Sponsors/members” for all committees (as appropriate) this may result in some adjustment to formal memberships on operating agreements. The goal is to ensure that all major committee and college efforts have administrative connection and support to help ensure that decisions and efforts of these groups are integrated.
  7. STAFFING – We have 5 FTE for FT-Tenure Faculty (Business/Accounting FTE; Counseling/Student Services FTE; and 1 FTE as a result of McGill Retirement; 2 NEW FTE as budgeted by the YCCD BOT) We also discussed that the “breakage” from a retirement from LCC will be used for the remainder of this academic year to fund our Instructional Designer through June 30<sup>th</sup>, 2019. We also discussed a Student Support Services Director position and the CCC Director position. Both administrative positions are a result of restructuring and is considered cost neutral.
  8. ASWCC – an MOU has been created for Nick Turney (Comm Studies PT Faculty member) who is assuming an advisor role to help rebuild and strengthen the WCC Student Government over the next year.
  9. All committees are being asked to reflect on the results of the committee effectiveness survey summaries from the IE office
  10. Williams Early College HS update – Look for some more information coming from Dr. White’s Office and his musings on this topic. I can give a brief update if requested.
  11. CTC relocation
  12. Articulation functions – WCC VP King and YC VPAS Otten have been tasked by DCAS to draft a recommendation for consideration.
  13. Open Source textbooks and OER progress/assessment. We may be able to seek “innovation funds” from the district to support faculty who wish to develop some of these resources.
- 4) **DIG (8/30)** – this was the last meeting of DIG. We discussed an update on Tableau. We will be seeking an outside professional expert to work with district IT to develop our dashboards and should have a review period for us in spring. Program Reviews will be the same as last year (same process) and data will be uploaded with information from our IE office soon. We also discussed enrollment management needs, and some suggestion of



scheduling/curriculum offerings templates. This conversation will continue in PIE and through the scheduling criterial committee

- 5) **iSLO Research Meeting w/ Dean Martinez (8/30)** – Canceled –(rescheduled for 9/6) – We discussed the convocation survey and plan to administer. We reviewed the updated research and planning website and made some recommendations. Also, iSLO surveys will now be used as a pre-test when student go through orientation, and will be a post-test when filing for graduation. We are going to also collect student ID numbers so that a disaggregation or outcome achievements can be reported.
- 6) **DC3 (9/4)** – Reviewed the draft Board Agenda for (9/13). Trustee Tafoya is officially resigning from the board. There will be an appointment to fill his vacancy. The BOT will have a primer on Accreditation before the Board Meeting to prepare for our visits in October. We reviewed the YCCD 2018-2019 Proposed Adopted Budget. Discussed ongoing and one-time funding as well as the impact of the new funding formula on our district is we stay at status quo. The district has approved 4 FT Tenure track faculty positions. (2 for YC – replacements; and **2 for WCC – NEW**) [August District Newsletter](#)
- 7) **ASC (9/6)** – Discussed the development of the addendum, timeline until the visit, campus awareness strategies, and addendum content (**ALL OPERATING AGREEMENTS, planning resource budget allocation process, QFE update, and updated evidence e.g. BP/AP District updates, Delineation of functions and budget presentations**) Reminder Dates of visit is Oct 8-11, 2018
- 8) **PIE (9/7)** – Reviewed Operating Agreement and discussed task work groups. PIE will meet as a full committee on 9/21 and 10/12. After this meeting PIE will meet on first Fridays as a full committee and the 3<sup>rd</sup> Fridays of the month will be dedicated to any work that task groups need to do as directed by PIE. PIE is asking for the task groups (scheduling, FSAPC, SLOs, and PRVT) to update an operating agreement for input at the next PIE meeting, then to be vetted through College Council and Academic Senate. Emerging need for FSAPC to initiate the process to prioritized FT Faculty need for WCC. We will be filling 5 FTEs (see my note for my meeting with admin 9/6 (item 7). Program Reviews will use the same process and forms we used last year. Program Review data has been uploaded into TracDat and instructions from the Dr. Martinez office will be coming soon.
- 9) **College Council (9/7)** – This was the first College Council meeting of the year. The Council reviewed the membership and their 17-18 goals. The Draft Goals for College Council 2018-2019 are:
  - a. Review and make recommendations in concert with Senate to complete College Organizational and Governance Guide
  - b. Review and make recommendations in concert with Senate to complete College Resource Management Plan
  - c. Review and make recommendations to complete WCC Addendum materials in preparation for October Team Visit
  - d. Design and implement a cycle for review of appropriate CC Committee Effectiveness Surveys
  - e. Design and implement methods supporting higher CC Committee Effectiveness Survey response rates
  - f. Review YCCD BOT adopted Vision for Success metrics and current WCC data set as context for 2018-2019 CC Goals
  - g. Review and make recommendations in concert with Senate to complete WCC Action Plans as context for 2018-2019 CC Goals
 College Calendar Items:
  - h. Review and make recommendations in concert with Senate to complete 2019-2022 ED Master Plan

- i. Review and make recommendations in concert with Senate to complete PIE Scheduling Criteria methodology
- j. Review and make recommendations in concert with Senate to complete WCC Digital Studio Project Plan
- k. Transition to Board Docs Plus as a College-wide pilot

Finally, to finalize the DRAFT Governance Handbook all committee Operating Agreements (Even in Draft) need to be sent to Ana ASAP. I will submit the ones that the Senate has officially received and make sure that they are collected as “Drafts” until the Senate and College Council (if appropriate) has had a chance vet. We will be adding official review dates to future operating agreements to note when Senate and College Council officially endorsed. The Senate will submit an Operating Agreement, but only with previously endorsed senate information. Our guiding document is still our Constitution and Bylaws.

