

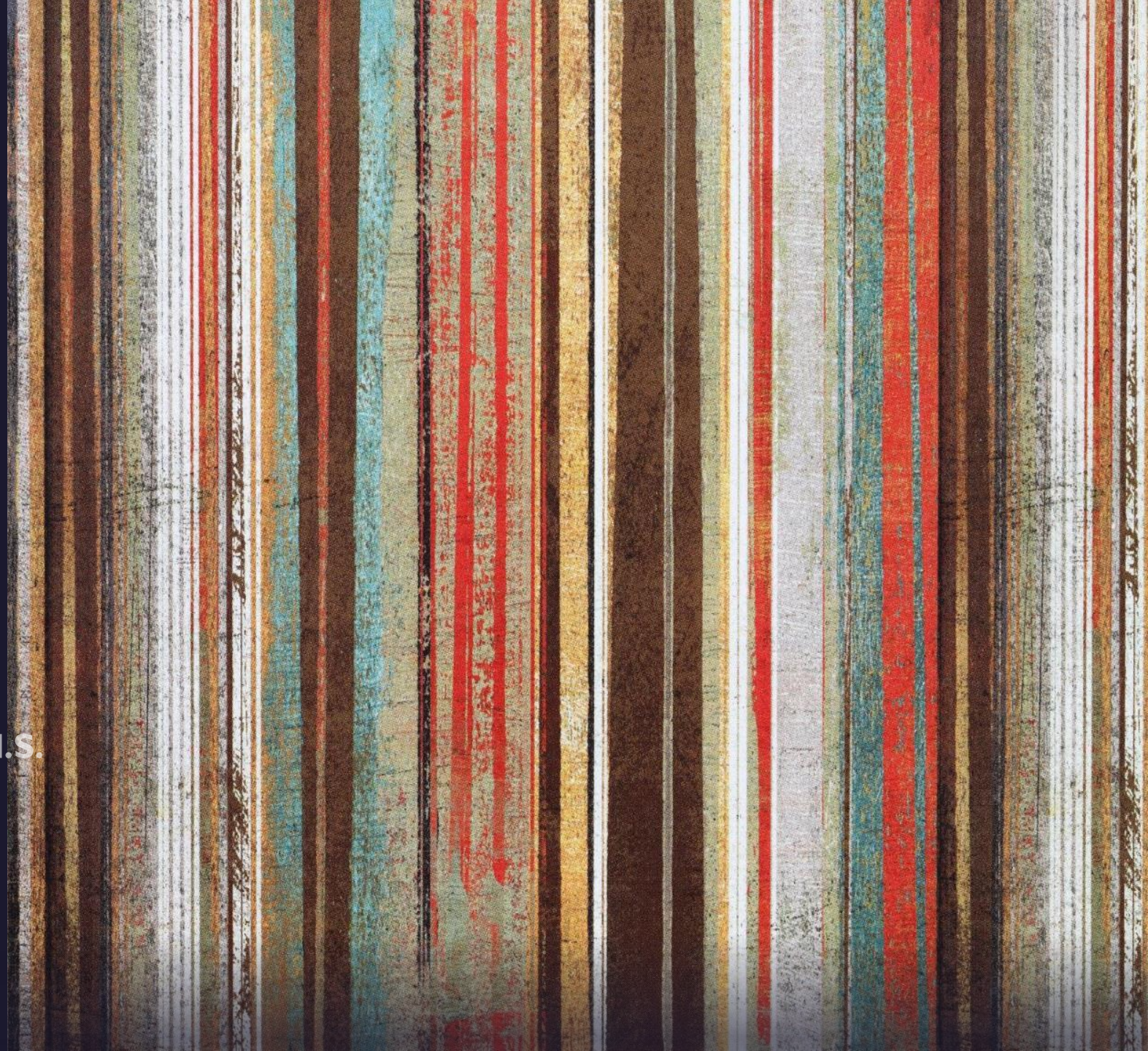
# WCC Academic Senate Orientation for Administration

August 10, 2020

Presenter: **Christopher J. Howerton, M.A., Ed.S.**

WCC Academic Senate President

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# Agenda for Presentation

1. Introduction
2. The Role of the Academic Senate
3. The “10 + 1”
4. Process of Review and Revisions to APs and BPs
5. WCC Academic Senate Meetings/Website/Resources
6. Governance Handbook
7. Questions

