



Academic Senate

Meeting Minutes

Date: 9/27/19
Time: 1:00pm-3:00pm
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 <input checked="" type="checkbox"/> (President)	Deanna Pierro <input checked="" type="checkbox"/> (At-Large, VP)	Kevin Ferns <input checked="" type="checkbox"/> (FaLaHum, Secretary)	Jeannine Mullin <input checked="" type="checkbox"/> (CTE)
Greg Gassman <input checked="" type="checkbox"/> (Social Sciences)	Stanley Silsby <input checked="" type="checkbox"/> (LCC Part-Time)	Shawn Lanier <input checked="" type="checkbox"/> (Math & Sciences)	Jose Vallejo <input checked="" type="checkbox"/> (Student Services & Learning Resources)
Mike Papin <input checked="" type="checkbox"/> (LCC At-Large)	Claudia Ross-Ibarra <input checked="" type="checkbox"/> (WCC Part-Time)		Gurtaj Grewal <input checked="" type="checkbox"/> (Ex-officio Member ASWCC Rep-non voting)

GUEST(S): Annette Lee (via Polycom)

Call to order 1:04 p.m.

Item	Description-Type	Lead	Background and Objective
1.	Approval of Agenda – Action	Howerton	Approve agenda of 9/27/19 (MSC Pierro/Gassman)
2.	Public Comment		Guests are welcome to comment on any item on the agenda or not on the agenda. For items on the agenda, they may comment now or during the discussion of that item. (Please limit to 3 minutes per individual)
	<i>Comments: No comments</i>		
3.	One-Minute Accomplishments-Information	Senate	Each Senator may have one minute each to share a personal accomplishment.
	<i>Discussion/Decision: Senators shared</i>		

4.	Approval of Minutes – Action	Howerton	Objective: Review and approve the minutes September 13, 2019
<p><i>Discussion/Decision:</i> The minutes of 9/13/19 are approved (MSC Vallejo/Gassman)</p>			
5.	Committee Appointments- Action	Pierro	Objective: Appoint faculty members to committees/ update on other faculty appointments made.
<p><i>Discussion/Decision:</i> D. Andrews is appointed to the Sabbatical Leave Committee. C. Stafford-Banks is appointed to the Student Success Committee.</p>			
6.	AP/BP Revisions in DCAS – Information/Discussion/Action NOTE: <ul style="list-style-type: none"> ▪ Category 1: <i>Relatively minor changes in regulatory language; the Academic Senate Pres/VP preauthorized to approve without going back to Senate.</i> ▪ Category 2: <i>Significant revisions including new BP/APs that warrant broader discussion with constituent groups.</i> 	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: <ul style="list-style-type: none"> • <u>Category 2 – Second Read</u> <ul style="list-style-type: none"> ○ None • <u>Category 2 -First Read</u> AP 4230 – Grading Symbols *The possible addition of the FW grade option*<u>Confirm as Category 1</u> <ul style="list-style-type: none"> ○ None • <u>Information/Discussion</u> <ul style="list-style-type: none"> ○
<p><i>Discussion/Decision:</i> Vallejo voiced a concern regarding students earning FW grades which would affect their GPA. Howerton replied that instructors would need to be informed about this and trained to properly input these grades.</p>			
7.	Senate Role in the Full-time Faculty Tenure Recommendations Discussion/Action	Howerton	Background: YC Senate has agreed to this proposed change to the senate role in the recommendation process of tenure. WCC Senate first reviewed this proposal in Fall 2018. Senators had a year to solicit input from their constituency on this topic. Proposed Change for Senate Role in Tenure Process Objective: This is a first formal read by the WCC Senate to consider endorsing the proposed recommended change in the senate role in this process. <u>The Senate will officially vote on 10/18.</u>
<p><i>Discussion/Decision:</i> Vallejo agreed that the senate needs to get out of this closed session part of the tenure process if it's illegal. Howerton replied that it would be rare for the senate to challenge the good work done by the faculty serving on these evaluation committees. The senate has a representative on these committees as well. Senators voiced no concerns. A vote will be held on 10/18/19.</p>			
8.	Academic Calendar 2021-2022 Discussion/Action	Papin	Background: The Academic Calendar Committee is proposing two options for the 2021-2022 year. This is a second review for the senate. The representatives from the Academic Calendar Committee are soliciting

