



Academic Senate

Minutes

Date: 9/28/18
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"> 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)	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 type="checkbox"/> (CTE)
Mike Papin <input checked="" type="checkbox"/> (LCC At-Large via Polycom)	Doug Stone <input type="checkbox"/> (WCC Part-Time)	Jose Vallejo <input checked="" type="checkbox"/> (Student Services & Learning Resources)	VACANT <input type="checkbox"/> (Ex-officio Member ASWCC Rep-non voting)

GUEST(S): President White

Call to order 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
1.	Approval of Agenda – Action	Howerton	Approve agenda of 9/28/18 (Agenda approved as amended 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.
3.	One-Minute Accomplishments-Information	Senate	Each Senator may have one minute each to share a personal accomplishment.

4.	Approval of Minutes - Action	Howerton	Objective: Review and approve the minutes 1. September 14, 2018 (Regular Meeting)
<p><i>Discussion/Decision:</i></p> <p>The 9/14/18 minutes are approved as amended (MSC Gassman/Clark).</p>			
5.	Committee Appointments- Action	Pierro	Objective: Appoint faculty members to committees.
<p><i>Discussion/Decision:</i></p> <p>1. No appointments at this time.</p>			
6.	AP/BP Revisions in DCAS – Information/Discussion/Action NOTE: <ul style="list-style-type: none"> ▪ <i>Category 1: Relatively minor changes in regulatory language; the Academic Senate Pres/VP preauthorized to approve without going back to Senate.</i> ▪ <i>Category 2: 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"> ○ AP 4050- Articulation ○ AP 4100 Graduation Requirements for Degrees and Certificates • <u>Category 2 -First Read</u> <ul style="list-style-type: none"> ○ None • <u>Confirm as Category 1</u> <ul style="list-style-type: none"> ○ None
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Howerton commended Clark on staying on top of these updates over the course of the past year. 2. For AP 4050, Articulation, there was consensus to support adoption. 3. For AP 4100, Graduation Requirements for Degrees and Certificates, there was consensus to support adoption. 			
7.	Senate Goals – Discussion/Action	Howerton	Background: The Senate adopted annual goals on 9/14/18. The senate needs to identify individual senators to serve as leads and seconds for these goals. Adopted Goals with Objectives Objective: assign leads and seconds to our Senate goals.
<p><i>Discussion/Decision:</i></p> <p>1. The goals list and senators serving on each goal are listed below, attached to the minutes.</p>			
8.	Elimination of WCC Senate Equivalency Subcommittee – Discussion/ Action	Senate	Background: DCAS has created a district-wide equivalency committee that includes representation from both the Academic Senates of WCC and YC

			Objective: ACTION: To debate and consider the elimination of our local WCC Academic Senate Equivalency Committee
	<i>Discussion/Decision:</i> ➤ The Senate Equivalency Subcommittee shall be eliminated (MSC Clark/Gassman).		
9.	Creation of a WCC Senate Resolutions Subcommittee– Discussion/Action	Senate	Background: During the 8/24/18 WCC Academic Senate Meeting it was requested to consider the creation of a Resolutions Subcommittee with the purpose of supporting the college/senate review of official ASCCC resolutions and in the crafting/research/development of any local WCC Academic Senate resolutions for consideration. Objective: ACTION: To debate and consider the creation of a local WCC Academic Senate Resolutions Committee as well as assign senators to this new group if created.
	<i>Discussion/Decision:</i> ➤ The Senate Resolutions Subcommittee shall be created (MSC Clark/Lanier). ➤ Amendment: This shall be a three member committee (Gassman). Clark, Papin, and Ferns volunteer for this subcommittee.		
10.	Basic Skills year-end Expenditure Report – Senate President Sign-Off Information/Discussion	Senate	Background: WCC is required to submit an annual BSI year-end report. The report is ready for sign-off. The senate will review a copy of the report. The Senate President will need to sign this report. BSI Year End Report Objective: Provided the senate with a copy of the report for information/discussion. The senate will need to identify a special meeting to give official approval for Senate President sign-off.
	<i>Discussion/Decision:</i> 1. The senate has a first read today and will need a special meeting to approve the BSI year-end report due to the late submission. Administration has been notified that the senate needs to receive the report earlier when there is an early October deadline for the submission of these reports. Clark commented that it would be nice to see what changes had been made since the last time the senate signed off on the report. The special meeting will occur next Tuesday 10/2/18 at noon in a room TBA.		
11.	WCC Academic Senate Operating Agreement – Discussion/Action	Senate	Background: WCC is finalizing our governance handbook. The Senate Operating Agreement will be included. This is an opportunity for the senate to see our approved information in the operating agreement format. The Senate has approved all content in the Senate Operating Agreement previously.

