

ACADEMIC SENATE of BAKERSFIELD COLLEGE

April 3, 2013, 3:30 P.M.
Collins Conference Center

UNAPPROVED MINUTES

PRESENT: Corny Rodriguez (EB); Nick Strobel (EB); Kate Pluta (EB); John Gerhold (EB); Rick Brantley(EB); Michael Korcok(EB); Charles Kim (EB); Bill Kelly; Gayla Anderson; Nancy Guidry; Kathy Freeman; Maria Perrone; Valerie Robinson; Julie Lowe; Brian Hirayama; Ron Grays; DeAnn Sampley; Reggie Bolton; Alex Henderson; Lisa Harding; Susan Pinza; Jeannie Parent; Jason Stratton; Terry Meier; Patrick Fulks; Marsha Eggman; Anna Poetker; Christian Zoller; Kris Stallworth

ABSENT: Bill Barnes (EB); Kimberly Hurd (EB); Ron Kean (EB); Billie Jo Rice (EB); John Carpenter (EB); Wesley Sims (EB); Kathleen Rush; Shane Jett; Klint Rigby; Bernadette Towns; Robert Martinez

CALL TO ORDER

The meeting was called to order at 3:33p.m.

REVIEW OF THE MINUTES

A motion was made to approve the minutes of March 13, 2013 as amended. M/S/C: Gerhold/B. Kelly

REPORTS

President (Rodriguez)

- KCCD Board Policy on the Emeriti process was shared with the Senate. Corny discussed this policy with Sonya Christian and shared ideas on how to involve faculty with the process of recommending faculty for Emeriti status. There was also discussion at Chancellor's Cabinet about how to process the request. Corny will forward to the Senate for review any procedural language that is developed by Chancellor's Cabinet.
- District Consultation Council participated in a webinar with the Board of Trustees on Achieving the Dream. The total cost of participating will be \$40,000 per year for each college.
- Corny recommended to the District Consultation Council a shared governance workshop from the Community College League of California (CCLC) and the Academic Senate for California Community Colleges (ASCC). This workshop would provide a review of the 10+1 purview which could be helpful to new administrators and faculty.
- In addition the focus groups held to answer the question "Who Are We?" College Council, along with FCDC, will hold a work study session on the topic, Friday, April 5.
- Bakersfield College will have an additional \$1.6 million for the 2012-13 budget. By April 23, final carryover balances will be reported to the colleges as well as the finalized FTES target for 2013-14. Also noted, adult education has been pushed out to allow for more negotiations with high schools and the state.
- One additional faculty hire has been approved, due to a late retirement, for a total of 11 for the 2013-14 academic year.
- A special registration event will be held on April 27 geared toward high school seniors. Department representatives are needed for the event to distribute department information.

Curriculum Committee (Rice/Carpenter)

Billie Jo Rice and John Carpenter sent the following email on April 3, 2013:

At this time there are 31 courses (listed below) awaiting originator attention in the CurricUNET approval queue. To determine the status of your course log into CurricUNET, click on the My Approvals link, then click the Check Status button of the course. As your scroll down through the

status page, you will be able to view comments made by curriculum committee members with regard to questions or changes that need to be made to the course before receiving approval by the committee. If the questions or comments are unclear please feel free to call, or email, us for clarification. Additionally, we will be hosting our last Curriculum Clinic Support Group on April 11 (prior to the deadline) for one-on-one help as well. The Support Group will meet in L148 from 2:30 – 4:00 p.m. Additionally, courses that are not approved at the final meeting (4-18-13) will be removed from the approval queue. Keep in mind, no work is lost when courses are removed from the queue.

Reviewed Courses by Team A & B on 11/1/12 Agenda:

FIRE B50F Fire Management 2A-Organizational Development & Human Relations
FIRE B51B Fire Command 1A
FIRE B51C Fire Command 1B
PHYS B4A Mathematics and Wave Motion

Reviewed Courses by Team A & B on 1/31/13 Agenda:

FIRE B26A S-200 Initial Attack Incident Commander (ICT4)
FIRE B26G S-230 Crew Boss Single Resource
FIRE B28B L-280 Followership to Leadership
FIRE B70E Hazardous Materials Tech/Spec 1B: Applied Chemistry
FIRE B71B Seasonal Firefighter Basic Training 2
FIRE B72I Emergency Medical Technician 1 Refresher

Reviewed Courses by Team A & B on 2/21/13 Agenda:

ENSL B52 Academic Reading and Vocabulary – new course
MATH B1B Precalculus II – DE - GE
MUSC B13A Jazz Ensemble
SPAN B3 Intermediate Spanish – GE
WELD B54a Blueprint Reading for Welders and Machinists
WELD B55a Structural Plate Certification
WELD B55b Structural Plate Certification
WELD B74a Introduction to GMAW and FCAW
WELD B81 Introduction to the Welding Processes

Reviewed Courses by Team A & B on 3/7/13 Agenda:

CHEM 30A Organic Chemistry for Science Majors, I – new course - GE
CHEM 30B Organic Chemistry for Science Majors, II – new course - GE
ENGL B3 Argumentative Writing & Critical Thinking Through Literature – new course - GE
ENGL B24 Latino/a Literature – new course – GE
ENSL 52 Academic Reading and Vocabulary – new course

Reviewed Courses by Team A & B on 3/21/13 Agenda:

GEOG B4 Geography of California – new course – GE
PHED B36 First Aid and CPR
PHYS B2B General Physics - Sound, Light, Electricity, Magnetism, Modern Physics - GE
PHYS B4B Heat, Electricity, Magnetism - GE
PHYS B4C Optics and Modern Physics
SPAN B35 Spanish for Heritage Students – new course - GE
SPAN B36 Spanish for Heritage Students II – new course - GE

Enrollment Management Committee (Korcok)

Michael Korcok asked Senators for feedback on the proposal he shared at the meeting of March 13 to create a form that would inform the student if they were at substantial risk of failing class and once completed could also trigger Admission & Records to allow the student to register. There was concern expressed about how in impacted areas, students who have proved unsuccessful would then get priority registration over a new student. The matter may be addressed if the decision to allow the student to re-enroll was up to the instructor. It was noted that a student would not be prevented from enrolling in the course in the future. It was suggested to add this topic to the agenda for discussion.

ISIT (Strobel)

Nick Strobel sent a written report by email on April 3, 2013. The full April report is posted at <http://www2.bakersfieldcollege.edu/nstrobel/isit/apr2013.htm>. Topics include:

- 1) BMIT piloting of Microsoft Office 2013 in the computer labs (if you teach in B2, B11, SE7, & L148 on campus or in Delano room 1101, will the upgrade work with your classes?)
- 2) Looking for a different lecture capture system besides Echo360
- 3) Upgrade from current Moodle version 1.9x to Moodle version 2.2/2.3---training sessions scheduled in April
- 4) Students will need to agree to YouTube license agreement when we switch on access
- 5) Review of Technology Request forms from the APR---prioritization of requests, funding challenges (& why dinosaurs remain on many office desktops), grants need to consider Total Cost of Ownership.
- 6) Response to Accreditation College Recommendation #7.

CCA Update (Guidry)

Nancy Guidry made note of an email that was sent to all faculty from Lora Larkin asking for faculty to serve on the CCA Executive Board. Nancy also noted that the positions of President and Grievance Chair do have released time.

OPPORTUNITY TO ADDRESS THE ACADEMIC SENATE

Sean James was unable to attend the Academic Senate meeting to provide an update on the Bakersfield College Budget.

ADDITIONS TO THE AGENDA (must be added with a 2/3 vote of members present)

A motion was made to add as New Business Item G, A&R Form for Registration. M/S/C: Gerhold/Meier

COMMITTEE APPOINTMENTS

A motion was made to approve the committee appointments as presented. M/S/C: Gerhold/B. Kelly

UNFINISHED BUSINESS

Skills Prerequisite Task Force Update

John Gerhold reported that the task force met on April 2 and will meet again on April 16 to work on a timeline. Due to the amount of work involved, the task force does not expect skills prerequisites to be implemented any sooner than fall 2014. Task Force members plan to include administration in future meetings to engage in meaningful discussion related to the budget impacts of skills prerequisites. Also for consideration is the impact of Bakersfield College developing and implementing a policy that is not in line with those at Cerro Coso and Porterville Colleges, especially as it relates to online general education courses.

****A motion was made to suspend the agenda in order to address New Business Item C, Course Audits. M/S/C: Gerhold/ B. Kelly.**

Course Audit Task Force

The group met for the first time, April 2. There was agreement from the group that the option for students to audit courses should be restored. The group brainstormed changes to the audit form that could ensure FTES generating seats were not taken by audit students. The group also decided that further discussion with administration would be beneficial. Nan Gomez-Heitzeberg will be invited to the next meeting. It was also noted that changes to repeatability will impact this decision as well.

