

ACADEMIC SENATE of BAKERSFIELD COLLEGE

February 10, 2016 - 3:30 p.m.

Collins Conference Center

APPROVED MINUTES

PRESENT: Andrea Thorson (EB), Anna Agenjo, Bill Kelly, Chad Newton, Charles Kim (EB), Denise Norris, Gayla Anderson, Greg Chamberlain, Ishmael Kimbrough, Kathy Rosellini, Kimberly Nickell (EB), Kris Stallworth, Kurt Klopstein, Laura Peet, Lisa Harding (EB), Matt Garrett (EB), Neal Stanifer, Qiu Jimenez, Rachel Vickrey, Reggie Bolton, Reginald Williams (by Proxy), Richard Marquez (EB), Robby Martinez, Ron Grays, Steven Holmes (EB), Susan McQuerrey, Tom Greenwood (EB)

ABSENT: A. Todd Jones, Alisha Loken (by Proxy), Anna Poetker, Billie Joe Rice (EB), Bryan Hirayama (EB), Christian Zoller, Dan Kimball, David Neville (EB), Fitzgerald Graves (SGA), John Carpenter (EB), John Giertz (EB), Joyce Kirst, Klint Rigby, Mark Staller (EB), Marsha Eggman, Ronnie Knabe

Call to Order

The meeting was called to order at 3:34p.m.

Good and Welfare and Concerns:

- Becky Mooney's father passed away.

Opportunity to Address the Academic Senate

There were no requests to address the Academic Senate.

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 January 27, 2016, M/S/C: Stanifer/Thorson.***

President's Report (Holmes)

➤ **Online Waitlist**

Holmes reported that last year Cerro Coso Community College sent out a "white paper" regarding students who were on the waitlist for their classes that were available at other colleges within the District.

An ad-hoc committee was formed to review this. The committee recommended sending an email to any student that was on a waitlist advising them to contact their counselor so they could be notified of an open class at another college. However, this recommendation was not acceptable by the BOT.

The committee reviewed all the online CID courses and came up with the following results:

- 26 courses were offered
- BC offered 6, PC offered 3, CC offered 2
- 25 total students were on the waitlist
- PC could only accommodate 7 students
- CC could only accommodate 5 students
- A equivalent of 1.1 FTES could be captured (12 students)

A similar analysis was done by a District group and their result was 3.0 FTES. The study results have brought this subject to an end.

➤ **Common Assessment & Multiple Measures**

Holmes gave an overview of the Common Assessment & Multiple Measures Task Force Committee proposal that Janet Fulks has submitted to the Senate.

- Guide an implement the new Common Assessment and Multiple Measures into BC policy as directed by the CCCC.
- Review and assess the effectiveness and implementation of the multiple measures to include locally determined cu-scores and placement.
- Report results to Senate and college community.

The Senate approved the task force committee.

➤ **Electronic Card Access**

<http://www.boarddocs.com/ca/kccd/Board.nsf/Public>

Holmes reported that this project will consist of adding electronic card access to the exterior of each building within the District in addition to adding the ability to lock interior doors from the inside. This project is part of the District's ongoing facility security enhancement efforts.

AIQ (Vacant)

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

Vacancies: Basic Skills, General Education, CTE

Holmes announced that Mark Staller has been appointed as the AIQ Co-chair.

Assessment (Neville)

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

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

No report

Budget (Holmes)

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

Vacancies: Basic Skills/ESL/English

Tabled 2/24/16

Curriculum (Rice/Carpenter) Report submitted as written

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

Vacancies: Biological Sciences

Bakersfield College Curriculum Committee Report

Meeting on February 4, 2016

By Billie Jo Rice/John Carpenter

The minutes for three previous meetings were approved (October 29, 2015, November 16, 2015, and November 30, 2015).

