



# Academic Senate

## Meeting Minutes

**Date:** 10/19/18

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

**Location(s):** WCC Room 852/ LCC 908\*

### 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>
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\*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 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
1.	<b>Approval of Agenda – Action</b>	<b>Howerton</b>	Approve agenda of 10/19/18.
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.
	<i>Comments:</i>		
	1. Grewal announced that ASWCC is holding a candidate form next week in anticipation of upcoming elections in November.		
3.	<b>Approval of Minutes - Action</b>	<b>Howerton</b>	<b>Objective:</b> Review and approve the minutes 1. <a href="#">September 28, 2018 (Regular Meeting)</a>

			2. <a href="#">October 2, 2018 (Special Meeting)</a>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>The 9/28/18 minutes are approved as amended (MSC Gassma/Vallejo)</li> <li>The 10/2/18 minutes are approved as amended (MSC Gassman/Vallejo)</li> </ol>		
4.	<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>For the AB 705 Task Force, the senate appoints Matt Clark, Jessica Aggrey, and Noel Bruening.</li> <li>For the staffing task force, the senate appoints Mike Papin.</li> <li>For the student success committee, the senate appoints Kimberly Boles.</li> <li>For DC3, the senate appoints Annette Lee.</li> </ol>		
5.	<p><b>AP/BP Revisions in DCAS – Information/Discussion/Action</b></p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li><b>Category 1:</b> <i>Relatively minor changes in regulatory language; the Academic Senate Pres/VP preauthorized to approve without going back to Senate.</i></li> <li><b>Category 2:</b> <i>Significant revisions including new BP/APs that warrant broader discussion with constituent groups.</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>None</li> </ul> </li> <li><u>Category 2 -First 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>None</li> </ul> </li> </ul>
	<i>Discussion/Decision: No discussion.</i>		
6.	<p><b>Faculty serving on student discipline hearing committee &amp; student grievances (annual appointments)</b></p> <p><b>Discussion/Action</b></p>	<b>Howerton</b>	<p><b>Background:</b> AP 5520 (Student Discipline) The College needs to assemble a three-member team as a hearing panel for student discipline cases. Discipline committee members may be called upon in cases where there is a need for discipline hearing for a student. The Senate is required to identify faculty to serve on this yearlong appointment. (AP 5520 Section 7.a); AP5530 (Student Rights and Grievances) also requires annual faculty appointments</p> <p><a href="#">AP 5520</a>-Student Discipline Procedures</p> <p><a href="#">AP 5530</a> – Student Rights and Grievances</p> <p><b>Objective: ACTION: To identify a senate appointed faculty members to serve on these committees and/or discuss a process to standardize this annual appointment.</b></p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> <li>On the topic of AP 5520, the question was raised as to whether faculty have been present for student discipline in the past. The senate agreed that for AP 5520, the senate president or designee should be the faculty representative.</li> </ol>		

