

ACADEMIC SENATE of BAKERSFIELD COLLEGE

October 14, 2015 – 3:30 p.m.

Collins Conference Center

APPROVED MINUTES

PRESENT: Anna Agenjo, Bill Kelly, Charles Kim (EB), Christian Zoller, Dan Kimball, Gayla Anderson, Greg Chamberlain, John Giertz (EB), Joyce Kirst, Kate Pluta (EB), Kathy Rosellini, Kimberly Nickell (EB), Kurt Klopstein, Laura Peet, Mark Staller (EB), Marsha Eggman, Matt Garrett (EB), Neal Stanifer, Qiu Jimenez, Rachel Vickrey, Reginald Williams (by Proxy), Robby Martinez, Ron Grays, Ronnie Knabe, Steven Holmes (EB), Susan McQuerrey, Tom Greenwood (EB)

ABSENT: A. Todd Jones, Andrea Thorson (EB), Anna Poetker, Billie Joe Rice (EB), Bryan Hirayama (EB), Chad Newton, David Neville (EB), Denise Norris, Fitzgerald Graves (SGA), Ishmael Kimbrough, John Carpenter (EB), Klint Rigby, Kris Stallworth, Lisa Harding (EB) Reggie Bolton, Richard Marquez (EB)

GUESTS: Cindy Collier, Janet Fulks, Nick Strobel

Call to Order

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

Good and Welfare and Concerns:

Garrett announced that he recently sent cards to Steff Donev, Brenda Freaney, Suzanne Davis, and Jennifer Garrett.

Opportunity to Address the Academic Senate

Holmes announced that Dena Rhoades, HR Manager, will be present at the October 28th Senate meeting to provide an update on Volunteer Service and Professional Expert Agreements.

a. Tobacco Free Initiatives Task Force

Cindy Collier, Dean of Nursing/Allied Health, introduced Ray Persell, the new Director of Student Health and Wellness Center. Collier reported on the Tobacco Free Initiatives that the campus has been involved with since 2005.

Each campus is allowed to choose whether it is tobacco free. Bakersfield College is the only campus that wants to become tobacco free. Collins developed a policy and a procedure; however, she was recently informed she did not need a procedure to move forward, but instead this item must be negotiated. Also, Collier was informed that District HR wrote an MOU which was sent via email to the CCA negotiations team. Tom Greenwood, CCA Negotiator has not received the email. Collier reported that we are at the CCA/CSEA level. Once we hear back from the District then the next step would be the District Consultation Council. Collier explained there are no ramifications for violating this policy.

Collier reported this policy was to be in place by the Spring Semester and during which time the Task Force would begin educating everyone on the new policy by arranging counseling for students, supplying preventative products, and creating signage for the campus. Collier pointed out that they have been working with Nicky Damania, Director of Student Life and SGA on the initiative.

Collier announced that 21% of the Bakersfield population smokes in comparison to the rest of the state at 12%. The age group to start smoking is 18-24. It was recommended to use CCLC template for the smoking policy.

It was questioned why we are unable to enforce the policy and the reason it was explained to Collier by Legal was that Public Safety did not have the authority to ticket. Other community colleges ticket to enforce their policy. The Agriculture Department has always been tobacco free because it has a *tobacco mosaic virus*. If a tobacco user gets it on their hands, it could kill all the plants.

- b. **Student Services Success Plan (SSSP)**- *Report submitted as written*
<https://committees.kccd.edu/sites/committees.kccd.edu/files/2015-16%20Credit%20SSSP%20Program%20PlanBC%20draftcombined.pdf>

Janet Fulks, Interim Dean of Student Success, gave a detailed presentation on the Student Services Success Plan (SSSP). The SSSP includes the four core steps of Student Services:

1. Orientation
2. Assessment
3. Education Planning/Counseling
4. Follow-up services

Fulks announced that the 2014-15 allocation was \$2,079,186 for the program and they will receive at least this amount for 2015-16. A report on how to spend this money must be sent in about 15 days. The Academic Senate President has to sign off on the report. Last year's report was rejected and resubmitted, so this year, we have a good base to start with. Fulks shared that they will be receiving an additional million dollars this year, totaling 3 million.

Fulks gave an overview on the ***Planning Process*** summary, which includes an explanation of the ***Adjustments made to the Orientation Process*** and the ***Adjustments made for the Assessment for Placement***. The SSSP Report is posted online (45 pages long), also located in the Score Card. The report is due by October 31st. Fulks will return to the Senate on October 28th for this voting item.

Fulks explained that students are now being placed at a level they can succeed at and 1/3 of a million dollars has been saved in tuition cost to the students because of this process. Expenditures for this money include Counselors, Ed Advisors, Outreach, MIH and Student Success, Assessment, Admissions and Records and some portion of IT, Institutional Research, Web Development, Professional Development and MIIS analysts, as well as supplies, printing, employee travel, equipment and software.