ADTs and C-ID Approvals

We currently have 23 ADTs and should have an additional 5 before next fall for a total of 28. One important issue related to ADT approvals is in the fact that all courses with existing C-ID descriptors must have full C-ID approval before the degree will be approved by the State Chancellor's Office. It should be noted that some courses have taken over 2 years to be reviewed.

Westec Courses

Billie Jo and John are in the process of going through all 50 courses in order to make changes required by the State Chancellor's Office. This process includes change units to meet new standard, revising PLOs, and adding Course Objectives.

BA Degree

In addition to the approval of several courses and AD-Ts, proposed courses for the BA degree were distributed to committee members for the initial review.

Complete minutes are posted on the Curriculum Committee website.

Holmes reported we currently have 23 ADT's (placing us in the top #10 in the state) and are working on 5 more that should be processed by next Fall (combined this would put us in the #3rd spot in the state).

Enrollment Management (Staller)-Report submitted as written

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

Vacancies: CTE

Tabled 2/24/16

Equal Opportunity & Diversity Advisory (Hirayama) Report submitted as written

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

Vacancies: None

Bakersfield College

Academic Senate Meeting February 10, 2016

EODAC Committee Report by Bryan Hirayama

Committee is getting back to work and has the first meeting scheduled for February 19th. There are a number of projects that the committee continues to work on and support including faculty hiring and training, campus climate survey work, and the new

faculty training among others. The second meeting for the District diversity committee was held at the end of January. Hiring and the role of the EEO Officer was up for discussion as well as the language in Board Policy that has not been update. Corrections were said to have been made but the current copy everyone has access to is out of compliance in some ways for example it includes language about Affirmative Action.

Holmes reported that the Equity and SSSP budget are due to the State and he has also requested a copy for the Senate.

ISIT (Marquez) - Report submitted as written

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

Vacancies: Allied Health/Art/Behavioral Sciences/Counseling/Health & PE/Philosophy/Physical Science

Information Systems Instructional Technology (ISIT) Report: February 10, 2016

Prepared by Richard Marquez, ISIT Co-chair

Since my last report, the ISIT Committee has met on December 7, 2015 and February 1, 2016.

- *The December 7th meeting was used for a Canvas presentation by Bill Moseley. Bill shared the results of a survey that was conducted among the faculty who were testing Canvas, a proposed replacement for Moodle. Bill presented the same information at the first Senate meeting of the spring semester on January 27, 2016.*

The following items were discussed at the February 10 ISIT meeting:

- *The committee was briefed on the Canvas presentation at the Senate meeting. Everyone was made aware that the Senate would be voting on whether or not to move forward with Canvas during the February 10th Senate meeting. The goal is to pilot Canvas during summer school and begin implementation in Fall 2016.*
- *Kristin Rabe reported that those projects scheduled for the summer have not yet been identified.*
- *Matt Jones reported that he will be creating a Technology, Innovation, and Professional Development (TIPD) blog. Both text and videos will be shared on this blog. Once it is up and running, faculty and staff will be able to subscribe so that information is delivered to their email addresses.*
- *Matt also outlined plans to hold meetings for online instructors, during which tips, techniques, and best practices would be shared. The tentative dates are 2/12, 3/11, and 4/29. Emails with more information should be forthcoming.*
- *Matt Jones and Tracy Lovelace are developing a series of technology courses: Direct, Accessible, Short, and Helpful (DASH). You should have received an email from Tracy Lovelace with the February course schedule. The courses will be on a variety of subjects designed to help you increase your technology savvy.*

- *The results from the last Technology Survey were compiled and analyzed by a subcommittee of ISIT looking for trends and issues. Below is a list of major user concerns.*
- *The biggest complaints and possible topics of concern for this committee were the following:*
 - *More/improved WIFI needed on campus (very expensive for ISIT to do);*
 - *More printers needed (some of this has been done since 2014);*
 - *More outlets needed;*
 - *More computer labs needed (5 labs will be upgraded this summer);*
 - *More support needed (most go to friends and family instead of our help desk);*
 - *Inside BC needs to be faster and easier to navigate.*
- *Lastly, the prioritized list of technology requests was distributed to the committee. The list is posted on the committees page on the BC website. Todd Coston, IT Director, shared with the committee that as always, there is no allocated budget for technology requests. When grant monies become available for certain technology projects, those needs get met. As Todd can squeeze money out of his budget, other needs get met. However, this year, the IT budget was decreased by \$150,000. making the job of adding new technology even more difficult.*

