

Article II – Purpose:

The purpose of the Academic Senate shall be to represent faculty as a vital element of a system of shared governance with regard to academic and professional, personnel and fiscal matters, as specified in Section 70901 of the California State Education Code, Title V of the California Code of Regulations and State Center Community College District Board Policies.

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(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; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Willow International Community College Center

Academic Senate Minutes

January 8, 2013 @ 4:00 – 5:00 pm.

AC1-275

1. Call to Order
4:03 pm
2. Roll Call

Executive Committee:

Position	Officer	Present	Absent
President	Jeff Burdick		X
Vice President	Diane Schoenburg	X	
Secretary/Archivist	Jon McPhee	X	
Curriculum Chair	Cynthia Elliott	X	

Senators:

Department	Senator	Present	Absent
Student Services	Erica Johnson	Ralph Munoz is substituting.	
Student Services	Naomi Forey	X	
Math and Sciences	Jason Gardner	X	
Math and Sciences	Courtney LaTorraca	X	
Business and Social Sciences	Ray Tjahjadi	X	
Business and Social Sciences	Matthew Alanis	X	
Humanities	Stephen Dent	X	
Humanities	Jennifer Simonson	X	

Guests:

Ralph Munoz is substituting for Erica Johnson.

3. Approve Agenda

Ray Tjahjadi Moved; Jennifer Simonson Seconded.

4. Approval of Minutes - Meeting of November 27th

Cynthia Elliott moved with a minor change: 2+2 for academic, not educational purposes. Stephen Dent Seconded.

5. **Officer & Committee Reports**

5.1. President – Jeff Burdick

No new report. See Duty Day Report.

5.2. Vice President – Diane Schoenburg

There are ongoing DBRAAC Operating Agreement issues. Fresno City College is proposing a change from each center having two reps to instead Fresno City would have three reps,

Reedley College would have two, but Willow International would only have one. Jeff suggested that representatives should be for the district not their own college. What they are proposing is not fair to the students. It will be discussed at the DRAM this Friday.

5.3. Secretary/Archivist – Jon McPhee

I will send out a Pre-Draft version of the minutes soon after each meeting to those who attended the meeting. That way you all can correct me before I send out the regular draft. I will send out the regular draft within two days of the meetings to all faculty.

5.4. Curriculum Chair – Cynthia Elliot

No report.

6. Old Business

6.1. DE/District Technology Committee: Discussion – Jason Gardner

The ad hoc committee asked me to explore distance ed. I sat down with the Tech DE specialists. There is too much overlap.

An idea was to make is a sub-committee.

There's a summary I put up there (under meeting materials) to make a North Centers Technology and distance ed. committee with dual co-chairs. I would like Thomas Mester to chair and have a faculty co-chair.

The whole committee would meet and the sub-committee would meet separately. Willow DE subcommittee would also be a subcommittee of the Reedley committee.

The operating agreement is the current NC tech operating agreement and the Reedley College distance ed. committee along with added language to make it work.

Do we want to form a workgroup or talk about it as a Senate? We will also present it to CCC.

Diane: What is the structure at FCC?

FCC has a very big distance ed. committee. The Tech committee is another committee.

Jason: Reedley thought it was a good idea. They are farther along.

Jason: Jeff's idea was to put something to CCC that we want and let them go from there.

Cynthia: I would like something added about virus and threat protection.

Cynthia: I move to have Jason fix this and bring it back for a first read.

Ray: Present what you have with a little tweaking for a first read next meeting.

Jason: The Dean of Instruction, Tom should be the chair. We should have 4 faculty members, and 6 members from other constituencies.

Jason: What's the current status of district tech committes?

Ray: I believe the task force isn't close to create a standing committee. I think we need to lead this. I'm glad to see ASB is there. We have to take the lead.

Dianne: So someone from here will be on the district committee?

Jason: we will have to work on that.

I need to add something about communication with Reedley.

7. New Business

7.1. Curriculum 2+2 process – Single Read by Cynthia Elliott:

Jeff Burdick asked me to put together a 2 plus 2 project so that high school classes would count at the college level so students would come in English 1A ready. Reedley misinformed me that 2 plus 2 can only be used for career technical. The restriction is that it cannot be used for transfer level courses. But, this can be used for Eng 125. Here is a process.

These are some of my ideas:

(see 2 plus 2 process on meeting materials)

This would be for any course like remedial math, etc.

Every two years it has to be reviewed automatically.

Jason: How do we ensure the level of rigor is there? Is there a way to assess the teachers? Is there a way to develop an assessment tool? Maybe just what is their final?

Cynthia Elliott liked this idea and wants time to follow up on it.

Dianne: We can't approve it as a single read yet.

7.2. New DRAMT/DBRAAC committee member

Arla Hile is potentially willing to take over. We announced it at duty day. We will send out one final e-mail

Ray: Also, we need to recruit two. DBRACC will be in place this fall. We only have one now for the task force, but we will need two. It will happen before the end of the semester.

Ray: We could accomplish a lot more if the meeting is done our way.

The big issue now is the chancellor is not happy with how the meeting is run. There is a push to change the process from a voting process to a consensus process. DBRACC will take place before May.

Cynthia: We don't need another e-mail because we were all there at duty day.

Dianne: I'll contact Arla to see if she's ready to go with you Friday.

7.3. Representation to the senate: Discussion

Dianne: We should discuss having an adjunct representative to the senate. Jeff said that the state academic recommends that we have one. It's in our constitution.

Jon: I move to post nominations; Cynthia: second.

8. Information Items

- 8.1. BIT
- 8.2. Signature Programs Task Force
- 8.3. CVHEC Common Assessment
- 8.4. HSR Task Force
- 8.5. AACJC: Form for changes to Academic Standards & Practices

9. Future Agenda Items

- 9.1. AA-T Degree Revised Timeline for Implementation
- 9.2. District Strategic Plan

10. Adjournment: Next Meeting – January 22nd

Willow International Community College Center's Mission Statement: The mission of the North Centers is to provide affordable and comprehensive educational opportunities to a diverse population of students who seek opportunities for basic skills development, associate degrees, certificates, transfer, and lifelong learning that will enable them to become engaged participants in local and global communities. Student success will be measured through a continuous improvement process with an emphasis on student learning outcomes.

Article II – Purpose:

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(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; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Willow International Community College Center

January 22, 2013 @ 4:00 – 5:00 pm.

AC1-275

1. Call to Order

4:04 pm

2. Roll Call

Executive Committee:

Position	Officer	Present	Absent
President	Jeff Burdick	X	
Vice President	Diane Schoenburg	X	
Secretary/Archivist	Jon McPhee	X	
Curriculum Chair	Cynthia Elliott	X	

Senators:

Department	Senator	Present	Absent
Student Services	Erica Johnson		X
Student Services	Naomi Forey	X	
Math and Sciences	Jason Gardner	X	
Math and Sciences	Courtney LaTorraca	X	
Business and Social Sciences	Ray Tjahjadi	X	
Business and Social Sciences	Matthew Alanis	X	
Humanities	Stephen Dent	X	
Humanities	Jennifer Simonson	X	

3. Approve Agenda

Jeff Burdick: We got the new operating agreement for Tech. Is that a first read item? I would like to amend to 6.4 the Willow Tech. We need to offer comments by Thursday to the district tech. Please send me responses.

