ACADEMIC SENATE of BAKERSFIELD COLLEGE
September 14, 2016 – 3:30 p.m.
Collins Conference Center

> APPROVED MINUTES

PRESENT: A. Todd Jones, Anna Agenjo, Bill Kelly, Bill Moseley (EB), Brent Damron (Proxy), Bryan Hirayama (EB), Chad Newton, Charles Kim (EB), Christian Zoller, Dan Kimball, Deborah Rosenthal (EB), Di Hoffman (EB), Ishmael Kimbrough, Jennifer Johnson (EB), John Giertz (EB), Joyce Kirst, Kimberly Nickell (EB), Klint Rigby, Mark Staller (EB), Matt Garrett (EB), Michael Frendenberg, Neal Stanifer, Phil Whitney, Qiu Jimenez, Reggie Williams, Robby Martinez, Ron Grays, Sarah Baron, Steven Holmes (EB), Susan McQuerrey, Tim Burke, Victor Diaz,

ABSENT: Alisha Loken, Andrea Thorson (EB), Carl Dean, David Koeth (EB), Gayla Anderson, Kris Stallworth Kurt Klopstein, Laura Peet, Lisa Harding (EB), Pam Boyles (EB), Richard Marquez (EB), Galo Jimenez (SGA Rep), Lawrence Salcido (SGA Rep)

GUEST: Bill Potter, M&O Director, Janet Fulks, Interim Dean, Joe Saldivar, Faculty Chair Biology Department, Matt Frazier, SGA President

Call to Order
The meeting was called to order at 3:32p.m.

Good, Welfare and Concerns:
- Michele Bresso, Associate Vice Chancellor of Government & External Relations for the KCCD recently had hip surgery and is recovering well.

- Gayle Richardson, BMIT faculty recently fell at home; however, she did not sustain any serious injuries.

- Denise Mitchell, English faculty is collapsed in class today from an ear infection.

Opportunity to Address the Academic Senate
a. Security Hardware Update (Potter)
Bill Potter, Director of Maintenance & Operations shared an update on the Security Hardware Project.
- District-wide project that will change the way we access our classrooms and offices, which will provide a more secure environment.
- One phase involves any door that is out of ADA compliance will be updated to either a lighter door or an automatic door.
- Another phase involves the key & hardware side, which all exterior hardware on the doors will now have a swipe card system instead of standard key entry.

- This is an electronic system and all doors will be unlocked and locked by a computer. Times can be set for specific situations and buildings. Doors can be manually locked from the inside.
- Door stoppers will no longer be allowed. A notification will be sent to DPS when doors are propped open, for example- a back pack blocking a door.
- There will be a code to lock down all doors at one instance- in case of an emergency. If power is lost, there is a back-up system: long term- manual use of master keys.
- There is a new key process that includes a Photo ID that is required. Key access can be deleted when employees are terminated.
- The project cost is $5million, it is 20% complete and the completion date is expected to be Dec. 31st

b. <u>Unit Restriction Proposal</u> (Saldivar)
Jo Saldivar, Biology Department Chair shared a Unit Restriction Proposal. This is a proposal to limit priority registration to a cap of 11, 12, or 13 units in order to stop students from abusing their priority registration to enroll in extra classes that they plan to drop (once they figure out which are the hardest). The proposal uses examples from UC/CSU's. Things to be reviewed- limit to priority groups, exemptions, incentives, etc.

Priority Enrollment Groups:
1. EOPS
2. Athletes
3. Pres Scholars
4. Veterans
5. BC Promise Students
6. DSPS Students

The Senate will support the Unit Restriction Task Force Committee to be chaired by Joe Saldivar.

Proposal for Unit Restriction During Priority Registration
Joe Saldivar Ph. D. – Faculty Chair, Biology Department
(Revised 9-1-16)

<u>Issue and Rational for Addressing the Issue – "Shopping for Classes"</u>
Bakersfield College is experiencing a tidal wave of students enrolling in courses. Previous budgetary constraints mandated constraints of "workload reduction". California Community Colleges (CCC) had to 'do more with less' or serve fewer students. The Bakersfield College is currently in a "growth mode". President Sonya Christian would like to take advantage of monies available to CCCs by increasing FTES targets. Late start classes have been added to the class schedule to help meet the FTES goal. Additionally, enrollment

continues to grow while the statewide trends decline. However, as of the first day of the Fall 2016 semester, 7,288 students were on a waitlist (an increase of almost 14% since last year). This is a missed opportunity to serve and educate students who really want to learn at our amazing College (Dean Mourtzanos).

Fall 2016 semester...