			<p>Academic Senate Operating Agreement</p> <p>Objective: ACTION: To review the Academic Senate Operating Agreement and consider formal adoption to be included with the WCC governance handbook</p>
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> Howerton took the senate purpose statement and placed the material into the new template for operating agreements. The senate reviewed the document and made minor changes, including some formatting changes. The subcommittee information will be updated based on today's meeting decisions. <p>➤ Approve the new Academic Senate Operating Agreement (MSC Clark/Pierro)</p>			
<p>12. REPORTS:</p>	<ol style="list-style-type: none"> President's Report – Information/Discussion VP Report Curriculum Liaison Report Senate Committee Report <ol style="list-style-type: none"> Equivalency Academic Standard Elections Ex-officio Reports <ol style="list-style-type: none"> ASWCC <p>Division/Senator Reports</p>	<p>Howerton</p> <p>Pierro Stone</p> <p>Pierro Gassman Ferns</p> <p>Senators</p>	<p>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**</p> <p>President's Report</p> <p><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.</p>
<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> Howerton's report is attached. This past Tuesday Howerton met with Chancellor Houston and YC Senate President Flacks. One topic of discussion was the new Board Docs. Also discussed was one time funding, faculty hiring, and clarity of faculty enhancement funds, payroll, and district hiring. Howerton reported that the accreditation team is coming next week and that he is looking forward to the visit. Additionally the WCC Open House is coming up on October 25, and the WCC Foundation is gifting \$200 to departments in support of their programs and to communicate to the community, perhaps through brochures and promotional materials for your booth. Howerton reported that Pierro has been moved to the temporary position of part time dean. Pierro reported that she would perform administrative work to assist the other deans as necessary to fill in for Dean Chahal, who will be out for 6 weeks on medical leave. Her scope of work would include budgeting, scheduling, daily activities, additional committee work, facilities, and IT. The work will not include administrative meetings that involve personnel issues, faculty/PT staff evaluations, confidential matters, or discipline of faculty or staff. President White clarified her role and thanked her for taking on this additional work in the short term. Pierro reported that the Certificate of Achievement for IGETC and CSU GE Breadth was approved in the Curriculum Committee Clark noted that Curriculum Committee deadlines to get information to the board is not working with the current Curriculum Committee cycle. This is being addressed. Clark reported that the Library Advisory Committee met this morning and established the committee goals and updated the operating agreement. Ferns reported that over the summer the DE recommended a change to its policy that provides faculty with recommendations for teaching more than two online classes in a semester. Some deans were unaware of the policy, so check with your dean and with Julie Brown, DE Committee chair, if you 			