- 10) **DCAS (9/6)** – incorporated feedback on AP 4231 and the corresponding forms. A lot of the feedback and revisions were initiated by our Senate’s first read and question regarding areas that were crossed out. Thank you senators for that input. I was able to quickly communicate our concerns with YC Senate President, and Renee to confirm that the proposed edit was an error and was not a suggestion from DCAS. We caught this before YC had a final second read for consideration of local endorsement. Additionally, DCAS also made some clarification improvements as we finalized the AP that we are reviewing as a second read during our next senate meeting (9/14). If you have questions about the edits and revisions please ask during my oral report.
- 11) **Howerton & Pierro Check-In meeting (9/6)**- This week was a quick walking meeting after DCAS, discussed possible Senate agenda items, Discussion of the role and design of PIE, emerging concerns with equivalency processing that we will ask to be put on a future DCAS agenda.

#### Other Stuff

- 1) **Administration Sponsors/Recorders for standing committees-** VP King (working with Deans and Dr. White) is assigning specific administrators to serve as Sponsors with our standing committees. The Sponsors/ Administrative liaisons will work with the standing committees to provide support with recording (as appropriate) and will ensure efficient use of administration resources and accountability to the committees. The senate will see this proposal and discuss how this may affect standing committee membership. This is a document that is shared as information during the 9/14 meeting.

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

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

- 9/13 – WCC and YC AS Leadership meeting with VCEP Mayo- Canceled
- 9/13 – WCC AS Leadership with WCC Administration Meeting
- 9/13 – YCCD Board of Trustee Meeting – [Howerton’s BOT WCC Senate President Planned Report](#)
- 9/18 – Academic Senate Leadership meeting with YC-AFT
- 9/18 – Academic Senate Leadership meeting with FAYCCD
- 9/20 – DCAS Meeting
- 9/19-20 Possible IEPI Pilot Focus Group
- 9/20 – Howerton & Pierro Check-In meeting
- 9/20 – ASC
- 9/20 – WCC AS Leadership with WCC Administration Meeting
- 9/21 – PIE

9/21 – College Council

9/25 Meeting with Chancellor Houston

9/27 – WCC AS Leadership with WCC Administration Meeting

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

**See Below**

Link for all Fall 2018 events: <http://asccc.org/calendar/list/events>

## **WCC Academic Senate Community Norms\***

Approved: TBD

### **Authenticity**

- Commit to being your authentic, truthful self.
- Be honest. Speak truth as you see it and ensure that your words and actions match.
- Allow others to speak their truth and listen without prejudice as they do.
- Listen with respect as others speak. Be informed by what they say.
- Be open to outlying options or ideas and share the air to allow time for others to speak.

### **Practice Self-Awareness, Presence, and Patience**

- Be mindful of your own possible assumptions or biases, reflect on them, and set them aside. Forgive someone if they fall short or express bias.
- Be positive and respectful when speaking of others (e.g., if the person heard what you said would it be hurtful)
- Forgive yourself if you need to stop, rewind, and change your mind.
- Practice patience when others dig deeper or change their minds.
- Be mindful when communicating. Be mindful of behaviors that may appear to be a macroaggression and passive aggressive behaviors.
- Recognize your potential attachment to issues. Bring options and interests to the group for discussion and be open to other possibilities.

### **Collegiality, Criticism, and Feedback**

- Honor experience, knowledge, and the diversity of our perspectives
- Critique, with respect and humility, not maliciousness
- When an issue or conflict arises, engage individuals directly to resolve the issue or conflict.
- Support others to find a positive way to express concerns or conflict and to find resolution.
- Be a trusted ally who can be a sounding board and will help you redirect negativity into positive action.
- Recognize that we are more than one opinion or position and avoid labeling or stereotyping someone based on past decisions or opinions

### **Honor the Space and the Dedication of the Committee**

- Give thought and attention to innovative ideas during a meeting and avoid making rapid decisions or reacting to an idea too quickly or derisively.
- Establish clarity between what comments should be kept in confidence and what can be expressed outside the meeting. Respect that shared expectation of privacy.
- Acknowledge and celebrate the work of all of the **WCC Academic Senators**
- Praise publicly and provide constructive criticism and other critique privately.

\*These norms are adapted from the approved ASCCC Executive Community Norms for local WCC Academic Senate use.