Cynthia Elliott moved to approve with modifications, Ray Tjahjadi seconded.

4. Approval of Minutes - Meeting of January 8th

Cynthia moved, Dianne seconded

5. Officer & Committee Reports

5.1. President – Jeff Burdick

1. As usual, the budget is up in the air, though it appears that most of the budget will be discretionary to the districts/colleges. There is some discussion about what some of the terminology means. "Administrative" for example needs to be defined.

2. The governor, in a reversal from the legislative analyst's recommendation, is suggesting that most adult school functions be shifted to the community college (the LA's recommendation was the opposite, moving all basic skills to adult ed, administered by the K-12 system). While this would mean an influx of about \$300 million to the CC system, that is inadequate to the task – and K-12 will be lobbying against this, presumably, since

they want the control. Historically, adult ed was a \$1 billion item; a few years ago, K-12 moved 700 million into their general education fund, leaving only the balance.

3. We may be shifting eventually toward an outcomes based funding model. The measurement will not be class success but certificate, degree, and transfer success. Money to a specific college would not be reduced, but the use of that money will be shifted. The models currently under discussion move funding in the same school away from instruction and toward student services (more support for better completion) – but that disrupts the 50% rule and undermines the ability to move people through the system. It will also dis-incentivize basic skills education.

4. We need names of people who should be invited to the Charrette on our strategic planning process. Tentative date is April 11. Community leaders, business leaders, etc.

5 The issue of Willow representation on Sabbatical Leave and Salary Advancement committees continues. President Michael White acknowledges that Willow's faculty must be represented on this committee. The operating agreements have not been revised, so Willow representatives are still technically in place. Communication has not yet been effective.

6. The DBRAAC operating agreement is back with us, and the committee will be formed soon, probably. We already have two volunteers for the committee: Joe Libby and Arla Hile have volunteered for this position.

7. Erik Fritz has had to resign from the District Decision Making Taskforce because of a scheduling problem. We still need a volunteer for this position. The meetings take place on alternate Tuesdays at 3:00 via DL.

8. Erik Fritz took on the EEO advisory committee position.

9. I will be meeting with Chancellor Blue on February 6 with the other faculty presidents. If there are issues, concerns, or ideas, please share them with me. We are hoping to make this a regular meeting to increase communication.

10. I will be attending a Chancellor's Circle meeting – the first – with the new State Chancellor Brice Harris on February 7 in Sacramento. And I will be meeting with Michelle Pilati, state Academic Senate President, on the same day. If the senate has questions about state senate issues, please let me know.

11. Reedley senate actions:

RC is revising their distance ed committee; they are including our distance ed as a subcommittee with the usual language.

RC is also revising the Health and Safety with the same provision.

They are establishing a new standing accreditation committee, and we will have a liaison to that. Having membership there seemed unnecessary.

CVHEC will not be supported by the Reedley senate, though they are leaving individual instructors free to do as they please, which means that we can have representation without any problem.

RC Sabbatical committee (on which we have no representation at the moment) is drafting a letter to the board of trustees requesting (1) that sabbaticals be reinstated and (2) that the board publish their intent in September of each year so people are not working on sabbatical proposals that are exercises in futility. The Sabbatical committee has requested that the combined three senates issue a resolution supporting their letter. I do not see how we can consider a resolution until we have representation on the committee.

5.2. Vice President – Diane Schoenburg

No report.

5.3. Secretary/Archivist – Jon McPhee

I will notify the part-time representatives that were nominated. We will have elections next week.

5.4. Curriculum Chair – Cynthia Elliott

The first curriculum meeting for Reedley College is Thursday.

6. Old Business

6.1. High School Articulation (Curriculum 2+2 process) – 2nd Read

Cynthia Elliott: We've always called this 2 plus 2. Debbie asked me to do an articulation of high school courses. That's what this is. This is non-transferrable.

Jason brought up "how do we know that its meeting our requirement?" so I added that they must meet student learning outcomes. See number 8. We do so by saying that you have to see their assessments. If they are way off than they would no longer be approved.

I wrote in that this must be re-done every two years.

Jason: How does that pass equivalency?

Cynthia: It doesn't pass equivalency. The equivalency language does not apply. They do get credit here. They credit can work for an associate's degree.

Jeff: We would only work with specific classes and specific curriculum.

Courtne: How are we advertising this?

Cynthia: Debby may advertise it.

Jeff: Clovis West is the target school.

Jason: I don't like the language that there is no math equivalency.

Jeff: This puts the responsibility on us to make sure the courses are taught the way we wanted.

Jason: Also the pressure that is exerted makes me nervous.

Ray: What is the state minimum qualification for Math to teach 103?

Jason: A master's degree.

Cynthia: I got this from the ed. Code. It's not 2 plus 2. It's the articulation of high school courses. They must norm with us, give us SLOs and follow the articulation agreement.

Jeff: I move to approve. Jason: I second.

6.2. Revised DBRAAC Operating Agreement – 1st Read

Jeff: The changes here are from Fresno City that they would get 3, Reedley would get 2, and Willow would get 1. They withdrew so we are now at "2, 2, and 2" representation.

Ray: The efficiency is difficult to measure. For example, portables can only seat 24, whereas other rooms can seat more.

Overall, it will do well. When we put all the models in using the new model we are ahead by almost 3 million dollars. This operating agreement will support that.

Ray: The resource allocation model not only determines the fiscal resource but also the human resource. FCC is a high cost center. Some FCC faculty can teach at Willow to distribute cost across District's campuses and to utilize classrooms in AC2.

They said the human resource task force will determine that.

I think that is the charge of this committee. That's why this is important.

6.3. Willow DE/District Technology Committee – 1st Read

Jason: There was an area – number 5 – members of the instructional technology committee is not finished. It would be the four faculty members the two deans.

Matt: Do the infrastructure and technology report to college council?

Jason: Infrastructure goes to CCC, technology goes to us.

Jason: It would be nice to get DE tech people feedback in your divisions.

7. New Business

7.1. EEO Advisory Committee: Volunteer needed

Jeff: I have an EEO. I don't have a DMT – the decision making task force. I need to find a volunteer.

8. Information Items

- 8.1. New DRAMT/DBRAAC committee member(s)
- 8.2. Representation to the senate: Update – Jon McPhee
- 8.3. BIT
- 8.4. Signature Programs Task Force
- 8.5. CVHEC Common Assessment
- 8.6. HSR Task Force
- 8.7. AACJC: Form for changes to Academic Standards & Practices

9. Future Agenda Items

- 9.1. AA-T Degree Revised Timeline for Implementation
- 9.2. District Strategic Plan

10. Adjournment: Next Meeting – February 12th

Willow International Community College Center's Mission Statement: The mission of the North Centers is to provide affordable and comprehensive educational opportunities to a diverse population of students who seek opportunities for basic skills development, associate degrees, certificates, transfer, and lifelong learning that will enable them to become engaged participants in local and global communities. Student success will be measured through a continuous improvement process with an emphasis on student learning outcomes.

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(8) policies for faculty professional development activities;

(9) processes for program review;

(10) processes for institutional planning and budget development; and

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Willow International Community College Center

Academic Senate Minutes

February 12, 2013 @ 4:00 – 5:00 pm.