			<p>2. AP 5533, Student rights and grievances committee: Vallejo asked whether this appointment request needs to go out to all faculty or whether the appointee should be a senator. The recommendation is for a faculty member, so it is not clear. The senate will ask for two volunteers next week and make the appointments at the next meeting.</p> <p>3. In the future, we will make these appointments in the spring semesters for one year appointments.</p>
7.	<b>Committee Interest Form/Process Information/Discussion/Action</b>	<b>Pierro</b>	<p><b>Background:</b> Senate VP Pierro created a fillable online form for committee volunteers to express interest to the Senate for consideration of appointments.</p> <p><a href="#">Committee/Council Faculty Interest Form</a></p> <p><b>Objective: ACTION: To discuss and consider the adoption for the possible implementation of this form with our process of faculty recruitment for committee service.</b></p>
	<p><i>Discussion/Decision:</i></p> <p>1. Pierro presented the new form to the senate. Vallejo asked whether the form would prevent faculty from signing up. The form addresses an accessibility issue and allows faculty to sign up to fill vacancies at any time, so it may inspire more signups. It will reside on the senate web site. Pierro will modify it based on senate feedback.</p> <p>➤ <b>Adopt the online form and get feedback from faculty in April (MSC Clark/Lanier).</b></p>		
8.	<b>Academic Senate Committee Effectiveness Assessment results (Spring 2018) – Discussion</b>	<b>Senate</b>	<p><b>Background:</b> In spring 2018, WCC committee members completed an effectiveness survey. The results of this internal assessment is now available for committee discussion and review. The WCC Academic Senate was included in this assessment process.</p> <p><a href="#">WCC Academic Senate Effectiveness Results</a></p> <p><a href="#">Committee Effectiveness Reflection Form</a></p> <p><b>Objective: To review the result from our committee internal assessment and draft a response using the attached reflection form for submission to the WCC Office of Institutional Effectiveness</b></p>
	<p><i>Discussion/Decision:</i></p> <p>1. The senate reviewed the senate effectiveness results. Lanier asked whether the questions were effective given the responses.</p> <p>2. On the form, one area Howerton mentioned adding to the senate goals was committee orientation professional development. Clark recommended some question modification. The senate discussed clerical support and needs going forward as well. Howerton encouraged senators to recommend agenda items or come to him for additional support or resources regarding agenda items.</p> <p>3. Clark asked if an external survey was forthcoming. This will happen in the future.</p>		
9.	<b>Operating Agreements – Annual Review- Information/Discussion/Action</b>	<b>Senate</b>	<p><b>Background:</b> 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><b>Objective:</b> Review the following operating agreements to provide feedback and consider endorsement.</p> <p><a href="#">Accreditation Steering Committee -Update (Membership)</a></p>
<p><i>Discussion/Decision:</i></p> <p>1. The senate reviewed the operating agreement. This has already been approved.  ➤ <b>Let it be (MSC Gassman/Lanier).</b></p>			
10.	ASCCC Resolutions/Fall Plenary-Discussion	Senate	<p><b>Background:</b> The WCC Senate will review and seek input on the draft resolutions that are up for debate and vote during the Fall 2018 ASCCC Plenary. The next senate meeting (10/26) will be dedicated to in-depth discussion and suggest our senate position.</p> <p><a href="#">Fall 2018 Draft Resolutions for Plenary</a></p> <p><a href="#">Fall 2018 ASCCC Plenary Program of Events</a></p> <p><b>Objective:</b> Introduce the draft resolutions, and set a date/time for the Senate resolutions subcommittee to host an open input session to gather additional input to inform our delegate’s vote.</p>
<p><i>Discussion/Decision:</i></p> <p>1. Howerton attended the Area A meeting last Friday. He will attend the plenary next week and the senate will look at the resolutions in our next meeting. There will be a flex meeting next Tuesday at noon to review them and provide feedback.</p>			
11.	Senate role in Tenure recommendations – Information/Discussion	Howerton/Clark	<p><b>Background:</b> 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><a href="#">Proposed Change for Senate Role in Tenure Process</a></p> <p><b>Objective:</b> to review the proposed change in the process so that we can provide feedback and discuss next steps</p>
<p><i>Discussion/Decision:</i></p> <p>1. The senate reviewed the proposed changes to the process. Senators are encouraged to get feedback regarding the process from constituents. Vallejo asked a question related to potential disagreements among the recommendation from the senate versus that of the tenure evaluation team and how that might affect the recommendation that goes to the board. Lanier brought up the concern that it’s awkward for someone going through the process to have to leave the room when additional discussion takes place and then re-enter after a vote. Gassman brought up the issue of whether part timers should have the ability to vote on tenure for full time faculty. Howerton also added non-tenured faculty to this list.</p>			
12.	REPORTS:	Howerton	<p><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</p>