- *BC student headcount was 19,925 with 7,288 students on a waitlist.*
- *Having a seat in a course is extremely coveted and valuable.*

I have spoken with students about a strategy they call "shopping". Students will knowingly register for more courses than they plan on completing. Thousands of BC students on waitlists have been disenfranchised by this process. It is difficult to tease out certain data, but Lisa Fitzgerald, Director of Institutional Research and Reporting, 'conservatively' estimated that 900 students "shop for classes". This would be equivalent to an <u>increase of 92.6 FTES</u> (using 3.0 units as an average class).

President Christian has placed the onus on administration, faculty and staff to increase in FTES and "getting students out of BC" by increasing access, retention and success. How can they get "out of BC" if they can't get in?

<u>Proposed Solution – Unit Restrictions During Early Registration</u>
UCLA Model; http://www.registrar.ucla.edu/soc/enroll.htm
UCLA uses the "two pass" system for course registration. The two-pass system is used for the approximately 29,000 undergraduates at UCLA to ensure that everyone has the opportunity to enroll in required premajor, major, and GE courses and to graduate.

***FIRST PASS.** During their first pass, students may only enroll up to 10 units. This gives all undergraduates a better chance to obtain at least two courses needed toward graduation. Students who do not enroll during their first pass appointment period must wait until their second pass appointment to enroll.*

***SECOND PASS.** During their second pass, students can add courses up to the maximum units allowed by their College or school. They can enroll from the beginning of the specified appointment day and time through midnight on Friday of the second week of classes, when wait lists are eliminated and Study Lists of enrolled courses become official*

Proposed BC Registration Strategy
*Students eligible for, Fall/Spring, priority registration will be allowed to register for **up to 11 units** (including waitlisted courses) and **5.0 units** for summer semesters. These students will be able to register for additional courses during open registration. This procedure will place an incentive on students to prioritize their selection of courses during early registration. President Scholars, BC athlete, EOPS and BC Promise Students will be exempt of this process (eligible to register for 12 or more units).*

<u>Possible Opposition/Scenarios</u>

1. *"Do any other colleges or universities employ this registration strategy?" Response – The entire UC system and 13/23 CSUs employ an early registration policy.*

2. *"We are hurting our students by limiting their access to register for courses." Response – Students are still able to register for more than 11 units, but those courses can be during open registration.*

3. *"This registration policy will hurt a huge number of students." Response – Approximately 33% are full-time students (6580 full-time students).*

4. *"Why set the limit at 11 units?" Response – A large proportion of courses at BC are 3.0 unit courses. This will allow a majority of students to register for three courses or two 5.0 unit classes for STEM students.*

5. *"Why set the limit at 5 units during the summer?" Response – Students success/retention drops dramatically when they take multiple courses during the summer. Priority registration students will still be able to register for additional courses during open registration.*

6. *"Why would incoming President Scholars be eligible to register for more than 11 units?" Response – Incoming President Scholars have achieved a GPA of at least 3.5 in high school. This can be used as a recruiting tool to bring in excellent high school students.*

7. *"Can Banner handle this?" Response – "Yes." (Sue Vaughn)*

In Conclusion

A registration procedure currently used in the University of California system and in the California State University system has been developed to provide greater access to high-demand courses. Students without priority registration are frustrated when they don't have access to courses. It is even more frustrating when they see students drop a course and leaving an empty seat that could have gone to a student on the waitlist. This registration process will...

- *Provide an incentive for students to prioritize course registration*
- *Provide greater access for students that would not have been able to enroll in a class*
- *Increase retention rates*
- *Increase success rates*
- *Support BC's and President Christian's goal increasing FTES, increasing access, retention, success and "getting these students out of BC".*

Data from

- *Institutional Research and Reporting –Karen Snow and Lisa Fitzgerald*
- *BC Office of Admissions – Sue Vaughn*

- *CCCCO.edu – California Community College Chancellor's Office*

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 August 31, 2016, M/S/C: Stanifer/Kelly.

President's Report (Holmes)

- ➢ Senate Meeting with the President and Vice President was cancelled today.
- ➢ Vice President of Administration & Finance- the committee is extending its search.

  BOT Meeting/Report:

- ➢ The BOT appointed Bill Thomas to complete Trustee Rick Wright's remainder of term.
- ➢ The 2 District positions were pulled from the budget:
    1. Associate Vice Chancellor, Educational Services-DO
    2. Executive Director of District Public Relations & Communication
- ➢ The next District Consultation Council (DCC) meeting takes place September 27th.
    - All previous meetings have been posted except the June meeting regarding the Chancellor's Evaluation. An "Automatic trigger" is generated on a satisfactory evaluation; therefore, Holmes requests the minutes be posted.
- ➢ Clarification was requested on Michele Bresso's position as Associate Vice Chancellor of Government & External Relations. There were no appropriations in the June budget for her current position. The Chancellor stated she had reassigned her some time ago; however, the BOT is required to approve such a reassignment and has not done so.
- ➢ A request of a District-wide committee be established to see what we might be able to do with HR to make it more efficient and less costly to all three campuses.