Although it may seem futile, everyone is still encouraged to submit requests via Program Review. As money becomes available, which sometimes happens, IT will fulfill technology requests according to their priority.

The next ISIT meeting is scheduled for Monday, March 7, 2016 in Levinson 40.

Professional Development Committee (Giertz)

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

Vacancies: None

Tabled 2/24/16

Program Review (Nickell)- Report submitted as written

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

Vacancies: Adjunct Rep/Agriculture/Allied Health/Art/Behavioral Sciences/Biological Sciences/Fire Tech/Health & PE/Industrial Tech/Performing Arts/Philosophy/Physical Science/Social Science/SGA

Report to Academic Senate for February 10, 2016

Kim Nickell, faculty co-chair

Program Review Committee (PRC)

See <https://committees.kccd.edu/bc/committee/programreview> for supporting documents

Currently, the committee is working on the following:

PRC met for the first time this semester on 02/02/2016

1. **PRC has set new goals for Spring 2016-**
 1. **Update checklists**
 2. **Update AU and Comp forms (IE: CTE, Etc.) with more relevant questions for these areas**
 3. **Update Handbook to reflect changes in the updated forms**
 4. **Create Packets for individual areas**
 5. **May 2016 Workshop**
2. **Will be working on getting a ratified list of programs areas by February 8th – have it reviewed to be used by PRC by March so that Annual Update and Comprehensive packets can be distributed to all appropriate programs and areas.**

If you have any questions, please check the committee's page, contact me, or contact your representatives on the committees. If your area has no representation on the committee, please consider joining us.

Co-Chairs: Manny Mourtzanos-administration, Kristin Rabe- classified

Members-Diane Allen, Counseling/Delano; Anna Agenjo, Library; Jennifer Johnson, Faculty Chair & Directors Council (FCDC); Kate Pluta, English; David Neville, Assessment Committee Liaison; Mark Staller, Communication; Bernadette Towns, FACE; Andrea Tumblin, Mathematics

Administrators-Sue Vaughn, Enrollment Services; Laura Lorigo, Administrative Services; Liz Rozell, STEM

Classified- Meg Stidham, CSEA designee

Student- SGA: vacant

Research representative from District Office: Michael Carley.

Treasurer (Kim) Report submitted as written

Academic Senate Funds

By Charles Kim 2/10/16

3/25/15

BC Faculty Senate Student Accounts (#5101)	\$632.10	
Levinson Award Account (#5310) \$15,346.88 but only 5% can be used so		\$767.34
Academic Senate Account Retiree (#100)	\$3,913.62	

9/30/15

BC Faculty Senate Student Accounts (#5101)	\$283.25	
Levinson Award Account (#5310) \$15,115.05 but only 5% can be used so		\$755.75
Academic Senate Account Retiree (#100)	\$4,621.62	

10/22/15

BC Faculty Senate Student Accounts (#5101)	\$421.77	
Levinson Award Account (#5310) \$14,698.46 but only 5% can be used so		\$734.93
Shirley Trembley Account (#5510) \$86,223.60 but only 5% can be used so		\$4,311.18
Academic Senate Account Retiree (#100)	\$4,796.12	

11/17/16

The Academic Senate Account Retiree (#100) was closed and combined with the account that was found and the title was changed to BC Academic Senate/Retd. Studt. Account (F3200.5101)

1/26/16

NEW BC Academic Senate (#F3300 0210) \$22,947.80
Levinson Award Account (#5310) \$14,810.89 but only 5% can be used so \$740.54.
Shirley Trembley Account (#5510) \$86,414.19 but only 5% can be used so \$4,320.70
BC Academic Senate/Retd. Studt. Account (F3200.5101) \$6,842.88

Secretary (Garrett)

No report

ASCCC Representative (Greenwood)

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

No report.

