

ACADEMIC SENATE of BAKERSFIELD COLLEGE

April 29, 2015 – 3:30 p.m.

Collins Conference Center

UNAPPROVED MINUTES

PRESENT: Alisha Loken, Anna Agenjo, Andrea Thorson (EB), Bill Kelly, Chad Newton, Charles Kim (EB), David Neville, Denise Norris, Gayla Anderson, Greg Chamberlain, Ishmael Kimbrough, Jeannie Parent, John Giertz (EB), Joyce Kirst, Kate Pluta (EB), Kathy Rosellini, Klint Rigby, Kris Stallworth, Li Kan Liu (Proxy), Lisa Harding (EB), Nancy Guidry, Neal Stanifer, Reggie Bolton, Richard Marquez (EB), Ron Grays, Ronnie Knabe, Tom Greenwood (EB), Wesley Sims (EB)

ABSENT: Anna Poetker, Billie Joe Rice (EB), Brent Damron, Bryan Hirayama (EB), Christian Zoller, Colton Nicholson, Dan Kimball, Janet Tarjan, Jennifer Jett, John Carpenter, Kurt Klopstein, Laura Peet, Marsha Eggman, Michael Korcok (EB), Robbie Martinez, Steven Holmes (EB), Tom Moran

GUESTS: Craig Rouse, Gayle Richardson

Call to Order

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

Opportunity to Address the Academic Senate

BC Accreditation Survey (Gayle Richardson)

BC Employee Accreditation Survey Results Power Point 2014:

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

Gayle Richardson, Professor, shared a power point on the *BC Employee Accreditation Survey-December 2014* and provided hand outs: *Accreditation Survey-Key Areas of No Concern or Concern* and *Survey Summary*.

Kate reported that the written responses are not included in this report and are still being processed.

School Dude (Craig Rouse)

<https://www.bakersfieldcollege.edu/maintenance>

Craig Rouse, M&O Manager, reported to the Academic Senate information on how the School Dude Work Order system works. When a work order is received by the M&O Office it is processed by Sylvia Hinojosa, Dept. Assistant II. Sylvia/M&O can be reached by phone: **395-4497/4221** or by email: Sylvia.hinojosa@bakersfieldcollege.edu. The work orders are assigned to specific staff members (Tradesman, Custodian or Grounds person). They are required to keep you informed of the status of the progress, such as, *work in progress*, *work order completed*, *work order closed*. Craig asks that if you are not receiving information on the status of your work order, to please contact the M&O Office for an update. It is important to provide details of the problem when filling out the work order form. There is an option to attach a photo of the problem. The level of importance will be evaluated by the assigned staff member and reviewed by the M&O Manager as needed. Craig encouraged old work orders to be resubmitted if a response has not been received.

There was a question of what the average threshold temperature of a room should be before contacting M&O to make a complaint: An average point of 78 degrees should be maintained.

Work Order Process (At this time, this site is only accessible through **Inside BC**)

Inside BC

- Employee Tab
- Employee Forms
- M&O work orders

-Or-

- Quick Links
➤ Maintenance & Operations

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 April 15, 2015 M/S/C: Kelly/Stanifer.

President's Report (Holmes)

Andrea's report is covered under various topics listed below.

Co-Chair Reports

AIQ (Pluta) written as submitted:

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

*AIQ Reports to Academic Senate
Kate Pluta, faculty co-chair, April 29, 2015*

This language from the 2014 ACCJC Standards provides direction for the work of both AIQ and PRC:

Standard I.B.9. *The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)*

Eligibility Requirement 19. Institutional Planning and Evaluation

The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assess progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. (Standard I.B.1 and I.C.3)

Accreditation & Institutional Quality Committee (AIQ) *AIQ and the Standard IV.D team (Multi-College Districts or Systems) have reviewed the Accreditation Survey results for publication. A data coach has analyzed the information and will make presentations to the Academic Senate on April 29 and College Council on May 1.*

- *The Standard IV.D team (Multi-College Districts or Systems) is reviewing the district office response to District Recommendations 1-4.*

Kate reported that the college received 8 recommendations. Kate explained that a recommendation is received when you don't meet a standard. The District received 4 recommendations. For the first time ever, the District is sharing the information and we were able to review the evidence.

Assessment (Neville)

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

David reported that we now have a mapping system. The Assessment reports are due by May 15th to the Dean, Dept. Chair and Assessment Committee. The Assessment Committee web site is now up-to-date thanks to Mindy Wilmot.

Budget (Holmes)

No report

Curriculum (Rice/Carpenter)

No report

Enrollment Management (Korcok)

No report

Equal Opportunity & Diversity Advisory (Hirayama)

No report

ISIT (Marquez)

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

Richard reported that the technology survey results are posted on the committee website.