	<p>wish to teach more than two online classes in a semester. The DE Committee is currently updating its handbook and will submit to the senate for approval at a future meeting.</p> <ol style="list-style-type: none"> 8. Vallejo reported that CSU/UC application workshops are being set up and he'd appreciate faculty getting the word out for these. Student Services is still in need of filling a counselor position and there are issues surrounding how the work should be distributed among current faculty. 9. Lanier reported that the Math and Sciences Division focused on staffing and equipment needs. There is a safety issue related to the 600 building's ventilation system regarding hazardous materials that is being addressed. 10. Papin reported that the full time tenure committees are set at LCC. 		
13	Operating Agreements – Annual Review- Information/Discussion/Action	Senate	<p>Background: The Senate has requested current operating agreements from all committees/groups that report to the Senate. The Governance handbook will note draft operating agreements as “Drafts” until officially reviewed by the Senate</p> <p>Objective: Review the following operating agreements to provide feedback and consider endorsement.</p> <ol style="list-style-type: none"> 1. DE- Update 2. Curriculum - Update 3. LAC - Update 4. Accreditation Steering Committee -Update
<p>Discussion/Decision:</p> <ol style="list-style-type: none"> 1. The senate reviewed the operating agreements for the DE, Curriculum, Library Advisory, and Accreditation Steering Committee. 2. Ferns brought up a question for the senate from the committee as to whether other district/campus technology issues should be considered under the umbrella of the DE Committee. This is something the senate may want to address as necessary. 3. Pierro brought up whether Robert’s Rules need to be followed for the DE Committee. The consensus was that they do not. The Brown Act should be followed as far as posting agendas for the senate and Curriculum Committee at the very least. She also brought up the OEI Implementation Subcommittee, which could be changed to the OEI Implementation Workgroup. Pierro and Ferns will take these recommendations back to the committee for revision to the Operating Agreement. 4. Clark noted that with the new WCC VP King, we need to address the role of administrative connections/presence on various committees. <ul style="list-style-type: none"> ➤ Approve the DE Committee Operating Agreement with the recommended changes (MSC Clark/Lanier). 5. The Curriculum Committee Operating Agreement will go back to the committee for revisions regarding the distribution of agendas and minutes. <ul style="list-style-type: none"> ➤ Approve the Library Advisory Committee Operating Agreement (MSC Lanier/Gassman) ➤ Approve the Accreditation Steering Committee Operating Agreement (MSC Clark/Gassman) 			
14	Senate role in Tenure recommendations – Information/Discussion	Howerton/ Clark	<p>Background: YC Senate is considering a proposed change to the senate role in the recommendation process of tenure. WCC Senate needs to have a similar deliberation to make a recommendation through DCAS and YCCD Chancellor.</p> <p>Proposed Change for Senate Role in Tenure Process</p>

			Objective: to review the proposed change in the process so that we can provide feedback and discuss next steps
<i>Discussion/Decision: Tabled.</i>			
1 5	Committee Interest Form/Process Information/Discussion/Action	Pierro	<p>Background: Senate VP Pierro created a fillable online form for committee volunteers to express interest to the Senate for consideration of appointments.</p> <p>Committee/Council Faculty Interest Form</p> <p>Objective: ACTION: To discuss and consider the adoption for the possible implementation of this form with our process of faculty recruitment for committee service.</p>
Tabled.			
1 6	Future Agenda Items-Discussion	Howerton	<ul style="list-style-type: none"> ➤ Review of Senate Constitution & Bylaws, ➤ Professional Development funding, ➤ Resource Management Plan Pilot, ➤ Review of Operating Agreements <ul style="list-style-type: none"> ○ FLEX - Update ○ PIE-and taskforces - NEW ○ Student Success - Update
Tabled.			

Meeting adjourned 2:57 p.m.

****** REMINDER our next regular scheduled Senate meeting will be 10/19/18 in room 852******

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

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

Friday September 28, 2018

**This President's report covers activities between the last official Senate meeting and Monday 9/24/18. Meetings after 9/24/18 will be reported orally during the Senate meeting.*

Off Campus Stuff:

- 1) I have a phone meeting with the ASCCC Accreditation Committee scheduled for Tuesday 9/25 and will have a face-to-face meeting held at Long Beach City College on October 16th.

On Campus/District Meetings Stuff:

- 1) 9/14- **Phone meeting with FAYCCD Negotiation Team** – Discussed areas of overlap for consideration.
- 2) 9/18 – **Academic Senate Leadership meeting with YC-AFT** – Discussed PT Evaluation process/forms and committee appointments with funding. AFT will be beginning their negotiations process soon.
- 3) 9/18 – **Academic Senate Leadership meeting with FAYCCD** – Discussed Senate role in tenure recommendations, FLEX and Professional Development funds and the intent of FAYCCD professional development funding. There is also concern with the accounting of FLEX represented on faculty contracts. Also, as faculty who complete the FAYCCD survey – contract negotiations topics, if there are elements that are senate purview that we want to discuss bring it forward to let us know. Same for part-time faculty when YC-AFT begins their own negotiations.
- 4) 9/20 – **DCAS Meeting** –Began a fuller discussion regarding the emerging issues that are arising in our equivalency process. I promised to share with the group the ASCCC paper on equivalency best practices that the ASCCC Standards and Practices committee developed. I e-mailed this document to all after the meeting. We also approved AP4021 and AP4231. We did start to discuss AP4300 Field Trips and clarified where in the review process this particular AP sits. Currently WCC we have already reviewed and approved this AP. We had a first read on 12/9/16 and a second read/support on 1/27/17. YC Senate is now reviewing their minutes to see where they are in the review process before we continue discussion in DCAS around Field Trips.
- 5) 9/18 -**IEPI external assessment interview**. I met with members of the external assessment team for IEPI. We discussed our local experiences with IEPI resources, and discussed my experience serving on a PRT. In this interview, I was struck with the idea that as we think of guided pathways and other campus-wide efforts, there may be opportunities to connect with IEPI resources in addition to other resources we currently have identified.
- 6) 9/20 – **Howerton & Pierro Check-In meeting** – quick discussion about possible agenda topics and Plenary
- 7) 9/20 – **ASC** – update on the addendum, reviewed our plan to help communicate prior to the visit, and reviewed a draft of an FAQ that we will share during “walking tours” to help communicate about the upcoming visit.
- 8) 9/20 – **WCC AS Leadership with WCC Administration Meeting** – Discussed the lack of communication to faculty about Dean Chahal's upcoming leave of absence that will last several weeks. Administration has promised to communicate once they have finalized a plan to cover this absence. We also discussed the following: the delay in WCC receiving a list of

needed PT faculty evaluations; upcoming registration for the Guided Pathways summit and our workgroup participation; IRB; resource management framework using DE pilot; and an ASWCC update. I also shared with WCC administration our finalized community norms and goals.

- 9) 9/21 – **PIE** – Reviewed the draft operating agreements for the following taskforces (scheduling criteria, staffing, and SLOs). An operating agreement for Program Review taskforce will be shared with PIE soon. We also discussed our plan for an upcoming meeting to look at all the deliverables of the taskforce and potentially map the interconnectedness of the taskforces.
- 10) 9/21 – **College Council** –
 - a. Update regarding the time line to submit our ACCJC Addendum. College Council also reviewed their committee effectiveness survey results report and drafted their response to the committee survey. All Committee chairs of committees that were assessed in Spring 2018 will be sent the results for their committee as well as a committee survey response form. The committees should review their results and submit back to Dr. Martinez office the committee’s response to the results by November 9th.
 - b. Discussed the pilot resource management plan and reviewed the draft of the governance handbook
 - c. There is also a reminder about the WCC Open House scheduled for Oct 25th. Programs are encouraged to set up a table to promote their materials, however, you will need to register for participation. Information was shared in Dr. White’s Musings in addition to potential funding from the foundation to help promote yourself.
 - d. The BSI annual report is DUE October 1st. I made it clear to Dr. Martinez that the senate would need a first read and a second meeting to support senate sign-off. We will have a first read during our regular meeting on Friday 9/28 and will hold a special meeting the following week to debate senate sign-off. I will once again remind administration that any document that needs senate sign-off needs to come to us in a timely manner.
- 11) 9/25 - **Meeting with Chancellor Houston** –oral report update to come.
- 12) 9/27 – **WCC AS Leadership with WCC Administration Meeting** – oral update to come.

Other Stuff

- 1) **Senate Agenda attachments** – Once again I am fine-tuning how documents are connected with our official agendas so that all members in our community can see the documents we will be discussing. Thanks to VP Pierro we now have an official google account to serve as a repository that I can use to make links to documents shareable for anyone. Deanna and I set up the account to be a senate account and the log-in information will stay with the executive senate members beyond our appointments.
- 2) **Our Community Norms** – are framed (thanks to the support of Dr. White’s office) and now in room 113.

