

# ACADEMIC SENATE of BAKERSFIELD COLLEGE

September 4, 2013, 3:30 P.M.  
Collins Conference Center

## APPROVED MINUTES

**PRESENT:** Corny Rodriguez (EB); Nick Strobel (EB); Wesley Sims (EB); Kate Pluta (EB); Mark Staller (EB); Michael Korcok(EB); Billie Jo Rice (EB); John Carpenter (EB); Charles Kim (EB); Bryan Hirayama (EB); Gayla Anderson; Nancy Guidry; Kathy Freeman; Maria Perrone; Valerie Robinson; Brent Damron (proxy for R. Bolton); Alex Henderson; Lisa Harding; Jeannie Parent; Ishmael Kimbrough; Joyce Kirst; Marsha Eggman; Anna Poetker; Christian Zoller; Kris Stallworth; Jennifer Jett; Patrick Fulks; Klint Rigby; Andrea Thorson; Janet Tarjan

**ABSENT:** Bill Kelly; Terry Meier; Julie Lowe; Robert Martinez; Ron Grays;

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### CALL TO ORDER

The meeting was called to order at 3:32p.m.

### REVIEW OF THE MINUTES

A motion was made to approve the minutes of April 17, 2013 and May 1, 2013. M/S/C: Freeman/Korcok

*\*\*Senate President, Cornelio Rodriguez appointed Mark Staller, ASCCC Representative, as Timekeeper for the Academic Senate meetings this year.*

### REPORTS

#### President (Rodriguez)

Senate Handbook: Corny reviewed the handbook and highlighted the following:

- Senators should note that the agenda now reflects that all Unfinished Business items are subject to voting. Double diamonds will no longer be used to call out specific voting item.
- In reference to how Senate business is conducted and what is expected of Senators, Corny explained the following as was shared at the May 1, 2013 Senate meeting:

*Corny noted confusion among Senators about how the parliamentary procedures work, particularly, how motions are made, how to make friendly amendments, and how best to address the Senate on a topic of concern. To clarify: any item on the agenda is open for a motion to approve or disapprove, followed by a second to the motion which then puts the item "on the floor" for discussion. Discussion is not required, but is an opportunity for the Senate to share concerns, provide arguments for or against the motion, or provide suggestions to change the motion in the form of a "friendly amendment." Both the originator and seconder of the motion must agree to a friendly amendment. Once discussion is complete and "the question has been called" (this is the term for ending the discussion and calling for a vote), the chair will ask for all voting members present to cast a verbal vote in favor or against the motion. If the results are unclear from this verbal vote, a show of hands may be required and a tally will be taken.*

*The role and responsibility of each Senator is that of a trustee for their respective areas. In this role of trustee, Senators share information with those they represent and gather input on various topics and cast votes taking into consideration the totality of information from their area and from discussion at the Senate meetings.*

*There also has been confusion related to urgent, or emergency, matters that need the Senate's consideration ahead of other items due to timelines outside of the Senate's control. Motions can be made to "suspend," or reorder the agenda in order to address a more urgent matter, followed by a motion to vote on the matter due to that urgency or emergency, and then the regular voting procedures begin.*

- In cases where timelines are out of the Senate's control, it may become necessary to take action immediately on a Business Item in order to ensure the Senate's position on the matter is considered. Administration and the Executive Board will avoid this situation when possible to allow for adequate vetting of the matter.

- Senate Secretary, Wesley Sims, will email faculty after each Senate meeting on action and follow-up items.

These documents can be found on the Academic Senate website at <https://committees.kccd.edu/bc/committee/senate>

Constitution & Bylaws: Faculty should look for an email from Corny explaining the need to conduct a vote again on the Constitution & Bylaws revisions made in 2012. Although the majority of faculty votes were in favor of the revisions, according to the Constitution & Bylaws there were not enough votes in total to ratify the revisions.

Collegewide Reorganization: Faculty should be aware of changes in the Student Services areas through their College Council representative; however, a collegewide reorganizational proposal will be developed this fall.