Fulks shared that staff can access an online form to provide input on how money should be spent. This form can be found on Inside BC-Employee tab- BC Employee Forms- Student Success Forms:

<https://www.bakersfieldcollege.edu/student/sssp-funds-request-form>

Book: Redesigning America's Community Colleges

Fulks reported that there were 250 community colleges who submitted an application to the AACCC structured pathways. 50 were selected for interviews. Bakersfield College was one that was selected and is scheduled for an interview on November 22nd. Fulks shared that this book is a must read. The book is a "clear path to student success" and will be a transformation of the way students go through the community college system.

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 Academic Senate Minutes of September 30, 2015 M/S/C: Kelly/Rosellini.***

President's Report (Holmes)

- DCC will not meet until November 24th.
- Holmes met with Nan Gomez-Heitzeberg and they are starting to look at the process of those individuals who are attempting to take a class for the third time. Typically those students were not allowed to register until two weeks after priority registration. The concern is that it places those students at a disadvantage. FCDC will be looking into this.
- Holmes reported that there is a concern regarding changing "W" grades. Changes are taking place from "W" to no grade. They will be creating a procedure for this process with a time limit.
- Holmes explained that there is a process on how we bring in independent contractors or individual expertise into the classroom. The paper work requires significant amount of time to process. Holmes expressed that we have to have some flexibility to move this process quicker through the system in order to enhance our curriculum. Dena Rhoades has been invited to the Academic Senate meeting to address this the topics listed:
 - Volunteer Service Agreement/Waiver of Liability
 - Professional Expert
 - ICA

AIQ (Pluta) – report submitted as written

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

Accreditation & Institutional Quality (AIQ) Report

October 14, 2015

Committee activities this semester focus on:

1. Developing reporting process for work on Strategic Directions Initiatives.
2. Analyzing work on Strategic Directions Initiatives.
3. Developing annual surveys on perception of effectiveness of college services and district services to the colleges.
4. Examining documents arguing whether CCC's should retain or remove the ACCJC (Accrediting Commission for Community and Junior Colleges) as our regional accrediting commission.
5. Voting to make recommendations to Academic Senate, College Council, and CCA regarding the 2015 Task Force on Accreditation from the Chancellor's Office.

The summary is in response to #4 and #5:

Only 37 of the California Community Colleges have not received a sanction¹ in the last ten years. BC is one of them. Some schools have had difficulty getting off sanction and had divisive experiences dealing with the process. Others have viewed sanctions as a way to finally get administration or the college on the right path.

The City College of San Francisco (Show Cause status in 2012) situation has been particularly difficult and divisive. CCSF has experienced a dramatic decline in number of students attending, which has affected FTES and income from the state. Fewer students → fewer sections → fewer faculty → fewer dollars from the state due to drop in FTES. It was revealed at the CCSF trial that the visiting team had not made a recommendation of Show Cause, but the Commission did. This situation is not the only time the Commission's position has been different, usually stronger, than the visiting team's. The Commission's position is that they see all the reports on all the colleges and apply sanctions consistently. So if College X received a sanction for program review and College Y is showing the same problem, then Y will receive a sanction, too. The visiting team does not have that context and larger view.

Over the years various groups have expressed concern, written reports, and developed resolutions about the ACCJC and the accreditation process. Some feel the Commission has been unresponsive; some feel the Commission has not been responsive enough. Others continue to embed the goals of accreditation—to have an effective institution with quality programs serving students and their communities—in their work.

The June 2014 report by the California State Auditor, *California Community College Accreditation: Colleges Are Treated Inconsistently and Opportunities Exist for Improvement in the Accreditation Process*, noted that “88 percent of the college executives responding felt that the commission's recommendations were reasonable, meaning that the commission appropriately identified issues and concerns and that the commission's recommendations related to the issues identified” (4).

The most recent report commissioned by the State Chancellor's Office, the 2015 Task Force on Accreditation released August 28, 2015, states that

- The structure of accreditation in this region no longer meets the current and anticipated needs of the California Community Colleges.
- The ACCJC has consistently failed to meet the expectations outlined in section three of this report.

¹ Categories:

- a. **Reaffirm Accreditation** (No noncompliance issues)
- b. **Reaffirm Accreditation for ____** (Specify period up to 18 months) **with a FollowUp Report**³ Note: If an evaluation team visit is recommended in addition to the institution's Follow-Up Report, the reasons should be provided in the team chair's confidential letter to the Commission.
- c. **Warning with a Follow-Up Report** and evaluation team visit in 18 months
- d. **Probation with a Follow-Up Report** and evaluation team visit in 18 months
- e. **Show Cause** with a Show Cause Report and evaluation team visit in 6 months

³ If the recommendation is for any action other than “Reaffirmation of Accreditation,” the Team Chair is asked to write a confidential letter to the Commission summarizing reasons for the team recommendation, drawing from the External Evaluation Report. The team chair's letter will also include explanation if the team wants to recommend a time frame different from what is generally associated with the action.