AC1-275

1. Call to Order
4:05 pm
2. Roll Call

Executive Committee:

Position	Officer	Present	Absent
President	Jeff Burdick	X	
Vice President	Diane Schoenburg	X	
Secretary/Archivist	Jon McPhee	X	
Curriculum Chair	Cynthia Elliott	X	

Senators:

Department	Senator	Present	Absent
Student Services	Erica Johnson	X	
Student Services	Naomi Forey	X	
Math and Sciences	Jason Gardner	X	
Math and Sciences	Courtney LaTorraca	X	
Business and Social Sciences	Ray Tjahjadi	X	
Business and Social Sciences	Matthew Alanis		X
Humanities	Stephen Dent	X	
Humanities	Jennifer Simonson	X	

Guests: Nancy Vagim

3. Approve Agenda
4. Two additions: Title 5 report; and Ray will talk about DRAM. Jennifer Moved, Dianne Seconded
5. Approval of Minutes - Meeting of January 22nd
Cynthia Moved, Naomi Seconded, Jeff abstained

6. Officer & Committee Reports

6.1. President – Jeff Burdick

President's report
2/12/13

1. SCUP (Society of College and University Planning) training went well. Those of us who participated will be attending a two day session in Fall and will become certified as SCUP (Society for College and University Planning) planners. The most valuable things we learned had to do with common language across the district for planning and with the

opportunity sit with people across the district, including administrators, classified employees, and faculty, as peers.

2. Last Wednesday, the four faculty presidents met with Chancellor Blue. She was very open and forthcoming about things that were happening in the district. We discussed Madera's position, and she says that Madera will be a priority. I raised the issue of our FTES funding and noted how many students we were turning away. She is very aware of the situation and is hoping that changes can be made soon. We talked for a considerable amount of time about Reedley and FCC as well. She expressed her desire to work out a solution on the sabbatical issue (Sabbaticals haven't been granted for several years) and is actively looking for a funding source. But it is the board's decision, not hers. A very productive and friendly chat. We have scheduled a follow up meeting for April.

3. I attended the Chancellor's Circle in Sacramento last Thursday. Brice Harris, the new state Chancellor, spoke at length about the challenges we are facing. Among them is the governor's proposed on-line virtual university, outcomes based funding, and legislative requirements for open access course materials. He does not think that the on-line university has much appeal, but he does suspect that it will become a reality because of the governor's backing. He also thinks that outcomes based funding is likely to become a reality, and he will be working toward a sane model. He gave the impression that the open access course materials is probably not worth the effort, but it is legislated, so there isn't a lot we can do.

4. Following the Chancellor's Circle, I had an informal meeting with Michelle Pilates, president of the state Academic Senate. We discussed MOOCs and the possible requirement that we grant credit for MOOC (Massive Open Online Courses) courses despite the fact that these courses have no quality control and do not conform to C-ID standards. Michelle suggested that we have two things in place: a strong and clear credit by examination policy and procedure and a much stronger prereq pathway that will help the priority registration issue.

5. Jon McPhee has offered to fill a vacant senate position on CCC, and we're grateful.

Notes: Diane wondered if the outcomes based funding will encourage pressure to over enroll courses. Cynthia suggested that we do a questionnaire about student responsibility, either as a part of the instructor evaluation or as a class climate for all students. Erica requested that we look at the credit by examination issue during future meetings.

Dianne: Do you see that putting pressure on us to overenroll?

Cynthia: I would like to add to the student questionnaire to have data about student responsibility.

Jeff: Nothing is done yet. These are the governor's proposal.

Erica: Can we add credit by examination as the next agenda item?

None of these courses have CID codes. We should be prepared.

6.2. Vice President – Diane Schoenburg

In the constitution it says committee chairs report to us. Additionally there will be an exit report. Given that we have a record in the minutes, maybe we do not need a written report.

Jason: Without a written report, we could not address if they were doing everything in their operating agreement.

Cynthia: I like them having a choice of either a verbal report, or a written.

Dianne: I was thinking every semester they must give either a written or verbal report and a written exit report when the terms up.

6.3. Secretary/Archivist – Jon McPhee

Daniel Bishop won the part-time elections

6.4. Curriculum Chair – Cynthia Elliott

We took an articulation agreement and gave it to Clovis West High School (ENG 125 is the equivalent course, so they can take ENG 1A when they get here.). I have suspended meetings until we have been given candidacy.

Cynthia: It streamlines the process so they don't have to take the placement exams.

Steve: What's going to happen to curriculum with candidacy?

Cynthia: We officially can't do anything until we have full candidacy. We will work on our CORs. All the preliminary stuff.

7. Old Business

7.1. Adjunct Rep Election Update – Jon McPhee

Daniel Bishop won the election.

7.2. Ray Report

Ray: In the meeting I sat in with Arla there was talk of a transfer plan. One interesting thing is Reedley College made a motion is off the top will be cut, and the rest will be divided on FTES. We would be following the same model as the past. The motion failed. I proposed we have to do the same thing and come out with a formula. Let's focus it on the student. If we maintain the faculty obligation cost the students will be neglected. This is a chance to have Willow take the leadership and influence the District people.

Jeff: The danger is they may starve us of FTES to keep our funding down.

Steve: If it's a three year plan, why don't we divide it into thirds?

Jeff: I think we should go three years.

Jason: Is there an agreed upon final formula?

Ray: we are working on the transition to that. There will be a three year transition plan.

7.3. Revised DBRAAC Operating Agreement – 2nd Read

Ray moved to support the DBRAC, Cynthia seconded. Motion carried.

7.4. DE/District Technology Committee – 2nd Read

Dianne: I would like to spell out Willow International Community College Center once than use an acronym.

Dianne: on 2e. we've added "assessment measures that evaluate the success of distance education and technologies used in fact-to face courses"

Jason: We noticed a lot used in distance ed were blended in face-to face courses.

Dianne: Are we supposed to have an expected outcome?

Jason: There is a plan from Reedley of how to assess it. We are not saying they need to have SLOs, just that there needs to be a way to measure if its succeeding. There's a framework in the plan for how each department should be evaluating.

Jeff: We need to add active engagement verbage.

Cynthia: I propose that we look this over for 48 hours. Within that period give our suggestions to Jason. At the end The secretary will send the completed document to the senate to see if we agree.
Jeff Seconded.

8. New Business

- 8.1. District Decision Making Committee – volunteer needed
- 8.2. AR 7120 - discussion

It's the document that governs how we hire full-time faculty. We will have it in a few weeks for first read.

9. Information Items

8.1 Title V

There is a title 5 meeting on February 19th at 2:00 in the Clovis center. The invitation will have meeting topics. You can come to the event or provide Erica and Jennifer with feedback.

8.2 BIT

8.3 Signature Programs Task Force

8.4. CVHEC Common Assessment

8.5 HSR Task Force

8.6 AACJC: Form for changes to Academic Standards & Practices

10. Future Agenda Items

- 10.1. AA-T Degree Revised Timeline for Implementation
- 10.2. District Strategic Plan

11. Adjournment: 5:11 pm

12. Next Meeting – February 26th

Willow International Community College Center's Mission Statement: The mission of the North Centers is to provide affordable and comprehensive educational opportunities to a diverse population of students who seek opportunities for basic skills development, associate degrees, certificates, transfer, and lifelong learning that will enable them to become engaged participants in local and global communities. Student success will be measured through a continuous improvement process with an emphasis on student learning outcomes.

