



Academic Senate Retreat Agenda

Date: Thursday May 21, 2015

Time/Location: 12-3 PM / Room 113

Senate Roles and Responsibilities (The 10+1)

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| <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 |
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Senators: Matt Clark (President), Donna McGill-Cameron (CTE), Donna Bahneman (Adjunct), Talwinder Chetra (Math & Science), Kevin Ferns (Secretary, FaLaHum), Greg Gassman (Social Science), Pam Geer (Adjunct At-large), Christopher Howerton (At-large), Cheryl Latimer (Student Services)

| Item | Description-Type | Lead | Background and Objective |
|------|----------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I | Approval of Agenda -Action | | Approve agenda of 5/21/15. |
| II | 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. |
| | <i>Discussion</i> | | |
| III | Approval of Minutes-Action | | Review and approve the minutes of 5/8/15. |
| | <i>Discussion/Decision:</i> | | |
| IV | President's Report - Information/Discussion | Clark | |
| | <i>Discussion/Decision:</i> | | |
| V | Committee Appointments - Action | Senate | Objective: Appoint faculty members to committees and senators to senate work groups. |
| | <i>Discussion/Decision:</i> | | |
| VI | Senate/Committee Reports - Information | Senate | |
| | <i>Discussion/Decision:</i> | | |
| VII | Points of Discussion | Senate | <ul style="list-style-type: none"> • WCC Committee Structure • Support for Curriculum, SLO, DE • Constitution and Bylaws • Senate Liaisons • CLC Transition • Compressed Calendar • LAC • Title V (HSI) Grant • Resolutions of Appreciation • Other |
| | <i>Discussion/Decision:</i> | | |

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| VIII | Senate Goals – Discussion | Senate | Background: Annually, at its retreat, the senate reviews its progress on the goals of the Academic Year drawing to a close and develops goals for the upcoming Academic Year. Objective: Review progress on the 2014/15 Senate Goals and develop senate goals for 2015/16. |
| | <i>Discussion/Decision:</i> | | |
| IX | | | |
| | <i>Discussion/Decision:</i> | | |
| X | | | |
| | <i>Discussion/Decision:</i> | | |
| XI | | | |
| | <i>Discussion/Decision:</i> | | |
| XII | | | |
| | <i>Discussion/Decision:</i> | | |
| XIII | | | |
| | <i>Discussion/Decision:</i> | | |
| XIV | Future Agenda Items- Discussion | | Division Chairs, College Catalog, SSS Priorities, Ed Master Plan, Committees, CCOF, WCC Committee Structure, CLC Transition, Constitution & Bylaws, LAC Purpose Statement |
| | <i>Discussion/Decision:</i> | | |

Senate Goals, 2014-2015 (14 goals)

| # | Goal | Who | Status |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------|
| 1 | Curriculum: Create catalog/class schedule subcommittee (via curriculum and scheduling committees), increase faculty awareness, establish program development structure and incorporate with EMP, and create a DE handbook. | McGill, Howerton | |
| 2 | Communication: Advocate for increase in effective communication tools and access. | Howerton, Ferns | Continuing |
| 3 | Grading Policies: Review, update, and distribute Faculty Handbook. | Clark | TBD |
| 4 | Academic Standards: Initiate campus-wide discussion to promote rigor in coursework, DE, and collegiality among faculty, classified staff, administration, and students. | Clark, Bahneman, McGill-Cameron | TBD |
| 5 | Student Success: Identify and address barriers to student success (counseling availability, course offerings). | Latimer, Clark, Bahneman | Student Equity Plan for 2013-14 has been completed and will help drive the work |
| 6 | Faculty Development: Find more opportunities/activities focused on student success. | Chetra, McGill-Cameron | In progress |
| 7 | Improve faculty evaluation process. | Clark, Howerton | In progress |
| 8 | Work to create comprehensive process for Colusa County Outreach Facility (CCOF). | Clark, Chetra, Geer | Early in process |
| 9 | Revise Senate Constitution and Bylaws . | Clark, McGill, Gassman, Ferns | In progress |
| 10 | Professional standards research | Clark | TBD |
| 11 | Sustainability and grant funding | Clark, McGill-Cameron | TBD |
| 12 | Clearlake College transition | Clark, Howerton | In progress |
| 13 | Update the Student Code of Conduct | Bahneman | TBD |
| 14 | Accreditation | Clark, Howerton | Response to Recommendations is nearly complete; work to begin on Midterm Report |



