ACADEMIC SENATE of BAKERSFIELD COLLEGE
October 12, 2016 – 3:30 p.m.
Collins Conference Center

UNAPPROVED MINUTES

PRESENT: A. Todd Jones, Alisha Loken, Anna Agenjo, Bill Kelly, Chad Newton, Charles Kim (EB), Christian Zoller, Dan Kimball, Deborah Rosenthal (EB), Di Hoffman (EB), Gayla Anderson, Joyce Kirst, Kimberly Nickell (EB), Klint Rigby, Kurt Klopstein, Laura Peet, Lisa Harding (EB), Mark Staller (EB), Matt Garrett (EB), Michael Frendenberg, Neal Stanifer, Pam Boyles (EB), Phil Whitney, Qiu Jimenez, Reggie Williams, Robby Martinez, Ron Grays, Ronald Wrest (by proxy), Sarah Baron, Steven Holmes (EB), Susan McQuerrey, Tim Burke

ABSENT: Andrea Thorson (EB), Bill Moseley (EB), Bryan Hirayama (EB), Carl Dean, David Koeth (EB), Galo Jimenez (SGA Rep), Ishmael Kimbrough, Jennifer Johnson (EB), John Giertz (EB), Kris Stallworth, Lawrence Salcido (SGA Rep), Richard Marquez (EB)-leave, Victor Diaz

GUEST: Todd Coston, Gary Moser, Chief Counts, Joe Grubbs

Call to Order
The meeting was called to order at 3:35p.m.

Good, Welfare and Concerns:
- Carla Gard, Nursing Dept. has injured her foot
- Meg Stidham, Chemistry Stockroom Lab Tech's husband has cancer

- Birthday Celebrations: Michael Frendenberg, Gayla Anderson, Danell Ward, Steve Watkin, Nan Gomez-Heitzeberg

Opportunity to Address the Academic Senate

a. Technology at BC
Todd Coston, BC Information Services Director and Gary Moser, District Chief Information Officer(CIO) introduced themselves and asked the Senate to share their vision for the campus instructional technology needs.

Holmes recommended a District-wide technology committee. Moser was interested in pursuing further discussion on this topic, what this type of committee should look like, and what it will accomplish.

Moser suggested that he would like a system that is more transparent that would provide more information on how we prioritize, identify where projects are in the cuecue and everyone should have access to this system.

The Senate shared concerns about the direction of our technology in regards to the paperless system and this effect on students who may not be "tech savvy". Moser suggested that we may need to look into a "Hub type" of location that would provide training for key technical skills (college survival skills).

Members of the Senate questioned if Canvas is now in effect. Coston shared that Canvas was tested, approved through the process and is now being implemented. Coston added that it is a statewide initiative.

Gary Moser can be reached via email: gary.moser@kccd.edu

b. **Campus Safety**
Chief Counts, Director of Public Safety and Joe Grubs, Risk Assessment Manager introduced themselves and presented an overview of the campus safety plan:

Grubbs shared his idea of developing a plan for district campuses; however, his focus at this time is training faculty/staff with the goal to have every single person trained.

Grubbs recognized that the campus is on the right track with the ***Incident Command Center*** in place and initiatives like ***the Students of Concern Committee***.

The Senate questioned if there have been any discussions regarding BC Officers carrying a stun gun. Grubbs responded that this is not currently being discussed.

The Senate questioned if we are considering arming BC Public Safety.

Grubbs shared that they are currently discussing the possibly of contracting with BPD for two full time officers on the BC campus. Grubbs stated that this would be most cost effective.

The Senate questioned if the District was discussing the possibility of employees to carry a weapon if licensed with a CCW permit (current topic of discussion at the KHSD level). Grubbs responded that this is not currently being discussed. The Senate then questioned if the officers could be armed in the same way as a certified employee. Grubbs responded that Public Safety is in a different environment and they would have to qualify under California Penal Code 832, which changes their position: http://law.onecle.com/california/penal/832.html

Grubbs announced that there is an upcoming 3-day training academy for Public Safety Officers in November.

Additions to the Agenda
There were no additions to the agenda.

Review and Approval of the Minutes
Academic Senate Minutes of September 28, 2016

A motion was made to approve the Academic Senate Minutes of September 28, 2016,with one correction, M/S/C: Stanifer/McQuerry. Motion passed, no abstentions.