Professional Development Committee (Giertz)

https://committees.kccd.edu/sites/committees.kccd.edu/files/FLEX%20Information%20and%20Guidelines%20revision%202015_0.pdf

John reported that he attended the 4C/SD Annual Conference for professional development issues. John asked the members of the Academic Senate to submit their Flex reports to meet state deadlines.

Program Review (Pluta)-Report submitted as written:

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

PRC Report to Academic Senate

Kate Pluta, faculty co-chair, April 29, 2015

Program Review Committee (PRC)

PRC has reviewed and revised forms for 2015 and posted them to the website. Click on the blue "Resources" button.

- *Anna Agenjo, Jennifer Johnson, and Kristin Rabe provided a 'chair-to-chair' workshop at FCDC on April 24.*
- *PRC will offer a half day "hands on" workshop the morning of Wednesday, May 20 as part of the Professional Development Institute. The focus will be on getting started on the 2015 program review. Areas are encouraged to send teams.*
- *PRC voted unanimously to add a third co-chair and revised the committee charge accordingly to include one faculty, one classified, and one administrative co-chair, following the model of Professional Development and EODAC.*

A blue button (**RESOURCES**) was added to the web site that lists program review information.

Faculty Bootcamps:

May 18-Data; May 19-Learning Outcomes; May 20-Program Review/Equity; May 21-TBD

There was a question about the qualifications required for the **Leadership Academy Program**; this question was referred to Dean Michele Bresso. One of the requirements of applying for the Leadership Academy was being a KCCD staff member for a minimum of three years. It was suggested that in place of a time limit with the college, it should instead be based on one's experience.

Other Reports:

Treasurer (Kim)

Charles reported that he is still waiting on a financial report.

Charles announced that the Executive Board approved \$700.00 to be awarded to this year's retirees (\$100/per person). The 2015 Retiree's list is located:

<https://committees.kccd.edu/sites/committees.kccd.edu/files/2015%20RETIREES.pdf>

****A motion was made to add the Margaret Levinson account as a voting item under New Business (C) M/S/C: Sims/Stanifer.**

Secretary (Sims)

Wesley reported the following:

- Rebecca (Becky) Head had a biking accident and broke her pelvis
- Steven Holmes' father passed away
- John Giertz mother passed away

ASCCC Representative (Greenwood)

<http://www.asccc.org/>

Tom reported the state resolutions have not been released yet, but will be circulated when they have been received.

CCA (Guidry)

Nancy reported the CCA is currently voting on Executive Board members and campus reps and all CCA members should have received a ballot. This weekend we will be reading through the contract and language changes and will follow-up with meetings and voting.

Student Representative (Colton Nichelson)

No report

Faculty Appointments:

a) Standing Committee Appointments

A motion was made to approve the **2015-16 BC Standing Committees** as corrected M/S/C: Chamberlain/Rosellini. To view the full approved list :

<https://committees.kccd.edu/sites/committees.kccd.edu/files/Faculty%20Committee%20List%2015-16.pdf>

b) Screening Committees Appointments

- Dean of Instruction, Science & Math

A motion was made to approve the Faculty Screening Committees M/S/C: Greenwood/Stanifer.

c) Co-Chair Appointments

Andrea reported that this election is still in process.

Unfinished Business:

a. BP 10A-Unrepresented Employees (Holmes)

https://committees.kccd.edu/sites/committees.kccd.edu/files/3a.%20BP%2010A%20Administrative%20Organization%2001-27-15_0.pdf

There is nothing new to report on this item.

b. BP 3b7-Facilities & Equipment-Free Speech(Holmes)

<https://committees.kccd.edu/sites/committees.kccd.edu/files/BP%203B7%20Time%20Place%20Manner.pdf>

Andrea reported that this language was tabled because original documents need to be investigated due to changes made with the information from the first reporting.

