Academic Senate
Meeting Minutes

Date: 11/22/19
Time: 1:00pm-3:00pm
Location(s): WCC Room 113/ LCC Room 115

Senate Roles and Responsibilities (The 10+1)*	
Title 5 Sections 53200-53206	
1. **Curriculum, including establishing prerequisites and placing courses within disciplines.**	7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
2. **Degree and certificate requirements**	8. Policies for faculty professional development activities
3. **Grading policies**	9. Processes for program review
4. Educational program development	10. Processes for institutional planning and budget development
5. Standards or policies regarding student preparation and success	11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate
6. District and college governance structures, as related to faculty roles	

*Note: 1-3= "Rely Primarily"; 4-11= "Mutually Agree" (Per *YCCD BP 2510*)

SENATORS:

Christopher Howerton ☒ (President)	Deanna Pierro ☒ (At-Large, VP)	Kevin Ferns ☒ (FaLaHum, Secretary)	Jeannine Mullin ☒ (CTE)
Greg Gassman ☒ (Social Sciences)	Stanley Silsby ☒ (LCC Part-Time)	Shawn Lanier ☒ (Math & Sciences)	Jose Vallejo ☒ (Student Services & Learning Resources)
Mike Papin ☒ (LCC At-Large)	Claudia Ross-Ibarra ☐ (WCC Part-Time)		Gurtaj Grewal ☒ (Ex-officio Member ASWCC Rep-non voting)

GUEST(S): VC Lolland, S. Horn, VP Gardner, CTO Crosby, Irene Echevarrio, Alfredo Moreno

Call to order 1:03 p.m.

Item	Description-Type	Lead	Background and Objective
1.	**Approval of Agenda – Action**	**Howerton**	Approve agenda of 11/22/19 (MSC Gassman/Lanier)
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)
	Comments:		
	1. No comments.		
3.	**One-Minute Accomplishments-Information**	**Senate**	Each Senator may have one minute each to share a personal accomplishment.
	Discussion/Decision:		

	1. Senators shared out.		
4.	**Approval of Minutes – Action**	**Howerton**	Objective: Review and approve the minutes November 15, 2019
	Discussion/Decision: The minutes from 11/15/19 are approved (MSC Vallejo/Pierro).		
5.	**Colleague Self-Service Presentation** **Information/Discussion**	**Howerton** **Dr. Lolland/** **CTO Crosby**	**Background:** YCCD is implementing Colleague Self-Service. Phase I went live on Labor Day. Phase II will include additional elements such as student planning, degree audit, student Ed Plans, and new Registration functionality. Reference/Background Information: Colleague Self-Service Presentation to the YCCD BOT **Objective**: To update the Senate on the implementation timeline, and steps taken to ensure that both colleges are involved with the development.
	Discussion/Decision: CTO Crosby shared with the senate an update on the timeline for implementation for Colleague Self-Service and reviewed the attached presentation. Phase 1 went live on Labor Day, so most faculty have now seen it. The pilot program is in process for Sociology and ECE, and the guided pathways element will be added once the paths/sequences are developed. Lanier asked how it will be rolled out to students and whether there will be training. Crosby replied that videos will be created for students once feedback has been solicited on the pilot programs. Phase 2 will go live in April in time for summer/fall 2020 registration. Phase 3 goes live in November 2020 for all disciplines provided faculty feedback has taken place to develop those course maps/sequences for the metamajors. Vallejo expressed some skepticism regarding the timelines. Crosby replied that WebAdvisor will lose support in 2021, so this transition is necessary. Howerton added that we will need strong faculty involvement to ensure that all the programs will be completed by the deadlines. VC Lolland noted that this is a powerful tool that will ultimately benefit students. Crosby added that the financial aid component of the program would be developed after the other areas of the program have been completed.		
6.	**Committee Appointments- Action**	**Pierro**	**Objective:** Appoint faculty members to committees/ update on other faculty appointments made.
	Discussion/Decision: None.		
7.	**AP/BP Revisions in DCAS –** **Information/Discussion/Action** **NOTE:** ▪ ***Category 1****: Relatively minor changes in regulatory language; the Academic Senate Pres/VP preauthorized to approve without going back to Senate.* ▪ ***Category 2****: Significant revisions including new BP/APs that warrant broader discussion with constituent groups.*	**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**: • Category 2 – Second Read ○ AP4102 – Career and Technical Education Programs (formerly Occupational/Vocational Technical Programs) ○ AP4103-Work Experience ○ AP4105- Distance Education • Category 2 -First Read ○ AP4236 – Advance Placement Credit (New)