Academic Senate Minutes

Date: Friday April 17, 2015

Time/Location: 1-3 PM / Room 852

Senate Roles and Responsibilities (The 10+1)

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| <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 |
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Senators: **Matt Clark** (President), **Donna McGill-Cameron** (CTE), **Talwinder Chetra** (Math & Science), **Kevin Ferns** (Secretary, FaLaHum), **Greg Gassman** (Social Science), **Pam Geer** (Adjunct At-large), **Christopher Howerton** (At-large), **Cheryl Latimer** (Student Services), **Donna Bahneman** (Adjunct)

Absent: None

Guests: B. James, J. Shah

Call to order at 1:04 p.m.

| Item | Description-Type | Lead | Background and Objective |
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| I | Approval of Agenda -Action | | Approve agenda of 4/17/15 (MSC Latimer/Geer). |
| II | 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. |
| | <i>Discussion</i> | | <ol style="list-style-type: none"> 1. B. James reports that ASWCC has had issues with the election packet. Elections will be held at the end of April to seat officers for the 2015-2016 year. |
| | Approval of Minutes-Action | | Review and approve the minutes of 3/27/15. |
| | <i>Discussion/Decision:</i> | | |
| | <ol style="list-style-type: none"> 1. Minutes of 3/27/15 are approved (MSC Gassman/Latimer). | | |
| IV | President's Report - Information/Discussion | Clark | |
| | <i>Discussion/Decision:</i> | | |
| | <ol style="list-style-type: none"> 1. The report is attached. 2. Clark reports that he will work with YC Senate President Kemble and YCFA to determine how/when to have two required flex days at the beginning of the semester. 3. McGill-Cameron reports that she congratulated J. Shah for achieving tenure at the board meeting last week. She also accepted an award on behalf of all teachers in the district for teachers' appreciation day. 4. Clark is pleased to see CLC filling an English position. 5. Clark received a request to speed up the hiring process of certain open positions by opening them internally and externally simultaneously. He approved the request in consultation with YC Senate President Kemble after being told this is under senate purview. | | |
| V | Committee Appointments - Action | Senate | Objective: Appoint faculty members to committees. |

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| | <p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. HSI Grant Writing Team -Seeking 2-3 full-time faculty members to help with the writing of the HSI (Title V) grant application. Those with working knowledge of Students Services, DE, or Student Success will be preferred. Three volunteers were appointed by Clark: J. Vallejo, S. Lanier, J. Brown. 2. Biology Instructor Search Committee - Seeking one full-time faculty member (not from biology) to serve as one of the two senate reps on the committee. Latimer, Howerton are appointed. 3. Ag Instructor/Dual Enrollment Search Committee - Seeking two full-time faculty member (not from CTE) to serve as senate reps on the committee. N. Kirschner, N. Bruening are appointed. 4. SLO Committee, Student Services Rep - Seeking one representative from Student Services/Counseling. The term is for 2015 - 2018. Currently the committee meets on 2nd and 4th Thursdays at noon. E. Spears is appointed. 5. Curriculum Committee - Seeking a rep from Student Services/Counseling and a rep for CTE for 2015-2018. Currently the committee meets on 2nd and 4th Fridays from 10-12. McGill-Cameron is appointed for CTE and J. Ruiz is appointed for student services/counseling. 6. Faculty, Staff, and Administrative Planning Committee - Seeking one full-time faculty member for 2015 - 2018. The committee meets as needed and does not currently have a regular meeting time (although it will likely meet twice a month next year. Chetra is nominated. 7. Library Advisory Committee - Seeking a rep from Student Services/Counseling and a rep for CTE for 2015-2018. The committee currently meets at 9:00 on 2nd and 4th Fridays. No volunteers came forward. | | |
| VI | Senate/Committee Reports - Information | Senate | |