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(8) policies for faculty professional development activities;

(9) processes for program review;

(10) processes for institutional planning and budget development; and

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Willow International Community College Center

Academic Senate Minutes

February 26, 2013 @ 4:00 – 5:00 pm.

AC1-275

1. Call to Order 5:00
2. Roll Call

Executive Committee:

Position	Officer	Present	Absent
President	Jeff Burdick	X	
Vice President	Diane Schoenburg	X	
Secretary/Archivist	Jon McPhee	X	
Curriculum Chair	Cynthia Elliott	X	

Senators:

Department	Senator	Present	Absent
Student Services	Erica Johnson	X	
Student Services	Naomi Forey		X
Math and Sciences	Jason Gardner	X	
Math and Sciences	Courtney LaTorraca	X	
Business and Social Sciences	Ray Tjahjadi	X	
Business and Social Sciences	Matthew Alanis	X	
Humanities	Stephen Dent	X	
Humanities	Jennifer Simonson	X	

Guests: Rebecca Starr

3. Approve Agenda
Modified by adding sabbatical Reedley first read.
Dianne moved; Cynthia seconded.

4. Approval of Minutes - Meeting of February 12th
Cynthia moved; Jennifer Seconded. Matt abstained.

5. Officer & Committee Reports

5.1. President – Jeff Burdick

President’s report 2/26/13

1. Parking enforcement will begin later this week. Parking and patrols.

2. Smoking policy is being reviewed. Becky Allen has asked about enforcement. Debbie says that administrators are doing what enforcement there is, but there are no "teeth" in the rules without going to the board of trustees for approval for a specific plan.
3. DBRAAC is expected to go to the Chancellor's Cabinet next Monday with approval recommended. The actual committee will be started relatively soon.
4. AR7120 (HR regs for full-time employment for faculty) is being reviewed. Tony Abbott is our liaison for this effort.
5. It appears that we will be restoring FTES next semester, though specifics will come out of the board of trustees. [addition after the BOT budget meeting: The increase of FTES is expected, but the timing is not known. There are several steps between the budget proposal by the governor and the actual decisions being made by the BOG and by the legislature; among considerations for our BOT are the lingering shortfalls for deferred maintenance, for health insurance for retirees, and for paid sick leave – all of which are being stop-gapped rather than planned and budgeted]
6. The board retreat is March 22-23. The senates will be participating in a shared governance workshop with the board. Michelle Pilates and Scott Lay will be leading the workshop. This is a great opportunity to increase the awareness of shared governance for all of us. We will be also be involved in a technology "visionary" session led by Liz Murphy from Campus Works.
7. The Spring 2014 schedule for starting school is being modified, probably at the next board of trustees meeting. The original schedule has a January 2nd duty day with classes beginning on the 6th. The revised schedule will begin January 9 for duty day. This gives counseling and standards the time to process petitions, etc. before school starts and extend our winter break – and, of course, moves back the end of the term. Lacy suggested that we move the presidents' weekend to Saturday through Tuesday to avoid losing two classes from a MWF class and spread the missing classes to both MWF and T/TH.
8. Reedley College is establishing a standing accreditation committee, and we will have one liaison position. They will be meeting only occasionally, so this should not be a big burden. We remain interested in RC's accreditation status because ours depends on theirs. I will eventually be asking for a volunteer.

5.2. Vice President – Diane Schoenburg

No report

5.3. Secretary/Archivist – Jon McPhee

Nor report

5.4. Curriculum Chair – Cynthia Elliott

I reinstated the curriculum project event though we weren't advanced to candidacy.

The Curriculum Committee Project will look at credit by exam to see if it needs updating or editing.

The English dept. at Reedley College found that there is supposed to be a high school articulation officer. We now need to create one and put the BP Board Policies.s and ARs in alignment. They would then take over the Clovis West articulation.

People who are taking MOOCs (Massive Online Open Courses) are getting college credit for that.

6. Old Business

6.1. BIT – Naomi Forey/Cynthia Elliott : Discussion

Cynthia: There is a draft proposal. The committee meets tomorrow to go over it. Naomi has done an excellent job. It looks well planned to me . We will go over it one last time.

We want to add a way of reporting so you don't need proof or names. Unlike the SARs. So we can look for patterns outside of classes.

6.2. AR 7120 – Discussion

Jeff discussed. Tony Abbott is working on it. Minor changes.
We should have a clarification of confidentiality.
Confidentiality should start when the committee convines.

7. New Business

7.1 Reedley Sabbatical Resolution first read.

7.2 Credit by Exam Policy – Discussion

Cynthia: Students in MOOCs may want to use our credit by exam option to get college credit for their classes. This could be a threat or a boon depending on how we manage credit by exam.

7.3 Student Questionnaire – Discussion on Possible Revisions

Cynthia: I wanted to add items to the questionnaire to see if they are getting the text, what was the most difficult assignment, how their attendance is, etc. Their preparation, what was good about the class, etc. How would you gauge their attendance.

Rebecca: I have old evals from Illinois. I could provide them to you.

Cynthia: I would like a new task force to make a new eval.

Erica: Counseling is using a different form. Are we going to do a new one of those?

Rebecca: Illinois allowed teachers to choose questions from a bloc.

Jennifer: We should ask “What grade do you anticipate getting in the course”?

Steve: We should make it clear that there is two tasks: To revamp the questionnaire and create a Survey for Instruction and student services.

8. Information Items

8.1. Signature Programs Task Force

We met. We are not sure what a signature program is.

The charge is to look at career technical programs only and to determine what criteria define them as successful.

8.2. CVHEC Common Assessment

Jason: We are not doing anything about it.

Cynthia: We are meeting in March.

8.3. HSR Task Force

8.4. AACJC: Form for changes to Academic Standards & Practices

9. Future Agenda Items

9.1. AA-T Degree Revised Timeline for Implementation

Steve: Who is our AA transfer degree guru? Tasha Hutchings & Erica Johnson are well-informed.

I want everything mapped out as to the steps that should be taken.

Do I need to adjust our curriculum to match up perfectly with the CID?

Who do I send it to? How do I get it approved?

What are the specific steps I need to take to get an AA transfer degree in Studio Art?

Talk to the Curriculum Committee. Submit the package to curriculum committee, then the chancellor's office.

Contact Lore Dobusch and Cheryl Hesse.

Steve: It would be a good idea to have a flex day on the process. Some type of in service workshop.

9.2. District Strategic Plan

10. Adjournment: 5:04

11. Next Meeting – March 12th

Willow International Community College Center's Mission Statement: The mission of Willow International Community College Center is to provide affordable and comprehensive educational opportunities to a diverse population of students who seek opportunities for basic skills development, associate degrees, certificates, transfer, and lifelong learning that will enable them to become engaged participants in local and global communities. Student success will be measured through a continuous improvement process with an emphasis on student learning

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(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; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Willow International Community College Center

Academic Senate Minutes

March 12, 2013 @ 4:00 – 5:00 pm.