	<ol style="list-style-type: none"> <li>1. <b>President’s Report – Information/Discussion</b></li> <li>2. <b>VP Report</b></li> <li>3. <b>Curriculum Liaison Report</b></li> <li>4. <b>Senate Committee Report</b> <ol style="list-style-type: none"> <li>a. <b>Academic Standard</b></li> <li>b. <b>Elections</b></li> <li>c. <b>Resolutions</b></li> </ol> </li> <li>5. <b>Ex-officio Reports</b> <ol style="list-style-type: none"> <li>a. <b>ASWCC</b></li> </ol> </li> </ol> <b>Division/Senator Reports</b>	<b>Pierro Stone</b>  <b>Gassman Ferns Clark</b>  <b>Senators</b>	<p>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></p> <p><a href="#">President’s Report</a></p> <p><a href="#">Howerton Report to YCCD BOT</a></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><b>Discussion/Decision:</b></p> <ol style="list-style-type: none"> <li>1. Howerton thanked faculty for the work done during the accreditation visit. There is more work to be done, but overall the results of the visit were very positive. He also reported that part time faculty are negotiating a new contract and one area where there is some disagreement is compensation on committees for part time faculty. He also encouraged faculty to encourage student participation in student government, as elections are coming up soon. In the meeting with administration, they noted that the schedule came out late for spring. Printed copies will be available in early November.</li> <li>2. Pierro reported that there is a new form for part timers offers of employment. Part timers will receive their offers no later than Monday. The bookstore extended the textbook requests due to the delay. The OER fund has money available, so stipends are available for faculty to publish their OER materials. The Guided Pathways Task Force is formed and meeting on Fridays. A newsletter is forthcoming.</li> <li>3. Stone attended the Curriculum Committee today and informed the senate a seat will be available soon.</li> <li>4. Clark asked the senate to discuss the new faculty positions coming available and the process to prioritize the three new full time positions for the committee in light of the temporary full time positions at the college, such as the ESL position.</li> <li>5. Gassman reported that the Ethnic Studies department submitted resolution recommendations to Howerton.</li> </ol>			
<b>13.</b>	<b>Future Agenda Items-Discussion</b>	<b>Howerton</b>	<ul style="list-style-type: none"> <li>➤ <b>Review of Senate Constitution &amp; Bylaws,</b></li> <li>➤ <b>Professional Development funding,</b></li> <li>➤ <b>Resource Management Plan Pilot,</b></li> <li>➤ <b>DE revised Handbook</b></li> <li>➤ <b>Governance Handbook &amp; Review of Operating Agreements</b> <ul style="list-style-type: none"> <li>○ <b>FLEX/PD – Update/Major Changes</b></li> <li>○ <b>PIE-and taskforces - NEW</b></li> <li>○ <b>Student Success - Update</b></li> </ul> </li> </ul>
<p><b>Discussion/Decision:</b></p>			

Meeting adjourned 3:07 p.m.

**\*\*\*\* REMINDER our next regular scheduled Senate meeting will be 10/26/18 (1-2pm) in room 113/115A\*\*\*\***

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

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

Friday October 19, 2018

*\*This President's report covers activities between the last official Senate meeting and Monday 10/15/18. Meetings after 10/15/18 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 16<sup>th</sup> where we are going to finalize plans for our Plenary presentations, and other work as directed by resolutions from ASCCC.

