UNAPPROVED MINUTES

PRESENT: Alisha Loken, Andrea Thorson (EB), Anna Poetker, Chad Newton, Charles Christian, Zoller Kim (EB), Dan Kimball, David Neville, Gayla Anderson Greg Chamberlain, Ishmael Kimbrough , Jeannie Parent, Jennifer Jett, John Giertz (EB), Joyce Kirst, Kate Pluta (EB), Kurt Klopstein, Kathy Rossellini, Kris Stallworth, Lisa Harding (EB), Marsha Eggman, Nancy Guidry, Neal Stanifer, Reggie Bolton, Ron Grays, Richard Marquez (EB), Steven Holmes (EB), Wesley Sims (EB)

ABSENT: A. Todd Jones, Bill Kelly, Billie Joe Rice (EB), Brent Damron, Bryan Hirayama (EB), Colton Nicholsen, Denise Norris, Janet Tarjan, John Carpenter, Klint Rigby, Mark Staller (EB), Robbie Martinez

GUESTS: Liz Rozell, Tom Greenwood (by proxy)

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

Announcement:
Steve Holmes reminded the Academic Senate that Kate Pluta will be presenting the Strategic Directions as the 2/25 meeting.

Opportunity to Address the Academic Senate:
Baccalaureate of Applied Science
Steve Holmes introduced Liz Rozell, Dean of Instruction to the Academic Senate to discuss the BAS program and its courses. Liz provided a power point presentation on the BAS Industrial Automation.

Industrial Automation: "The creation and application of technology to monitor and control the production and delivery of products and services…" – Automation Federation (Industrial Association). Industrial Automation includes sorting, filling, robotic arms, motors and assembly systems, which the lab has to support this program. Liz invited the Academic Senate to come by and tour the lab. Some of the employers that would hire an applicant from this field are Paramount Farms, Grimmway Farms, Botlhouse Farms, Dryer's, Linn Energy, Calportland, Target, GAF, KSI, Chevron, Frito Lay and Sun World. It is estimated that there will be a 20% grow in automation types of positions over the next ten years.

The program Mission: "To prepare individuals for technical management careers in industries which utilize automation, including the petroleum, manufacturing, logistics and agriculture industry sectors, in order to improve the regional economy." Program intent is to give high technology expertise in a specific area like automation, also a little bit of background to prepare them for their supervisory roles.

Curriculum: The first two years of this curriculum is currently available.
Freshman year- POLS B1, Math B1a, Phys B2a, ELET B1 (basic electronics), ENGL B1a, Arts, History courses, ELET B5 (programmable logic controllers), ELET B70 (Mechanical systems).
Sophomore year-Arts, Humanities, Critical Thinking, ECON or B2, ELET B55a (electric Motors-controls), Bio B11, Lifelong Learning, Comm B1 or B8, ELET B56 (Instrumentation and Process Control), ELET B4 (Computer integrated Manufacturing).
Junior year- INDT B100 (Industrial Safety Principles and management), INDT B110 (Materials Science for the Technician), INDA B110 (IA Networks), INDA B114 (IA Measurement), INDR B100a (Industrial Design Graphics I), GE Upper Division Technical Writing Course, INDR B100b (Industrial Design Graphics), INDA B112 (IA Systems), INDA B116 (Industrial Motion Control), INDA B120 (Industry Sector Seminar: Applied Automation).
Senior year-INDA B130 (Project Management and Budgeting), INDA B140 (systems Design and Integration), INDA B122 (Industry Sector Seminar: Manufacturing and Production), INDA B124 (Industrial Manufacturing Process), GE Upper Division, INDA B132 (Leadership and Entrepreneurship), INDA B134 (Quality Assurance)INDA B135(Facilities Planning and Operations), INDA B141 (systems implementation). Lower level gen-ed will amount to 62 units. and upper level gen-ed will amount to 60 units.

Liz explained that they are discovering that decisions will be made at a state level for all 15 colleges which will affect what we can offer in the upper level general education. It seems as though the state wants some uniformity across the 15 colleges where we are hoping to have more flexibility.