Concern with ASCCC Proposed New Discipline

A motion was made to approve the resolution as presented. M/S: Korcok/Stratton. Gayla Anderson read an excerpt from a letter from CCCECE to the Academic Senate giving the following reasons to oppose the proposal:

1. *This proposal does not accurately characterize the "teacher education" context in California as P-12th grade, preschool through 12th grade.*
2. *This proposal inappropriately excludes faculty well qualified to teach courses within the teacher preparation discipline and who are currently doing so.*
3. *The "legal" interpretations are misleading and are not given by an authority qualified to give the legal interpretations.*

It was also noted that there seems to be no argument given by the authors why they want to exclude the Master's Degree in Child Development, Early Childhood Education or Human Development.

With no further discussion, the motion was put to a vote. The motion carried with one abstention. Corny explained that John Gerhold will take the Senate's voice forward to the ASCCC Spring Plenary and a copy of the resolution will also be shared with administration.

Budget Committee Charge Revisions

The Budget Committee charge revisions were distributed to the Senate by email on March 14, 2013. A motion was made to approve the revisions as presented. M/S/C: Korcok/Stallworth

NEW BUSINESS

Pearson

Pearson representatives coordinated with district administration to hold workshops to review the financial benefits of the various Pearson products. Academic Development faculty in particular are concerned with the lack of faculty participation in this decision and how faculty were chosen to participate in the workshops. Although there have been verbal assurances from Bakersfield College administration, there is a feeling that faculty will be strong-armed into using products by administration. The Academic Senate has purview over curricular items and no department should be told which materials to use. Additionally, multiple faculty recounted situations where the bookstore has taken liberty with curricular matters which causes confusion, and often unnecessary purchases, with students and frustration among faculty. It was noted that Tom Moran has been serving as a faculty liaison to the bookstore and will be invited to the next Academic Senate meeting.

District Consultation Council Meeting Cancellations

District Consultation Council has held only two meetings this year. There were concerns raised from faculty that there is a need for ongoing dialogue more often and the decision to cancel meetings was made without faculty involvement. The Chancellor has indicated that this year is unique and the meetings will continue to be held once a month. It was noted that the Academic Senate will need to monitor this as it is important for these meetings to be held.

Senate Ideas and Concern

Kathy Freeman addressed the Executive Board on March 20 to discuss ideas to improve meeting efficiency and involvement of Senators. Kathy also presented a letter that outlined her concerns and suggestions. The first area of concern was related to allowing more time for New Business items on the agenda. Kathy suggested moving these items up earlier in the meeting or that co-chairs provide written reports ahead of time. The second area was related to helping Senators be more prepared for the Senate meetings. Kathy pointed out the practice of using double diamonds, notation in the minutes or an email from the Administrative Secretary are all very helpful, but are not used consistently. Kathy suggested posting Executive Board agendas and minutes so Senators could be aware of upcoming issues. Kathy also suggested a training for new Senators at the beginning of each year to include the role of the Executive Board, a review of the Senate's Constitution & Bylaws and a general overview of Robert's Rules of Order and parliamentary procedure. Kathy noted that creating stronger Senators could lead to strong future Officers. Corny thanked Kathy for sharing her concerns and noted that he will ensure training for Senators will take place at the beginning of each year. There was a suggestion to create a "Welcome to the Senate" packet of materials that could also be placed online. Another suggestion was made to hold Senate meetings in a different location with better media capabilities which would allow for better presentations. It was then noted that Collins Conference Center does have a projector but it was unclear if the projector is wireless. It was suggested to create a link from the Bakersfield College homepage to the Academic Senate website.

Special Senate Meeting, May 15

The "Timeline to Prepare Report in Response to ACCJC Recommendations" lists May 15 as the date the Academic Senate has the opportunity to review the finalized content for the purpose of providing additional evidence. There was concern expressed about meeting a quorum after the end of term. A motion was made to review the timeline and provide input by email. M/S/C: Freeman/Parent.

Instructional Materials Committee (Change Proposal)

Michael Korcok distributed the following Change Proposal to create an Instructional Materials Committee.

Committee Mission: To serve as a deliberative and advisory body for instructional materials policies and procedures. The committee and its decisions reaffirm that instructors, as subject matter, disciplinary, and pedagogical experts, are to be given primacy in the selection of instructional materials.

Committee Charge:

- 1. Develop, examine, and make recommendations with respect to instructional materials policies and procedures.*
- 2. Serve as a College repository of instructional materials expertise.*
- 3. Communicate with interested parties about instructional materials developments, policies, procedures, and best practices.*
- 4. Promote communication between instructional materials stakeholders, including the Campus bookstore, the Library, students, faculty, administrators, and staff.*
- 5. Serve as a driver for the diffusion of innovations and to promote best practices with respect to instructional materials.*

Scope of Authority: This committee makes recommendations to the Academic Senate and the President of the College through College Council with respect to instructional materials policies and procedures. It serves as a repertory for the College community to address questions and concerns about instructional materials at Bakersfield College.

