

ACADEMIC SENATE of BAKERSFIELD COLLEGE

March 11, 2015 - 3:30 p.m.

Collins Conference Center

UNAPPROVED MINUTES

PRESENT: Alisha Loken, Andrea Thorson (EB), Anna Poetker, Bill Kelly, Bryan Hirayama (EB) Chad Newton Charles Kim (EB), David Neville, Denise Norris, Gayla Anderson Greg Chamberlain, Ishmael Kimbrough, Jeannie Parent, John Giertz (EB), Joyce Kirst Kathy Rosellini, Klint Rigby Kris Stallworth, Kurt Klopstein, Lisa Harding(EB), Marsha Eggman Nancy Guidry, Neal Stanifer, Reggie Bolton, Ron Grays, Steven Holmes (EB)

ABSENT: Billie Joe Rice (EB), Brent Damron, Christian Zoller, Colton Nichelson, Dan Kimball, Janet Tarjan, Jennifer Jett, John Carpenter, Kate Pluta (EB), Mark Staller (EB), Richard Marquez (EB), Robbie Martinez, Wesley Sims (EB)

GUESTS: Anthony Culpepper, Craig Rouse, Li Kan Liu by Proxy, Lora Lorigo

Call to Order

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

Opportunity to Address the Academic Senate

Duplication Services/Bookstore (Culpepper/Lorigo)

Anthony Culpepper, VP of Finance & Administrative Services, and Lora Lorigo, Budget Analyst & Auxiliary Services, were guests at the Academic Senate meeting to address concerns with Duplication Services and the Bookstore.

Anthony informed the group that the Print Shop and the Graphics Center are interconnected. They have begun looking at the various department needs and are checking into the equipment that is necessary to keep this department running efficiently. They are looking into adding another person to the department as support staff for Bill Parker. In regards to Xanadu and the course packs, they are looking at the opportunity of outsourcing if this makes good business sense. Laura is currently getting pricing and when this information is available, it will be brought to the appropriate committees before any decision is made.

There was a bookstore meeting that took place with Nick Strobel. Some subjects that came up in regards to Xanadu were about clearing the art work and additional quality of the images that are being placed in the course packs. Since initial conversations have begun, please send suggestions on how the services can be improved. Send these suggestions to Nick Strobel and Tom Moran.

Laura addressed some of the confusion that may have come about regarding the operations being under limited staffing. The staffing in the print shop has always been the same. However, the addition of a new 19-hour person will be a new thing. It has been difficult to find a 19-hour person; however, the effort is being made. Laura explained that during the December break everything seemed to bottleneck. Xanadu and the bookstore continued to work during the Spring semester and the Print Shop closed due to Bill's much needed vacation time. Bill was inundated with course packs to process when he returned. Laura has this on her radar and appreciates everyone's patience with the process. It was also mentioned that there is only one person working in Graphics since a 19-hour person resigned.

Additions to the Agenda:

There were no additions to the agenda.

Review and Approval of the Minutes:

A motion was made to accept the minutes of February 25, 2015 as corrected M/S/C: Kelly/Thorson.

President's Report (Holmes)

Inmate-Education

Rich McCrow, Director of the Delano Campus is invited to visit the Academic Senate on March 25th to address the topic of Inmate-Education.

Public Address to Materials Presented to a Quorum of the Board of Trustees

Steven circulated this item to the Academic Senate listserv.

Two options were given for Posting Written Academic Senate Reports:

1. Academic Senate reports may be posted to a KCCD governing board meeting agenda in a PDF format and received by 5pm on the submission dates.
2. An alternative for materials not received prior to the Board meeting is to place an electronic copy of the Academic Senate Report in the BoardDocs Library, under the "Reports" tab.

A decision has been requested on how we intend to proceed.

District-wide Strategic Goals Committee

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

Steven explained that strategic planning is for the entire district, as well as individual plans. The primary document has been completed; however, individual documents are being worked on by Zav Dadaboy and Nan Gomez-Heitzeberg. This will be done on an annual basis.

Sun Guard

Sun Guard software utilizes a Luminus (portal). The portal is InsideBC. Sun Guard is dropping the Luminus program. There will be discussion to determine if we even need to have a portal. Bill Moseley will represent BC faculty at Monday's meeting.

