



# Academic Senate

## Meeting Minutes

**Date:** 12/14/18  
**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"> <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 type="checkbox"/> (Social Sciences)	Doug Harris <input type="checkbox"/> (LCC Part-Time)	Shawn Lanier <input type="checkbox"/> (Math & Sciences)	Jeannine Mullin <input type="checkbox"/> (CTE)
Mike Papin <input checked="" type="checkbox"/> (LCC At-Large)	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):** G. 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 12/14/18.
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>Discussion/Decision:</i>		
	1. Grewal reported that ASWCC will meet in January.		
3.	<b>Approval of Minutes - Action</b>	<b>Howerton</b>	<b>Objective:</b> Review and approve the minutes

			<a href="#">November 30, 2018</a>
<i>Discussion/Decision:</i> The 11/30/18 minutes are approved as amended (MSC Clark/Vallejo).			
4.	<b>Committee Appointments- Action</b>	<b>Pierro</b>	<b>Objective:</b> Appoint faculty members to committees.
<i>Discussion/Decision:</i> There are 3 coordinator position search committee volunteer needs for next semester: DE, CWEE, and Curriculum Co-Chair. We will need two faculty volunteers for those committees. Howerton will sit on those committees.			
5.	<b>Senate role in Tenure recommendations – Discussion/ Action</b>	<b>Howerton/ Clark</b>	<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. The WCC Senate held an original discussion during the 10/19/18 meeting.</p> <p><a href="#">Proposed Change for Senate Role in Tenure Process</a></p> <p><b>Objective: ACTION</b> to debate the proposal and to consider the endorsement of the proposed changes as outlined.</p>
<i>Discussion/Decision:</i>			
<p>1. Clark expressed concern on the pressure this puts on the senate president. He stated that closed hearings are nice because faculty get that approval from their peers. Under the new proposed structure, the senate may be pulled into the process without the support of the senate. This may create an awkward scenario for the president. Vallejo brought up the concern that if a faculty member is denied tenure, they may need to come to the senate for support. Howerton stated that the process will not change for this year.</p> <ul style="list-style-type: none"> <li>➤ <b>Continue exploring the senate role in tenure recommendations proposal with YC Senate and FAYCCD, looking closely at the concerns stated (MSC Clark/Pierro)</b></li> <li>➤ <b>Amendment, Howerton: Prior to enacting, there will be a formal vote.</b></li> </ul>			
6.	<b>Update from Staffing Task Force Information/Discussion</b>	<b>Clark Howerton</b>	<p><b>Background:</b> The Staffing Task Force completed the ranking and prioritization list of the submitted FT faculty-staffing request. The STF updated College council and PIE on these results. The senate will have an opportunity to provide input/feedback to the taskforce.</p> <p><b>Objective:</b> Review the results of the ranking &amp; prioritization created by the Staffing Task Force, and if necessary provide additional input for consideration.</p>
<i>Discussion/Decision:</i>			
<p>1. Clark reported that 20 requests were received, 15 classroom and 5 non-classroom requests. The top 5 positions needed were as follows in ranked order: ESL, Instructional design, physics, math/statistics, chemistry. After additional discussion, the list will be forwarded to President White to select three. If</p>			

there is additional feedback, you can forward it to Clark. The career counselor position and accounting position are also forming committees soon. Clark also reported that there is also a chance that there could be four selected off of the list depending on some variable factors. He also brought up a concern from a member that the committee should prioritize faculty who have direct student contact rather than an instructional designer. There were also concerns from a member about the small size of the ESL and Physics departments. Vallejo noted that we need dedicated faculty to build those departments which are both primed for growth. Vallejo would also like to see exploration of hiring an articulation officer within the ranks of the counseling department. Pierro noted that the student success resource faculty, while not a teaching faculty position, still has a high level of student contact and should become a tenure-track position in the future. Vallejo noted that YC made a priority to hire a tenure track SSSP counseling position but WCC did not. Senators expressed support of the work and draft rankings of the task force.