# Introduction – Christopher Howerton



- Discipline: Communication Studies
- Joined YCCD in 2007
- Served as WCC's (first and only) SLO coordinator for over 10 years, served 7 years on curriculum committee. Other committee experience includes Communication & Technology Committee, College Council, Budget & Planning, Staffing, Program Review Validation (PIE), DIG (Data Inquiry Group), Accreditation Steering, District Institutional Effectiveness Team, and ad hoc group working on faculty evaluations. Now as Senate President serving on multiple district committees by position (e.g. DCAS, DC3, CLASS, etc.)
- Service on WCC Senate – Since Fall 2013 as an at-large senator, 3 years as VP, and now in my 3<sup>rd</sup> year as President (starting 2<sup>nd</sup> term).
- ASCCC – served on Education Policy, Accreditation, Standards/Practices, and now Legislation & Advocacy. Graduate of their Leadership Academy
- ACCJC – Served on 3 Accreditation teams

# The Role of the Academic Senate

- Document: [Legal Basis: Defining and Understanding the Role of the Academic Senate](#)
- California Code of Regulations, Title 5: Section 53200
  - Defines Academic Senate to mean an organization "whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters."
  - **Consult Collegially** means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:
    - ***Relying primarily*** upon the advice and judgment of the academic senate
    - ***Mutually Agree Upon:*** Agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, or policy of the governing board effectuating such recommendations.
- [YCCD BP2510](#)

# WCC Academic Senate and the “10 +1”

- The Academic Senate of Woodland Community College fosters the effective participation by faculty in academic and professional matters; develops, promotes, and acts upon policies responding to concerns; and serves as the official voice of the faculty of WCC in academic and professional matters. The Academic Senate strengthens and supports the faculty voices at Woodland Community College. According to Title 5 section 53200 (b) of the California Education code, the primary function of the Academic Senate is to make recommendations with respect to the following 10 +1 areas:



# The “10 +1” Areas

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
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. (otherwise known as +1) Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

# What are BPs and APs?

- **BP = Board Policy**

- Board policy is the voice of the Governing Board and defines the general goals and acceptable practices for the operation of the District.
  - Implements federal and state laws and regulations
  - Through these policies the Board delegates authority to and through the Chancellor to administer the District

- **AP = Administrative Procedure**

- Administrative Procedures implement Board Policy, laws, and regulations.
- These address how the general goals of the District are achieved and defined operations of the District
- These include details of policy implementation, responsibility, accountability, and standards of practice.
- ***Note that YCCD AP numbers align with corresponding BP numbers***
- Procedures do not require Governing Board Action

# BOARD OF TRUSTEES

HOME > BOARD OF TRUSTEES

## Yuba Community College District Vision Statement

The vision of the Yuba Community College District Board of Trustees is to ensure student success by:

- Providing an innovative, world-class learning environment;
- Building and maintaining an atmosphere of trust within the college district and with our communities;
- Developing and maintaining programs and facilities that best meet the needs of our students and communities;
- Stewarding resources strategically to meet the diverse needs of our communities and region;
- Providing educational, economic, cultural, and civic leadership for our communities and region.

## Board of Trustees' Values (Adopted 2014)

Knowledge	Respect / Mutual Trust
Stewardship	Student Success
Culture	Openness
Honesty	Courage