- On several occasions the ACCJC has promised changes and has offered reports detailing their efforts to address concerns, but these promises and reports have led to few significant improvements.
- The California Community College system and its member institutions have lost confidence in the ACCJC. (8)

At its September 21st meeting, the Board of Governors directed the Chancellor to send the Task Force Report to the Department of Education (DOE) in order to meet the September 25 deadline of third party responses to the National Advisory Committee on Institutional Quality and Integrity Meeting (NACIQI), scheduled for December 16-18, 2015, in Washington, D.C. I read the 57-page report from the BOG meeting (in closed caption form). The Chancellor's Office declined to meet with ACCJC, which held an open meeting Friday, October 9, which I attended.

Some colleges and districts have developed resolutions or written letters to the DOE or the State Chancellor's Office in support of ACCJC (Victor Valley, West Hills, Rancho Santiago, Gavilan, State Center); the state Academic Senate has a resolution up for voting at the Fall Plenary, November 2015, to endorse the report from the Chancellor's Office. CCA also has a proposed resolution in support of the Task Force Report.

AIQ has been reading and discussing the documents as they appear. The report first appeared on our September 1, 2015 agenda. We now have ACCJC's written response and its letter to the Department of Education. Relevant documents are posted and continue to be posted at the AIQ page, including my comments to the ACCJC on October 9: <https://committees.kccd.edu/bc/committee/accreditation>

AIQ met October 13, 2015 and voted unanimously not to support the following resolutions:

Academic Senate Resolution 2.01 F15 Adopt the ASCCC Paper Effective Practices in Accreditation

Whereas, Accreditation is an ongoing concern for all colleges in the California Community College System;

Whereas, Faculty participation in the accreditation process and the role of faculty in maintaining an individual college's accreditation are essential and have been the subject of many Academic Senate for California Community Colleges (ASCCC) Rostrum articles, resolutions, and breakout sessions; and

Whereas, Resolution 02.01 S12 directed the ASCCC to develop resources, including a paper, on effective practices for accreditation compliance to be used by faculty at the local level;

Resolved, That the Academic Senate for California Community Colleges adopt the paper Effective Practices in Accreditation: A Guide To Support Colleges in the Accreditation Cycle and disseminate the paper upon its adoption.

AIQ comment: The paper appeared to be in draft form with underlining, editing comments, varying fonts, and basic spelling errors. AIQ agrees with the spirit but not the execution. AIQ will look at it again before Plenary to see if it has been finalized.

on Accreditation to review and address serious concerns regarding California community colleges' accreditation process;

Whereas, The president of the Academic Senate for California Community Colleges, several community college presidents and administrators, a representative from the Faculty Association of California Community Colleges, a community college board trustee, and the Vice Chancellor for Academic Affairs from the California Community College Chancellor's Office were active participants in the work of the Task Force on Accreditation and unanimously supported its findings and recommendations;

Whereas, The recommendations of the Task Force on Accreditation were, in part, based on ASCCC resolutions, which included recommendations for the Accrediting Commission for Community and Junior Colleges (ACCJC); and

Whereas, According to the Task Force on Accreditation, “On several occasions the ACCJC has promised changes and has offered reports detailing their efforts to address concerns, but these promises and reports have led to few significant improvements”;
Resolved, That the Academic Senate for California Community Colleges endorse the recommendations of the California Community Colleges Chancellor’s Office Task Force Report on Accreditation.

AIQ comment: The Task Force Report does not reflect Bakersfield College’s experience with the accreditation process and the ACCJC. BC is one of 37 institutions that have not received a sanction in the last ten years. BC has had the opportunity to respond to ACCJC proposed policy changes and proposed standards changes directly to the Commission and through the Academic Senate.

In contrast, BC did not have the opportunity to give feedback or weigh in on the Task Force Report.

The Report makes several statements without providing evidence and with which AIQ disagrees:

- **The structure of accreditation in this region no longer meets the current and anticipated needs of the California Community Colleges.**
- **On several occasions the ACCJC has promised changes and has offered reports detailing their efforts to address concerns, but these promises and reports have led to few significant improvements.**
- **The California Community College system and its member institutions have lost confidence in the ACCJC.**

While the task force was a representative body, there is no indication that the representatives requested input from the people or groups they represented as they developed the report.

BC had no opportunity to give feedback or even to respond at any stage of the process.

Finally, we have not lost confidence in the ACCJC or the accreditation process.

Kate Pluta

Faculty Chair of AIQ (Accreditation & Institutional Quality Committee)

October 14, 2015

Pluta opened the discussion by explaining that there is a report by the **2015 Task Force on Accreditation** that was released on August 28, 2015 from the State Chancellor’s Office.