<p>7.</p>	<p><b>REPORTS:</b></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> <p><b>Division/Senator Reports</b></p>	<p><b>Howerton</b></p> <p><b>Pierro Stone</b></p> <p><b>Gassman Ferns Clark</b></p> <p><b>Senators</b></p>	<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 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 12-14-18</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. The president’s report is attached. On Monday Howerton attended an Elumen demonstration. Elumen addresses coordination among the various softwares used by the district to address curriculum, catalog, outcomes, program reviews, Colleague, TracDat, and Canvas communications. This would address integrated planning issues and accreditation recommendations if implemented. Howerton also noted that the grievance committee training will be held in early 2019. He also reported that D. Martin and A. Miller had been appointed to be OER leads by the WCC VP without consultation. Howerton is following up on how this appointment was made. He stated that if a resolution is needed to prevent administration from overstepping, this action can be taken after he has gathered more information. Howerton also reported that mail to LCC is not consistent and that administration is working on this.</li> <li>2. Pierro reported that regarding the AB 705 faculty appointments, there was some confusion regarding the purview of administration and the senate regarding making those appointments. More clarification is needed on this issue. Pierro also reported issues with tech support in Guided Pathways and the \$20,000 that is being spent in Guided Pathways for this. She is also working with Guided Pathways Task Force/Student Success Committee to provide updates to the senate. She also reported that the final summer/fall schedule is slated to be finalized in the first weeks of the spring semester after additional review.</li> <li>3. Vallejo stated that appointments by administration of faculty to particular roles without consultation is not new in student services. This is part of a larger pattern with administration. He also reported that in the counseling meeting, counselors discussed AB 705 and stated that student services plans to work closely with the high schools regarding upcoming changes. Outreach will be essential for a successful transition.</li> <li>4. Clark reported that Papin received recognition as an outstanding teacher at the CMC3 Conference.</li> </ol>			

	<p>5. Papin reported that A. Miller had volunteered for the OER coordinator position and that he may not have been selected by administration.</p> <p>6. Ferns reported that there are issues with the full time, part time, and counseling evaluation forms. He hopes they can be addressed by the senate or the evaluation task force committee next semester.</p>		
8.	<p><b>Progress Check for WCC 2018-2019 Senate Goals</b></p> <p><b>Information/ Discussion</b></p> <p><i>Discussion/Decision:</i></p> <p>1. The senate briefly discussed progress on the senate’s goals, listed below. Pierro noted that these should be discussed more regularly or make it part of the senator check in so that we are focused on them throughout the semester.</p>	Senate/ Goal Leads	<p><b>Background:</b></p> <p><b>Objective:</b></p>
9.	<p><b>AP/BP Revisions in DCAS – Information/Discussion/Action 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>	Howerton, Pierro	<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> <li>• <u>Information/Discussion</u></li> </ul> <p><i>AP 4300 Forms &amp; Information</i> – WCC Senate has already endorsed AP 4300 Fieldtrips, Excursions, and Authorized Student Absences. DCAS is updating accompany forms and addressing questions from YC Senate. Suggested changes are being shared with the WCC Senate</p> <ul style="list-style-type: none"> <li>• <a href="#">VCAS Response to AP 4300 Questions from YC Senate</a></li> <li>• <a href="#">AP 4300 Forms – Business Services Revisions</a></li> <li>• <a href="#">AP 4300 Matrix</a></li> <li>• <a href="#">Authorized Student Absence for Approved Activities form (markup)</a></li> </ul>
	<p><i>Discussion/Decision:</i></p> <p>The forms are attached above.</p>		
10.	<p><b>“Low-Cost” textbook notation Information/Discussion</b></p>	Senate	<p><b>Background:</b> <a href="#">SB 1359 (2016)</a> requires CA Community Colleges to include a symbol or logo in a conspicuous place on the class schedule that use open educational resources and/or online textbooks that are ZERO cost to students. WCC currently does this. However, some</p>

			colleges are also indicating in their schedules when a class has some cost to students but it is “low-cost”.  <a href="#">Rostrum Article – October 2018</a>  <b>Objective:</b> Follow up discussion that was introduced during the 11/31 meeting to discuss next steps
<i>Discussion/Decision:</i>			
1. Stone reported that faculty needed a clear definition of what “low cost” means. Vallejo added that statewide uniformity regarding the term would be helpful for our students who are transferring from or to other area colleges. Clark brought up a potential issue whereby students would funnel to low cost classes which may impact enrollment in classes where the low cost texts are not adopted. Pierro added that this could be taken up in the Student Success Committee and Library Advisory Committees and possibly taken through the DE Committee as well.			
11.	<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> </ul> </li> </ul>
<i>Discussion/Decision:</i>			

Meeting adjourned 2:57 p.m.

**NOTE: Next senate meeting is 1/25/18**

	<b>Senate Goals (adopted: 9/14/18)</b>	<b>Lead</b>	<b>Second</b>
1	<b>Planning and Institutional Effectiveness:</b> <i>Monitor and support the full implementation of WCC’s new PIE (Planning and Institutional Effectiveness) Committee and integrated planning cycle (including annual assessment)</i>	Howerton	Lanier
2	<b>Increase support and development of ASWCC and ASLCC:</b> <i>Work with the student government groups for both WCC and LCC to support student participation in college governance.</i>	Vallejo	Papin Gassman
3	<b>Professional Development:</b> <i>Provide/develop resources to support the professional development of faculty leaders to promote effectiveness</i>	Clark	Vallejo Harris
4	<b>Guided Pathways:</b> <i>Support and advance the college-wide discussion and exploration of Guided Pathways</i>	Pierro	Lanier Mullin
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>	Ferns	Howerton Pierro
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>	Howerton	Stone