AC1-275

1. Call to Order 4:05
2. Roll Call

Executive Committee:

Position	Officer	Present	Absent
President	Jeff Burdick	X	
Vice President	Diane Schoenburg	X	
Secretary/Archivist	Jon McPhee	X	
Curriculum Chair	Cynthia Elliott	X	

Senators:

Department	Senator	Present	Absent
Student Services	Erica Johnson		X
Student Services	Naomi Forey	X	
Math and Sciences	Jason Gardner	X	
Math and Sciences	Courtney LaTorraca	X	
Business and Social Sciences	Ray Tjahjadi	X	
Business and Social Sciences	Matthew Alanis	X	
Humanities	Stephen Dent	X	
Humanities	Jennifer Simonson	X	

Guests: Bill Allen

3. Approve Agenda

Modify the agenda to discuss sabbatical committee at Willow International.
Cynthia Moved, Ray seconded.

4. Approval of Minutes - Meeting of February 26th

Jeff Moved, Cynthia Seconded.

5. Officer & Committee Reports

5.1. President – Jeff Burdick

1. After a meeting with President Ikeda regarding the ramifications of achieving candidacy, I can report what we expect will happen. The DRAM Taskforce will probably be recommending their final model this Spring, and planning for the 2014/15 budget will begin immediately thereafter. The transition will probably allow resources to begin moving toward Willow

international. She emphasized that the district is fully behind our efforts to become a college.

2. The Needs Study, which is a step that must be accomplished before being granted college status will be in the works as soon as the California Chancellor's office completes the revision of the forms necessary. Chancellor Blue and President Ikeda will be in close contact with the state Chancellor's office on this matter to assure smooth sailing.

3. We will be establishing our own committee for salary advancement, and it will be a subcommittee of RC's committee. Kelly Fowler and I will work on the operating agreement, and we will hope to have a draft ready for our next meeting.

5.2. Vice President – Diane Schoenburg

I'm updating the committee list.

5.3. Secretary/Archivist – Jon McPhee

No report.

5.4. Curriculum Chair – Cynthia Elliott

I will convene the curriculum and discuss credit by exam.

Jeff: We will have a curriculum clerk by fall.

5.5. Academic Standards Semester Report – Bill Allen

It's getting better. The problems we've had with Reedley have improved. I met with Reedley's and FCCs chair two weeks ago. We came to the agreement that at the beginning of the semester we are supposed to meet on Thursday look at petitions to be reinstated. They must have a good explanation why they failed all three. Due to the time constraints whatever one campus approved will be approved by all others.

We've tried to set our guidelines. When a student applies to alleviate a grade the Reedley stance has always been any general ed course is denied. The only time they will alleviate it is if a course is no longer offered. We think we should look at it on a case by case basis.

Reedley rubber stamps our denials but not our approvals. Overall it's improving.

Jeff: Is the idea to create a hand book to help case-by case decisions?

Bill: There's still some grey area, so it's good to look at a case by case decision.

Jeff: We believe we are going to get more autonomy as a result of getting candidacy.

Bill: We got all of Reedley's current forms and put them on our website.

5.6. DRAM – Jeff for Arla Hile

6. Old Business

6.1. RC Sabbatical Resolution – 2nd Read

Jeff: This was presented to the board of trustees last Tuesday. FCC is working on their own resolution. The recommendation was that we move to support the resolutions of the other two colleges.

If we support Reedley we should support both at the same time. This is an argument for sabbaticals.

WI Sabbatical Proposal – Discussion/1st Read – add to agenda the sabbatical committee met but did not notify Bill or any of us. They made the move to

There are four proposals from Reedley College. One from here, one from Madera, and two from Reedley. We could either re-join their committee or create our own.

The problem is the make-up of their new committee. It has 20 people from Reedley on the committee.

The other way to go is to form our own committee and have them agree that one of the sabbatical slots would go to Willow. Bill made the argument that the sabbatical should be a FTES calculation.

Jeff: I think we are safer in ensuring a single slot and have our own committee. Reedley would recognize us in their operating agreement and commit to sending one of their four to Willow.

Bill: Whatever we get now we will have four 20 years.

Bill: With the salary negotiations they have dismissed sabbaticals.

Jeff: Dr. Blue has identified money that she would like to use for sabbaticals this year.

Cynthia: It isn't collegial to come up with a committee structure without us involved. We should create an effective structure and go after the four sabbaticals. This is a contract issue. We can't do it separately.

Bill: We shouldn't be fighting each other.

Cynthia: The original number for sabbaticals was based on enrollment. We need to keep that.

Jeff: We are unrepresented when it comes to Sabbaticals. There are only two more AS meetings at Reedley. We need to hurry if we are going to get at the first read.

Cynthia: This committee at Reedley is illegal.

Cynthia: We need to have both senates come together to design a committee with representation based on enrollment. We should have a task force between the two committees.

Jeff: We have two proposals on the table. One is to go on our own and the other is to create a task force and fight this out.

Cynthia: I think that we should form a task force of members from the Reedley and Willow AS to redesign the sabbatical committee so that representation is assured in a systematic way for 2013/14 until college status.

Jason: Whereas the decision by Reedley college to form a sabbatical committee without our input violates the contract.

A vote was taken to create the task force. We will make a recommendation to Debbie.

- 6.2. Response to Hiring Practices – Discussion – add to agenda
- 6.3. Credit by Exam Policy - Discussion
- 6.4. Student Evaluation Survey Task Force – Discussion

Cynthia: We need to improve the student evaluation survey. Ex: The perception of student attendance and whether or not they use their text books.

7. New Business

7.1 Willow Sabbatical - Discussion

8. Information Items

8.1. Decision-Making Task Force Links (Authorization for Academic Senates)

They are discussing the age of the buildings and the efficiency. They suggested the old model that we use before. They are discussing a transition plan. Our people are trying to keep HR costs out of the equation.

9. Future Agenda Items

- 9.1. WI liaison to RC Accreditation Committee
- 9.2. Committee Reports for SP13 – Equivalency, Flex, Curriculum, PR, SLO
- 9.3. BIT Update – Naomi Forey
- 9.4. AA-T Degrees: Flex Day Activity & Revised Timeline for Implementation
- 9.5. District Strategic Plan

10. Adjournment: 5:12.

Next Meeting – March 26th

Willow International Community College Center's Mission Statement: The mission of Willow International Community College Center is to provide affordable and comprehensive educational opportunities to a diverse population of students who seek opportunities for basic skills development, associate degrees, certificates, transfer, and lifelong learning that will enable them to become engaged participants in local and global communities. Student success will be measured through a continuous improvement process with an emphasis on student learning

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(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; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Willow International Community College Center

Academic Senate Minutes

April 9, 2013 @ 4:00 – 5:00 pm.

AC1-293 (* Note the new room.)