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| | <p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. McGill-Cameron reports that we have had so many faculty development requests for funding that the pot is almost empty (approximately \$300 is left). 2. McGill-Cameron reports that CTE experienced some confusion regarding the (hiring) advisory committee for the agriculture faculty position. This was reported to Clark, who worked with the dean to resolve the issue. 3. Howerton reports that by May 1 all faculty should complete the employee satisfaction survey. This was emailed to all faculty. 4. Howerton reports that in the current schedule, a number of transfer degrees were advertised and some were left off. 5. Howerton reports that he dropped something in the mail to YC on Monday and it was not picked up until Thursday. We need to verify that our mail is being delivered on a timely basis. 6. Howerton reports that the accreditation response team (ART) is working on a draft report. If you are asked to provide feedback to assist the process, please lend your expertise to the process. 7. Howerton reports that faculty staffing requests are due today. Please forward those to the deans. 8. Howerton reports that the biology instructor job description was put together prior to an EEO representative being on the search committee, and some information was placed on the description that should not have been included. 9. Geer expresses concern that the CCOF task force needs to meet and move forward on its issues. 10. Latimer reports that there is a career fair on April 30 from 10-2. 11. Latimer reports that 200 high school students went through orientation this week for summer and fall. 12. Latimer reports that the Colusa general counseling position will go to the board in the May meeting. 13. Latimer reports that S. Horn spoke with counseling regarding priority registration. It will be either November 16 or November 30 for Spring 2016. 14. Latimer reports that counseling was notified by the dean that an interim counselor for TRiO would be hired. Counselors asked to be a part of the hiring process but were told that they would not be participating. 15. Ferns reports that the FALAHUM Division successfully submitted its faculty staffing requests and prioritized list. The division would like to have updated statistics when working on the requests in the future, as the FTEF/FTES and Full time/adjunct ratios factor into the written portion of the requests. Gassman reports a similar problem. 16. Ferns reports that the CAT met with Peter Skillman this afternoon and that the web site update will begin immediately. Faculty and staff will be able to review/suggest edits and revisions by May 15, and the web site is anticipated to go live by June 1. | | |
| | <p>Compressed Calendar Update – Information/Discussion</p> | <p>Chetra</p> | <p>Background: The district is exploring switching to a compressed calendar. At recent fora questions have been raised.</p> <p>Objective: Receive an update on the results of the fora and current status of the work of the Calendar Committee.</p> |
| <p>VII</p> | <p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Chetra reports that surveys on the compressed calendar went out a few days later than anticipated. No reason was given for the delay. The surveys were sent out to all students via email as well, but the plan had originally been to solicit students in targeted classes. 2. Chetra reports that today’s calendar committee meeting was canceled. He is frustrated because the application is due in June and it appears that work is not being done. He is stepping down from the committee because of the lack of consultation within the committee. It appears decisions are being made in a haphazard way and questions are going unanswered. | | |

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| VIII | Constitution & Bylaws Update – Information/Discussion | Clark, Gassman, Ferns, McGill-Cameron | <p>Background: The senate is in the process of updating its constitution and bylaws. Questions have been distributed regarding possible changes and feedback has been requested.</p> <p>Objective: Receive feedback regarding questions originally distributed at the Feb. 27 senate meeting and updated on March 24. Plan the time-line for finishing the revision of the Constitution this semester, with the intent of revising the Bylaws early next semester.</p> |
| | <p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Please forward feedback on the constitution to Clark by Tuesday of next week. The senate will hold a forum later this semester to go over changes with faculty so that the senate can approve by the end of the semester. The goal is that the constitution revisions would be approved by the end of this semester and the bylaws revisions would be approved next semester. 2. On the topic of allowing full time non-tenured faculty to serve on the senate, further discussion is needed. Howerton would like to know if other colleges are allowing this. 3. Regarding the CLC addition to the senate, this would need to be revisited prior to Fall 2016 when that transition is scheduled to occur. 4. On the topic of tenure, we need to consider whether the senate should be involved in the approval process for tenure. We also need to consider who should be eligible to vote in the tenure process. 5. The issue of term limits should also be brought up and discussed. | | |
| IX | Senate Retreat - Discussion | Clark | <p>Background: Annually, the senate has a retreat at or following the end of Spring Semester, in order to debrief on the year’s activities, set goals for the next academic year, and plan the work for the next academic year.</p> <p>Objective: Discuss time, date, and location of the retreat.</p> |
| | <p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Clark will send out potential dates and times for a senate retreat at the end of the semester. | | |
| X | AP 7161 Flex Guidelines and District Flex Retreat – Information Discussion | Clark, McGill-Cameron | <p>Background: AP 7161 is being updated. A group at YC has drafted changes. In addition to the update there are a number of Flex issues to be explored (e.g., number of Flex days, number of mandatory Flex days).</p> <p>Objective: Begin process for feedback on AP 7161 and discuss strategy for identifying WCC attendees at a Flex retreat.</p> |
| | <p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Please look at YC’s work on AP 7161 and provide feedback to YC. The flex committee will be working on this as well. Please share with constituents as well. Clark will send this out soon. | | |
| XI | Plenary Debriefing, ASCCC Work, and Senate Liasons – Information/Discussion | Clark, Chetra | <p>Background: The ASCCC Spring Plenary took place April 9-11. Among the resolutions passes were three that suggested that local senates establish liaison positions for CTE, noncredit, and legislation and a fourth suggesting that senates establish a process for faculty recognition.</p> <p>Objective: Discuss resolutions that were passed and their impact on WCC. Discuss the need for the recommended liaison positions. We will also discuss the extent to which state issues should be part of our agendas</p> |
| | <p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Clark/Chetra will provide reports on their work at the plenary. These reports will be included in the next senate minutes. At the senate retreat, one issue we might address is the need for senate liaisons. 2. The senate leadership institute is in June (11-13) and Chetra would like to attend. If any others would like to go, space is available. 3. The next senate spring plenary will be in Sacramento. | | |