There is no other program that is Industrial Automotive at any CSU, but there are Industrial Technology and Engineering technology programs that have elements of industrial automotive in them. So our program is different and therefore some modifications may need to be made to our course level to avoid any competition. The CSU's can comment on the program until February 27th, so there can still be possible changes. Liz reported that we are hiring our first BAS person for the Fall. A Master's is needed to teach the Bachelors level of courses. Hiring will be taking place for someone that has a Master's in Industrial Engineering or Electrical Engineering. Two to three faculty are expected to be hired, but will depend on the program as it develops. Admittance in the program will be after the first two years. In the Fall 2016, junior level classes will be available. In the Fall of 2017, senior classes will be available. The first graduating class will be in May 2018.

Liz recommended anyone who is calling the college who is interested in the program to keep a tracking system or send information to Mary Webb, Janet Thomas or Liz Rozell. A FAQ will be available. Pathways with the high schools, especially with Project Lead the Way are being initiated. There will be a CTE High school in Earlimart where they are going to make it feed directly into the BAS program. We were going to start with 30-40 students, but by the end of the eight years, we should be graduating around 100 students. This degree would cost around $10,000 compared to $20,000.00 from CSU and $30,000 from UC's, so the cost is excellent.

*The BAS power point presentation is posted to the Academic Senate web site.

Additions to the Agenda:
There were no additions to the agenda.

Review and Approval of the Minutes:
A motion was made to review and approve the minutes for January 28, 2015, as presented.
M/S/C: Kirst/Stanifer

President's Report (Holmes):
Committees
There are several committees that are being developed and Steve has been asked to solicit for faculty recruitment:
1. Mission Statement committee (previous committee) to revisit the mission statement since the announcement of the BAS. Andrea Thorson and Kate Pluta have volunteered for this committee.
2. Administrative Reorganization Committee to revisit the administrative structure and scope of authority.

Child Development Center
It has been brought to the attention of Steven Holmes that there is 20 minute outside the Child Development Center. The Center closes at 4:30 daily. This issue is being addressed and they will be opening this up for parking with signage for students and faculty to access.

Duplication
Steven reported that this continues to be addressed with Administration with no change. The Academic Senate mentioned that we may want to take a position on this situation. It is affecting adjunct that need copies after hours because everything is closed. CCA has raised this as a working condition with President Christian.

Accreditation & Institutional Quality (Pluta)
Tabled

Assessment (Neville)
Tabled

Budget (Holmes)
Tabled

Curriculum (Rice/Carpenter)
Tabled

Enrollment Management (Staller)
No report. A report will be requested.

Equal Opportunity & Diversity Advisory (Hirayama)
No report
Bryan Hirayama is not available because he is teaching a class at the Delano prison during this time. The Academic Senate asked if there is a process when someone is assigned to teach at the prison. CCA is also addressing this as a working condition.

ISIT (Marquez)
Report is submitted as written:

Information Systems Instructional Technology (ISIT) Report: February 10, 2015
By Richard Marquez

- *The last ISIT committee meeting was held on February 2, 2015*
- *Todd apprised everyone of a new pay-for-print system for the library. The new student card can be replenished using a credit card or can be replenished with cash at the Business Office. There were several questions posed by members of the committee which Todd will research and report on. Tentative roll out for the new system is summer 2015.*
- *Tracy Lovelace reported that the Moodle upgrade has been delayed with no new installation date.*
- *Todd shared the ISIT Committee report that was completed by the co-chairs and submitted to the president's office.*
- *The final revision of the Program Review ISIT requests was submitted for approval to the committee and was approved.*
- *Todd Coston used the remainder of the meeting to present the Strategic Directions Initiatives. The committee members were encouraged to work in groups to create goals for accomplishing the various initiatives.*
- *Although this occurred after the ISIT meeting, the technology conference was held on Thursday, February 5, featuring Dr. Michael Wesch as the keynote speaker.*

*Report for the ISIT Priority List can be found online:
https://committees.kccd.edu/sites/committees.kccd.edu/files/2014-2015%20ISIT%20Requests%20Priority%20List.pdf

Professional Development Committee (Giertz)
Report is submitted as written:

Bakersfield College FLEX Information and Guidelines

1. ***What is FLEX?***
a. *The flexible calendar is the result of an attempt to reform the college calendar without reducing the work year. Time that would have been spent in classroom instruction under the traditional 175-day calendar is devoted to professional development and improvement of instruction. FLEX provides a way for the State to fund activities designed to improve the quality of performance at both the individual and the institutional levels. Though the state allows 15 contract days for FLEX activities, Bakersfield College has opted to utilize 3 FLEX days.*