Pluta explained that this is mostly due to the City College of San Francisco (Show Cause status in 2012) situation. Pluta shared that the representatives did not request input from the people or groups they represented as they developed the report. AIQ is not supportive of the following resolutions:

- Academic Senate Resolution F14 2.01 Adopt the ASCCC Paper Effective Practices in Accreditation
- Academic Senate Resolution 2.02 F15 Endorse the CCCO Task Force on Accreditation Report

“The state Academic Senate has a resolution up for voting at the Fall Plenary, November 2015 to endorse the report from the Chancellor’s Office. CCA also has a proposed resolution in support of the Task Force Report.” It is AIQ’s position to recommend to the Academic Senate to not support the CCA proposed resolution, which is in favor of the 2015 Task Force on Accreditation Report. We have two meetings before our Plenary. Senate representatives Tom Greenwood & Andrea Thorson will be at the Fall Plenary to support our voting position. Relevant documents are posted and continue to be posted on the AIQ page.

Assessment (Neville)

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

Tabled 10/28/15

Vacancies: Adjunct/Agriculture/Allied Health/Art/BMIT/Fire Technology/Health & PE/Industrial Technology & Engineering/Performing Arts/Philosophy/Physical Science/Social Science/ SGA

Budget (Holmes)

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

No Report

Curriculum (Rice/Carpenter)

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

Tabled 10/28/15

Vacancies: Biological Sciences

Enrollment Management (Staller)- *report submitted as written*

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

Staller announced that there is an Enrollment Management Roundtable Thursday, October 15th from 1-2:30pm in the Levan Center. This will be a campus-wide discussion of strategic enrollment management from four different perspectives (VP, Dean, Department Chair and the Professor level).

Staller reviewed the Enrollment Management Meeting minutes of September 22nd. He pointed out the agenda item #6: KCCD Enrollment Management workshop scheduled for Friday, October 23rd.

Enrollment Management Committee Meeting Minutes for September 22, 2015

Members Present: Grace Commiso, Anthony Culpepper, Zav Dadabhoy, Phil Feldman, Patrick Fulks, Mark Staller

Members Absent: Nancy Coyle, Nan Gomez-Heitzeberg, Sue Vaughn, Steve Watkins

Agenda Item #1: Call to Order

The first EMC meeting of the Fall 2015 semester was called to order at 1:30 p.m. Mark Staller noted that the last recorded minutes of the EMC posted on the committee webpage were from November 25, 2014. Mark brought hard copies of these written minutes, and noted that the EMC goals for the 2014-2015 academic year were listed in these minutes. He recommended that these three goals be carried forward to the 2015-2016 academic year, with one adjustment in the first goal (changing the 5-year strategic enrollment management plan to a 3-year strategic enrollment management plan that synchs with the 2015-2018 BC Strategic Directions plan). The three proposed goals for EMC for the 2015-2016 academic year are:

- 1) Develop and publish a 3-year strategic enrollment management plan*
- 2) Provide information and educate the campus community about enrollment management concerns*

3) Evaluate and assess BC enrollment management and the processes we are using for enrollment management

An EMC binder was given to each committee member present. Anthony Culpepper gave Mark Staller the 2014-2015 EMC binder so that some of the materials distributed last year could be photocopied and placed in the binders for 2015-2016. Mark will redistribute at the October meeting 1) an 8-page paper by Janet Ward which sets forth key elements for building and implementing an enrollment plan, 2) the 2012-2016 Porterville College Enrollment Management Plan, 3) a draft of the 2011-2014 Orange Coast College enrollment management plan, and the 2009 ASCCC paper, "Enrollment Management Revisited."

Agenda Item #2: Official Committee Charge

Mark reported that the administrative co-chair of EMC, Nan Gomez-Heitzeberg, suggested that the committee consider removing the Curriculum co-chair from the official EMC membership because this co-chair was expected to serve on so many campus-wide committees. Mark recommended to the committee that this membership change be approved at the next EMC meeting.

Agenda Item #3: Posting Documents to Web Page

Several documents have been posted under the "Resources" button on the EMC committee webpage. People accessing the resources on the EMC webpage can now read two papers from the State Academic Senate, "Enrollment Management Revisited," and "Setting Course Enrollment Maximums," and an 85-page "Practical Guide To Strategic Enrollment Management Planning."

Agenda Item #4: Class Size Work Group/Task Force

Mark shared a one-page description of a class size task force to be set up as a work group within the Enrollment Management Committee. Because faculty service on all campus-wide committees (standing or ad hoc) must be approved by the Academic Senate, this task force description was shared at the last Academic Senate meeting. After Academic Senate approval, a call for people to serve on this task force will go out campus wide.

