

**ACADEMIC SENATE of BAKERSFIELD COLLEGE**

**August 31, 2016 - 3:30 p.m.**

**Collins Conference Center**

APPROVED MINUTES

**PRESENT:** A. Todd Jones, Alisha Loken, Andrea Thorson (EB), Bill Kelly, Chad Newton, Charles Kim (EB), Christian Zoller, Dan Kimball, David Koeth (EB), Deborah Rosenthal (EB), Gayla Anderson, Ishmael Kimbrough, Joyce Kirst, Kimberly Nickell (EB), Klint Rigby, Kris Stallworth, Kurt Klopstein, Laura Peet, Lisa Harding (EB), Mark Staller (EB), Matt Garrett (EB), Michael Frendenberg, Neal Stanifer, Pam Boyles (EB), Phil Whitney, Qiu Jimenez, Ron Grays, Sarah Baron, Steven Holmes (EB), Susan McQuerrey, Tim Burke, Victor Diaz

**ABSENT:** Anna Agenjo, Bryan Hirayama (EB), Carl Dean, Jennifer Johnson (EB), John Giertz (EB), Reggie Williams, Richard Marquez (EB), Robby Martinez, SGA Rep

**GUEST:**

---

**Call to Order**

The meeting was called to order at 3:36p.m.

**Good, Welfare and Concerns:**

Tracy Hall, Administrative Assistant for the Executive Vice President, recently broke her hand.

**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 approve the Academic Senate Minutes of April 27, 2016 as corrected, M/S/C: Thorson/Stanifer.***

**President's Report (Holmes)**

- District Consultation Council (DCC) meeting takes place September 27<sup>th</sup>.
- Standing Academic Senate meeting with President & Vice President takes place next Wednesday.

AIQ (Staller) -Report submitted as written

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

**Written AIQ Report by Mark Staller (AIQ Committee Faculty Co-Chair)  
For August 31, 2016 Academic Senate Meeting and September 2, 2016 College  
Council Meeting**

*The Accreditation and Institutional Quality (AIQ) Committee held its first meeting of the 2016-2017 academic year on August 30, 2016. Here is some of the initial work that the AIQ Committee is undertaking:*

- 1) *The AIQ Committee is reviewing its calendar for the year. There are two important items related to calendar dates of which college personnel should be aware:
  - A) *The AIQ Committee is setting due dates for the Fall 2016 and Spring 2017 Strategic Directions Reports. Once we have reviewed the Strategic Directions report forms and processes, we will send out a campus-wide email announcing these due dates and any changes to the Strategic Directions reporting process. All campus committees and other Strategic Directions reporters should be reviewing their Spring 2016 Strategic Directions Reports to make sure they are on track for advancing or completing their particular Strategic Directions initiatives for this 2016-2017 academic year.*
  - B) *BC President Sonya Christian has requested that the AIQ Committee postpone the complete roll-out of the Accreditation Self-Study Process until after the November elections, and she also suggested that BC could kick off the Self-Study Process with a Winter Accreditation Boot Camp. The AIQ Co-Chairs will work with President Christian and with the AIQ Committee members to develop an Accreditation Self-Study process and timeline to be approved by the BC Academic Senate and College Council.**

*To prepare for the upcoming Accreditation Self-Study process, College personnel should be reviewing the BC 2015 Accreditation Mid Term Report and the ACCJC Accreditation Standards, both posted on the BC Accreditation Webpage. (Please look at the Accreditation Standards to determine on which Standard Sub-Committee you would like to serve. We will need the participation of many college personnel to successfully carry out our college self-study report.)*

- 2) *The AIQ Committee is proposing some minor changes/updates in the official AIQ committee charge. Once the AIQ Committee members have voted to approve these changes/updates, we will forward them for final approval by the BC Academic Senate and BC College Council.*
- 3) *Last Spring, the AIQ Committee administered a BC Services Survey to determine the effectiveness of various BC services. The results of this survey were generally positive,*

*and the AIQ Committee will be sharing more particular details of this survey in the next few weeks.*

Staller provided the Senate with a copy of the Accreditation Standards (adopted June 2014). Staller announced that AIQ needs volunteers for accreditation sub-committees.

Assessment (Hoffman)

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

--Tabled 9/14--

Budget (Holmes)

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

Holmes reported that the first Budget meeting was cancelled and that we have a vacancy in the Vice President of Administrative Services.

