

ACADEMIC SENATE of BAKERSFIELD COLLEGE

April 17, 2013, 3:30 P.M.
Collins Conference Center

APPROVED MINUTES

PRESENT: Corny Rodriguez (EB); Nick Strobel (EB); Wesley Sims (EB); Kate Pluta (EB); Rick Brantley(EB); Billie Jo Rice (EB); John Carpenter (EB); Charles Kim (EB); Gayla Anderson; Nancy Guidry; Kathy Freeman; Maria Perrone; Valerie Robinson; Julie Lowe; Brian Hirayama; Ron Grays; Reggie Bolton; Alex Henderson; Susan Pinza; Robert Martinez; Jeannie Parent; Terry Meier; Patrick Fulks; Christian Zoller; Kris Stallworth; Anna Poetker; Jason Stratton;

ABSENT: Bill Barnes (EB); Kimberly Hurd (EB); Ron Kean (EB); John Gerhold (EB); Michael Korcok(EB); Bill Kelly; Shane Jett; DeAnn Sampley; Klint Rigby; Marsha Eggman; Lisa Harding; Bernadette Towns;

CALL TO ORDER

The meeting was called to order at 3:31p.m.

REVIEW OF THE MINUTES

A motion was made to approve the minutes of April 3, 2013 as amended. M/S/C: Sims/Stallworth

REPORTS

President (Rodriguez)

Corny reported on the following items:

- The Audit Course Task Force will meet on April 25 at 3:30pm.
- Faculty members who have served 20+ years will continue to be awarded Emeriti status. For faculty who have served less than 20 years, the Academic Senate can make recommendations to the college president who will then make recommendations to the Board of Trustees via the Chancellor
- Tom Moran will be addressing the Senate later in the meeting regarding the bookstore issues.
- Several college representatives will be attending an Achieving the Dream conference in June.
- Senators may receive by email updated information related to AAT and AST degree that will be offered. Corny will be meeting with Nan Gomez-Heitzeberg and involved faculty over the summer.
- Sonya Christian will address the Academic Senate on May 1 regarding a potential bond for facilities upgrades on the main and Delano campuses.
- In an effort to recruit local high school students, a registration event is in the works. Details for the event will be distributed soon. Faculty and other department representatives are needed to distribute department information at the event.

Accreditation

Kate directed the Senators to two handouts. The first is a reminder of the 2012 accreditation recommendations to which the college must respond by October 15. There has been much work done on preparing the response by teams of faculty, classified and administrators for each of the recommendations. The second handout comes from the Program Review Committee and proposes a process to specifically address bullet #3 of Recommendation 1 and is outlined below. None of the district services have been evaluated so the college cannot say whether they are effective in the recommendation response. In order to determine if these services are effective, a template is being developed for each of the areas to complete a program review. The College will determine how the evaluation is completed and will provide the results to the district office. The district office may implement changes based on the evaluation and will provide feedback to the college.

Kate explained that this information is being shared to keep the Senate informed. District Consultation Representatives will be asked to take this proposal forward to the Chancellor. Additionally, Tom Burke is providing historical data to the Recommendation 1 Team on each of the chargebacks by area and the group will discuss how the chargebacks tie into the services the college receives.

Recommendation #1 Develop and Implement Evaluation Processes to Assess Effectiveness of the Full Range of Planning Processes

In order to comply with Standards, the team recommends that the College develop and implement effective evaluation processes that can be applied to the full range of planning processes developed by the district and the colleges to assure that:

- *Results of student learning assessments and program reviews are systematically linked and integrated into institution-wide planning for improvement and resource allocation processes*
- *That the data and measures identified in the new strategic plan are used to identify improvements in student learning and institutional goal attainment*
- *The functional map defined and agreed upon in 2011 results in effective services being received by the colleges (I.B.3, I.B.6, I.B.7).*