## YCCD Board of Trustees Meetings and Minutes

### Board of Trustees

Administrative Procedures

Board Policies

Chancellor

Deferred Action for Childhood Arrivals

General Information

Governing Board Members

Measure Q Bond

Student Trustee

Vision Statement

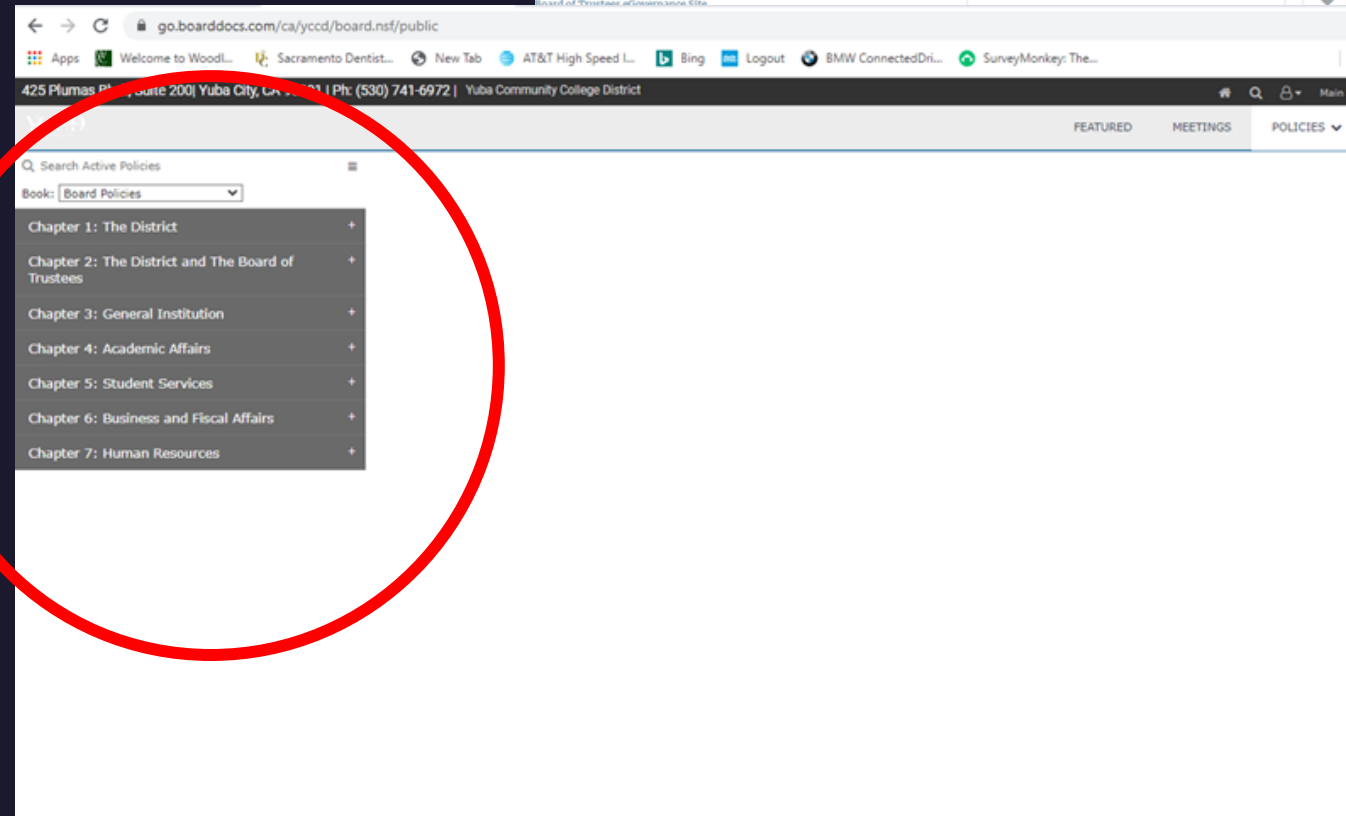
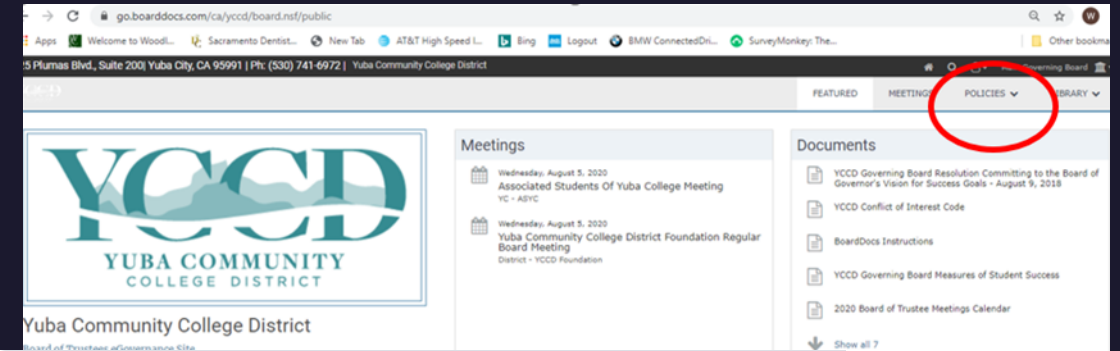
YCCD Area Maps

**HERE!**

**Where do  
you find the  
current and  
active Board  
Policies and  
Administrati  
ve  
Procedures?**



- **AlIYCCD Board Policies and Administrative Procedures are organized by the following 7 Chapters.**
- **Note that each Chapter is expandable to list all the current policies/procedures for these chapters**
- **YCCD has numbered our polices and procedures to conform with the Community College League of California (CCLC)**



# Revisions/Creation of BPs and APs

## **IF 10+1**

- Discussed/developed/debated in DCAS
- Includes both YC and WCC Senates; YC and WCC Administration; and District representation
  - If a “1-3” voted by YC and WCC Senates and District Representative
  - If a “4-10+1) then voted by YC and WCC Senates, District Representatives, AND YC/WCC Administration

## **• IF NOT 10+1**

- Discussed/developed/debated in a various areas as appropriate.
- Shared in DC3 (includes representations from district, FT-faculty, PT-faculty, classified staff, administration from YC and WCC, and YC and WCC Senates)