Holmes provided the E-board with an Accreditation handout: ***Enrollment Point in Time Comparison to Previous Year.***

Holmes shared the Budget Allocation Model (BAM) recommendations:

- District-wide Budget Committee
- Growth Allocations
- Cost drivers for DO chargeback mechanism
- Banked FTES Allocation to colleges
- Reserves Stabilization Mechanism

Curriculum (Johnson/Moseley)

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

--Tabled 9/14--

Enrollment Management (Koeth)

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

No Report

Equal Opportunity & Diversity Advisory (Hirayama)

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

--Tabled 9/14--

ISIT (Boyles/Marquez) –*Report was submitted as written*

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

*Information Systems Instructional Technology (ISIT) Report: August 11, 2016*

*Prepared by Richard Marquez, ISIT Co-chair*

*Since my last report, the ISIT Committee has met on May 2, 2016*

*The following items were discussed at the May 2, 2016, ISIT meeting:*

- *Canvas*

*Michele Bresso has been appointed to oversee Canvas by the KCCD District, pending Senate approval. Tom Burke has signed the contract for Canvas. Canvas will be piloted on a limited basis over the summer, and a larger pilot will occur during Fall 2016.*

*Matt Jones and Tracy Lovelace will be developing and providing Canvas training, and faculty are encourage to migrate from Moodle to Canvas. For information on how to begin the process, please contact Matt, Tracy or Bill Moseley.*

- *InsideBC*

*The Inside BC portal will be unsupported as of June 30, 2016. The goal is to move to a statewide portal, which at this time is not ready. David Barnett is working on a “stop-gap” portal in the event InsideBC goes down before the state portal is ready. He will provide links to multiple sites with a single sign on and should have something worked out by the end of 2016. Todd Coston will be sending out a campus wide email with updates.*

- *Annual Employee Technology Survey*

*Given some of the comments on the annual survey, the committee discussed creating a list of Frequently Asked Questions that could be posted to the ISIT website and perhaps the IT Work Order Request form. The committee will draft this document and send out to staff via email.*

- *Proposal to change ISIT Technology Requests Prioritization*

*In an attempt to create even greater transparency in the prioritization of ISIT requests, Todd Coston, Richard Marquez, and Kristin Rabe have proposed a process whereby technology requestors will be given the opportunity to address the ISIT committee to make a case for their requests in a two-minute presentation. A copy of the proposal is attached. After some discussion, the ISIT Committee voted to accept the proposal. The new process will be implemented during the 2016-2017 academic year.*

- *Summer 2016 Technology Projects*

*According to Todd Coston, various computers and other equipment will be installed/replaced on the BC and Delano campuses, some of which will be funded by grant monies. Additionally, IT will continue to replace phones across the campus.*

Moseley announced that Inside BC-will no longer exist after December finals. An alternate resource: <https://banweb.kccd.edu>

Professional Development Committee (Giertz)  
<https://committees.kccd.edu/bc/committee/pdc>  
--Tabled 9/14--

Program Review (Nickell)- Report was submitted as written  
<https://committees.kccd.edu/bc/committee/programreview>

**Report to Academic Senate for August 31, 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 is working on the following:**

**Program Review forms have gone out to all 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; Bernadette Towns, FACE; Andrea Tumblin, Mathematics; Hal Mendoza, Business; Mark Osea, Counseling; Neeley Hatridge, Communications; Odella Johnson, ACDV;

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

**Classified-** Meg Stidham, CSEA designee

**Student-** SGA: vacant

**Research representative** vacant.

Nickels announced that there will be an "early read period" if program reviews are submitted prior to September 9<sup>th</sup>. Feedback will be provided by the committee for those who send them in early to allow for modifications. ***The final version of the program reviews are due by September 19<sup>th</sup>.***

The Program Review Committee has many vacancies and there is a big push for faculty to get engaged.

Treasurer (Kim)

Kim will send out a mass email to announce the shirt fundraiser and reminded everyone that the proceeds go to student scholarships.

- \$40-with BC logo

- \$45-with BC logo, name & department
- Shirts are ordered on the 15<sup>th</sup>, and received by the 30<sup>th</sup>

Kim also announced that paycheck deductions are an option for faculty to make a donation to the Senate. This money makes it possible to continue providing retiree awards and student scholarships.

Secretary (Garrett)  
No report

ASCCC Representative (Rosenthal)  
Rosenthal plans to attend the Area A (October 14<sup>th</sup>) and the 2016 Fall Plenary Session (November 3<sup>rd</sup> -5<sup>th</sup>)

CCA (Freeman)  
<https://www.kccd.edu/sites/kccd.edu/files/page/2014-2017%20CCA%20contract.pdf>  
No report

Student Representative (Vacant)  
<https://www.bakersfieldcollege.edu/osl>  
Holmes met with SGA President Matt Frazier who is looking for a representative for the Senate.