Proposed membership for the task force includes the EMC co-chairs, a Facilities representative, a Safety representative, a CCA representative, a Student Success representative, a student representative, a classified representative, and faculty representatives. The proposed length for the task force is this academic year. This ad hoc campus-wide committee would have four goals:

1) The task force will methodically gather and answer questions about class size issues (minimum and maximum class sizes, maximum occupancy load limits, classroom population density, effects of class size on student retention and success, the process for determining class sizes, the reasons class sizes are increased or decreased, etc.), and we will post answers to these questions on the EMC webpage or other appropriate places.

2) *As the task force gathers information and attempts to provide solid answers to class size questions, we anticipate that we may discover problems or issues that need to be addressed swiftly. Our second goal is to route any pressing class size issues or problems to the appropriate person or group.*

3) *The task force will gather and analyze data strands related to class size and maximum occupancy loads, student retention and success rates, disproportionate impacts on student populations, etc.*

4) *Finally, at the end of the year, after gathering evidence and information related to class size issues on the BC campus, the task force may want to provide some recommendations to the appropriate campus bodies.*

Patrick Fulks expressed concern that the class size task force might detract attention away from the first goal of the EMC committee, to develop and publish an enrollment management plan. Mark Staller responded that task force membership is voluntary, and that the task force work would help EMC to accomplish its second goal, to provide information and educate the campus community about enrollment management concerns.

Agenda Item #5: EMC 2015-2016 Committee Work Timeline

The committee agreed that a reasonable goal would be to have a draft enrollment management plan completed by March 2016. This plan could have a very general shell or scaffolding, and it could then be sent out for campus-wide input and feedback.

Agenda Item #6: Summer Enrollment Management Conference

Anthony Culpepper and Zav Dadabhoy reported out to the committee their impressions of an Enrollment Management conference which they attended during the summer. The primary presenter was a dynamic speaker from Golden West College in Huntington Beach. The speaker presented the Golden West College enrollment management plan and the enrollment management data and principles this plan incorporated.

A KCCD enrollment management workshop featuring the Golden West College speaker will be held in the District Office Forums on Friday, October 23, from 8:00 a.m. to 2:30 p.m. More information about this district enrollment management workshop will come out next week.

Agenda Item #7: Strategic Directions Plan and Its Impact on EMC

It was noted that the EMC has been waiting for the BC Strategic Directions Plan to come out before moving forward with a written enrollment management plan for our campus. Now that the 2015-2018 Strategic Directions Plan has been published, the EMC must consider how this plan will impact the work of our committee. Discussion of this agenda item was moved to the October meeting.

Agenda Item #8: Enrollment Management Roundtable

Nan Gomez-Heitzeberg and Mark Staller are collaborating on a local BC Enrollment Management Roundtable that will explore how enrollment management is handled at different levels on the BC campus. Four roundtable participants will present how enrollment is managed at the college level, the Dean level, the Department Chair level, and the faculty level.

The BC Enrollment Management Roundtable is scheduled for Thursday, October 15, from 1:00 p.m. to 2:30 p.m. in the Levan Center. A flyer advertising the Roundtable will be distributed at the end of the month once roundtable panelists have been confirmed.

Agenda Item #9: Good of the Order

Agenda items for the October 27 meeting were proposed:

Agenda Item #1: Discuss the Strategic Directions Plan and its impact on the work of the EMC (Nan)

Agenda Item #2: Discuss and report out on the BC Enrollment Management Roundtable (Nan/Mark)

Agenda Item #3: Discuss and report out on the District Enrollment Management workshop (All)

Agenda Item #4: Discuss key elements for the BC draft enrollment management plan (All)

Agenda Item #5: Report out on the work of the EMC class size task force (Mark)

For tentative agenda item #4, it would be helpful for committee members to reread the 8-page paper distributed last year titled "Key Elements for Building and Implementing an Enrollment Plan."

Members who missed the September 22 EMC meeting can pick up a 2015-2016 EMC binder from Tracy Hall, Nan's secretary.

Staller will be sending out a "Committee Call" for the Class Size Task Force and meetings will commence in November.

Equal Opportunity & Diversity Advisory (Hirayama)

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

Tabled 10/28/15

ISIT (Marquez)

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

Tabled 10/28/15

Vacancies: Allied Health/Art/Behavioral Sciences/Counseling/Foreign Language/Performing Arts/ Philosophy/physical Science/Student Services

Professional Development Committee (Giertz)-report submitted as written

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

October 13, 2015

Report of the Professional Development Committee by John Giertz

1. *After consultation with the FCDC, we sent our open letter to all full time faculty of simple reminders regarding flex time. (see attachment). I have received a few clarification questions and positive feedback. Nan will be sharing this with the deans and directors.*
2. *PDC is continuing development of our goals including*
 - a. *Specific curriculum for our first academy track (Microsoft Excel, Word, and Outlook)*
 - b. *Development of newsletters and other forms of communicating about professional development and flex activities*
 - c. *Developing new employee orientation with HR*

FLEX REPORTING

(An open letter from the Professional Development Committee)

by John Giertz

As faculty of Bakersfield College we all have the opportunity to engage in professional development and flex activities throughout the year. Opening week, Levan events, and many other on campus activities can count toward your required hours of flex activities. We are sending you a list of some activities that are not allowable by state law and some suggestions to help you keep track of your activities.