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| XII | Senate Goals Update – Information/Discussion | Senate | Background: Annually the senate establishes goals. Objective: Update status of 2014-15 goals and begin discussion of 2015/2016 goals. |
| | <i>Discussion/Decision: Not addressed.</i> | | |
| XIII | Future Agenda Items-Discussion | | Division Chairs, College Catalog, SSS Priorities, Ed Master Plan, Committees, CCOF, WCC Committee Structure, CLC Transition, Constitution & Bylaws, LAC Purpose Statement |
| | <i>Discussion/Decision: Not addressed.</i> | | |

Meeting adjourned 3:01 p.m.

| Senate Goals, 2014-2015 (14 goals) | | | |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------|
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| 2 | Communication: Advocate for increase in effective communication tools and access. | Howerton, Ferns | Continuing |
| 3 | Grading Policies: Review, update, and distribute Faculty Handbook. | Clark | TBD |
| 4 | Academic Standards: Initiate campus-wide discussion to promote rigor in coursework, DE, and collegiality among faculty, classified staff, administration, and students. | Clark, Bahneman, McGill-Cameron | TBD |
| 5 | Student Success: Identify and address barriers to student success (counseling availability, course offerings). | Latimer, Clark, Bahneman | Student Equity Plan for 2013-14 has been completed and will help drive the work |
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| 8 | Work to create comprehensive process for Colusa County Outreach Facility (CCOF) . | Clark, Chetra, Geer | Early in process |
| 9 | Revise Senate Constitution and Bylaws . | Clark, McGill, Gassman, Ferns | In progress |
| 10 | Professional standards research | Clark | TBD |
| 11 | Sustainability and grant funding | Clark, McGill-Cameron | TBD |
| 12 | Clearlake College transition | Clark, Howerton | In progress |
| 13 | Update the Student Code of Conduct | Bahneman | TBD |
| 14 | Accreditation | Clark, Howerton | Response to Recommendations is nearly complete; work to begin on Midterm Report |

President's Report

April 17, 2015

Meeting with WCC Administration –

(4/7)

1. We discussed the composition of the team that would write our Title V grant. The administration would like two faculty members (preferably one from Student Services and one from DE) to work with VP Konuwa and Dean Senecal to write the grant. [In a later discussion I asked that someone with knowledge of the work of Student Success be added and Konuwa agreed.]
2. We received information about an upcoming equity summit (May 6&7).
3. We received updates regarding hiring committees for admin assistants for the deans, faculty positions, and administrative positions.
4. We received an update on the status of dual enrollment talks with WJUSD and the upcoming summit.
5. We were informed that auto-calls will go to high school students informing them of our summer and fall registration.
6. President White indicated that a decision has been made regarding the transfer requests to the position Ortiz left. He further indicated he would like to explore the newly vacated position with counselors before going out to fill that position.