PRC PROPOSAL: *The Bakersfield College Program Review Committee recommends to the KCCD that there be a standardized model (such as program review) for evaluating their processes on a timeline such as a 3-year cycle. When this is approved, Institutional Research and Planning will create a draft form. Those areas to be reviewed include Finance (Construction, Bonds, CFO, Business Services), Human Resources, Operational Management (which includes IT), Vice Chancellor of Educational Services (even though currently an empty position, it has other functions under it that are still being handled), General Council, Associate Chancellor of Governmental & External Relations, and Institutional Research and Planning.*

PRC PROPOSAL: *Each of the colleges in the KCCD should evaluate the effectiveness of the services being received by the college via focus group, survey, or other college-determined method. The results would be shared with each of the college constituency groups before going to District Consultation Council for review and then feedback to the colleges.*

Curriculum Committee (Rice/Carpenter)

The last Curriculum meeting of this year will be held tomorrow, April 18. The Curriculum Committee processed a total of 365 pieces of curriculum including 127 deletions. Both Billie Jo and John will be attending the Curriculum Institute in July.

Correspondence (Sims)

It was shared that Manuel Gonzalez has improved significantly. Wesley will send condolences to the family of Jesse Bradford and to Becky Whitson.

Treasurer (Brantley)

Rick asked for Senate approval of faculty retiree gifts in the amount of \$900 and a contribution to supplement the Levinson award in the amount of \$336.

A motion was made to suspend the agenda to address New Business Item D, Senate Expenditures for Faculty Retiree Recognition and Margaret Levinson Award Contribution. M/S/C: Korcok/Anderson

A motion was made to suspend typical voting procedures and to approve taking action on this item immediately. M/S/C: Korcok/Sims.

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

CCA Update (Guidry)

Nancy distributed the nomination of candidacy forms. Nominations for several CCA positions are open, but will close today. Faculty members are needed to serve as campus chair and campus representatives, vice-president and treasurer. Contract negotiations will begin next year and faculty salary, benefits and rights are at stake.

OPPORTUNITY TO ADDRESS THE ACADEMIC SENATE

Jeannie Parent/ Scott Wayland: C6 Common Assessment

Jeannie Parent and Scott Wayland asked to address the Senate to share information on the Central Valley Consortium Grant (C6) work related to Common Assessment. The current pilot program has components for Math, Writing, Reading and ESL. The ultimate goal is to provide consistent student assessment results that can be used at any community college.

Discipline faculty from the six consortium colleges met, identified standards, reviewed the prompts and weighted various questions for each assessment. The pilot assessments, for use within the Central Valley only, will be available to administer over the summer with a full roll-out once enough data is acquired. Faculty are asked to encourage students to participate in the pilot this summer. The English essay component will be scored using a telemetric process. The cost is half the cost of the current software being used at Bakersfield College.

Nan Gomez-Heitzeberg: Core Values

Nan distributed three handouts and asked Senators to take a few minutes to provide input related to the identity of Bakersfield College, keeping in mind how can we sustain the institution, respect the human and facility resources we have in order to provide the instruction and services the community needs. Corny and Nan explained that the input provided is being collected following faculty discussion through the program viability process and administrative conversations about "Who Are We?" and who do we, as an institution, want to be in the future. Several focus groups have been held to gather input from all campus constituencies. The results of this process may result in a revision of the college's core values and may feed into a revision of the strategic plan.

Discussion followed that included the following values:

- ~ Service to the college and community
- ~ Develop sense of service in students
- ~ Promote appreciation and value of education (being informed, curious, knowledgeable, thinking)
- ~ Commit to academic excellence
- ~ Diversity (intentional in honoring our students through hiring and services)

Discussion continued related to the college meeting the needs of the community. It was noted that the Bakersfield area has a high illiteracy rate, is ranked 100th of the top 100 largest cities in the attainment of two and four-year degrees, and is ranked in the top five cities to have the worst health and wellness in the nation. Further, Bakersfield College in particular sees 400-600 graduates per year, but many more students declare a desire to graduate. Although BC does well in comparison to other community colleges and success is high in individual courses, increasing overall student success needs to be addressed.

Senators asked for a report from all of the focus groups when compiled. Nan confirmed that she would send the compilation to Jennifer Marden to distribute to the Academic Senate.