Other miscellaneous topics:

- ~ Participatory Governance Workshop is tentatively scheduled for October 22.
- ~ The issue of waitlisted students having access to online courses has been discussed. It may be that not all waitlisted students would be given access, but perhaps the first 5-8 on the waitlist.
- ~ There is an articulation issue related to awarding credit by exam in the CTE areas. Corny will work with Billie Jo Rice, Articulation Officer to clarify the issue and seek resolution.
- ~ F/W Grade for Lack of Attendance: A formal proposal for adopting this grading option will be forthcoming. The proposal is in response to federal financial aid regulations and would be used in the case of students dropping after the "W" date and who failed the course due to a lack of attendance.
- ~ EODAC will review the KCCD Diversity Plan and present recommendations for revision to the Academic Senate. There is concern that document is more of a diversity report rather than a diversity plan.
- ~ The Academic Senate Presidents from all three colleges have been discussing the possibility of a districtwide Senate as well coordinated districtwide equivalency processes. It was proposed that the three colleges will meet once a semester to review the equivalency decisions made at each college and how those decisions align or conflict.
- ~ The Executive Board will follow up with appointments for SDCC and Assessment Committee co-chairs as well work with administration on identifying a faculty member for the Institutional Learning Outcomes and Assessment Coordinator position.

\*\* A motion was made to suspend the agenda in order to allow for an opportunity to address the Senate.  
M/S/C: Sims/Tarjan

## **OPPORTUNITY TO ADDRESS THE ACADEMIC SENATE**

### Brian Griffin: Bookstore Issues

The issues discussed by the Academic Senate on April 17, 2013 which lead to inviting Brian to address the Senate are as follows:

*The first issue seems to be that Barnes & Noble displays supplemental course materials in the bookstore next to faculty-required course materials which causes confusion, and often an unknowing extra expense for students. The second issue arises when required course materials are out-of-stock, often within the first week of class, students are asked to pay up-front for the materials but the materials are not being held for that particular student. The materials are being put on display. If the student is not aware of the backorder arriving, the backorder supply can be bought out which puts the student further behind in class. Refunds also seem to be problematic which ties up the students funds and hinders their ability to purchase the book from another vendor.*

Brian explained there is not a blanket formula for ordering required or recommended materials. Bookstore staff look at each book and each course based on sales history. Brian realizes that but that many students have financial aid and the bookstore is their only option. The bookstore receives enrollment information from the college and with faculty assistance decides on the number of books or other materials to order. For example, if a faculty packet is only available from the bookstore and it is a required material the bookstore will order 100%. In other cases, faculty do not require certain materials and the order will fluctuate. Another impact on the ordering decision is whether or not previous editions are acceptable or available. Further still,

students often partner with another student who is taking the same class at a different time or use the reserved copy at the library. The bookstore staff want to work with faculty to ensure the ordering is done correctly.

Senators gave multiple examples of when book orders were not correct despite faculty involvement, including issues at the Delano Center. Brian was unaware of some of these issues and made note of those examples. He assured the Senate that he would discuss the concerns with the bookstore staff in order to minimize these issues in the future. Faculty should feel free to contact Brian directly to clarify any ordering concerns. Bookstore staff want to partner with faculty to ensure the students have what they need the first day of class.

In response to the concern that Barnes and Noble recommendations are not clearly distinguishable from faculty recommendations, Brian noted that these recommendations are based on sales history and even times based on faculty suggestion. Although these materials, in the store and online, clearly say bookstore recommendation, Senators requested clearer labeling.

In response to concerns about refunds, Brian explained that students can receive a refund within the first 30 days of class. This information is printed on the back of receipts and is posted in the store and online. Brian also explained that given the various financial situations of the students, he does work with students on a case by case basis regarding refunds. In some cases, students can receive store credit when a refund is not possible. It should be noted that there are limitations with financial aid refunds which are different than bookstore refunds. It was noted that Angela has been very helpful working with students taking compressed English courses and the varied refund dates.

Brian explained that when it is necessary to order additional books, students often will pay ahead. It is not necessary to prepay for a book order. The bookstore staff use a backorder report to reconcile the number of book with the online orders and prepaid list. These students are contacted and receive a book before any books are put on the shelves. Brian also noted that students who have not yet been awarded financial aid can request an advancement during the first two weeks of school to pay for books.

#### Accreditation Steering Committee (Pluta)

Kate Pluta distributed a written report by email on August 28, and asked Senators if they had any comments or questions on the information provided.