- Correction: Pg. 3 AIQ

President's Report (Holmes)

- Dual Enrollment Task Force Committee Update:
    - BC is organizing a 1-day Dual Enrollment workshop; Garrett and Rigby are recommended to attend
    - District is also organizing a 1-day Dual Enrollment workshop

- 35-40 faculty new hires are anticipated for next year
    - Based on our colleges current growth, we are required to hire new faculty (approximately 38 new hires), this is in addition to rehires
    - Department Chairs are recommended to review current job descriptions and job postings
    - All are recommended to work with their Department Chair to assist with diverse hiring committees

- CNC Pay Scale College Salary Report 2016-17
    - Annual report that ranked BC 2nd nationally for graduates midyear income
    http://www.payscale.com/

- BOT meeting is scheduled for tomorrow

AIQ (Staller)
https://committees.kccd.edu/bc/committee/accreditation
--TABLED--10/26

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

Assessment Committee report

Update 10/12/16 by Di Hoffman (faculty co-chair)

- *Charge – proposed charge sent to Senate for approval*
- *Assessment plans for 2015-2016*
    - *Ensure all courses on website*
    - *Merge plans from program review to website*

- *eLumen – **FOR 10/21/16 meeting***
  - *Discuss assessment workflow*
  - *Contact other colleges with eLumen to figure out best practice for assessment*
  - *Establish timeline for implementation and faculty training*

- *SLO and objective handout*
  - *Committee members reviewing – discuss at 10/21/16 meeting*

Budget (Holmes)
https://committees.kccd.edu/bc/committee/budget
--TABLED—10/26

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

BC Curriculum Committee Goals 2015-2016

Goal 1: Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum.
Goal 2: Address process issues that are relevant to the approval and renewal of curriculum.
Goal 3: Address technological issues that are relevant to the approval and renewal of curriculum.

Charge: *The Curriculum Committee is a standing governance committee that functions as a vital subcommittee of the Academic Senate. The primary purpose of this committee is to ensure that curriculum is consistent with the mission of the college, addresses the needs of students and the community, and meets the requirements of law and regulation. Curriculum includes programs of study (degrees and certificates) and individual courses. As such, it must support strong transfer and vocational programs and include a strong general education program as the foundation upon which students will build.*

Activities since last report:
- *Updated Committee goals/charge.*
- *Cleaned up the approval queues.*
  - *There were 89 course placed on first agenda for Oct 6th meeting. We will have an virtual vote to place an additional 20 or so courses on first agenda for October 20th. If approved, these courses will make the December BOT meeting.*
- *Conducted a curriculum Party on Sept. 29 to facilitate courses through the revision/approval process and onto first agenda. Faculty who attended can receive flex credit.*
- *Upon request, continue to assist individuals and departments with curriculum needs.*

- *Working collaboratively with assessment committee to streamline approval process.*
- *Working with the E-Lumen transition team to develop work flow and timelines for transition to the E-Lumen platform.*
- *Beginning discussion on changing the format of the college catalog (both online and print versions).*

Work plan for the semester
- *Focus on updating all courses that are out of compliance or will become out of compliance this semester. (Will reconcile after October 17)*
- *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.*

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

Highlights: Recommendation to complete updates; Curricunet will be locked down in early Spring 2017 in anticipation of the transfer to the new management system.

Enrollment Management (Koeth)
https://committees.kccd.edu/bc/committee/enrollment
--TABLED—10/26

Equal Opportunity & Diversity Advisory (Hirayama)-*report submitted as written*
https://committees.kccd.edu/bc/committee/eodac
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EODAC Report
October 12, 2016
By Bryan Hirayama

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EODAC held its second meeting of the semester on September 16th. During the meeting the committee discussed the current status of the EEO Committee that was formed at the District Office but has been put on hold with Abe leaving. EODAC has reached out to the District about continuing the work of the committee seeing that it is part of the EEO Plan. The committee also discussed the Equity and Student Success Committee that was formed last year and has yet to hear anything more concerning when and where it meets. EODAC is forming work teams to address the goals for the year. More information about these goals and professional development the committee is looking to

host will be coming soon in preparation for the Spring semester. EODAC will be holding its third meeting of the semester on October 21st.

ISIT (Boyles/Marquez)
https://committees.kccd.edu/bc/committee/isit
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Professional Development Committee (Giertz)
https://committees.kccd.edu/bc/committee/pdc
Giertz reported there are professional development course located at ***Lynda.com***. Giertz shared that discussions are taking place regarding Flex credit for taking these courses.

Giertz recommends that when applying for conference scholarships to be sure to fill out the forms accurately and send your application 30-45 days in advance because there are limited funds available. Applications can be found on the PDC website (link located above).

Program Review (Nickell)
https://committees.kccd.edu/bc/committee/programreview
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Treasurer (Kim)
Kim reported that our vendor, New Generations is overloaded with orders from local schools and asks all to be patient with their orders. Kim is expecting a status update later today.

Secretary (Garrett)
No report.

ASCCC Representative (Rosenthal)
http://www.asccc.org
Rosenthal plans to attend the Area A October 14th and the 2016 Fall Plenary Session November 3rd -5th . A list of resolutions was provided to the Senate for review and can be found on the ASCCC website and the Senate website. Please send feedback to Rosenthal.

CCA (Freeman)-report submitted as written
https://www.kccd.edu/sites/kccd.edu/files/page/2014-2017%20CCA%20contract.pdf
CCA will soon open negotiations for the next three-year faculty contract, and all faculty members will receive a brief CCA survey today on possible contract issues via e-mail. We hope that Senators will encourage all faculty to fill this out.