1. Call to Order
5:04
2. Roll Call

Executive Committee:

Position	Officer	Present	Absent
President	Jeff Burdick	X	
Vice President	Diane Schoenburg	X	
Secretary/Archivist	Jon McPhee	X	
Curriculum Chair	Cynthia Elliott		X

Senators:

Department	Senator	Present	Absent
Student Services	Erica Johnson		X
Student Services	Naomi Forey	X	
Math and Sciences	Jason Gardner	X	
Math and Sciences	Courtney LaTorraca	X	
Business and Social Sciences	Ray Tjahjadi	X	
Business and Social Sciences	Matthew Alanis	X	
Humanities	Stephen Dent	X	
Humanities	Jennifer Simonson	X	

Guests: Ed Eng, Deborah Ikeda, Michael Stannard

3. Approve Agenda
Jeff: We need to strike 7.1.
Change program discontinuous to 2nd.
4. Approval of Minutes - Meeting of March 12th
Jennifer Moved, Courtnie Seconded.
5. **Officer & Committee Reports**
5.1. President – Jeff Burdick

Independence: The big news is our independence from RC for the senate and senate committees except curriculum. This will mean that the decisions we make in our committees are ours alone, and they are not subject to approval or review by the RC folk. There are things to be worked out, including sabbatical leave processes, which are college-focused right now. Debbie Ikeda is also working toward establishing our own salary advancement committee; a draft operating agreement will be under consideration today. I contacted Lacy Barnes with a "heads up" on these issues.

Sabbaticals: Also on the issue of sabbaticals: the board of trustees approved seven sabbaticals for next academic year. The seven have been identified tentatively, but the issue of proportionality among the campuses must be addressed with Lacy Barnes. The final announcement of who will be receiving those sabbaticals will be announced at the May board meeting after the vote.

The issue of sabbaticals is something that the four faculty presidents (FCC, Madera, RC, and Willow) worked on with the chancellor through much of this semester. From the beginning, Dr. Blue was supportive of the idea of identifying money that could be set aside, and she continued her advocacy – and her communication with the presidents – throughout the process.

Board of Trustees Retreat:

On March 23 (while most of you were vacationing), I was at a board of trustees retreat that was focused on shared governance. The chancellor opened the meeting by noting that the district was not doing a good job of shared governance, and that we needed to institutionalize the processes so shared governance was always honored. Michelle Pilates, outgoing president of the state academic senate, and Scott Lay, president of the community college league, spent nearly two hours explaining how shared governance worked – and how it was a benefit to districts and colleges. This was followed by a very open exchange of views by the attendees, which included all of the trustees, district executives, all three college presidents, and all faculty and classified staff leaders: union reps, presidents of academic senates and classified senates, etc.

The afternoon was spent on a “visioning” session on the future of technology in our district. This is an on-going process.

The theme of shared governance is central to the presidents’ group, which will be meeting on a regular basis with the chancellor.

Area A meeting (also while most of you were vacationing):

The resolutions are being rewritten and are available on <http://www.asccc.org/events/2013/04/2013-spring-plenary-session>

The most controversial issues seem to center on teacher preparation minimum quals and kinesiology minimum quals, both of which now have competing resolutions.

Please read through the titles and communicate any thoughts about the resolutions. It is important to let me know what the intent of your support or non-support is – the resolutions change form at the Plenary session, and so support for one resolution now might not be the final choice at the session.

The best guess on the legislature is that we will be getting adult ed added to our curriculum. Actually, the intent is to have it land in our laps this July 1, which is ludicrous, to say the least. The chancellor’s office is trying to slow things down, but it is possible we will have it by July 2014.

Current legislation that concerns us (there are many, and I have a chart, but these are the highlights):

AB806: The 50% rule, which does not include counselors, would become the 52% rule with counselors in the mix.

SB397: A veterans’ educational program with financial credit given to institutions who participate.

SB520: California virtual campus with credit for for-profit courses (National University's class will be equal to a UC course?).

SB547: On-line general education consolidated for community colleges, CSU, and UC in a joint program.

Two new papers will be adopted by the state senate: One on faculty evaluation and one on credit by exam (which may become very important with the move toward on-line and for-profit credit).

Faculty presidents and chancellor meetings: The four faculty presidents (Madera, FCC, RC, and WI) are meeting regularly with the chancellor to discuss shared governance issues. The chancellor is looking for ways to institutionalize the shared governance procedures. The right regulations and policies are in effect, but the processes have not been developed. Chancellor Blue is working with us toward a model that will ensure that issues that should come before various constituent groups (like Academic Senate) are routinely sent out. As it stands now, we often hear about things that are happening and must stop the process for our review. She is hoping to have a tentative model to present to the Chancellor's Communications Council at the end of the month.

District news: The DBRAAC operating agreement has been approved by the chancellor's cabinet, so the DRAMT task force will be shut down. The Willow Senate approved this months ago and re-approved it recently when there were some minor changes.

There has been considerable disagreement on this issue, most of it based on a misunderstanding of what was being asked for. The DRAMT had developed a general model for resource allocation. The DRAMT had also written an operating agreement. Somehow, many people were confused that to vote for the operating agreement also meant voting for the model for resource allocation, which is not the case. There is considerable work for the DBRAAC to do to refine, modify, etc.

Joe Libby and Arla Hile have agreed to serve as faculty representatives on DBRAAC.

The Integrated Planning model (also approved by WI's senate) is nearing approval by chancellor's cabinet.

The AR 4260 document, which we will be looking at today, will be implemented by VC George Railey. We will probably be looking for people who are familiar with curriculum to support that effort, but there is nothing definite yet.

5.2 Vice President – Diane Schoenburg

No Report

5.3 Secretary/Archivist – Jon McPhee

No Report

5.4 Curriculum Chair – Cynthia Elliott

The Willow International curriculum project will meet next Monday at 3:00. We are replacing Ann Brandon with Erik Fritz.

6. Old Business

6.1. Revised DE/Tech Operating Agreement – 2nd Read

We are going to have a 6 unit distance ed coordinator. ACCJC put out a whole bunch of regulations. The coordinator needs to know how to do them.

The operating agreement was written by Jason.

Jeff: I went through and added the DE position.

Jason: I can point out the things that have changed:

On pg 2 the purpose of the distance ed sub-committee. Academic Senate and CCC are joint jurisdiction for the sub-committee.

There is some language that Kelly added for compliance on policy and procedure.

Other than those it's the same position.

Jason: How do we want to deal with the distance ed coordinator?

Jeff: I added a person. It gives us one more faculty vote.

Jeff: Can we have a motion?

Jason moved with changes; Ray seconded.

7. New Business

7.1. Revised Equivalency Committee Op Agreement – 1st Read

7.2. Salary Advancement Operating Agreement – 1st Read

Everybody go to the webpage and read it for next time.

7.3. AR 4260 – 1st Read

7.4. Program Discontinuance – Discussion

Jason: The number 2 had a couple issues with how the faculty had to agree. If there are no students I don't see how any faculty would agree with the program. I would say that if the Academic Senate agrees then there should be discontinuance. Jason will make an amendment.

Ray moved; Courtnie seconded.

7.5. Board Policy 6200 (formally increases minimum reserves for district from 6% to 15%) – Discussion

It's under revision. Chancellor Blue has done a memo explaining.

Ed Eng presentation:

There are two modifications to BP 6200. Unrestricted general reserves shall be no less than 15% instead of 6%.

Deferrals have increased.

Prop 30 passed in the middle of the year. It created scrambling. They still don't know what the number is. I estimate 22.1 million. 20% of what they owe us.

They have had deficits. In 2008-9 we were defecited. Its money they just won't give to us.

Our reserves help us deal with the chaos.

Over the last four years we've had over 11 million in workforce reduction.

They are projecting a deficit this year of a half to one percent. Up to 3 million we won't get this year.