### On Campus/District Meetings Stuff:

1. 10/1 – **Special ASC meeting** - in preparation for Accreditation campus visit. We received a list of evidence and interview request from our visitation team assistant.
2. 10/2 – **DC3** – Reviewed the YCCD BOT Agenda, the DC3 charter and provided an orientation for new members. We also discussed our annual calendar to begin the prioritization process of our work. Started a discussion regarding the importance of formal exit interviews. DSET will follow up with some recommendations for DC3 review during a future meeting. We also started to review a draft BP on Smoke-free campus district-wide.
3. 10/4 – **DCAS** –We discussed needed updates to several visual models representing the district resource allocation process and planning processes. Once revised, will be shared with the senates for feedback. Additionally, there are some small minor revisions for clarification suggested to the equivalency process. Other topics included: AP5075 Course Add and Drops in relation to funding; Need for the AB705 District task group to meet; curriculum to board agendas timeline/grace period; instructor retention of student grades; and full-time faculty evaluation forms
4. 10/4 – **Howerton & Pierro Check-In meeting** – Discussed upcoming Senate Agenda Items, faculty appointment needs.
5. 10/4 – **ASC – Canceled**; however ASC (with substantial help from Jolene and others) developed a number of campus-wide communication documents to prepare faculty for our upcoming accreditation visit.
6. 10/4 – **WCC AS Leadership with WCC Administration Meeting** – Canceled due to Dr. White off campus
7. 10/5 – **PIE** – Further conversation regarding the functional nature of PIE and the planning taskforces, mapping exercises of deliverables, and communication strategies
8. 10/5 – College Council- Discussed the upcoming visit by the accreditation team, professional development beyond faculty, reflected on the committee assessment and set committee goals/priorities.
9. 10/8-10/11 – **ACCJC Accreditation Campus site visit** – I was personally involved with 13 individual meetings with the team (either in an interview, forum, welcome and tour of the campus, and exit report out) I appreciate everyone who made accommodations to their schedule to meet the multiple request while we hosted our visiting team. We are doing some amazing things and the team recognized the challenges we face while striving to serve students well. Exit report out highlighted 4 commendations; 2 college-level recommendations for improvement; and 2 district/college recommendations for compliance.
10. 10/11 – **WCC AS Leadership with WCC Administration Meeting** – topics included: AB705 progress, planning and timing; Accreditation exit report; ASWCC elections and support;



Printed Spring Schedule; notification about the agriculture PTECH initiative; incorporating grant rubric for PIE discussion.

11. 10/11 – **Board of Trustee’s Meeting (held at WCC)** – My [WCC Senate President’s Report](#)  
Topics: Resolution acknowledging Veterans Day, Provisional Appointment of a Trustee for Area 6; California Office of Emergency Services Grant update; Annual Financial and Budget Report; and Board Policy Education and Orientation. There was also a Policy Committee Meeting, a YCCD Governing Board Retreat, and a Special Board Meeting with Closed Session (included: Conference with Real Property Negotiators; and Performance Evaluation of the Chancellor)
12. 10/12 – **Area A Meeting** – I participated by phone with this meeting. The meeting was held in Visalia at the College of the Sequoias. We reviewed the draft resolutions for consideration, as well as, reviewed a few additional area A crated resolutions that may move forward at Plenary for debate. ALL please review the draft resolutions and provide input to me that I can forward. I will also be sending updated draft and amended resolutions during Plenary prior to my vote.
13. 10/16 – **Academic Senate Leadership meeting with YC-AFT – CANCELED** Due to my ASCCC Committee meeting in Long Beach
14. 10/16 – **Academic Senate Leadership meeting with FAYCCD – CANCELED** Due to my ASCCC Committee meeting in Long Beach
15. 10/18– **DCAS** – *oral report to be shared during senate meeting*
16. 10/18 – **Howerton & Pierro Check-In meeting** - *oral report to be shared during senate meeting*
17. 10/18 – **ASC** -*oral report to be shared during senate meeting*
18. 10/18 – **WCC AS Leadership with WCC Administration Meeting** - *oral report to be shared during senate meeting*
19. 10/19 – **PIE** - *oral report to be shared during senate meeting*

#### **Other Stuff**

- 1) **Reminder about WCC Open House** – October 25<sup>th</sup>
- 2) **Program Reviews** were due on October 15<sup>th</sup>. Uploaded into TrackDat.

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

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

- 10/25 – VCEP and Senate Leadership Meeting
- 10/25 – WCC AS leadership with WCC Administration Meeting
- 10/30 – DC3
- 11/1- 11/3 – ASCCC Fall Plenary (I will be missing College Council and PIE meeting 11/2) [ASCCC Plenary Program-Fall 2018](#)
- 11/6 – Senate Leadership meeting with Chancellor
- 11/8 – VCEP and Senate Leadership Meeting
- 11/8 – WCC AS leadership with WCC Administration Meeting
- 11/8 – YCCD Board of Trustee Meeting

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

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