### **Faculty Appointments:**

- a) Standing Committee Appointments  
The 2016-17 Standing Committee list is located on the Senate website:  
<https://committees.kccd.edu/bc/committee/senate>

***\*\*A motion was made to approve all the 2016-17 Standing Committee Appointments, MSC: Harding/Thorson.***

In some cases, more faculty have expressed interest than the charge has designated. It is recommended that the Chair reach out to all faculty listed with information on how they may best serve your committee.

Options include suggesting to those faculty to fill a vacancy on another committee, continue to participate as a nonvoting member, or some of you may want to consider revising your charge. As a reminder, revisions to a *committee charge* would need to be approved by the Academic Senate and College Council.

As faculty contact the Senate Office to volunteer and appointments are made throughout the academic year, an updated Standing Committee list will be posted under ***Resources/Links***.

**Dual Enrollment Task Force** –The members of the Task Force were shared as an informational item.

**Scholarship Committee Co-chair**

**\*\*A motion was made to approve Sandra Davis to be the Scholarship Committee Co-chair, MSC: Stanifer/Kelly.**

- b) Screening Committees Appointments  
There were no screening committee appointments to review.

**Unfinished Business:**

- a. Academic Senate Goals 2016-17 Report (Holmes)  
*Description: 2015-16 Academic Senate Goals Report is located on the Senate website.*

The Senate was asked to review the past goals (2015-16) and send recommended changes to the Senate Office.

- b. Class Size Task Force (Staller)  
*Description: Task Force to work in conjunction with EMC regarding class size issues/problems. Goal is to compile a list of issues/concerns-number of students in class or actual physical size of classroom.*

Staller shared that he will provide a report to the Senate and this item and it should be removed from the agenda.

- c. Vote of No Confidence in Chancellor (Holmes)  
*Description: Ad Hoc committee to draft a resolution.*  
--Tabled 3/30/16--

Holmes announced that a hiring committee has been formed and therefore this item will be removed from the agenda.

- d. Ethics Point Task Force (Holmes)  
*Description: allows for disciplinary action initiated by an anonymous complaint.*

Holmes will be scheduling the next Ethics Task Force meeting.

- e. 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.

Vice President Gomez-Heitzeberg requests data regarding how many CSU's and UC's require 2.0 instead of a 2.0 average in their GE courses.

Golden Four: Oral Communication, Written Communication, Critical Thinking, and Math (at least should be adjusted for a minimum of a "C" or better.

--Tabled for more research--

- f. BP & AP 2430 Delegation of Authority to the District Chancellor (Holmes)  
*Description: Formerly BP6A Unrepresented Employees; BP 10*  
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.

Holmes shared that this is regarding the KCCD Chancellor's powers as presented. Also, the other items have been removed as requested and objected.

- g. AP 4J1 Sexual Assault on Campus (Holmes)  
*Description: BP 4J (prior 4K)*

This item should be removed.

#### **New Business:**

- A. Associate Vice Chancellor, Educational Services-DO (Holmes)  
*Description: New position at District level.*

The Executive Board does not support the justification of these two positions.

- No rationale provided, but instead it is a job description was given. We have our own PR person on each campus and one for a DO is not necessary.

**\*\*A motion was made for the Senate to take an emergency vote, MSC: Stanifer/McQuerry.**

**\*\*A motion was made for the Senate President to not support the two new District positions (Associate Vice Chancellor Educational Services/Executive Director of District Public Relations & Communication), MSC: Thorson/Stanifer.**



- B. Executive Director of District Public Relations & Communication-DO (Holmes)  
See above.
  
- C. Academic Senate Committee Charge (Holmes)  
Holmes asks the Senate to review the Committee charge and provide feedback.
  
- D. Board Policy & Administrative Procedure Chapter 4-Academic Affairs (Holmes)  
BP & AP are located on the Senate website:  
<https://committees.kccd.edu/bc/committee/senate>  
  
Holmes asks the Senate to review BP & AP Chapter 4 & 5 and respond with comments & concerns.
  
- E. Board Policy & Administrative Procedures Chapter 5-Student Services(Holmes)  
BP & AP are located on the Senate website:  
<https://committees.kccd.edu/bc/committee/senate>  
  
Holmes asks the Senate to review BP & AP Chapter 4 & 5 and respond with comments & concerns.

**Adjournment:**

The meeting was adjourned at 4:55p.m.

Respectfully Submitted,  
Tarina Perry