			o AP4237 – Assessment/Course Placement
			o AP5050-Matriculation/Student Success and Support
			• Confirm as Category 1
			  o None
			• Information/Discussion
			  o Planned list of AP for review 19-20

	Discussion/Decision: The senate briefly discussed AP4102 and state law regarding the frequency of advisory committee meetings. There are also a few grammatical issues. Howerton will take this back to DCAS for review. **The senate endorses AP4103 (MSC Mullin/Pierro).** **The senate endorses AP4105 (MSC Pierro/Mullin).** The senate looked at the other APs and will discuss them at a future meeting.		
8.	**Formal Recommendations as it relates to local College Governance Structure** **Information/Discussion**		**Background:** In SPRING 2017, WCC established the PIE committee. Academic Senate and College Council supported the newly created Planning and Institutional Effectiveness committee. PIE spent over a year considering the integration of planning and input from the two formal governance committees in the development of recommendations for the College President. Governance Recommendation Structure –DRAFT (11/18/19) **Objective**: To allow the senate to see a visual representation of the recommendation structure of the PIE committee and relationship to both College Council and Academic Senate (As produced by PIE).
	Discussion/Decision: Howerton explained and the senate viewed the new graphic, attached.		
9.	**Constitution and Bylaws Review/Revision time line and assignments** **Information/ Discussion**	**Senate**	**Background:** One of the WCC Senate goals for this year is to conduct a full review and suggest revisions to our guiding documents. WCC Senate Constitution and Bylaws Senate Assignments (9/13/19) Senate Review Timeline **Objective**: Primary focus for this discussion is on the Senate Constitution
	Discussion/Decision: The senate reviewed the constitution and the proposed changes were recorded. Senators were encouraged to make comments on the bylaws and we will make changes next time.		

10.	REPORTS:
	
	1. **President's Report – Information/Discussion**
	2. **VP Report**
	3. **Curriculum Liaison Report (if needed)**
	4. **Senate Committee Report**
	   a. **Academic Standard**
	   b. **Elections**
	   c. **Resolutions**
	5. **Ex-officio Reports**
	   a. **ASWCC**
	Division/Senator/Goals Reports
		Howerton
		
		Pierro
		Asmus
		
		Gassman
		Ferns
		Lanier
		
		Grewal
		Senators
			Background: Reports are limited to the Senate purview of (10 +1) and is a standing agenda item. During some meetings the Senate may not receive reports from all listed. Please limit oral Senate Committee, Division Reports and Ex-Officio Reports to no more than 3 minutes. **Division Reports are not obligatory**
			
			President's Report – November 22, 2019
			
			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 reviewed the attached president's report. He added that he attended the guided pathways forums and the new building forums this past week. In the meeting with administration, he was updated regarding the new VP of Student Services position, which will be posted in February 2020. The new dean positions are in the hiring process now. Three new coordinator positions were approved at WCC, which will begin in January, and the SLO coordinator position will most likely be discontinued. 2. Pierro reported that a new equivalency was approved for Ethnic Studies. The Student Success Committee reported that a survey would be administered to students and faculty regarding low cost textbooks. 3. Grewal reported a very successful week of giving for the food pantry.		
11.	**Future Agenda Items-Discussion**		➢ Guided Pathways updates ➢ Faculty recognition ➢ WCC Senate Resolution process ➢ Review status on Senate Goals
	Discussion/Decision: Not discussed.		

Meeting adjourned 3:03 p.m.

NOTE: Next Senate meeting 12/6/19 (Final meeting for 2019)

	Senate Goals (adopted: 8/23/19)	Lead	Second
1	**Guided Pathways:** *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