Accreditation Visit

President Christian is in Laney College for an Accreditation visit.

Closing the Loop for Human Resources-Faculty, Staff and Management Positions

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

Co-Chair Reports

Accreditation & Institutional Quality (Pluta)

No report

Assessment (Neville)-Report submitted as written:

Assessment Report 3/10/15

By David Neville

We are looking at doing the CAAP assessment so that we can get disaggregated related to critical thinking of our students. Bryan Hirayama, Karimeh Amin and myself went to the SLO symposium where we networked with other SLO leaders from various colleges. We are in the process of developing a uniform mapping system for assessment for all department for our SLOs to our PLOs to our ILOs and in the future to our GELOs.

We are also looking at sending out a form that we will be using for Assessment Data this year as CurricUNET is not being responsive.

The committee from the 3 colleges are making progress on deciding which outside vendor to use for our course management/assessment program. The district IT is looking at the various suggestions at this point. We had hoped to wrap this up this semester.

Budget (Holmes)

No report

Curriculum (Rice/Carpenter)

No report

Enrollment Management (Staller) –Report submitted as written:

ENROLLMENT MANAGEMENT COMMITTEE MEETING REPORT by Mark Staller

(EMC Meeting held January 27, 2015)

The Enrollment Management Committee met from 1:30 to 3:00 p.m. on Tuesday, January 27th.

Note: *The EMC meeting time has been moved from 2:30 p.m. - 4:00 p.m. to 1:30 p.m. - 3:00 p.m. in order to avoid scheduling conflicts with other committee meetings. The remaining EMC meetings for Spring 2015 Semester are March 3, March 24th, and April 28th.*

Discussion Items:

EMC members received a binder of reading material over winter break that included an 8-page enrollment management article by Janet Ward, a 10-page 2012-1016 Porterville College Enrollment Management Plan, a 15-page 2011-2014 Draft Enrollment Management Plan for Orange Coast College, a 50-page white paper from the State Academic Senate (ASCCC) titled "Enrollment Management Revisited", and an 85-page document titled "A Practical Guide to Strategic Enrollment Planning." The January 27th EMC meeting was the first formal discussion of these assorted documents.

--Nan Gomez-Heitzeberg reported that her secretary Tracy Hall had run into some difficulties getting electronic versions of these documents uploaded to the EMC webpage. (In order to meet EMC goal #2, providing information and educating the campus community about enrollment management concerns, the EMC committee would like to post electronic versions of Enrollment Management documents on the EMC webpage for easy access to campus personnel.)

--The EMC committee primarily discussed the 8-page enrollment management document by Janet Ward. The committee has not yet discussed in any detail the Porterville College and Orange Coast College enrollment management plans, nor the longer documents titled "Enrollment Management Revisited" and "A Practical Guide to Strategic Enrollment Planning."

--It was suggested that "A Practical Guide to Strategic Enrollment Planning" be forwarded to the Strategic Directions Committee. The EMC is hoping to incorporate the Strategic Directions Committee work into BC's next formal long-term Enrollment Management Plan. The "Practical Guide" has several useful worksheets that should aid the Strategic Directions Committee members in the completion of their work.

--The Faculty Co-Chair for the EMC Committee, Mark Staller, announced that he was on load-bank release for the Spring 2015 Semester.

Note From Mark Staller: *After speaking to several faculty members and administrators, I have decided to take the traditional, true load-bank release time for the Spring Semester. I had originally intended to continue co-chairing the EMC for the Spring semester, but will step*

aside for the remainder of the Spring Semester. The immediate past faculty co-chair of the EMC, Michael Korcok, is willing to fill in as my replacement for the remaining three Spring EMC meetings. I have indicated Michael's willingness to step in for these three meetings to the Academic Senate, and we will follow the Senate's directions on how to proceed with a temporary faculty co-chair replacement.

Equal Opportunity & Diversity Advisory (Hirayama)

Bryan Hirayama reported that EODA Committee has been participating in the Faculty Screening committees to include diversity training. He announced that Safe Space training will be returning this semester. Bryan will be participating in the Equity Conference-Equity in Action.