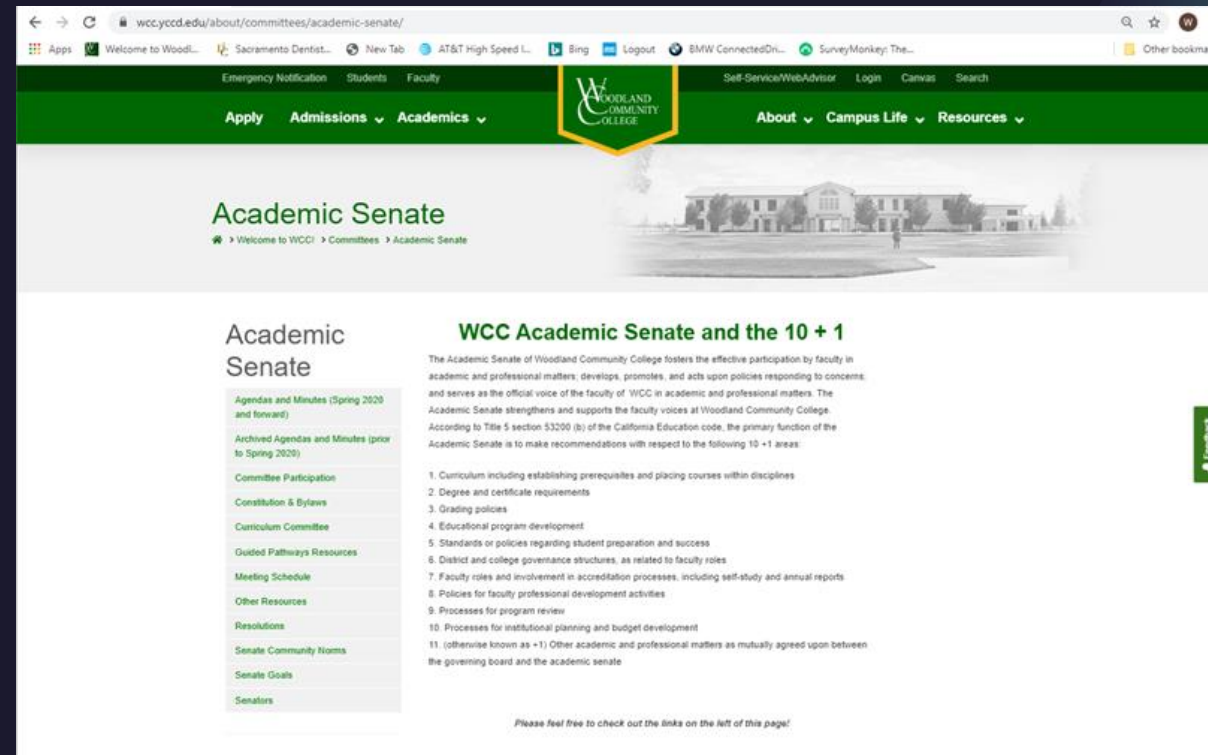
# Types of Revision

- Revisions and creation of BPs and APs can happen at any time during the academic year (especially if there is an emerging issues that needs attention)
- Revisions could be legally required changes, local/permissible changes, and/or revisions by the Senates.
  - Often language suggestion for legal required changes come from the CCLC for consideration.





# WCC Academic Senate Meetings/Web Site/Resources



**WCC Senate Website:** <https://wcc.yccd.edu/about/committees/academic-senate/>

**Links to: Agendas/Minutes, Schedule of Meetings (which are open to all), Link to Senators' contact information (under Senate President, my page also includes all my President's reports to the senate and to the YCCD BOT), plus much more.**

# Special Note about our Meetings & Senate Executive Committee

- All full senate meetings are bound by the Brown Act.
  - Agendas are published at least 72 hours in advance. Once published no new items can be added, discussed, or acted upon.
  - To authorize Senate President's sign-off requires two meetings (one as an introduction/discussion, and the following meeting a debate on vote to authorize signature) – Please plan accordingly. Many state reports such as our Accreditation ISER and mid-term reports, Equity Plans, Grants, etc. Only on very rare occasions will the senate executive committee consider holding a “special meeting” for just the authorization of a signature.
  - Typically meeting schedule is 2<sup>nd</sup> and 4<sup>th</sup> Fridays from 1-3pm. However, our adopted meeting schedule for the year is posted on our website.
- The Senate Executive Committee 2020-2021
  - Consists of 3 members: Christopher Howerton (President), Deanna Pierro (Vice-President), and Aree Metz (Secretary)
  - The Senate Vice-President coordinates faculty appointments to committees and equivalency requests
  - The Senate President and Vice-President meets weekly with WCC Administration, and monthly with Chancellor Houston
  - The Senate President makes official monthly reports to the YCCD Board of Trustees during their regular meetings.

# The WCC Governance Handbook

- Joint responsibility of College Council and Academic Senate – The two main governance groups
- Includes the Operating Agreements for all formally recognized college committees
- Should be reviewed regularly to ensure it is an accurate reflection of our college structures
- Required for Accreditation





**ANY QUESTIONS?**