*ASC is reviewing their committee charge and last year's goals and accomplishments, and developing this year's goals to align with the college strategic goals.*

**ASC focus:** *Bonnie Suderman is supervising the completion of the **Follow-Up Report**, which is due to ACCJC October 15, 2013. The team visit is tentatively scheduled to visit the end of October. The faculty and administrative leads for the recommendation responses will present their findings to College Council on September 20. Many faculty have worked on the report. Once it is in final form and posted to the college accreditation website (<http://accreditation.bakersfieldcollege.edu/>), I will let you know.*

*If you have any questions, please contact me, or your area representatives on the committees:*

**ASC:** *Basic Skills—Odella Johnson, CTE—vacant, General Education—Rachel Vickrey, Library—Kirk Russell, Program Review Liaison—Kim Nickell, Student Services—Sue Granger-Dickson, Assessment Committee Liaison—vacant, and At-Large—Andrea Garrison.*

#### Budget Committee (Rodriguez)

The Budget Committee has met and has broken into groups to review the committee charge, the budget decision criteria and to develop a communication plan as well as a budget development timeline.

#### Curriculum Committee (Rice/Carpenter)

The first Curriculum meeting will be held September 5 to provide training to committee members. All committee members will be trained as generalists to help departments with curriculum questions. CurricUNET

Meta is scheduled to go live in the spring. The college is set to be fully compliant by next fall with 16 ATD degrees. All but Geography and Art History will go forward.

#### Enrollment Management (Korcok)

The committee has not yet met this semester; however, Michael Korcok reported that the Institutional Research Enrollment report will be posted on the committee website.

#### EODAC (Hirayama)

The administrative co-chair has been identified as Terri Goldstein, Director of DSPS. Although there is a scheduling conflict this month, the committee will typically meet the second Friday of each month from 9:30 – 10:30am.

#### Program Review (Pluta)

Referring to the written report she distributed by email on August 28, Kate asked Senators if they had any comments or questions on the information provided.

*PRC is reviewing their committee charge and last year's goals and accomplishments, and developing this year's goals to align with the college strategic goals.*

**PRC focus:** A group of faculty, classified, and administrators worked this summer to further refine the Program Review process. After reviewing the evaluation results from last year's process and the Summary Report, which was given to Academic Senate and College Council, the committee made changes in the process and the forms. These changes also respond to the Accreditation team's report. **Here is a summary:**

- **Process change:** Instead of every program completing an Annual Program Review (APR), all programs will complete an Annual Update this year. Starting next year, programs will begin completing Comprehensive Program Reviews every three years. So about one third of all programs will participate in the comprehensive process next year, with a third each of the following two years.
- **Forms change:** The forms have been streamlined, but also include elements ACCJC pointed out: Learning Outcomes integrated into planning and budgeting as well as analysis of technology effectiveness. See the website for the forms, which will be posted as Word documents to facilitate completion: <https://committees.kccd.edu/bc/committee/programreview>.

**One factor that affects the entire process is the move to follow Title 5's definition of a program (leading to a degree or certificate [Certificate of Achievement])—also recommended in the accreditation review process.** PRC has discovered that we need better documentation of just how many programs we have and data to support them. We are working from a list which may not yet be entirely accurate or comprehensive, especially as programs develop AA-T and AS-T degrees. Also, some areas are streamlining their degrees so that they offer fewer degrees that offer specific tracks or emphases. Many programs are in transition.

*Additionally, we offer degrees which pull courses from multiple disciplines, but have not done program reviews to reflect that. The second phase will include programs such as General Education, Liberal Arts, and Liberal Studies. These appear to be possible candidates for the proposed Integrated Program Review.*

**PRC:** Basic Skills—Kim Nickell, CTE—Greg Chamberlain, **General Education—vacant**, Library—Anna Agenjo, Faculty Chair and Directors Council—Jennifer Johnson, Student Services—Kathy Rosellini, **Assessment Committee liaison—vacant**, At-Large—Lynn Krausse.

#### Correspondence (Sims)

On behalf of the Academic Senate, notes were sent to Terry Meier, Kate Pluta and Christina Mody. Additionally, thank you cards were received from a faculty retiree who received the Senate's honorarium and a

student who received a Senate scholarship. There was a request to send notes of condolence to Susan McQuerrey and the family of Michael Flachmann.

Treasurer (Kim)

There was no Treasurer report.

ASCCC (Staller)

ASCCC Fall Plenary will be held the first week of November. Mark Staller will forward the resolutions to the Senate when the information is available.

CCA Update (Guidry)

CCA Executive Board Annual Retreat will be held in two weeks. Faculty with ideas on contract language revisions or other concerns should contact Nancy.