ISIT (Marquez)-Report submitted as written:

Information Systems Instructional Technology (ISIT) Report: March 2, 2015

By Richard Marquez

- *The last ISIT committee meeting was held on March 2, 2015*
- *Todd Coston and Kristin Rabe gave a brief recap of the Technology Conference. If you missed the event, both presentation by keynote speaker Michael Wesch are posted on the BC website: www.bakersfieldcollege.edu/conference.*
- *The recent phone outage was discussed. While there are some suspicions about what caused the outage, this has not been verified. No clear reason for the outage has been determined.*
- *Todd also advised that the emergency broadcast feature of the new phone system is still not functional. There is some discussion about creating groups to which to broadcast. There are still old phones in many faculty offices. Todd is trying to get them replaced, but, of course, money is the primary factor in doing so.*
- *The committee was made aware of Cerro Coso's proposal for creating an Online Course Management system. CC would like to absorb students on waitlists for online courses throughout the district. Bill Moseley is working on a BC response to this proposal.*
- *The remainder of the meeting was spent discussing and revising the technology request portion of Program Review. Kristin Rabe has recently compiled the results of the last program review, which indicate that the questions need to be modified in order to get a more accurate assessment of existing technology and the need for new technology.*

Professional Development Committee (Giertz)

****Flex guidelines Under New Business**

John Giertz announced that seven faculty applications requests on scholarships have been received. Steven Holmes went to the PDC last week and discussed faculty utilizing the monies available for professional development. He will be promoting this information to faculty and forwarding on those interested to PDC. There is currently \$2000.00 available to spend for professional development.

Program Review (Pluta)

No report

Other Reports:

Treasurer (Kim)

Charles Kim reported that he will be introducing a new fundraiser to the Executive Board to try and raise money for the Academic Senate.

Steven announced that Financial Aid will be providing Academic Senate with potential students who are available to be awarded scholarships. Steven selected three Academic Senate members to review the potential applications: Steven Holmes, Charles Kim and Wesley Sims.

Secretary (Sims)

Steven reported the following:

- Randy Beeman will be out for the Fall semester due to back surgery and a Get Well card was sent.
- Susan Pinza's mother has cancer and took a bad fall, so a card was also sent.
- Kate Pluta fell and a card will be sent.
- John Gerhold's wife was diagnosed with cancer and a card will be sent.

ASCCC Representative (Vacant)

Steven will forward Resolutions for the upcoming April meeting via the Academic Senate listserv.

CCA

CCA Report 3/11/15

By Nancy Guidry

The negotiations team met with the District and a facilitator on Feb. 27, 2015. A few issues were agreed upon using interest-based bargaining, but there are still some issues that need additional work. There will be another full-day negotiations session on Friday, Mar. 27, 2015 facilitated by the interest-based bargaining representative.

Nancy mentioned to be on the lookout for a possible upcoming survey that may be circulated.

Nancy met with Kathy Freeman and President Christian regarding Inmate-Education and how that program was implemented. Although our contract states we can be assigned anywhere, it was assured that this is a trial program to see how this works and that nobody is mandated to teach at the prison and it is strictly volunteer.

Steven announced that Rich McCrow has come to the Executive Board to discuss Inmate-Education and has been invited back to the Academic Senate.

Student Representative (Colton Nichelson)

Academic Senate Student Representative Report

March 11, 2015

Colton Nichelson

Cesar E. Chavez Blood Drive is taking place at the Fireside Room on the following dates: Wednesday, March 11, 2015 from 9:00 am – 4:00 pm and Thursday, March 12, 2015 from 9:00 am – 4:00 pm. There is a chance to win a \$500.00 prize.

*Bakersfield College Student Government Association (BCSGA) invites all Bakersfield College clubs to participate in Garden Fest. The most popular club booth will receive a \$250.00 prize in addition to what they raise at the event. Garden Fest is Bakersfield's premiere springtime garden event. Garden Fest is an open house featuring the Environmental Horticulture and Agriculture programs that draws thousands of visitors to the Bakersfield College campus for a day of family fun. With over 150 vendor booths featuring gardening, pets, farmer's market, cooking, outdoor leisure, arts & crafts, and environmentally friendly home improvement ideas, there is something for everyone. **Garden Fest will be held Saturday, April 18, from 9 am to 4 pm.***

Renegade Pantry coming up. 3/17/15 is the deadline for the March Renegade Pantry Sign-Up. 3/19/15 is the March Renegade Pantry Distribution from 4:00pm to 6:00pm. Non-perishable food donations are accepted at the Office of Student Life (SGA Office). Monetary donations are accepted at the BC Business Office. BC Faculty & Staff can donate through a Payroll Deduction Form. More information and a donation form can be found at <https://www.bakersfieldcollege.edu/campus/pantry> .