Tom Moran: Bookstore Issues

Tom was invited to hear concerns related to class material recommendations made by bookstore staff in addition to those made by faculty and questionable procedures for students who order out-of-stock books. Tom serves as a faculty representative to an ad-hoc bookstore committee.

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.

Tom shared that he has learned from his involvement with the bookstore committee that the Barnes & Noble staff are the very model of cooperation, they want to solve problems and help individual faculty and departments with their respective preferences. Tom reminded the Senate that Barnes & Noble is an independent entity and as such follows a business model where other items that customers may be interested in are offered; however, Barnes & Noble does not want to do something that is not wanted. Any instructor can contact the bookstore manager and ask that related items not be on display near the required items. Senators expressed a preference to have the default practice to be that only required items were displayed in the course materials section of the bookstore and that faculty could ask for related items to be displayed nearby. Tom indicated that he was not sure this was possible, but encouraged the Senate to invite the bookstore staff to address the Senate.

Regarding the issue of backordered books and students not able to get refunds, it was unclear how to proceed. It was suggested again to communicate directly with the bookstore staff about the concerns in an effort to remedy the issue. It was noted that it is a Barnes & Noble policy to order 40% of what the faculty request is for the term. Again, Senators indicated a preference to default to ordering the full amount of the request and then if sales history indicates less than the full order being purchased to contact the faculty member about filling the order by a percentage.

Bookstore Manager, Brian, will be invited to address the Senate. Senators were encouraged to communicate with Tom Moran should they have concerns in the future.

*** A motion was made to suspend the agenda in order to address New Business Item A, CSU GE Breadth Area E Exception for Veterans. M/S/C: Korcok/Fulks.*

CSU GE Breadth Area E Exception for Veterans

Senators were provided with the following information:

On November 15, 2012, Sue Granger-Dickson, Bakersfield College Articulation Officer, proposed the following to the Curriculum Committee:

CSU Executive Order 1036 encourages campuses to use evidence of military training to satisfy Area E of the California State University General Education Breadth. Typically this evidence is the completion of basic training as listed on a veteran's discharge papers, form DD-214. This proposal is to follow the lead of the CSU campuses that have all elected to honor GE Breadth transfer certifications that clear Area E Lifelong Learning with a DD-214 for Bakersfield College student veterans.

I propose that Bakersfield College Curriculum Committee recommend to Bakersfield College Administration that BC will use an approved veteran's DD-214 to clear Area E of the CSU GE Breadth Area E Lifelong Learning.

The Curriculum Committee discussion and action are reflected below in the committee minutes of November 15, 2012:

Sue Granger – Dickson reported that there is a curriculum proposal on the back of the agenda. It states "CSU Executive Order 1036 encourages campuses to use evidence of military training to satisfy Area E of the California State University General Education Breadth. Typically this evidence is the completion of basic training as listed on a veteran's discharge papers, form DD-214. This proposal is to follow the lead of the CSU campuses that have all elected to honor GE Breadth transfer certifications that clear Area E Lifelong Learning with A DD-214 for Bakersfield College student veterans." The Community Colleges are being urged to accept student veterans. Basic Training counts for credit under Area E of the CSU GE Breadth - Lifelong Learning and Self Development. m/s Dawn Dobie/Mark Staller to approve the proposal that Bakersfield College Curriculum Committee recommend to Bakersfield College Administration that BC will use an approved veteran's DD-214 to clear Area E of the CSU GE Breadth Area E Lifelong Learning. Motion passed by a unanimous vote.

Language from the CSU Chancellor's office:

DD214 Separation Document

Upon receipt of the [DD214 Separation Document](#), campuses will award units of credit in Area E for completing basic training.

Executive Order 1036 language:

Military Service

CSU Executive Order 1036 encourages campuses to use evidence of military training to satisfy Area E for their students who enroll without a prior certification in GE. Typically the evidence is the completion of basic training as listed on the veteran's discharge papers, Form DD-214. All CSU campuses have elected to honor GE Breadth transfer certifications that clear Area E Lifelong Learning with a DD-214.