			<p>input and feedback from the colleges. The WCC Senate President did share these options with WCC FLEX coordinator and the WCC Flex/professional development committee, and sent to ASWCC for possible input from students.</p> <p>2021-2022 Academic Calendar – Options A & B</p> <p>Objective: ACTION: The senate will formally endorse a version of the 2021-2022 academic calendar to be reported back to YCCD Calendar Committee</p>
<p><i>Discussion/Decision:</i></p> <p>Grewal reported that students preferred Option A due to the fact that finals would be done prior to graduation. Vallejo reported that Student Services agreed with that preference. Lanier reported that Matt Clark liked Option A for this reason as well. A. Lee reported that the later graduation time may adversely affect LCC students and their families who are coming from out of town on the busy Memorial Day weekend. Howerton reported that there is typically more part time faculty involvement with Option A’s professional development days prior to the start of the semester. Papin reported that the flex committee liked the idea of a professional development day in the middle of the semester, which is what Option B offers. Additionally some people like the graduation happening on the earlier Friday in Option B. Papin will share with the Calendar Committee that the senate has a preference for Option A.</p>			
9.	<p>Constitution and Bylaws Review/Revision time line and assignments</p> <p>Information/ Discussion</p>	Senate	<p>Background: One of the WCC Senate goals for this year is to conduct a full review and suggest revisions to our guiding documents.</p> <p>WCC Senate Constitution and Bylaws Senate Assignments (9/13/19) ASCCC College Directory</p> <p>Objective: To develop a timeline, and plan of assignment for senators to conduct this review.</p>
<p><i>Discussion/Decision:</i></p> <p>Senators reported looking at the constitutions and bylaws of other college senates throughout the state. Vallejo reported that San Jose City College allows excused absences to remain in good standing. We could also look at adding categorical program staff. Howerton asked senators to look at which faculty are eligible to run for senate president at those colleges. Vallejo noticed that some senates can conduct meetings in closed door session. Each senator reported on a few things they noticed in the documents they viewed.</p>			
10.	<p>Low-Cost symbol notation recommendation from the Student Success Committee</p> <p>Discussion</p>	Pierro	<p>Background: Colleges are required to not zero-textbook cost in the publication of their class schedules. However, some colleges have also adopted the practice of noting “low-textbook cost”. The Senate requested the Student Success committee to discuss this topic and consider bringing a recommendation to the senate.</p> <p>Objective: FIRST REVIEW: To review the recommendation by the Student Success Committee for WCC to adopt a “low textbook cost” symbol and review the proposal for the local definition. The senate</p>

			will consider formal endorsement of the proposal during the next regular senate meeting (10/18)
<i>Discussion/Decision:</i>			
Pierro gave a brief PowerPoint presentation on a proposal from the Student Success Committee on low cost textbooks. Essentially Low Cost Textbooks would be under \$20 and denoted by \$, mid cost books run from \$21-\$50 and are denoted by \$\$, and high cost books (\$\$\$) would be more than \$51. The established price would be based on new books in the campus bookstore. It would not factor rental or used book cost, or online purchase cost. No-cost courses would have a \$ with strikethrough in the schedule. Price-point would be based on the total cost of all the books for the course. Implementation is intended for Spring 2020. This is a first draft proposal and Pierro will take this back to the committee. Howerton recommended taking this to ASWCC for feedback as well.			
11. REPORTS:	<ol style="list-style-type: none"> 1. President's Report – Information/Discussion 2. VP Report 3. Curriculum Liaison Report (if needed) 4. Senate Committee Report <ol style="list-style-type: none"> a. Academic Standard b. Elections c. Resolutions 5. Ex-officio Reports <ol style="list-style-type: none"> a. ASWCC 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 27, 2019 <u>Note:</u> Any item that requires senate discussion and further input may be a possible future agenda item, and submitted to the Senate President for agenda consideration.
<i>Discussion/Decision:</i>			
<ol style="list-style-type: none"> 1. Howerton reported that WCC is looking to procure a bond proposal with some specific projects/facilities/needs in mind. Additionally, VC Lolland is putting together a District Workgroup regarding degree completion. A counselor would be needed from each college to volunteer. 2. Pierro reported that a laptop checkout system is being developed for faculty and staff and their students. There will be 3 total laptop carts available for checkout online via the library. Announcement forthcoming. Send her feedback regarding the new reimbursement policy, which now prohibits the use of purchases via personal credit card for reimbursement. 3. Vallejo reported that new ed plans are in development in student services. 			
12. Future Agenda Items-Discussion			<ul style="list-style-type: none"> ➤ DE update – 10/18/19 ➤ Guided Pathways updates ➤ Faculty recognition ➤ WCC Senate Resolution process
<i>Discussion/Decision: Not addressed.</i>			

Meeting adjourned 3:01 p.m.

NOTE: Next Senate meeting 10/18/19 (3rd Friday in October) The Senate will not meet on 10/11 due to WCC Senate hosting the Area A meeting at WCC Campus

Senate Goals (adopted: 8/23/19)		Lead	Second
1	<u>Guided Pathways:</u> Support and advance the college-wide discussion and exploration of Guided Pathways	Lanier	Mullin Pierro

2	Planning and Institutional Effectiveness: Monitor and support the full implementation of WCC's new PIE (Planning and Institutional Effectiveness) Committee and integrated planning cycle (including annual assessment)	Howerton	Lanier
3	Increase support and development of ASWCC and ASLCC: Work with the student government groups for both WCC and LCC to support student participation in college governance.	Vallejo	Papin Gassman
4	Professional Development: Provide/develop resources to support the professional development of faculty	Howerton	Lanier Ross-Ibarra
5	Committee Effectiveness, Transparency, and integration: Work with committees and committee chairs to establish a process for consistent information dissemination and reporting.	Pierro	Ferns Howerton
6	Support College/District Data Needs: 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.)	Papin	Vallejo
7	Ensure Continuity and Collegiality: Work to ensure that the relationship and communication between Academic Senate and administration remain intact and, where possible, improved upon	Howerton	Pierro Ferns
8	WCC Academic Senate Constitution and Bylaws: Fully review, revise, and update our senate governance documents	Howerton	Pierro Ferns