During the week of 3/9/2015 there will be two SGA booths to promote SGA presence, the blood drive and upcoming events from 8am-4pm in the free speech area.

SGA is looking into getting an app that will better connect the students to events happening on campus.

Questions, concerns or suggestions? Feel free to email me at colton.nichelson2014@email.bakersfieldcollege.edu

If you're a club advisor, you can get your club posters and flyers reproduced free by SGA.

Faculty Appointments

No appointments

Faculty Screening Committees

No committees

Steven announced that there are three committees that will be coming under review soon. A notice was sent out to all hiring screening committees that if there are any concerns with the hiring process to please contact the Academic Senate Office with those concerns.

Unfinished Business:

BP 10A-Unrepresented Employees (Holmes)

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

Tabled

BP 3b7-Facilities & Equipment-Free Speech

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

Tabled

BP 4C4E- Academic Renewal-Cerro Coso

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

This item was revised by Michelle Peña, Assistant Enrollment Director. Michelle used the Cerro Coso document and made adjustments to the format. These changes can be found on the Academic Senate website. Steven will be bringing this proposal to District Consultation Council on March 24th. A motion was made to approve the *Revised-Academic Renewal Proposal* and move this item to College Council M/S/C: Harding/Thorson.

Proposed Sustainability Committee(Perry)

Craig Rouse, M&O Manager shared information on the reasons needed for a Sustainability Committee. Initiatives are already in place and we need assistance to grow more. We are establishing partnerships, grants, and other possibilities for Bakersfield College to become greener. We have things in the works such as Prop 39 exterior light replacement, gas free vehicles that were purchased with a grant and we will soon have all M&O vehicles replaced by next year. We are basically trying to take this to the next level and include faculty, staff and SGA in this process. Craig announced that BARC is a new recycling component to M&O and asked everyone to provide feedback to how this program is going by contacting the M&O Office.

It was announced that there is a guest speaker Ms. Taylor Herren, who will be giving a talk, "Pushing Boundaries" which involves sustainability in the CSU System. This event is Thursday, from 1-2, in SE 53. : <http://womenshistorymonthatbc.weebly.com>

It was recommended to strike: *Note: Recycling profits gained from innovation-to go into new sustainable projects.* A motion was made to approve the Sustainability Committee and to move this item to College Council M/S/C: Chamberlain/Stanimfer.

New Business:

Flex Guidelines (Giertz)

To review revisions, please see Academic Senate website:

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

BP 4B7 Articulation (Holmes)

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

A motion was made to accept the language as it was proposed and to move this item to District Consultation Council M/S/C: Thorson/Kirst.

BP 4B9 Student Field Trips (Holmes)

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

Tabled

Duplication Services Resolution (Holmes)

Tabled

Good and Welfare:

It was shared that as a KCCD employee you do not need a preapproval for any medical services. SISC sent a memo to all providers explaining that we are not required to need an AIM preapproval. Doctors are used to having to get preapprovals and this is no longer the case.

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

Renegade Innovation Fund

The Renegade Innovation Fund-purpose: Monies from the Fund are to be used in a manner and for purposes that best fulfill the missions of both Bakersfield College and the Foundation, leverage such assign ways that aid the College and the Foundation in achieving their goals and initiatives. For example, the BC Choir was provided \$29,000.00 to travel to Italy to perform. The Athletic Department has been granted \$5,000.00 to purchase equipment for the Athletic Weight Room. Contact the Foundation office for more information on this Fund.

Adjournment:

A Motion was made to adjourn 5:04 p.m. M/S/C: Stanifer/Chamberlain.

Respectfully Submitted,
Tarina Perry