At Bakersfield College, our ~~Staff Development Coordinating Council (SDCC)~~Professional Development Committee (PDC) prepares some activities each academic year that are offered before each semester starts and often throughout each semester that could qualify as acceptable professional development activities. We tend to call these options FLEX Workshops. Other activities (conferences, workshops, coursework) would also be acceptable; no one is required to attend the on campus offerings, but the sessions are

convenient. Prior approval of an activity as meeting FLEX requirements is not absolutely necessary, but the review process may raise questions about an activity's appropriateness.

2. **Why am I required to participate in and report FLEX activities?**
a. *Each faculty member is required to complete a certain amount of professional development each semester or academic year. Full time faculty complete 24 hours each academic year. Adjunct faculty complete 2 hours every semester they teach for BC, for any semester in which they teach 3 units or more. Faculty are paid for this time as part of their annual agreement, so how these professional development activities are fulfilled must be recorded by the campus. If the hours are not completed, then absence slips for the appropriate number of hours must be submitted to appropriately adjust that faculty member's pay.*

3. **How and when do I report my FLEX activities?**
a. *To verify the professional development hours completed each semester/academic year, each faculty member fills out and submits a FLEX Report Form (found on the PDC website and the employee tab in insideBC) for review by the dean in consultation with the chair. Forms may be submitted anytime throughout the semester, but no later than the start of finals in December/May for adjuncts and no later than the start of finals in May for full-time faculty. Adjuncts submit 2 hours each semester. Full time faculty submit 24 hours for the academic year (8 for fall, and 16 for spring, technically). Absence forms will be submitted for each faculty member who does not submit FLEX activities for the required number of hours. Because faculty members are being paid for completing these activities, each submission must include all the pertinent details about the activity (time, flyer or brochure, proof of attendance, explanation of how meets state criteria, etc.). Some logistics must be carefully monitored to avoid the misuse of taxpayer funding. For example, if you have professional leave to attend an 8-hour workshop on a Thursday and you regularly teach 6 hours that day, you could only claim 2 hours of the time.*

4. **What is the window for acquiring FLEX credit for a given year?**
a. *The FLEX calendar follows the district fiscal calendar. As such, FLEX credit for a given academic year can be earned from July 1st to June 31st. Since FLEX documentation is due by the start of finals in May, FLEX credit earned in May and June can be added to the already submitted FLEX form upon completion. FLEX credit earned during one academic year cannot be banked and used as FLEX credit in subsequent years.*

5. **What are acceptable FLEX activities for ~~full-time~~ faculty?**
a. *FLEX activities must fulfill one of the nine approved criteria designated by the state and be included as part of the Approved list (see part b below). These criteria include:*

- *Improvement of Teaching*

- *Maintenance of Current Academic and Technical Skills and Knowledge*

- *In-Service Training for Vocational Education and Employment Preparation Programs*

- *Retraining to Meet Changing Institutional Needs*

- *Intersegmental Exchange Programs*

- *Development of Innovations in Instructional and Administrative Techniques and Programs*

- *Computer and Technological Proficiency*

- *Courses and Training Implementing Affirmative Action and Upward Mobility Programs*

- *Other Activities Determined to Be Related to Educational and Professional Development—please specify*

b. *Activities that faculty members have participated in and that are noted on the most current Approved list (see below) are automatically approved.*
  - *Approved Activities for FLEX*
- *Attending a conference related to your field*
- *Attending Opening Day ceremony*
- *Attending department meetings outside of the start/end dates of the semester*
- *Attending ~~SDCC~~ PDC sponsored workshops (any workshop made available to all campus members) during FLEX week*
- *Attending ~~SDCC~~ PDC sponsored workshops during the semester*
- *Attending BC plays or concerts, Levan Center presentations, or sporting events (1 hour max for attendance at up to 3 events, for a total of 3 FLEX hours)*
- *Participating in activities that promote both physical wellness and comraderie with BC colleges (includes bowling and basketball) (4 hours max)*
- *Delivering a presentation at BC (NOTE: presenters presenting at an ~~SDCC~~ PDC sponsored event receive double FLEX hours (1 hour presentation = 2 FLEX hours)*
- *Delivering a presentation outside of BC*
- *Publishing a paper (3 hours max)*
- *Taking a course*
- *Training in classroom research assessment techniques*
c. *Activities that faculty members have participated in and that are not on the Approved list may be approved upon written request to the educational administrator:*
  - *Steps for approval*
1. *Prior to attendance or completion of an activity not included on the list of approved activities, faculty members are asked to provide a written request to their educational administrator for approval.*
2. *If granted, faculty members must attach the request with the educational administrator's approval to their FLEX form.*