AIQ (Staller)
https://committees.kccd.edu/bc/committee/accreditation
 --Tabled 9/28/16

Assessment (Hoffman)-*report submitted as written*
https://committees.kccd.edu/bc/committee/assessment

Assessment Committee report to Academic Senate 9/14/2016

Update 9/14/16 by Di Hoffman (faculty co-chair)

- *Reviewed charge – next meeting (9/23) will finalize and send forward changes if any*

- *eLumen – SLO, PLO spreadsheet due 9/23 – Liz Rozell and Edie Nelson*
        Assessment workflow 9/23 – Kate to see if extend, look at other eLumen
        schools – bring samples back to committee

- *Developing SLO and objective handout*
    - *Di Hoffman– send rough draft 9/16*
    - *Committee members come back with changes 9/23*
    - *Finalize and send to all by 10/31*

- *Discussed and agreed upon future goals for committee*
    - *Develop BC Assessment Handbook*
    - *Flex workshops for faculty on SLO's; assessment strategies; best practices*

Budget (Holmes)
https://committees.kccd.edu/bc/committee/budget
--Tabled 9/28--

Curriculum (Johnson/Moseley)- *report submitted as written*
https://committees.kccd.edu/bc/committee/curriculum

Moseley announced that a video will be made available for those unable to attend the training.

Activities to date (Aug. 1 – Sept, 1, 2016):
- *Met with district personnel, CC, and PC to discuss responsibilities and roles of college chairs and district personnel.*
- *Updated the approval process with the intent to eliminate duplicative approvals and to address technological issues with CurricUNET. Revised the approval flow chart which is posted on the committee web page.*
- *Cleaned up the approval queues.*
    - *There were 90 course at various levels of approval.*
    - *We place 41 courses, 10 certificates of achievement, and one program modification on first agenda for the September 1, 2016 curriculum meeting.*
- *Reviewed committee goals and committee charge at September 1, 2016 committee meeting. Will be a voting item at the September 15, 2016 meeting.*
- *Conducted CurricUNET training on course revisions/new courses/COR requirements- included curriculum committee members and additional faculty. This occurred at the September 1, 2016 curriculum committee meeting.*
- *Upon request, assisted individual departments with curriculum needs.*

- *Working collaboratively with assessment committee to streamline approval process.*
- *Increased communication to constituents:*
  - *Provided update to FCDC on September 9, 2016.*
  - *Added resources to curriculum committee page.*

Work plan for the semester
- *Focus on updating all courses that are out of compliance or will become out of compliance this semester.*
- *Continue to assist faculty in the development and modification of programs.*
- *Continue to assist faculty with the creation ADT's through to CCCCO approval.*
- *Continue to assist faculty through the process of course C-ID approval.*
- *Continue to ensure all courses have SLO's and objectives.*
- *Continue faculty trainings as needed.*
- *Continue District wide collaboration and communication.*

Special thanks to the Academic Senate for the committee calls and to all Department Chairs for encouraging faculty participation. The 2016-17 Curriculum Committee has representatives from all departments except one!

Respectfully submitted,
Jennifer Johnson and Bill Moseley   *Liz Rozell,*
Faculty Co-chairs, Curriculum Committee *Administrative Co-chair, Curriculum Committee*

Enrollment Management (Koeth)
https://committees.kccd.edu/bc/committee/enrollment
--Tabled 9/28/16

Equal Opportunity & Diversity Advisory (Hirayama)
https://committees.kccd.edu/bc/committee/eodac
Hirayama reported that the EODAC Committee reviewed the charge and may make some slight revisions. They are in the process of evaluating hiring practices. Hirayama is addressing his concern that the District EEO Committee, which has been put on hold, continue to meet due to its importance.

ISIT (Boyles/Marquez)
https://committees.kccd.edu/bc/committee/isit
--Tabled 9/28/16

Professional Development Committee (Giertz)-*report submitted as written*
https://committees.kccd.edu/bc/committee/pdc

Professional Development Report to the Academic Senate

- *Committee: Professional Development Committee*
- *Subject of Report: First meeting*
- *Reporter/Preparer of Report: John Giertz Faculty Chair*
- *Date Submitted to Academic Senate 9/14/2016*

The P.D.C. held its first meeting of the year. Our meetings have been changed from the first Friday of the month to the second Tuesday-2:00-3:30.

Committee goals: We changed two of our goals, added two new goals and are now focusing on the following:

1. *Provide focused professional development academies for each employee group (classified, faculty and management) (Strategic Direction 5.1) Continuing goal*
2. *Continue to develop and improve a communication plan for disseminating professional development information (Continuing goal)*
3. *Develop a new employee orientation in conjunction with HR (Strategic Direction 5.2) Continuing goal.*
4. *Evaluate and investigate software for professional development (**New Goal—This wording may change)***
5. *Improving assessment of Professional development goals (**New Goal—This wording may change)***

New business: Two new subcommittees were created
    The flex subcommittee
    The Professional Development Academy subcommittee.