There is uncertainty about how much we will get next year. 127-131.7 million.

It could be restoration of categorical programs. The second bucket is COLA. The third is restoration of enrollment.

I won't know how the money is divided up until June when the budget is passed. We won't know for sure until September.

The money and the planning are not synced up.

7.6. Removal of subcommittee language from senate documents – Discussion

Jason: What's our process at looking at operating agreements?

Jeff: We look at them every two years.

Jeff: If we want to take all operating agreements in, we need to meet during finals week.

Naomi: I think it's important to review them before we approve them.

Jeff: We will do first read next meeting, and approve them during finals week.

8. Information Items

8.1. Need volunteers for summer "emergency hiring" committees
We need names for the summer emergency hiring committee.

8.2. Decision-Making Task Force Links (Authorization for Academic Senates)

8.3. BIT Update

8.4. Credit by Exam Policy

8.5. Student Evaluation Survey Task Force

9. Future Agenda Items

9.1. Committee Reports for SP13 – Curriculum, Equivalency, Flex, PR, SLO

9.2. AA-T Degrees: Flex Day Activity & Revised Timeline for Implementation

9.3. District Strategic Plan

10. Adjournment: Next Meeting – April 23rd

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(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; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

**Willow International Community College Center
Academic Senate Meeting Minutes
April 23, 2013 @ 4:00 – 5:00 pm.
AC1-293**

- 1. Call to Order
4:01
- 2. Roll Call

Executive Committee:

Position	Officer	Present	Absent
President	Jeff Burdick	X	
Vice President	Diane Schoenburg	X	
Secretary/Archivist	Jon McPhee	X	
Curriculum Chair	Cynthia Elliott	X	

Senators:

Department	Senator	Present	Absent
Student Services	Erica Johnson		X (Ralph Munoz sitting in for her)
Student Services	Naomi Forey		X
Math and Sciences	Jason Gardner	X	
Math and Sciences	Courtne LaTorraca	X	
Business and Social Sciences	Ray Tjahjadi	X	
Business and Social Sciences	Matthew Alanis	X	
Humanities	Stephen Dent	X	
Humanities	Jennifer Simonson	X	

Guests: Erik Fritz, Michael Stannard, Ralph Munoz (Sitting in for Erica Johnson)

- 3. Approve Agenda
Ray Moved, Jeff Seconded
- 4. Approval of Minutes - Meeting of April 9th
Jeff Moved, Jennifer Seconded
- 5. **Officer & Committee Reports**
 - 5.1. President – Jeff Burdick

President’s report April 23, 2013

BP 6200

• I wrote a senate response to BP 6200, revising the base funding for district reserves from 5% to 15%. The response was based on the discussions (via hallway and e-mail). See the response posed on the web page. I will be delivering an oral and abridged form of this report to the Chancellor’s Communications Council next Tuesday morning. I have received an acknowledgement from the Chancellor, but no reply.

Plenary Session took place in San Francisco this last weekend. It was a whirlwind of events. Some hot topics of discussion:

Distance Ed (also see the following topic on MOOCs)

- Considerable discussion of the standards for distance ed. The active engagement issue has many people worried because of the lack of definitions with the standards.
- Lots of talk about hybrid classes, often used with “the wave of the future.” Class flipping (lecture on computer; active engagement in the classroom on problem solving) is becoming more popular.
- Quite a bit of talk about minimizing on-line classes in favor of the hybrids.
- A reminder that a hybrid class, if in-class time is replaced with on-line time, must meet the DE requirements for full engagement during those hours.
- Bewilderment about the governor’s plan for a virtual university. Some wondering whether that will actually wrest on-line education from us in favor of a single source.
- Further bewilderment about the governor’s plan to award credit for non-school things (work experience, etc.) through another virtual university.

Distance Ed and substantive change

- ACCJC requires a substantive change if 50% of a program is offered on line. The definition of that has shifted – ominously: If classes are identified in the COR as being available to be taught on line even if they are not being offered on line, the substantive change must be filed. [Kelly and I conferred on this. Reedley sent in changes for every program that is affected].

MOOCs.

- Overall, the reaction is negative. The State Academic Senate will be doing some serious research into MOOCs and how the technology might be useful – and how the threat of MOOC credit can be stopped.
- **We are encouraged to have very tight credit-by-exam policies in place.**
- We had one speaker who was one of the founders of Coursera, who explained the technology, especially the biometrics, of the course software. It was (since she was aware of her hostile audience) a very soft sell in terms of educational achievement and world domination, but very strong on the specifics of technology. The highpoint was a demonstration of keyboard-stroke identification. It seems that they believe they can identify individuals through password keystrokes. They claim that no two people will enter a password identically.
- The more interesting presentation was by a Berkeley professor who was at Stanford when the technology was developed and who has now moved to EdX, which has a contract with the UC system. He teaches, using MOOC technology as an auxiliary learning system with his regular class. In short, he is flipping his class so instead of lectures in the classroom and homework to work on software development projects, the lectures and testing are done on line in a MOOC (without the “massive” part) environment and classes are dedicated to actual problem solving. He believes this hybrid technology is the future of education. He pointedly said that teachers could not be replaced by this technology.

Data, which is the basis of everything we do now, also received a lot of attention.

- There were extensive (and sometimes mind numbingly boring) presentations of data sources. People who love data believe it is the most interesting thing in the world to present long explanations of tiny data points and outliers. However, three sources are available to us:
- Datamart.CCCCO.edu; Calpass.org; Edresults.org – all of which are worth exploring. There is more available about high schools, but community colleges and CSUs will soon be far more available on these databanks.

Completion models

- There was considerable talk about completion models.

- The point was often made that SLOs are actually the answer to this: if we are continually improving, we are moving toward a better place in terms of completion.
- There is also little hope that completion models will not be implemented sooner rather than later. However, no one quite knows what that will look like. The most likely is a late census date.

College Standards

- With little notice, college standards (not called benchmarks, but generally referred to as benchmarks) were required in February. Since there was no time to plan, most schools grabbed a number that was below their average performance and reported that as their benchmark, assuming that they could revise next year. This is an item that senate should be involved in, but wasn't, probably because of the time constraint. [Kelly noted that RC did these and sent them in, but there was no faculty involvement as far as she knew].

Terms, Terms, Terms

- The state academic senate has created two acronym lists for help with the alphabet soup we all fall into: asccc.org/acronyms and asccc.org/sites/default/files/slo-glossary-2010.pdf for the current and often shifting SLO terms.

Resolutions

- Disciplines list (a list updated every two years for minimum quals). Two of interest to our faculty were considered: Kinesiology was added; the teacher preparation degree was turned down because it did not include early childhood education and child development masters degrees.
- The state Academic Senate will be instituting a "program review" process. The shape of it will depend on a committee's report next fall.
- By acclamation, a resolution that requested the Chancellor's office establish a regular and well-publicized revision schedule for TMC templates (this arose out of many misadventures where schools had finished a TMC only to discover that the template had been revised and the work was moot).
- On-line instruction orientations and "how to" courses will be reviewed by the state senate to see whether local colleges can require preparation for on-line courses.
- On-line instruction will also be the focus of a new study by the state academic senate to determine what kinds of preparation, certificates, etc. might be desirable for instructors. This study might lead to later calls for on-line certifications.
- The state academic senate will revisit the issue of plagiarism and cheating with the chancellor's office. The current stance is that a student's assignment that includes cheating may be failed but that is not cause for course failure. The senate's resolution calls for exploring the possibility of failing a course on the basis of egregious incidents of failure while retaining student access to due process.