Your flex reporting is required by the state. It is filed by our college and district and must be available to the state for an audit. As professional development is now part of the accreditation cycle, our documentation is more important than ever. Therefore, it is very important that everyone provide explanations of their flex activities that fall outside of the pre-approved activities as listed in the Professional Development Plan.

It is important that everyone work with their chairs and deans to gain prior approval for activities that are beyond the list of pre-approved activities. We want you to be innovative and engaged in many things, however, it is now necessary to be diligent and get prior approval for extra activities.

Overall Guidelines:

Flex activities, while designed to be as “flexible” as possible to allow each campus to create unique opportunities, cannot include anything in which the faculty member has or will be compensated. As faculty, we have already been paid for three days of flex activities and therefore we must account for these days through flex activities or absence reports.

Activities Not Allowed by State Law

1. ***Faculty Evaluations:*** *You cannot claim flex hours for observing a faculty member for official evaluations. This is not allowable because it is an expected part of faculty contract and thus we are already compensated for it.*
2. ***Course work or dissertation writing:*** *Generally, such work cannot be claimed as flex hours unless the faculty can explain how the course work or dissertation is related to improving of curriculum. (These are not the words of the Professional Development Committee, but of our state chancellor for professional activities. Essentially, faculty need to collaborate with their chairs and deans to explain how a specific course meets state expectations.*

3. **Activities for which you are otherwise compensated:** This includes money outside of salary from our college. For example, you may be paid a small stipend or honorarium by a book publisher to write a review. You cannot claim this as flex because the state has already paid you for all your flex activities. Remember, the state has already paid you for your flex time, so make sure you are not being paid again. You can either be paid for the book review, or claim the book review as flex and not accept any additional payment.

General advice

Only report 24 hours!

Some of us may be tempted to submit 50, 100, or even 200 hours of flex activities. This is really not too helpful to your dean who is required to read through all of this. These extra hours are much better for your portfolio when you are being evaluated. These hours do not roll over, and you don't get extra money. Save the extra work for other venues

Include the Professional Development Number

List the Professional Development Number next to each flex activity and provide an explanation. These numbers and explanations do get sent forward and if we are audited, these forms will be much easier to understand and accept. You are writing this form for your dean, but also an outside reader. Your dean may understand why your trip to "X" is relevant to your teaching, but an outside reader may not. This is also why it is helpful to work with your deans and chairs as early as possible so everyone is on the same page.

Work With Your Dean

Encourage them to accept electronic copies of your flex forms so that you can fill it out on line and send it. Also, submit early. I am not a dean and I don't want to be. I cannot imagine the crazy hours spent in all the evaluations and endless meetings. Our deans usually receive all the full time flex forms in a one or two week period in May. They are doing everything they can to finish the evaluations and end of year reports.

We hope you agree that flex opportunities can enhance our teaching and that this letter serves as a simple reminder of the importance of meeting the state regulations.

Please feel free to contact our committee or the faculty co-chair

JohnGiertzj.giertz@bakersfieldcollege.edu 395 4544

Giertz gave a summary of the open letter that was sent out by the PDC to all full time faculty that was involving reminders regarding flex time.

Giertz also shared with the Senate the Bakersfield College Professional Development Plan that was established by the PDC.

Program Review (Nickell)

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

Tabled 10/28/15

Vacancies: Adjunct/Agriculture/allied Health/Art/Behavioral Science/Biological Science/Fire technology/Health & PE/Industrial Technology & Engineering/Performing Arts/Philosophy/physical Science/Social Science/SGA/Member-at Large/Assessment Committee Liaison/Curriculum Committee Liaison/FCDC Liaison

Other Reports:

Treasurer (Kim)

Kim reported that we have had several issues with the shirt vendor (New Generations) and have switched vendors to Embroidery Solutions. The new company has promised better service and quicker turnaround time with the orders.

Secretary (Garrett)

No report

ASCCC Representative (Greenwood)-report submitted as written

ASCCC Update by Tom Greenwood- October 13, 2015

The Fall Plenary Session will be held in Irvine, November 5 – 7. Resolutions for the session are now available. You can access them through the e-mail that Tarina Perry sent out or go to www.asccc.org and click on plenary session, then click on resolutions. Please feel free to give feedback to Tom Greenwood by Wednesday, November 4. My e-mail is tgreenwo@bakersfieldcollege.edu.