Formal report from Reese Weltman-professional development manager about opening week numbers

- *There were 52 sessions (Down from 58 due to 6 cancelled workshops)*
- *Approximately 314 individual attendees*
- *Approximately 700 logins/sign-ins*
- *123 individual completed the Flex Week evaluations*

The next meeting is October 11th 2-3:30 in the Board of trustees room (Upstairs Library)

PRC has two new subcommittees:

1. **Flex subcommittee**
2. **Professional Development Academy subcommittee**

This committee still has vacancies if anyone is interested in serving on this committee-contact the Senate office or the committee chairs.

Program Review (Nickell)
https://committees.kccd.edu/bc/committee/programreview
--Tabled 9/28/16

Treasurer (Kim)
Kim sent out a bc_email to announce the **Senate shirt fundraiser** and reminded everyone that the proceeds go to student scholarships.

- $40-with BC logo
- $45-with BC logo, name &/or department
- Shirts are ordered on the 15th, and received by the 30th

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, as well as, additional student scholarships. Forms located in the back of the room and will be available on the website.

Secretary (Garrett)
No report

ASCCC Representative (Rosenthal)
Rosenthal plans to attend the Area A (October 14th) and the 2016 Fall Plenary Session (November 3rd -5th).
Resolutions are being requested:http://www.asccc.org/home

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

Student Representative (Galo Jimenez-SGA Vice President/Lawrence Salcido-SGA Senator)
https://www.bakersfieldcollege.edu/osl
Matt Fraizer, SGA President announced that **SGA would like to visit classes to discuss facility issues to educate students: Contact SGA Public Relations Manager Rayven Webb** bcsgapubrel@bakersfieldcollege.edu

Fraizer also announced two SGA Resolutions that plan to move forward:
1. Thanksgiving break
2. Armed security on campus

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

Peter LeGrant (Philosophy)	Assessment Committee
Savanna Andrasian (English)	Program Review Committee

A motion was made to approve 9/14/2016 new Standing Committee Appointments, MSC: Stanifer/McQuerry.

b) Screening Committees Appointments

There were no screening committee appointments to review.

A motion was made to hold an emergency vote, MSC: Kelly/Newton.

A motion was made to approve Janet Fulks, <u>Interim</u> Dean of Institutional Effectiveness to represent faculty on the Chancellors search committee, MSC: Kelly/Newton.

Holmes announced that PC & CC has filed a formal complaint that Janet is not a faculty representative and should not serve on this committee. This issue has been referred to Legal counsel for review. Holmes informed the Senate that summer appointments fall under the purview of the Senate President and E-board due to the limited availability of the Senate representatives.

Unfinished Business:

a. <u>Academic Senate Goals 2016-17</u> (Holmes)
   Description: 2016-17Academic Senate Goals Report to provide details on Senate goals for the upcoming year. 2015-16 AS Goal Report is posted to the Senate website as a reference.

   The Executive Board recommended goals 1-4 remain the same and add **Goal #5: Develop and focus on processes regarding new initiatives.** Holmes asks the Senate to review this item, as it will be a **voting item on 9/28/16.**

b. <u>Academic Senate Charge</u> (Holmes)
   Holmes asked the Senate to review the charge and make recommendations at the next Senate meeting.

c. <u>Ethics Point Task Force</u> (Holmes)
   Description: Allows for disciplinary action initiated by an anonymous complaint.

   Holmes will be scheduling the next Ethics Task Force meeting.

d. <u>Associate Vice Chancellor, Educational Services-DO</u> (Holmes)
   Description: New position at District level. The Senate/E-board does not support the rationale provided by the District.

   Holmes reported that this position was not authorized nor were the funds appropriated and therefore this position was pulled from the DO.

E. <u>Executive Director of District Public Relations & Communication</u>(Holmes)
   Description: New position at District level. The Senate/E-board does not support the rationale provided by the District.

Holmes reported that this position was not authorized nor were the funds appropriated and therefore this position was pulled from the DO.

F. 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--

G. 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 asks the Senate to review and respond with any comments or recommendations.

H. 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 and respond with any comments or recommendations.

I. 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 and respond with any comments or recommendations.

New Business:

    A. <u>Executive Board Charge</u>(Holmes)
        The Executive Board made slight revisions to the charge: corrections of chair titles, adding "other faculty chairs appointed by the Senate". Holmes asks the Senate to review and **voting will take place on 9/28/16.**

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

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Respectfully Submitted,
Tarina Perry

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