(4/14 – canceled for CHEX retreat)

DCAS (3/5) – Highlights:

1. We agreed that the FLEX work (AP 7161 and connected issues) should likely be moved to Fall '15. However Kemble asked that we provide feedback regarding the work by the YC FLEX group on revising the AP. [In a subsequent email, Kemble suggested that we could update the AP more efficiently if we pared it to only district issues and then had addendums that contain college specific information.]
2. We briefly discussed the IEPI work. Kemble expressed frustration that after the YC College Council recommended tracking the minimum number of indicators, the YC administration has suggested tracking all 18. [In a subsequent email, Dean Senecal has forwarded target recommendations for senate consideration next week.]
3. We received updates on the status of APs dealing with articulation, graduation requirements, DE, grade changes, prerequisites and co-requisites, and (wait for it...) enrollment priorities. A task force has recommended (but not overwhelmingly) that only district units be used. [In a subsequent

rmail, Kemble informed me that the YC senate approved the recommendation. At our next meeting we will discuss the suggestion that ASWCC members and their counterparts in ASYC and CLC be granted priority registration.]

4. Kemble and I expressed concern that a lot of budget work, including changes in processes, is being done in CHEX. Since budgetary processes are 10+1, I will write an email to the Chancellor and Vice Chancellor expressing this concern.

Sabbatical Leave Task Force (4/13) – Highlights:

Very little progress was made at this meeting. It was clear that committee members had not done their homework and there was also a series of exchanges between Chancellor Houston and YCFA President Mathews regarding language, hyperbole, perceptions, realities, and semantics.

Board of Trustees Meeting (4/9) – McGill-Cameron attended in my stead, so I’m not quite sure what I said.

PRVT (4/16) – Canceled to allow attendance at Dual Enrollment Summit.

Budget and Planning (4/16) – Canceled to allow attendance at Dual Enrollment Summit. A fifth Thursday will be leveraged to complete the work needed to meet the changing targets coming from CHEX (see DCAS report).

Bachelor’s Degree Task Force Workgroup (4/16) –

Suffice it to say that there are way too many unanswered questions and problematic issues to understand how this even became a pilot. We should likely consider ourselves lucky that we are not in the pilot. [BTW, this is a second ASCCC committee on which I have “volunteered” to serve.

Miscellany

1. Professor Strode would like the senate to work with the Diversity Committee on LGBTQIA issues including the establishing of “safe-zones” on campus.

2. Professors Asmus and Kirchner are at CLC today to continue curriculum work with the CLC faculty. They have already put in more work at CLC than a former interim dean of CLC stated would be required if CLC transitioned to be part of WCC.

3. ART decided not to rush the sub-change work. This will leave a narrower margin for error when we do the work. Part of the decision was based on the ability of YC counterparts to complete the work soon.

Constitution & Bylaw Revision Questions

Questions relating to membership –

- Do special meetings count in determining attendance?
- Is past president subject to attendance rules?
- Is past president as voting member?
- How should we define term of incoming president after a resignation?

Questions relating to roles –

- Should role of secretary be expanded?
- What sub-committees need better definition?

Questions relating to division structure –

- Move nutrition to M&S?
- Move philosophy to FaLaHum?
- Library/SSRF placement?
- Is the current division structure appropriate?
- Location of divisions in the document?
- Will CLC be a division?

Questions relating to processes –

- Should constitution and bylaws have the same requirements for revisions?
- What portion of either should be moved to Supplemental Procedures?
- Should we establish a (stricter) process for resolutions that conflict with previously passed resolutions?
- What role should adjunct senators play in tenure processes? What about a senator that is full-time, but non-tenured?
- Should the election of the secretary take place at the same meeting as the election of the VP?
- Does two consecutive terms for president mean elected or any?
- Should the summer designation of powers be part of the document? If so which portion?
- Do we wish to reconsider the voting weights?
- Should a senate calendar be established and placed in “supplemental procedures”?
- Robert’s Rules of Order?
- What process should be used for nominations of VP and of secretary?
- Does the president vote in election of VP and secretary?
- How are ties to be broken in elections?
- Does attendance at ASCCC events that conflict with senate meetings count as an absence? Other conferences?
- Which of the above (entire list) belong in Constitution? In Bylaws? In Supplemental Procedures?

Others? – Any other we should consider?