Skills Prerequisites Task Force

It was reported that this group has not yet met this semester.

Auditing Course Task Force

This topic was addressed as New Business Item A.

**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 E, Transfer Model Curriculum; New Business Item F, Senate Purview for All Faculty Appointments; and New Business Item G, Faculty Emeriti. M/S/C: Tarjan/Korcok

**COMMITTEE APPOINTMENTS**

A motion was made to approve the committee appointments as amended. M/S: Sims/Anderson

The full list of 2013-14 faculty appointments can be found online at:

<https://committees.kccd.edu/sites/committees.kccd.edu/files/13-14%20BC%20Faculty%20Committee%20List.pdf>

**UNFINISHED BUSINESS**

There were no unfinished business items to address.

**NEW BUSINESS**

Course Audit Form

A motion was made to vote on this agenda item immediately with a note that this item was on the agenda May 1, 2013 but was not addressed due to a lack of time. It was also noted that this decision is time sensitive as it will impact students' ability to avoid repeatability issues. M/S/C: Korcok/Damron.

For clarification, it was noted that the ability to audit greatly impacts athletics and performing arts courses. There was a request to the Enrollment Management Committee to provide a report on the number of students who audit courses. Michael Korcok will follow-up on the request.

A motion was made to approve the Course Audit Form as presented. M/S/C: Stallworth/Parent

Board Policy Revision: 4B3, Distance Education

It was decided to postpone discussion on the proposed language until the ISIT Committee recommendations can be reviewed. There was a request to distribute the ISIT Committee recommendations as soon as they are available.

Academic Senate Election Timeline – Fall 2013

A motion was made to vote on this agenda item immediately in order to keep with the proposed timeline.

M/S/C: Korcok/Anderson

A motion was made to approve the timeline as presented. M/S/C: Freeman/Korcok

### 2013-14 Academic Senate Goals

The Executive Board presented recommendations for the Academic Senate 2013-14 Goals. The goals are a continuation of the 2012-13 goals with a minor revision to Goal #2 to include compliance with ACCJC. Senators were asked to review these goals, solicit feedback from those they represent and be prepared to vote on this item at the September 18 meeting.

1. *Ensure active faculty participation in developing processes and procedures that impact Academic Senate purview and responsibilities.*
2. *Address issues that are impeding the approval and renewal of curriculum to meet Title 5 and ACCJC compliance. For example: staff and faculty involvement in committee work, encourage faculty training.*
3. *Increase faculty participation in college governance activities, in particular curriculum and program review.*
4. *Continue to ensure the Academic Senate effectively fulfills its defined role in the accreditation process in #7 of the 10+1 "academic and professional matters," which addresses "faculty roles and involvement in accreditation processes, including self-study and annual reports." in an effort to embed accreditation into the culture of the college*

### Transfer Model Curriculum

Math faculty are concerned with the implementation of Transfer Model Curriculum (TMC) that forces the reduction of units for certain courses and asked if other areas are being affected. Specifically, Statistics is offered as a 5-unit course. This course was increased to 5 units from 3 units as it was previously not accepted for transfer at 3 units. Curriculum Co-Chair, Billie Jo Rice, explained that faculty throughout the state have been asked to participate in the development of TMCs. Multiple Senators indicated that BC faculty participated in the development of their disciplines' TMC. Most colleges in California are offering Statistics as 3 units. BC needs to research what other colleges are able to do that BC is not.

\*\*A motion was made to extend the meeting time for five minutes. M/S/C: Korcok/Tarjan

### Senate Purview for All Faculty Appointments

There was a request for the Executive Board to compile a list of all committees, task forces and groups at Bakersfield College with faculty representation. Various Senators expressed concern with faculty being selected by administration to participate in collegewide activities without putting out a call to faculty to serve. This practice creates two issues: 1) individual faculty members providing a collective voice on behalf of faculty that were not selected by the Academic Senate, and 2) administration bypassing the Academic Senate and ignoring the Senate's authority to approve faculty appointments. Discussion continued about the difference between a faculty member being selected to work on a project because of their expertise versus being appointed as a representative of faculty. Corny agreed to take this issue forward to the college President and the Vice President, Academic Affairs.

### Faculty Emeriti

This item was not addressed due to a lack of time.

### **GOOD AND WELFARE**

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

### **ADJOURNMENT at 5:14p.m.**

Respectfully Submitted,  
Jennifer Marden