Reports to: College Council and Academic Senate

Communicates With: The College community.

Membership: Co-chairs: VPAA or designee and Senate President or designee, SGA President or designee, Libraries representative, College liaison to the College Bookstore, 4 at-large faculty representatives

Meetings: once a month or as deemed necessary

Rationale: Bakersfield College does not have an Instructional Materials Committee and we should. Instructional materials have been taking on increasing prominence as technology has opened up possibilities beyond traditional textbooks and instructor-prepared reading lists. A large variety of online instructional materials are receiving substantial push and push-back and raising a plethora of issues Colleges haven't addressed. Likewise, the soaring cost of traditional textbooks provided the impetus for new legislation and new efforts to lower the costs of instructional materials as well as to explore alternative instructional materials. An institutional structure to serve as a hub of expertise and deliberation about instructional materials policy, procedures, innovation, and exploration is overdue.

Instructional materials policies and procedures

Title 5 is the governing legislation with respect to instructional materials and textbooks, but applying Title 5 to actual practices is not simple. The State Chancellor's Office has issued several legal opinions to deal with perplexing questions, notably L02-26 and L07-09: in both they strongly encourage local Boards of Trustees and faculty contracts to develop policies with respect to instructional materials issues. Our BoT and faculty contract have very little content on these matters, leaving administrators and departments and faculty with little guidance beyond the broadest questions.

One contemporaneous example is the use and standardization of clickers in the classroom. Title 5 has no directly applicable language and we have no local policies in effect. Technological innovations aren't the only source of new issues unresolved by existing policy or procedure, of course: bookstore practices are another example.

Repertory for information about instructional materials

Faculty and their representatives have limited expertise about instructional materials policy and procedure. While we have some familiarity with best practices and emerging instructional materials technologies, we are hardly experts in either. Administrators and staff often also have limited and sometimes divergent understandings of the effectiveness, application, legalities, and instructional materials. An Instructional Materials Committee could serve as a repository of knowledge about these issues.

A recent example of the potential value of such expertise occurred this past fall. An interim administrator directed numerous departments to cease offering faculty-authored instructional materials which earned royalties for those departments. His understanding of Title 5 was at odds with nState Chancellor legal opinions and with existing practices at BC. The directive was withdrawn only after substantial effort was expended. A standing committee offers the opportunity for institutional understanding of instructional materials which could have prevented the issues from arising.

A driver for the promotion of best practices and diffusion of innovation in instructional materials

Instructional materials are increasingly under scrutiny, both because of rapid technical advance and because of steep increases in the cost of textbooks. Bakersfield College doesn't have a forum to

deliberate about, much less to involve the College community in discussion about instructional materials matters. An institutional structure to examine and drive adoption of technical innovations and to promote best practices could serve our students well.

Three contemporary examples are the OER legislation passed in the Fall of 2012, the explosion of interest in MOOCs, and the building interest in learning objects by the ASCCC. In all 3 instances, Bakersfield College lags: in all 3 instances we should be at the forefront of deliberation and perhaps adoption.

Institutional Structure Thoughts

Instructional Materials Committees are still rare and Bakersfield College could lead the way here. The Curriculum Committees of Academic Senates appear to have the lion's share of existing responsibility in this area, but many Colleges have recognized that their existing workloads call for shifting instructional materials responsibilities out of their purview. Many Colleges have separate Instructional Technology Committees or Educational Technology Committees or, in our case, an Information Services and Instructional Technology Committee.

These solutions conceptualize technical advances in instructional materials as requiring consideration, policies, procedures, and attention separate from existing instructional materials. They also lump together 2 rather different concerns: a College's technical/communication/software infrastructure and a College's use of instructional materials. Several Colleges appear to be moving toward a different model, one which regroups institutional structures around instructional materials and technical infrastructure. Mt. San Jacinto College, for example, has a Curriculum Committee, an Educational Technology Committee, and a separate Information, Communication, and Technology Committee.

Michael reviewed the proposal and asked for feedback from the Senate. It was suggested to include a bookstore representative as a resource. Senators were asked to share the proposal with those they represent and be prepared for a vote on the proposal at the April 17 meeting.

A&R Form for Registration

It was suggested that the Enrollment Management Committee provide a draft form for the Academic Senate to review. Michael Korcok will ask for it and will provide an update for the Senate on April 17.

GOOD AND WELFARE

There were no additional comments or questions for the Academic Senate.

ADJOURNMENT at 5:08p.m.

Respectfully Submitted,
Jennifer Marden