6. **What FLEX activities are not acceptable for ~~full-time~~ faculty?**
a. *Activities listed on the submitted FLEX form must not be activities for which faculty have been or will be compensated (by KCCD, BC, or other).*
b. *Activity hours listed on the submitted FLEX form must not conflict with faculty members assigned load hours (classroom or NT hours).*
c. *~~Most items listed as not acceptable are considered part of faculty responsibilities under contract language "Professional Expectations" and thus do not qualify as FLEX.~~*
  - *~~Attending department meetings, including task force, ad hoc, and course specific meetings~~*
  - *~~Attending governance committees (as representative or guest)~~*
  - *~~Attending governance committee meetings if they meet more than once a semester~~*

- ~~Attending advisory meetings, occupational Ed meetings, special meetings, any campus meetings as a guest~~
- ~~Attending another faculty's class~~
- ~~Attending/participating in open houses~~
- ~~Updating course assignments, exercises, handouts, syllabus, etc.~~
- ~~Researching course related items~~
- ~~Compiling SLO data~~
- ~~Talking with other instructors~~
- ~~Tutoring students outside of class~~
- ~~Meeting with students in office~~
- ~~Reading a book related to one's field~~
- ~~Reviewing textbooks~~

The major revisions to this item are primarily between pages 3-4 where items 7& 8 were eliminated activities from the negative list in attempts to make it simpler. The other change is the name from Staff Development Coordinating Council (SDCC) to Professional Development Committee (PDC).

It was recommended that if you know of some flex worthy items or things others are doing that would be good opportunities, please share them with Todd Coston or John Giertz (PDC). It was mentioned that the Gadfly Café is a FLEX activity that could be advertised and that it would be a good idea to list on events that they are sponsored or approved by PDC.

There was discussion about the various line items stricken out and their rationale. It is noted that the list reflects the State's list. John Giertz shared that if something doesn't seem acceptable, it still may be considered as a special circumstance. The state wanted to be as flexible as possible with the options. Steven also addressed that Professional Development funding is needed for faculty members for state wide initiatives. The Academic Senate will try to advertise Professional Development to fund and to encourage more faculty to participate.

Steven recommended that the Academic Senate share this information with its fellow constituents and bring back for a decision.

Program Review (Pluta)
Tabled

Other Reports:

Treasurer
Report submitted as written:
Academic Senate Funds 2/9/2015
By Charles Kim
10/28/14
1. *BC Faculty Senate Retired & Student Accounts*   *$1,936.41*
2. *Levinson Award Account*   *$15,160.01*   *but only 5% can be used so*   *$758.00*

11/17/14
1. *BC Faculty Senate Retired & Student Accounts*   *$2,098.99*

2. *Levinson Award Account*   *$14,646.01*   *but only 5% can be used so $732.30*
The drop in amount is due to the Levinson Account having investments tied to the stock market.

1/21/15
1. *BC Faculty Senate Retired & Student Accounts*   *$817.76*
2. *Levinson Award Account*   *$15,078.81*   *but only 5% can be used so $753.94*

2/9/15
1. *BC Faculty Senate Retired & Student Accounts*   *$817.76*
2. *Levinson Award Account*   *$15,078.81*   *but only 5% can be used so $753.94*
3. *Academic Senate Account*   *$3,739.12*

Charles Kim reported that we have gone from two accounts to three accounts and he will research this item further: 1)BC Faculty Senate Retired & Student Accounts, 2)Levinson Award Account, 3)Academic Senate Account.

Kathy Rosellini asked if it was $100/per person for retirement gifts, and if so, how many and who are they? Charles Kim will provide this requested information.
It was noted that the previous BC Faculty Senate Retired & Senate accounts showed a dramatic disbursement of funds for too many promised scholarships. Tom Gelder, Foundation Director will be meeting with Steven Holmes to provide information on how much funding will be available for student scholarships this year, so the Academic Senate can decide on what will be awarded.