Student Representative (Galo Jimenez-SGA Vice President/Lawrence Salcido-SGA Senator)
https://www.bakersfieldcollege.edu/osl
No report.

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

Assessment Committee
John Kelleher (Social Science)
Safety Committee
Kimberly Chin (Performing Arts)

**A motion was made to approve the new Standing Committee Appointments of 10/12/16, MSC: Kirst/Stanifer. Motion passed, no abstentions.

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

Unfinished Business:

a. Ethics Point Task Force (Holmes)
Description: Allows for disciplinary action initiated by an anonymous complaint.

Holmes requested the Federal legislation as it applies to reporting from General Council.

b. 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--

c. 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 provided a handout listing the policies/procedures adopted by District Consultation Council on September 27, 2016. There is a second list identifying the

policies/procedures pending in District Consultation Council (* New Revisions). To view this list: https://committees.kccd.edu/bc/committee/senate

➢ Senate meeting date: 10/12/16

d. Board Policy & Administrative Procedures Chapter 5-Student Services(Holmes)
BP & AP are located on the Senate website:
https://committees.kccd.edu/bc/committee/senate

e. AIQ Committee Charge (Staller)

NAME OF COMMITTEE	*ACCREDITATION & INSTITUTIONAL QUALITY COMMITTEE (AIQ) bc_aiq*
COMMITTEE CHARGE	Standing governance committee charged with the following: 1. Ensure accreditation is an on-going process by guiding preparation of the self-evaluation, midterm, and follow-up reports. 2. Review and monitor collection of evidence and progress on Actionable Improvement Plans, accreditation recommendations, and institutional effectiveness indicators. 3. Inform, engage, and involve the college community in accreditation and institutional effectiveness. 4. Review and monitor evaluation activities to ensure they result in integrated, meaningful, and sustained college improvement.
SCOPE OF AUTHORITY	This committee provides leadership for the overall direction and support of college accreditation and institutional effectiveness.
REPORTS TO	College Council, Academic Senate
COMMUNICATES WITH	The college community
MEMBERSHIP	**Co-Chaired** by VP, Academic Affairs *(or designee)* /and a Faculty Co-chair, who (will also serve on Academic Senate Exec Board) Both co-chairs are voting members of College Council. **4 Administrators**: selected from Student Affairs, Budget & Facilities, Instruction, and IT. **Research Lead** **4 Classified Representatives:** appointed by CSEA. Terms ~~will be staggered in 2 or 3 year increments so they do not expire at the same time. The future suggested term will be 3 years.~~ *are staggered 3-year terms, so they do not expire at the same time.* **10 Faculty: appointed by the Academic Senate**: 1. Assessment Co-chair or liaison, 2. Program Review Co-chair or liaison, 3. Institutional Learning Outcomes lead,

	4. Scorecard/data coach lead, and five (5) from areas directly related to one or more of the accreditation standards (Library, CTE, General Education, Basic Skills, and Student Services); and one (1) at-large member. ~~Terms for the initial group of faculty will be staggered in 2 or 3 year increments so they do not expire at the same time. The future suggested term will be 3 years.~~*Terms are staggered 3-year terms, so they do not expire at the same time.* **2 students** **Ad Hoc members** as appropriate *Note that some members may represent multiple areas.

** A motion was made to approve the AIQ Committee Charge, MSC: McQuerrey/Stanifer. Motion passed, no abstentions.

    f.   Student Participation Points (Holmes)
Holmes reported that Faculty may assess and allocate student participation points, yet any participation points SHOULD NOT be tied to attendance;
The amount of participation points SHOULD NOT be excessive enough to offset the meeting of Student Learning Objectives; and
Faculty SHOULD have some form of reference to how the participation points were awarded in case of a grade challenge.

Holmes also reported that the Executive Vice President has agreed to reach out to the Deans to ensure consistent communication regarding participation points is taking place between administration and faculty.

New Business:

    a.   Allied Health/Nursing Restructure (Johnson)
Description: Recommendation to change the organizational structure of the Nursing/Allied Health Departments.

Johnson distributed the following handouts:
1. ***DRAFT Nursing & Allied Health/Public Services Org Chart***
2. ***Current Org chart***
3. ***DRAFT Proposal for Change***.

Johnson provide a brief explanation of the handouts. Holmes recommends that these items be reviewed and shared with constituents; this will be a voting item at the next Senate meeting.

b. <u>Mandatory Reporting</u> (Giertz/Harding)
    Description: Determining the District and/or legal expectation for reporting physical/sexual abuse for adult students.

    Giertz initiated a discussion regarding requirements as a faculty member for reporting abuse issue of a student. He shared that currently there are conflicting expectations which are requiring the District to develop an official policy regarding the reporting of abuse; the district is researching its obligations and moving toward policy.

    Harding presented an unofficial ***Suspected Abuse reference list*** that she compiled to use as a resource until a policy/procedure is put in place.

    It was recommended that we be involved in the District's development of this policy.

Adjournment:
The meeting was adjourned at 5:10p.m.

Respectfully Submitted,
Tarina Perry