CCA (Freeman)- report submitted as written

Union Update by Tom Greenwood- October 13, 2015

CCA met on Friday, October 8 with the district team to discuss faculty chair responsibilities and compensation. Negotiations have been collegial between the two groups. CCA will be meeting with Chairs Assignment Task Force (CART) on Friday, October 16 and will be meeting with the district team on negotiations on Friday, October 23. CCA will continue to be negotiating on faculty chair responsibilities and compensation, as well as health benefits.

Student Representative (Graves)

No report

Faculty Appointments:

a) Standing Committee Appointments

ACADEMIC SENATE COMMITTEE APPOINTMENTS TO STANDING COMMITTEES

Wednesday, October 14, 2015

VOLUNTEER	COMMITTEE	DEPARTMENT	NOTE
Kimberly Newton	Assessment	Biology	Approved by D.Nevillie
Michael McNellis	Curriculum	Philosophy	Approved by BJRice Trades off with Bryan
Bryan Russell	Curriculum	Philosophy	Approved by BJRice Trades off with Michael

*****A motion was made to approve the additions to the Standing Committees M/S/C: Kirst/McQuerrey.***

b) Screening Committees Appointments

- Dean of Instruction: FACE, BMIT, AG, Behavioral Science
- Dean of Student Success: Counseling, International Students and Veterans

Holmes asked the Senate for direction on with two time sensitive screening committees and the nomination process. It was recommended to move forward with an electronic vote between the Executive Board members.

****A motion was made to delegate this decision to the Executive Board MSC: Chamberlain/McQuerry.**

Unfinished Business:

- a. Academic Calendars 2017-18 (Holmes)
Holmes stated this item was tabled until more information is discovered about what might affect our calendar more internally.

- b. BC Budget Committee Evaluation Rebuttal (Holmes/Strobel)
Holmes is requesting a discussion of the calculation of the 50% Law as it is dedicated to each college to be placed on the DCC as a discussion item. Also to be placed on the agenda, a current status of our 50% law as a district and by each college and their target.

****A motion was made to approve the BC Budget Committee Evaluation Rebuttal M/S/C: Rosellini/Kirst.**

- c. Vote of No Confidence in Chancellor (Holmes)
This item was tabled.

- d. Waitlist Online Proposal (Holmes/Thorson)
Ad Hoc Distance Learning Committee

Charge:

1. To provide educational options for students in online waitlists
2. To increase students' ability to meet their educational goals.
3. To provide a process for referring to online students on the waitlist to any appropriate open classes/classes within our district

Desired Outcomes:

Increased Student Satisfaction

Increased student social goal attainment

Improved scorecard results

Holmes shared the committee charge and that a report will be produced for the Board. A pilot program of the notification will run in Fall 2016.

- e. Examination/Adoption of Canvas (Thorson)
Description: Canvas is a Course Management System that is supposed to replace Luis and Moodle.

Holmes reported that 30 faculty members have agreed to pilot this software next semester.

- ~~f. AP 3B1G1 Smoke/Tobacco Free Facilities (Holmes/Collier)
Description: 3B1G2 There shall be no smoking, including tobacco and non-tobacco vapor products, in the District/College building or District vehicles. Colleges that~~

~~decide to have a tobacco or smoke free campus may do so. The restrictions on tobacco or something at each college shall be found in AB3B1G (appendix to be developed by individual colleges).~~

g. BP6A Unrepresented Employees (Holmes)

Description: BC's attempt to stop the centralization of authority within the Chancellor's position was met with great resistance. End result, recommended language change will continue in the process.

There is nothing new to report on this item.

h. BP 4C4E Academic Renewal-Cerro Coso (Holmes/Pena)

Description: Cerro Coso has suggested language change reducing the elapse time to disregard course work from 5 years to 1 year. At the request of the Academic Senate, Michelle Pena drafted language based on faculty discussion and recommendations. The Academic Senate approved the language on 03/11/15. BC's proposal was submitted to V.C. Inclan on 03/19/15. This item has not reached DCC yet.

There is nothing new to report on this item.

i. BP 4D1D Minimum Graduation Req. (Holmes)

Description: Moving sections 4D1E1-4D1E3, 4D2C and 4D3C to procedures. Academic Senate is requesting the following language change: "All courses applied towards a degree or certificate of study, including courses in the general education pattern must be completed with a "C" or better, or a "P" if the course is taken on a pass/no pass basis." Additional discussion of whether language changes or additions are necessary due to BC offering a Baccalaureate degree.

There is nothing new to report on this item.

j. AP 3A2E-Grant Preparation (Holmes)

Description: Establishes procedural changes to the development and submitting of grants. Consultation Council will entertain recommendations to the proposed language at their next meeting, 04/28/15. Procedures do not need Board approval.

There is nothing new to report on this item.

k. BP4A1 Admissions/Registration (Holmes)

Description: Addition of CCLC language about students having been expelled from another institution needs to be included as rationale for restricting admission in KCCD.