Secretary (Sims)
 No report

ASCCC Representative (Vacant)
The ASCCC was vacant. There was discussion on holding a special election and that person would serve only two months. Nominations were sent out for Academic Senator Representative and the Executive Board Officers. Steven recommends that we do not hold a Special Election and just go ahead and fill the position early by the standard nomination call. This way, he/she can get a jump start on the position by attending the Plenary Session scheduled in April. It was noted that Andrea Thorson also has an interest in attending the Plenary Session.

CCA
Nancy Guirdy informed the Academic Senate there were three topics to report on:
1. The February 3rd meeting was actually a planning session. The facilitator met with our negotiators, which was a foundation for setting the stage for the next meeting scheduled for February 27th. The negotiators are familiar and pleased with the facilitator. Tom Greenwood added that they by having the facilitator, it has helped get back things back on track and wrap up items. He explained that the reason this has taken such a long time is due to scheduling conflicts.
2. The Academic Senate was informed that the representatives for the District are as follows: Abe Ali, Emanuel Mourtzanous, Cindy Collier, Bill Henry (PC), and Cerro Coso dean. It is more than likely a contract will be set before the end of the semester. It was asked what the Union needed from the faculty and how they can help. So far, the negotiations have been going very cordial and respectful.

3. Part-time Employee Heath Care Program is not just for adjunct faculty, but for ALL part-time employees district wide. The District is required by the Federal Government to provide this or they can be fined.
4. Nancy reminded the Academic Senate that Becki Witson has stepped down as Chair of CCA, and that Nancy has volunteered to take her place. This is not official until it is approved by CCA. Please send questions or comments to Nancy Guirdy.

Student Representative (Colton Nicholsen)
No report

Faulty Appointments
No Faculty appointments

Faculty Screening Committees
Academic Affairs New Faculty Recruitment Status was provided:
BC Office of Academic Affairs
2015-16 New Faculty Recruitment Status
February 11, 2015
Priority Department Notes
   1 Counseling
   2 Biology
   3 English - Delano
   4 Counseling
   5 Kinesiology, Conditioning
   6 Nursing, Sim Lab
   7 Academic Development
   8 Counseling
   9 Philosophy
   10 Art, Ceramics & 3D
   11 Library
   12 Counseling
   13 Counseling
   14 Counseling
   15 Counseling
   16 Computer Science (14/15) (14-15)
   17 Culinary Arts (14-15 filled Jan 2015)
   18 EIT BAS Degree New Program or Grant
   19 Art, Media Arts New Program or Grant
   20 Allied Health (New Program) New Program or Grant
   21 Ag Mechanic (Grant) New Program or Grant
   22 EMS
   23 EIT Automotive
   24 Academic Development

Steven pointed out that the Geology and Fire Tech positions were no longer on this list, as well as, a couple positions have been added. It was questioned as to why we have the positions prioritized and Steven responded that we never know what we are budgeted for. This prioritization does not take place under the Academic Senate jurisdiction, but Program Review and FCDC ranks the positions. Lisa Harding noted that there is a new Allied Health program that she was unaware of and also doesn't know what the program is. The

Academic Senate requested that Steven request a written response from President Christian for reasoning of why the priority list doesn't follow that of FCDC.

The Faculty Screening Committees were provided for the Academic Senate's approval. There was a motion to approve the screening committees. M/S/C: Rossellini/Thorson.

Unfinished Business:
BP 10A-Unrepresented Employees (Holmes)
District Consultation Council still has this item on the table. The policy is listed as follows:

BP10A2 Definition of Unrepresented Employees: This unrepresented employment policy provides working conditions for the following position classifications: Educational Administrator, Classified Administrator, Classified Manager, and Confidential Employee. This employment policy does not apply to the following represented position classifications: short-term temporary employee, interim employee and professional experts.

10A3H the Chancellor shall receive and may approve all recommended new employees and their affixed initial position assignment to the Board of Trustees pursuant to 11B1.
The Chancellor shall receive and may approve all recommended changes to the employee position assignments to the Board of Trustees pursuant to 11B1.