Upcoming Meeting Calendar for Howerton

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

- 10/2 – DC3
- 10/4 – DCAS
- 10/4 – Howerton & Pierro Check-In meeting

10/4 – ASC
10/4 – WCC AS Leadership with WCC Administration Meeting
10/5 – PIE
10/5 – College Council
10/8-10/11 – ACCJC Accreditation Campus site visit
10/11 – WCC AS Leadership with WCC Administration Meeting
10/11 – Board of Trustee’s Meeting (held at WCC)
10/12 – Area A Meeting – Call-IN
10/16 – Academic Senate Leadership meeting with YC-AFT
10/16 – Academic Senate Leadership meeting with FAYCCD
10/18– DCAS
10/18 – Howerton & Pierro Check-In meeting
10/18 – ASC
10/18 – WCC AS Leadership with WCC Administration Meeting
10/19 – PIE

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>

DE COMMITTEE OPERATING AGREEMENT

Committee Purpose		
<p>The Distance Education committee is a subcommittee of the Woodland Community College's Academic Senate. Its primary function is to develop guidelines, and establish and monitor operational procedures for an effective distance education offerings that meet the learning needs of WCC students. The Committee will be the primary body that:</p> <ul style="list-style-type: none"> • ensures that standards of rigor and quality in distance education are similar to face-to-face instruction; • establishes processes and criteria for teaching a distance education course at WCC; • in collaboration with the Scheduling and PIE Committees, ensure that the development of new distance education courses meets WCC's scheduling criteria and budget priorities; • ensure that all plans for the development and instruction of DE courses are integrated with institutional plans through program reviews, student equity plans, EMP, budget realities and the Board's Strategic Directives (Strategic Plan); • develop and annually assess the operations of the DE modality through assessment indicators and tools recommended by the Committee in concert with the Office of Research, Planning and Student Success. 		
Meets District Goal/College Strategic Direction		
District Strategic Goal # 1: Improve Student Success and Completion Rates		
Meets Accreditation Standard		
Standard II: Instructional Programs: The institution offers instructional programs, library and learning support services, and student support services aligned with its mission.		
Committee Norms/Operating Procedures		
The committee will adhere to norms that ensure the effective operations of the committee. The committee will follow Roberts Rules of Order.		
Member	Position	Term
Julie Brown	DE Coordinator/Chair	Standing
Phillip King	Vice President of Instruction	Standing
Betsy Allen	Instructional Designer	Standing
Mariela Guzman-Aguilar	Dean of Student Services or Designee	Standing
Deanna Pierro	Student Success Center Representative	Standing
Kevin Ferns	DE Faculty, (at least 1 from WCC and one from LCC)	Ending Spring 2020
Dena Martin	DE Faculty (at least 1 from WCC and one from LCC)	Ending Spring 2021
Lewis Felver	DE Faculty (at least 1 from WCC and one from LCC)	Ending Spring 2019
Laney Mangney	Counseling Faculty	Ending Spring 2020
Resources		

Siria Martinez	Dean of Research, Planning and Student Success.	Standing
Nili Kirschner	Curriculum Committee Co-chair or designee	Standing
Todd Sasano	DSPS Coordinator	Standing
Bill Heidbreder	Media Services Staff	Standing
Chris Mejia	IT Staff	Standing
Suki Grewal	District DE	Standing
Devin Crosby	District IT	Standing
Steve Wylie	Executive Dean CCC/LCC	Standing
Meeting Schedule		
Regularly-scheduled meetings are held on the first and third Tuesdays at 2:30 pm in room 621		
Quorum		
A DE Committee quorum is required to take action on recommendations to the Senate and will be a simple majority of the membership (50% + 1).		
Deliverables		
DE Planning and OEI-CVC Implementation		
Recommendations		
Recommendations are forwarded to the Academic Senate.		
College Communications		
Minutes and Agendas will be posted to the DE Committee Website.		
Subcommittee		
A subset of standing committee; members organized for a specific operation that may or may not be time-bound.		
CVC-OEI Implementation Team		
Task Force		
A selected group of experts charged by a standing committee or council to carry out a specific time-bound activity.		
None		
Work Group		
A standing group usually appointed/approved by an authoritative body to carry out a specific project or event unrelated to College governance.		
None		