- c. BP 4C4E- Academic Renewal-Cerro Coso (Holmes/Pena)
<https://committees.kccd.edu/sites/committees.kccd.edu/files/BCAcademic%20Renewal%20Proposal.pdf>
 Andrea reported that this item is not yet on the agenda.
- d. District Strategic Plan(Holmes)
https://committees.kccd.edu/sites/committees.kccd.edu/files/5a.1%20KCCD_StrategicPlan-draft-16_0.pdf
 Andrea reported that this item will move forward to the Board.
- e. Luminus/District Portal(Moseley)
 Andrea reported that this item is still being researched. It was questioned when the expected end date of Luminus takes place.
- f. Inmate Education (Holmes)
https://committees.kccd.edu/sites/committees.kccd.edu/files/kvsp_sb1391_College_council_march_20.pdf
 Andrea reported that one meeting has already taken place and the next one scheduled is for Thursday, April 29th. An Instructor/Safety Training Guide in the process of being developed.
Inmate-Education Task Force:
 Rich McCrow-Lead Administrator, Pat Smith-Lead faculty, Bryan Hirayama-Faculty pioneering first class, Steven Holmes-Academic Senate President or designee, Kathy Freeman-CCA Rep or designee, Tina Johnson-CSEA President or designee, Sue Vaughn-Management Rep or designee, Alex Dominguez-SGA President or designee, Nan Gomez-Heitzeberg-Exec VP of Academic Affairs, Zav Dadabhoy-VP of Student Affairs, Anthony Culpepper-VP of Finance and Administrative Services, Dena Rhoades-HR Director, Billie Jo Rice-Curriculum, Wesley Sims-Faculty English.
- g. BP/AP 4F9-Student's Rights and Directory (Holmes)
https://committees.kccd.edu/sites/committees.kccd.edu/files/BP-AP%204F9%20Students%20Rights%20and%20Directory%20Information%203-24-15_1.pdf
 Andrea reported that this item is scheduled to move to the Board agenda for April.
- h. AP 3A2E-Grant Preparation (Holmes)
https://committees.kccd.edu/sites/committees.kccd.edu/files/AP%203A2E%20Grant%20Preparation%20and%20Appendix%203-24_1.pdf
 It was questioned if the Academic Senate should have involvement in the grant approval process.
- i. D.O. Budget (Holmes)
https://committees.kccd.edu/sites/committees.kccd.edu/files/5a.%202015-16%20DO%20Non-Labor%20Tentative%20Budget%20v2_0.pdf
 Andrea reported there is a concern with only one Public Safety Officer at the Delano Campus compared to the two (one & half) that are being proposed for the District Office. It was recommended that the two locations should not be compared but instead treated separately. If the Delano Campus is in need of a second Officer, than that should be addressed based on its individual needs. Another concern was the increase of pay for one of the District Officers; rationale was requested on this item.

IT-Andrea reported there was a concern in regards to the IT positions, which were claimed to be necessary, but never filled over the past year.

HR-Andrea reported that the two BC HR positions are fully funded by BC, but are considered District positions. It was mentioned that we should re-evaluate these positions in the Fall to see if these are still needed.

There was a motion to suspend the agenda to **Opportunity to Address the Senate
M/S/C: Rosellini/Harding.

- j. Sustainability Committee (Holmes)
https://committees.kccd.edu/sites/committees.kccd.edu/files/ProposalSustainabilityCommittee_0.pdf
Andrea reported that the administration would like to merge the *proposed* Sustainability Committee with the Facilities Committee and add a Faculty Co-Chair: **Facilities & Sustainability Committee**.

Induction of New Senators:

Andrea inducted the new Senators for 2015-2017:

- Laura Peet, English
- Tom Moran, Foreign Language/ASL
- Anna Agenjo, Library
- Ronnie Knabe, Nursing

The Academic Senate thanked all out-going Senators for their willingness to serve:

- Jennifer Jett, English
- David Neville, Foreign Language/ASL
- Nancy Guidry, Library
- Alicia Loken, Nursing

New Business:

- A. BP 4D- Graduation (Holmes)
<https://committees.kccd.edu/sites/committees.kccd.edu/files/BP%20-%204D4%20Graduation%204-13.pdf>
Proposal to Change Catalogue Language:
<https://committees.kccd.edu/sites/committees.kccd.edu/files/BP%204D1D.pdf>
Andrea reported the Proposal to Change Catalogue Language was previously approved by the Academic Senate and moved forward to the administration, but is still pending a decision. This proposal will be resubmitted to administration for review and action. It was suggested that this proposal be shared with CC & PC.
- B. PRC Charge draft (Pluta)
<https://committees.kccd.edu/sites/committees.kccd.edu/files/PRC%20Charge%20draft%20to%20reflect%20membership%20change%20%282%29.pdf>
A motion was made for the Program Review Committee to go to a 3 co-chair structure (one faculty, one classified, one administrator) M/S/C: Kirst/Harding; the vote was unanimous.
- C. Margaret Levinson Award (Kim)
A motion was made to approve funds to be transferred from the Academic Senate account (2200.100) to the Margaret Levinson account (3305.531) in the amount of \$ 350.00 to cover the award M/S/C: Stanifer/Kelly.

Good and Welfare:

The Academic Senate/Executive Board meeting calendar was included in the agenda packet for information only. The Officers and Senators will be invited through Outlook.

Adjournment:

A Motion was made to adjourn 5:00 p.m.

Respectfully Submitted,
Tarina Perry