Steven addressed the following concerns:
1. The first concern lies with unrepresented employees.
2. The second concern is with the word "may". This has now been retitled 10A3H.
   a. "May" is already addressed in clauses on page 4, 10A3F/10A3G
3. The third is the language to protect College President's delegated duties. This item was tabled.
   a. Steven presented the Academic Senate's recommendation regarding the College President which will come back to the table.

At District Consultation Council it was requested that rational be provided for all Board Policy revisions and the District is looking into the service that was provided in the past.

BP 3b7-Facilities & Equipment-Free Speech
3B7 Speech: Time, Place and Manner
This item was withdrawn from the Board agenda and will be discussed at next District Consultation Council meeting. This item is in regards to all new language that has to do with free speech. The Executive Board had concerns why we are putting in this language when it's already covered by a statutory law or judicial decision. Furthermore, it centralizes decisions on the Chancellor when it should be the President who is more responsible for the campus.

BP3D-General Management
This item is in regards to how we review and dispose of records. It was questioned as to why it was changed from annually to periodically. It was suggested that we add the language "periodically, but no more than 3-5 years" for accountability. There was discussion to clarify length of time, such as, not to exceed a certain amount of time. District Consultation Council did not like this recommendation; however, they will consider it. This item will be voted on tomorrow at the Board meeting.

The policy is listed as follows:
3D3 Retention and Destruction of Records (page 4)
3D3C: The Chancellor or designee ~~annually~~ shall <u>periodically </u>review and classify records of the District.

<u>Multiple Degrees Language</u>
This item is about if a student has completed everything for an ADT; we give it to him/her and the old language is removed. Essentially, it is about allowing students to obtain more than one degree. Some of the language needs correction, such as, we no longer have majors but instead we are focusing on degrees.

There was general discussion on what amount of course work a student should have to take to earn a second degree. The Executive Board suggested that if a student is taking the course work to earn a degree, he/she should earn the degree and no additional units should need to be taken. It was suggested to bring about catalogue change. Steven recommended that the Academic Senate take this back to its fellow constituents, so more discussion can take place.

New Business:
<u>BP 4B3- Distance Education</u>
There was discussion on whether instructors would have to respond back to students within 48 hours. The Academic Senate along with Porterville College took a stand that it should be 72 hours. It was changed back to 48 hours and does not include non-instructional days, holidays, and Saturday/Sunday (weekends). It was important that response time was M-F within 48 hours. It was noted that language will be specific on what a hybrid course is for clarification. This item is going to the Board tomorrow for "first read".

<u>Medical Withdrawal</u>
Steven Holmes checked to see if we had an articulated process for medical withdrawals, which we do not and something we may need to consider. This would be concerning what actually considers a medical withdrawal.

<u>BP 4C4E- Academic Renewal-Cerro Coso</u>
This item is in regards to making changes to the current Academic Renewal Policy. The current policy states that after five years you can wipe out 20 units and have this reduced to one year. Cerro Coso has proposed the change and Porterville College has rejected the proposal. Steven Holmes and Michelle Pena, A&R Assistant Director addressed the Academic Renewal and felt that the five years was inappropriate. Most students are already gone and are unable to take advantage of the opportunity and it is an inhibitor in terms of their GPA. There was one situation that was an exception and that was Math. One of the classes was eliminated and a new one was created to cover this class, but they don't co-exist.   Therefore, there is no class for them to repeat and will remain on their record for five years. The five years is not a part of Ed Code. Kathy Rossellini, Counseling recommended one year. Greg Chamberlain researched the State Academic Senate to see if they had any information on this item and did not find anything relating to this topic. Steven asked all to share this information with their constituents so there will be more feedback at the next meeting.

<u>Proposed Sustainability Committee</u>
Steven informed the Academic Senate that this item is in their packet and to review, so a discussion can be held at next meeting.

<u>District wide Strategic Goals Committee</u>
District Strategic Planning committee: The District office is looking for faculty members to serve on this district wide committee. Faculty are to notify Steven Holmes if they are interested.

*The District Strategic Plan is posted to the Academic Senate web site.

Good and Welfare:
There were no additional comments or questions for the Academic Senate.

Adjournment:
There was a motion to adjourn the meeting M/S/C: Stanifer/Harding.
The meeting was adjourned at 5:11 p.m.

Respectfully Submitted,
Tarina Perry