

ACADEMIC SENATE of BAKERSFIELD COLLEGE

September 18, 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); Gayla Anderson; Nancy Guidry; Kathy Freeman; Maria Perrone; Valerie Robinson; Brent Damron (proxy for R. Bolton); Alex Henderson; Lisa Harding; Jeannie Parent; Joyce Kirst; Marsha Eggman; Kris Stallworth; Patrick Fulks; Klint Rigby; Andrea Thorson; Janet Tarjan; Julie Lowe; Robert Martinez; Ron Grays; David Neville.

ABSENT: Bill Kelly; Terry Meier; Jennifer Jett; Ishmael Kimbrough; Charles Kim (EB); Bryan Hirayama (EB); Anna Poetker; Christian Zoller.

CALL TO ORDER

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

REVIEW OF THE MINUTES

A motion was made to approve the minutes of September 4, 2013. M/S/C: Freeman/Kirst

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

REPORTS

President (Rodriguez)

- At the Board of Trustees meeting, Stu Whitt has resigned effective October 1st. The student representative resigned due to demands of the Nursing program.
- Tom Burke will address the Senate to discuss the FON (Faculty Obligation Number). Laura Lorigo will also join Tom on October 2nd.
- Regarding the response from the President on non-participation language for face to face classes, Sonya Christian, President, is asking Nan Gomez-Heitzeberg, Executive Vice President Academic Affairs to meet with Corny Rodriguez and other senators to begin discussions. This was an ISIT committee recommendation. It was a senate approved item.
- Monday, September 23rd, the CCLC will meet with campus people about improving advocacy on the college's behalf. Comments were made about slowing things down to allow for appropriating vetting.

Accreditation Steering Committee (Pluta)

Kate Pluta distributed a written report by email on September 17, and asked Senators if they had any comments or questions on the information provided.

- 1. Program Review Liaison Report** – Kim reported that committee assignments for the first and second reading of the APR's are set: September 16 is the first reading; September 23 the reports must be to the supervising Dean or administrator.
- 2. Follow Up Report** – Bonnie reported that the follow-up report was sent electronically to the KCCD Board on Thursday, September 12 and it was sent electronically to the KCCD on September 16. She is currently developing a brochure for the visit and will present a draft to College Council soon. Nan reported that the visit could be October 28 or 29, but there is no official date as of yet.
- 3. ASC's Role 2013-14** – Kate reported that she talked with Greg Chamberlain about ASC's original charge regarding evidence collection and his recollection was that the charge related to evidence collection and review for the self-study. Sue states that Kathy Rosellini's recollection was similar. There was

discussion about what College Council's function is and what our function is. There appears to be some overlap but Kate stated that this could be a movement towards college integration. The charges were reviewed, revised, and new ones added.

4. Committee Goals- There was discussion of ASC's goals that were developed at the last meeting. The committee documented action plans for each goal.

5. Evaluating Our Process for Preparing the Self Evaluation and Follow-Up Reports – Lisa Fitzgerald discussed draft 4 of the Evaluation of the Self-Study. The committee discussed the pros and cons of each item and we decided to keep “what worked well,” “what didn't work,” and “what would you change.” It was decided that the survey would be sent out after the Follow-Up visit during the week of November 4 with a reminder to complete the survey on Tuesday, November 12 or 13 as Monday, November 11 is a holiday. We want to make sure that all people interviewed by the visiting team get a copy of the survey. Kate requested that the analysis of the survey results be completed by Spring 2014.

6. Follow-Up Report- The committee briefly discussed how we are going to recognize the work done on the Follow-Up report. This will be added to the agenda for the next meeting.

More information is available on the committee's web site. Full details of the meeting are at the following site: <https://committees.kccd.edu/sites/committees.kccd.edu/files/ASCunapproved%20minutes%209%2017%20130.pdf>

Assessment Committee (Carpenter)

The interview for the Assessment Committee will be held September 19th.

Curriculum Committee (Rice/Carpenter)

Information for the Curriculum Committee will be discussed later in a presentation to the Academic Senate.

Enrollment Management (Korcok)

Bakersfield College hasn't met the 5% increase in enrollment. Currently it is now at a 3% increase due to course reductions.

EODAC (Hirayama)

The next EODAC meeting will be rescheduled for September 20th. On the agenda is the committee charge, the committee web page, the development of committee goals for 2013-14, and the committee meeting schedule.

ISIT

Nick Strobel reported the following:

- In response to the Accreditation College's recommendation, the committee is developing an assessment methodology to evaluate how well technology resources support institutional goals.
- The committee developed the Faculty Director of Technology, Innovation, and Professional Development charge (TIPD) with 2 objectives: 1) Increase student success in online classes and 2) Improve technology use on campus and online.
- The ISIT charge was reviewed.
- The Summer 2013 Technology Improvements Report to ISIT was reviewed and posted to the ISIT web site.
<https://committees.kccd.edu/sites/committees.kccd.edu/files/Summer%202013%20Projects%20List%20for%20ISITv2.pdf>
- The proposed ISIT 2013-14 goals were discussed and their link with the BC Strategic Focus. The topics included the following:
 - 1) Help with the implementation of SARS-ALRT, the at-risk student flag system for all of our courses.
 - 2) Implement the work plan coming out of the Sloan Conference in April and make sure we have the personnel support and training to more effectively use technology in a way leading to more student success.
 - 3) Use the new APR Technology Request form and fix what needs fixing in the information-gathering + decision-making processes. Assess technology usage.

- 4) Re-allocating computers to office desktops using criteria for multi-tiered allocation scheme that takes into account that some “power users” need more powerful hardware than other users.