CCA (Freeman)- Report submitted as written

By Tom Greenwood 2/10/16

CCA has reached an agreement with the district on how reassigned time is calculated and determined for department chairs. A new FTEF formula will be put in place, as well as a new table to determine reassigned time. All Bakersfield College department chairs' reassigned time will remain the same or see an increase.

CCA also reached an agreement with the district on extending the MOU regarding the 185-day contract for counselors and librarians for the 2016-17 academic year. Both the changes with department chairs and the MOU regarding counselors and librarians will be voted on by the CCA membership later this spring.

CCA discussed health benefits with the district at last Friday's negotiation meeting. CCA will be sending out information regarding our current SISC self-funded group and the SISC pool in the near future. This will illustrate the pros and cons of both groups. We will survey on our members on whether to stay with current SISC self-funded group or move over to the SISC pool. According to the district's figures, as of September 30, 2015, the health reserves are \$3.9 million below the minimum that is recommend by SISC.

Greenwood reported that we currently have two health plans that he has requested additional information on. He also announced that there will be a new contract next year (October 2016). The Union is planning to send a survey to be sent out late Spring

or early Fall. Greenwood will check to see if there is a list on record that includes ongoing requests.

Student Representative (Graves)

No report

Faculty Appointments:

a) Standing Committee Appointments

VOLUNTEER	COMMITTEE	DEPARTMENT	NOTE
Gayle Richardson	Assessment	BMIT	Ok'd by David Neville
Jessica Wojtysiak	Curriculum	ACDV	Ok'd by Billie Jo Rice

****A motion was made to approve the Standing Committee Appointments of February 10, 2016, M/S/C: Thorson/Stanifer.***

b) Screening Committees Appointments

*****A motion was made to suspend the agenda to move to New Business B, M/S/C: Thorson/Kelly.***

COMMUNICATION

- Kate Pluta (Administrator Lead)
- Mark Staller (Department Chair)
- Helen Acosta (Communication Faculty)
- A.Todd Jones (Communication Faculty)
- Kristopher Stallworth (Outside the department)
- Bryan Hirayama (Communication Faculty)

****A motion was made to approve the Communication Screening Committee Appointments of February 10, 2016, M/S/C: Thorson/Stanifer.***

Unfinished Business:

a. Vote of No Confidence of Chancellor (Holmes)

Holmes reported that during the Executive Board meeting he shared an open page/declaration that was created by the **Resolution Task Force Committee**. Holmes informed the Senate that the task force wants to remain anonymous due to concern of District retaliation and that he will be the lead representative for the group.

Fact finding results were shared, which include a dozen or so separate, specific and documented concerns (generally relating to sidestepping shared governance, managerial failures, policy/contract violations, and faculty distrust). The Senate was asked to email the Senate office with any issues that may need to be considered.

There were concerns expressed about the **Ethics Point** in Board Policy regarding complaints and anonymity. This item will be added to the agenda for more discussion.

b. Examination/Adoption of Canvas (Thorson)

Description: Canvas is a Course Management System that is supposed to replace Lumis and Moodle.

The Senate was assured that there will be appropriate training for this new system. The ISIT Committee and Professional Development will provide training. The Senate was also reminded that Moodle will still be a backup program during this transition process.

*****A motion was made to approve the adoption of Canvas, M/S/C: Stanifer/Thorson; motion passed with one opposition.***

c. BP 4C4E Academic Renewal-Cerro Coso CC (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.

Holmes reported that all three Academic Senate President's met with Vice Chancellor Inclan to discuss this item and will follow up at the next DCC meeting.

d. 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.