*****A motion was made to accept the proposed language of BP 4A1 M/S/C: Rosellini/Kelly.***

BP 4A5 Residence Eligibility (Holmes)

See President's Report- Holmes reported there are some changes due to Ed Code. There was general consensus from DCC to forward this to the Board agenda.

****A motion was made to accept the proposed language of BP 4A5 M/S/C: Chamberlain/Kirst.**

- l. BP 4A7 Limitations on Enrollment in Course Programs (Holmes)

****A motion was made to accept the proposed language of BP 4A7 M/S/C: Vickrey/McQuerry.**

- m. BP 4B8 Independent Study (Holmes)

**** A motion was made to accept the proposed language of BP 4B8 M/S/C: Stainfer/Kelley.**

- n. BP 4C1-3 Academic Regulations (Holmes)

There was nothing new to report on this item.

- o. BP 4C6 Disqualification/Reinstatement (Holmes)

Description: Restructuring of language and clarifying when a student shall be placed on academic probation and/or continued probation.

Holmes reported that Betty Inclan recommended CCLC language
Holmes reported there was a lot of discussion on this item with the focus on 4C6A. The CCLC language has dismissal set at 1.75 GPA. Ed Code has it listed at 1.75, but does state that you can have a higher GPA. Holmes shared that it was recommended to have it match the financial aid requirement of 2.0. As a result, this language would remain the same at 1.75.

**** A motion was made to reject the proposed language of BP 4C6 M/S/C: Stanifer/Klopstein.**

- p. BP 4F8 Student Conduct (Holmes)

Description: New language and clarity on old language particularly in sections 4F8D2, 4F8D3, 4F8D4, 4F8D15, 4F8D21, 4F8D22, and 4F8D23. Language clarifies and restricts Assault, Battery, Engaging Expressions, Willful Misconduct, Gambling, Illegal Substances, Discriminatory Behavior, and Bullying.

Note: 4F8D3-the concern was with cyber bullying.

****A motion was made to reject the proposed language of BP 4F8 Chamberlain/Rosellini. Language needs clarification.**

- q. BP 4F10 Student Complaints (Holmes)

**** A motion was made to approve the proposed language of BP 4F10 M/S/C: Stanifer/Kelley.**

- r. BP 4H Student Credit (Holmes)

This is not a voting item.

- s. BP 4J Sexual & Other Assaults (Holmes)
**** A motion was made to approve the proposed language of BP 4J M/S/C: Stanifer/Kelley.**
- t. BP 4L Criminal Checks (Holmes)
Description: Moving section 4l1B to procedure – pertains to students enrolling in Allied Health programs having background checks.

This item has been tabled.

New Business:

- A. SSP Plan (Fulks)
Holmes announced that this will be a voting item next time-October 28th.
- B. Fall Elections Timeline (Holmes)
<https://committees.kccd.edu/bc/committee/senate>
Holmes announced the Election Fall Timeline is posted.
Department chairs
College council
- Career & Technical Education
 - Arts & Humanities
- C. Facilities & Sustainability Committee (Holmes)
<https://committees.kccd.edu/bc/committee/senate>
Holmes announced the Facilities and Sustainability Committee Charge was revised again. The membership has changed to add the Facilities, Operations, and Maintenance Manager, additional Faculty and a Classified member. Additionally, the following line item was added:
- Review & Prioritize Facilities request from the Annual Program Reviews.
- Holmes explained that this will be a voting item next time and asked the Senate to review.
- D. KCCD Decision Making Chart (Holmes)
<https://committees.kccd.edu/bc/committee/senate>
Holmes informed the Senate that the Executive Board recommends the BC Decision Making Process Flow Chart (Option “B” page 1-3); rejects the KCCD Decision-Making Process Flow Chart (Option “A”); rejects the Porterville College District-Wide Governance Recommendation (Option “C”).

The following Board Policies will be discussed at the next meeting:

- E. BP 4F Student Activities & Organizations (Holmes)
Holmes suggested that the Senate review the language regarding the concern on who the advisor can be and does it have to be a faculty member. Title V Ed Code was consulted on this. This item was tabled.

- F. BP 4F2 Associated Student Bodies (Holmes)
This item was tabled.
- G. BP 4F3 Clubs and Organizations (Holmes)
This item was tabled.
- H. BP 4F4 Political Organizations (Holmes)
This item was tabled.
- I. BP 4F6 Fraternities (Holmes)
This item was tabled.
- J. BP 4F7 Student Finances (Holmes)
Holmes suggested that the Senate review the language if the advisor has to be faculty member. This item was tabled.
- K. BP 4F11 Sunday Practices (Holmes)
This item was tabled.
- L. BP 4F12 Chronic Condition (Holmes)
This item was tabled.

Adjournment:

The meeting was adjourned at 5:15 pm.

Respectfully Submitted,
Tarina Perry