Board of Trustees future agenda items

- Sabbatical leaves should be approved in May. There will be seven awarded. There is some confusion over how they will be awarded. The union is insisting that they be awarded by college (4 to FCC, 3 to RC), and since we have no representation on the RC sabbatical leave committee, this leaves us hoping that they will share, which I consider an unacceptable situation. Various people are working on this.
- Formal recognition of our senate should be on the agenda in May
- Formal approval of our new name as Clovis Community College should be on the agenda in June.

5.2. Vice President – Diane Schoenburg

Senators have one year terms. We will need some senators if anyone is leaving us.

We are meeting finals week.

5.3. Secretary/Archivist – Jon McPhee

None

5.4. Curriculum Chair – Cynthia Elliott:

I have submitted the semester report. Until we are an official college we may not create or edit curriculum. I streamlined the 2 plus 2. I also wrote the English transfer degree for Reedley College.

The committee is looking at all the laws on how to do credit by exam. There is legislation that all colleges may have to do credit by exam. We are just at the informational stage right now. I may be getting a sabbatical in spring 2014 so I may not be able to finish my role.

**Willow International Community College Center
Academic Senate
Committee Semester Report**

Committee Name:	WI Curriculum Committee Project
Semester/Year:	Fall-Spring 2013
Committee Chair:	Cynthia Elliott
Committee Members:	Jon Renwich Ray Tahjihadi Sallie Turpen Ann Brandon (Fall 2012) Courtney LaTorroca (Spring 2013) Tasha Hutchings (Articulation Officer_ Tom Mester, Interim Dean James Chin, Interim VP of Instruction (Fall 2012) Kelly Fowler, VP of Instruction (Spring 2013)

Write a brief statement addressing each of the following, as needed:

1. Has the committee verified that the most recent version of its operating agreement is posted on the Willow International Academic Senate Blackboard website?
Yes.

2. Which duties in the operating agreement have you fulfilled? Describe.

We have met to anticipate how to best and most efficiently begin working with curricula once Clovis Community College is accredited. To that end, we composed a form to help select which courses from the Reedley College Catalogue will be moved over to the CCC catalogue. Also, we have met to construct a new high school articulation process for academic courses. The chair has attended workshops on 2 + 2 and determined that this process is not relevant to academic course articulation. She did, however, work with the SCCCD Consortium to streamline the old process of 2 + 2. The committee has composed a procedure that was approved by the WI Academic Senate for high school articulation. At the moment, the committee awaits the decision of the district lawyer as to whether or not students with hs articulation must take it credit by exam. Also, the committee is looking over all documents from state law to local practice of how to administer and manage credit by exam in anticipation of MOOCs and hs articulation.

The chair has worked with the RC Curriculum Committee this year, wrote the AA-T for English, and attended the McCann Placement exam workshops.

3. **What duties described in the operating agreement were not fulfilled? Explain why they were not fulfilled and how they will be addressed in the future. (Put N/A if not applicable).**

We are still puzzled as to our role and how best to fill it before accreditation. We would like to redesign the course outline of record.

4. **What changes should be made to the committee to more effectively fulfill its duties as described in the operating agreement? (Put N/A if not applicable).**

We need guidance from the State Chancellor's office as to how to be most effective in this committee until we are accredited.

5. **Are there any changes the committee would recommend to the operating agreement and its mission? (Put N/A if not applicable).**

Not yet! Next year, we will introduce language to our operating agreement and to the Academic Senate constitution making this committee operational in the creation, editing, and deletion of community college curricula upon accreditation.

Jeff: The governer has proposed two universities: One is an online university, the other is one that is strictly awarding units and degrees on experience.

- 5.5. Equivalency Chair – Written Semester Report
To be postponed

- 5.6. SLO Coordinator Report – Erik Fritz

This semester has not been too active so far. We had the SLO workshop last Friday. This week e-mails went out for annual update for program review. More reminders have to go out. I spent time this week helping people fill out their forms. There was a report that I via Kelly are submitting to the chancellor: As of fall 2012 when we were supposed to be at proficiency, we had an 80 percent completion rate. Assessment reports for 88 percent of all courses. 93 percent had timelines. We have gotten full-timers in charge of part-time orphan courses.

The transition is going a little more rockily than I anticipated, but it is a transition.

5.7. Program Review Report – Michael Stannard

I have been reminding people what they need to do by certain deadlines. We have a meeting next Wednesday. We'll talk about getting a handbook ready for willow. We will tweak the Reedley revision. I can provide it to you for suggestions. I'll have it ready to use at the beginning of fall. Tom Mester said that there should be somebody (a clerk) to put this all together.

The last thing: All of us should think about is what would happen if someone doesn't do one, or does a bad job.

Erik: This should be discussed with the PRSLO committee.

Dianne: Should that be in the operating agreement?

Jason: Isn't there a feedback loop?

Michael: The next meeting will be next Wednesday at 3:30. I'll send the agenda out.

Jason: The Willow Technology has a tie in for the program review for if departments want big technology so we can make informed decisions. We want to identify what the technology requests are.

HR task force is in the process of developing a plan for long term HR staffing. Prioritization is a part of it. Colleges would develop their own plan tied into Program Review. FYI to program review to think about language on staffing requests into program review.

6. Old Business

6.1. Salary Advancement Operating Agreement – 2nd Read

Cynthia: Does the operating agreement have any information about when this will be?

Jeff: Once a semester.

Jason Moved with amendments, Cynthia Seconded.

6.2. AR 4260 – 2nd Read

The comments came from Reedley's committee.

Jeff Moved; Matt Seconded.

Cynthia and Jon abstained.

7. New Business

7.1. Constitution: revision to remove subcommittee language – 1st Read

Jeff: These are all minor edits; name changes.

Equivalency will do a major overhaul next year.

Dianne: I put a few notes in for the standards.

They did not have a mission statement.

Jeff: Read this before our next meeting which is Finals week. Brian wants to give us an update on CVHEC.

7.2. Equivalency Committee Operating Agreement – 1st Read

7.3. Standards Committee Operating Agreement – 1st Read

7.4. Flex Committee Operating Agreement – 1st Read

Jason: The DE Tech committee met. We are going to do a best practices student involvement on flex. Ray will do something on camtasia.

8. Information Items

- 8.1. Credit by Exam Policy – Update as needed
- 8.2. Student Evaluation Survey Task Force – Update as needed

9. Future Agenda Items

- 9.1. Committee Reports for SP13 – Flex
- 9.2. AA-T Degrees: Flex Day Activity & Revised Timeline for Implementation
- 9.3. District Strategic Plan

10. Adjournment: Next Meeting – May 14th

Willow International Community College Center's Mission Statement: The mission of Willow International Community College Center is to provide affordable and comprehensive educational opportunities to a diverse population of students who seek opportunities for basic skills development, associate degrees, certificates, transfer, and lifelong learning that will enable them to become engaged participants in local and global communities. Student success will be measured through a continuous improvement process with an emphasis on student learning