Holmes reported that this item was moved forward to Academic Affairs. Holmes shared that he met with Vice President Gomez-Heitzeberg and she has requested data regarding how many CSU's and UC's require a 2.0 instead of a 2.0 average in their GE courses.

e. BP6A Unrepresented Employees (Holmes)

Description: Language regarding Chancellor's powers thoroughly discussed. 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. CCLC Consultant, Jane Wright, to review all aspects of BP6A-H and make recommendation.

There is nothing new to report on this item.

- f. AP 3C1 (a)Meals and In-State Travel Allowance for Students (Holmes)
Description: Change to item 6, requiring meals be purchased on a group basis.

There is nothing new to report on this item.

- g. AP 3C1 (b)Student Travel Authorization (Holmes)
Description: Adding new language that employee must purchase meals on a group basis.

There is nothing new to report on this item.

- h. AP 3C3A(b)Claim for Travel (Holmes)
Description: Changes to travel reimbursement including having purchase orders in place prior to travel (#3 Steps to activate travel) and meals will only be reimbursed when an overnight stay is required (#2 Living Expenses).

There is nothing new to report on this item.

- i. AP 3C3A (a)(b)Claim for Travel Reimbursement (Holmes)
Description: Update of form.

There is nothing new to report on this item.

- j. AP 4260 Prerequisites Corequisites (Holmes)
Description: BP 4A4

Holmes asked the Senate to share with constituents and bring back any concerns for him to report.

- k. AP 4F10 Student Complaint (Holmes)
Description: BP 4F10

Holmes asked the Senate to share with constituents and bring back any concerns for him to report.

- l. AP 4J Sexual Assault on Campus (Holmes)
Description: BP 4J (prior 4K)

Holmes asked the Senate to share with constituents and bring back any concerns for him to report.

New Business:

- a. BC Academic Calendar 2018-19 (Holmes)
Holmes discussed the 2018-19 BC Academic Calendar issues:

- MLK holiday falls later than usual, resulting a full week of classes before the holiday
- There is consideration that Thanksgiving break be aligned with the local school districts

Thorson shared that the ***Calendar Task Force*** is looking at several calendar issues and asked if anyone had ideas to share, to contact her or Helen Acosta.

b. Selection Committee/Tenure Requirement (Holmes)

Board Policy, Section Five, Faculty/Academic Senate

5G6 Selection Committees

5G6A The selection committee shall consist of at least a majority of faculty. The selection committee shall be composed of at most:

5G6A1 Three (3) faculty members appointed by the Academic Senate in consultation with the faculty of the discipline, one (1) of whom shall be the department/division chair, if any, and one (1) area administrator appointed by the College President; **or** Four (4) or more faculty members appointed by the Academic Senate in consultation with the faculty of the discipline, one (1) of which shall be the department/division chair, if any, and up to two (2) administrators appointed by the College President, one (1) of which shall be the area administrator;

5G6A2 One (1) College Affirmative Action Committee member who shall be a faculty member if at all possible appointed by the College Affirmative Action Committee chair.

5G6A2A The role of the Affirmative Action Committee member shall be to encourage staff diversity and monitor affirmative action compliance with respect to federal and State law, State regulations and District/College policies and procedures.

5G6A3 Additional members as agreed upon by the College President and the Academic Senate President.

5G6B The area administrator will convene the initial meeting of the selection committee. The selection committee shall elect a chair from this committee, who shall be from the discipline, if at all possible.

The Senate decided to support the current Board Policy as it is stated, which does not preclude non-tenured faculty from serving on a screening committee. Holmes will discuss this decision with Vice President Gomez-Heitzeberg, so that FCDC and new faculty will be informed.

c. AIQ Co-chair Replacement (Holmes)

This item was discussed under ***President's Report***.

Adjournment:

The meeting was adjourned at 4:51p.m.

Respectfully Submitted, Tarina Perry