January, 2012 "Guiding Notes for General Education Course Reviewers"

Link to entire document

<http://www.pasadena.edu/educationalservices/candi/documents/2012-January-GE-Reviewers-Guiding-Notes1.pdf>

With Academic Senate approval, Bakersfield College student veterans, in addition to the current practice of waiving Area E requirements, would also have the Area E units transcribed and be awarded four transferable units.

A motion was made to suspend the typical voting practices and to take action on the matter immediately. M/S/C: Korcok/Sims.

A motion was made to approve the Area E exception for student veterans as presented. M/S/C: Korcok/Sims.

Sean James: Bakersfield College Budget Update

Sean shared information related to the current FTES allocations. The current projection is short of our FTES target by approximately 316. The college is taking steps to increase summer enrollment to meet this target. Given that current projections for the 2013-14 and 2014-15 state budget include growth dollars, Bakersfield College target will also be increased by 223 FTES for each of these years. It was shared that Cerro Coso is currently short of their FTES target as well, and part of their shortfall, approximately 100 FTES, will be shifted to Bakersfield College. This additional FTES would increase the Bakersfield College base allocation by approximately \$464,000. The total increase equals approximately three more FTES per course which roughly equates to 300 additional courses.

Sean also shared information on the current year budget allocation. Early projections indicated that Bakersfield College would be short \$1.2; however, with the backfill of redevelopment funds and Proposition 30 funding, the college will receive an additional allocation of \$1.6million for 2012-13. Additional funding projections for 2013-14 would equate to approximately \$839,000 from growth, and \$994,000 from COLA. The funding priorities for Bakersfield College will be to restore funding for facilities and IT to address general maintenance and the computer replacement plan.

***A motion was made to extend the meeting time by ten minutes. M/S/C: Korcok/Anderson*

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

There were no additions to the agenda.

COMMITTEE APPOINTMENTS

There were no committee appointments to review.

UNFINISHED BUSINESS

Senate Ideas and Concerns

Corny Rodriguez provided an explanation of the actions recommended by the Executive Board. Voting items will no longer be identified with a double-diamond; a parenthetical notation under Unfinished Business will indicate that "all unfinished business items are subject to voting." Training for Senators will take place at the

beginning of each semester on Senators responsibilities, parliamentary procedures, how to make a motion, etc. The Executive Board asked the Senate to consider a "Consent Agenda" as part of the regular agenda. In this section, items that do not typically require, or no longer need discussion, would be included. Individual items could be removed from the consent agenda if warranted and approved by the full Senate.

Instructional Materials Committee (Change Proposal)

Michael Korcok asked Senators if they had any feedback from the proposal that was shared on April 3. Kathy Freeman shared that about one half of the English Department responded and 12 responses were against forming the committee, one response in favor and one response was indecisive. Comments from English included a fear of censorship and that the faculty contract and board policy already addresses faculty purview of instructional materials and academic freedom. The ESL Department does not support the creation of another committee and both Math and Library faculty feel the matter falls within the Curriculum Committee purview. It was noted that the Curriculum Committee has an enormous workload already. It was suggested to create a temporary task force with specific guidelines to develop a faculty handbook related to procedures for electronic materials, materials created by faculty and royalties. Michael Korcok expressed support for the handbook, but again emphasized the need for a standing committee to take a proactive stance in creating a collective knowledge of issues that arise due to a lack of clarity in Board Policy and Title 5.

A motion was made to bring this item back to the next Senate meeting. M/S/C: Freeman/Parent

It was noted that ASCCC published a position paper on Textbook Issues, Economic Pressures and Academic Values which can be found online at: <http://asccc.org/node/174998> .

A&R Form for Registration

Michael Korcok reported that a draft of this form was not yet ready to review.

NEW BUSINESS

The remaining agenda items were not addressed due to a lack of time. Senators were asked to be prepared to vote on these items at the Senate meeting of May 1.

- Proposal to Change Catalog Language
- Proposal to Add Non-Participation Language for Face-to-Face Classes
- Senate Expenditures for Faculty Retiree Recognition and Margaret Levinson Award Contribution

GOOD AND WELFARE

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

ADJOURNMENT at 5:27p.m.

Respectfully Submitted,
Jennifer Marden