Additional information can be found at the ISIT committee web site below:

<https://committees.kccd.edu/bc/committee/isit>

Program Review Committee (Pluta)

Kate Pluta reported that the committee changed the definition of program to match Title 5 – leads to degree or certificate. The committee co-chairs and the Vice President of Academic Affairs are working together to confirm the list of programs that will be used for Program Review and listed in the college catalog. Curriculum needs to be reviewed every six years, but can be done sooner, and a few courses can be done each year.

It was recommended that the Senate forward a recommendation that the catalog be available in May in order to accurately work with students. It is critical to have the catalog available prior to the first week of classes. The Catalog should be available online in searchable form with copies in the library. This can be added to the agenda. The next Program Review Committee meeting will be on September 24th.

Correspondence (Sims)

Thank you notes were received from Robert Burn and Mark Stevens – scholarship recipients. The Honorable Robert Tafoya is ill and it was suggested to send a card.

Treasurer (Kim)

There was no Treasurer’s report.

ASCCC (Staller)

The Fall Plenary Session will be in Irvine on November 6 – 9. Resolutions will be available in mid-October, and Mark will send them out and highlight items that are pertinent to Bakersfield College faculty.

CCA Update (Guidry)

The CCA is welcoming new faculty and encouraging them to speak with them about the advantages that CCA has to offer, especially considering that negotiations are coming, and health care will be a hot topic.

Skills Prerequisites Task Force

John Gerhold will schedule meetings soon.

OPPORTUNITY TO ADDRESS THE ACADEMIC SENATE

The Curriculum Committee will address the Academic Senate:

Curriculum Work Session: Definitions and Alignment of CID, TMC, AA-T and AS-T

The committee distributed some background on ADT (Associate Degrees for Transfer) based off of TMC (Transfer Model Curriculum) information. The committee highlighted the progress that has been made. All 22 TMCs need to be in place by next fall. The new bill indicates these degrees are tied to funding. Looking at the course descriptor, content and objectives need to be similar to the C-ID. SLOs (Student Learning Outcomes) are different than course objectives per Title 5. Although the two are often similar, they need to have enough information holistically to make the C-ID approval. The template for the C-ID is available on the CCCC web page as that is the most recent. Units cannot be increased—these were vetted statewide by UCs and CSUs and must stay in the 60-unit totality, but also need to consider the financial aid unit limitations in the long run. A lot of ADTs are predicated on others and all will be moved forward as a group.

Many TMCs are in process. There are so many steps that one little glitch can hold up the whole process. Department faculty should get together and pencil out what they want to do and then come talk with Billie Jo Rice and John Carpenter. They can walk faculty through the whole process. Billie Jo reminded the Senate that they are chosen by their departments to ask hard questions. Curriculum reps will be doing the same in the coming months, so be patient and responsive.

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

A motion was made to add New Business Items: New Management Positions at BC as Item C, and Counseling Recommendation for Early Availability of Catalog as Item D. M/S/C: Staller/Sims

FACULTY APPOINTMENTS

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

Board Policy Revision: 4B3, Distance Education

- There was discussion and feedback on the “48 hours” and how that works with weekends and holidays – and how this works with Saturday as an instructional day. There was a recommendation of changing this to “72 hours.”
- There was a question regarding how the college/district will provide for the plagiarism detection tool. Porterville College and Cerro Coso fund TurnItIn, but at Bakersfield College some faculty pay for their own.

There was a motion to carry over the discussion to the next meeting. M/S/C: Freeman/Thorson

2013-14 Academic Senate Goals

The following four items were reviewed and approved: M/S/C: Kirst/Stallworth

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.*

Senate Purview for All Faculty Appointments

There is a question about moving forward on how faculty are appointed. It was clarified that:

- Faculty appointments to any committee where the faculty member is perceived to be the voice of the faculty or is the voice of faculty, need approval by the Academic Senate.
- Faculty who are not a voice of all faculty should be appointed in order to be recognized by way of a vote or it may be shared as information.
- Faculty who are called on for their expertise should also be recognized, by way of Senate approval since compensation is involved.
- There are discrepancies in how faculty opportunities for involvement on committees or a task force are solicited. It was suggested that a position that is connected to reassigned time or stipend should include an open call.

Volunteers are needed to hammer out language that can be moved was forwarded to administration; perhaps a future MOU or other form of agreement with administration.

Kathy Freeman, Andrea Thorson, Janet Tarjan, Nancy Guidry, and Corny Rodriguez will work with the CCA and report at the next meeting.

NEW BUSINESS

Faculty Emeriti

A policy to identify faculty emeriti was established in 2010 and the list of Emeriti names had been deleted from the catalog. The current catalog only has retirees listed and needs to be corrected. Help is needed to work with administration to determine what criteria for the exceptions of those with less than 20 years of service to Bakersfield College. Nan Gomez-Heitzeberg, Zav Dadabhoy, Corny Rodriguez, and someone from the Executive Board are needed to work on this Emeriti list.

** There was a motion to extend the meeting by 5 minutes. M/S/C: Staller/Tarjan

New Management Positions

Kathy Freeman sent information identifying which management positions are new and which are replacements. Some are part of the Student Services reorganization plan, but the Senate should be interested in the money being spent on these positions. There is inconsistency about which positions are shared through "bc_all" and which aren't. It was suggested that all open positions be shared "in-house" because we might know someone who would be good for the job.

The Vice President of Finance position is posted for the second time.

Catalog Recommendation

A recommendation was made that the catalog be available in May in order to accurately work with students. There was discussion related the accuracy of the catalog, the timeliness of the catalog distribution, and the pros and cons of hard copy versus electronic formats. Alex Henderson will research the number of hard copies needed and will work with Corny Rodriguez on language related to a possible recommendation to the administration.

GOOD AND WELFARE

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

ADJOURNMENT at 5:03 p.m.

Respectfully Submitted,
Jennifer Marden
Margaret Head