

ACADEMIC SENATE of BAKERSFIELD COLLEGE

November 30, 2016 – 3:30 p.m.

Collins Conference Center

UNAPPROVED MINUTES

PRESENT: Alisha Loken, Andrea Thorson (EB), Bill Kelly, Carl Dean, Chad Newton, Charles Kim (EB), Dan Kimball, Deborah Rosenthal (EB), Jennifer Johnson (EB), John Giertz (EB), Joyce Kirst, Klint Rigby, Kris Stallworth, Kurt Klopstein, Lawrence Salcido (SGA Rep), Lisa Harding (EB), Pam Boyles (EB), Mark Staller (EB), Matt Garrett (EB), Michael Fredenberg, Phil Whitney, Reggie Williams, Robby Martinez, Ron Grays, Sarah Baron (phone), Shae Johnson, Steven Holmes (EB), Susan McQuerrey, Tim Burke, Victor Diaz

ABSENT: A. Todd Jones, Anna Agenjo, Bill Moseley (EB), Bryan Hirayama (EB), Christian Zoller, David Koeth (EB), Di Hoffman (EB), Ishmael Kimbrough, Gayla Anderson, Galo Jimenez (SGA Rep), Kimberly Nickell (EB), Laura Peet, Neal Stanifer, Qiu Jimenez, Richard Marquez (EB)-leave

GUEST: Nick Strobel

Call to Order

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

Good, Welfare and Concerns:

- Meg Stidham’s husband passed away; the Senate will send a sympathy card.

Opportunity to Address the Academic Senate

a. **Open Educational Resources (OER) Grant** (Rosenthal)

<https://extranet.ccco.edu/Divisions/AcademicAffairs/OpenEducationResources.aspx>

Rosenthal announced we have an opportunity to apply for the *Open Educational Resources (OER)* which is a Zero-Textbook Cost Degree Grant Program. There are two phases to this grant. The first phase is the “planning grant”. This is free money with no obligation to explore our options, which allows us to bring in people to train and provide stipends for faculty. It does not mean we have to implement the degree and faculty will not be required to use the OER. However, if we are interested in pursuing, we need to get enough participants (one person from each section) in order to qualify for the second grant. The “implementation grant” is the second phase. The maximum award amount is up to \$35,000. **The deadline for the planning grant is December 12.**

This information was previously announced in the *ASCCC Plenary Delegate Report*, which was sent by way of the Senate list serve. It was posted on the Senate website on 11/9/2016.

Additions to the Agenda

Open Educational Resources (OER) Grant

*****A motion was made to add the OER Grant to the Agenda under New Business B, M/S: Rosenthal/Johnson. Motion passed unanimously.***

Review and Approval of the Minutes

Academic Senate Minutes of November 9, 2016

*****A motion was made to review and approve the Academic Senate Minutes of November 9, 2016, M/S: Harding/Loken. Motion passed unanimously.***

President's Report (Holmes)

- Holmes thanked the Co-chairs for their hard work this past semester
- Holmes thanked Tarina, Senate Secretary for her work this past semester
- District Consultation Council (DCC) reported that KCCD is at a 53.4% growth allocation
- Hiring status:
 - 58 positions were requested and 20 positions have been approved. The approved vote list will be sent to the Senate.
 - Bakersfield College= 35.8 new faculty, 19 replacements=54.8
 - Cerro Coso= 1 new faculty, 3 replacements=4
 - Porterville= 2 new faculty, 4 replacements=6
- The ***Special Board of Trustee's Meeting (BOT)*** held on Tuesday, November 29th, announced **Tom Burke** as the next Chancellor of the Kern Community College District. Burke is a graduate of BC and is experienced with Measure G
- The last DCC meeting agenda listed new BP chapters 1,3,6 & 7 to review. These policies will be posted on the Spring Senate agenda
- A new stipend was given to the Assessment Co-chair to work through the new software changes
- 10 additional staff parking spaces were made available near FA

AIQ (Staller)- report submitted as written

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

**Accreditation and Institutional Quality (AIQ) Committee
Report for November 30, 2016 Academic Senate Meeting**

AIQ will have its last Fall semester meeting next Tuesday, December 6. The primary item on the AIQ agenda is planning for our institutional Self-Evaluation process for Accreditation.

The Co-Chairs of AIQ (Kate Pluta and Mark Staller) met with President Sonya Christian on Monday to determine how to proceed for this accreditation cycle. President Christian has clearly communicated full administrative support for the BC accreditation process. She has approved two faculty positions related to accreditation, and she asked Vice-President Nan-Gomez Heitzeberg to send out a call related to these two positions. The following call was sent to FCDC members on November 29:

Faculty Colleagues:

BC is gearing up to start its Self Evaluation work and two faculty are needed to lead and focus accreditation efforts. One faculty lead for the Self-Evaluation Report and one faculty lead for the assessment of student learning outcomes tied to Accreditation Standards and Eligibility Requirements.

1. Faculty co-chair for Self-Evaluation

- The Self-Evaluation co-chair is responsible for working with a team to prepare the Accreditation Self-Evaluation Report for the ACCJC site visit, which will take place in the fall of 2018.
- The position has up to .4 reassigned time per semester for three semesters (Spring 2017, Fall 2017, Spring 2018).

2. Faculty to co-lead assessment of student learning outcomes in the context of the Accreditation Standards and Eligibility Requirements.

- The position has .2 reassigned time per semester for three semesters (Spring 2017, Fall 2017, Spring 2018).

The deadline for applying is Monday, December 5th by 2 PM!

If interested, please submit your name and a brief statement of interest not to exceed 100 words to Nan Gomez-Heitzeberg and Tracy Hall by Monday, December 5, at 2:00 p.m.

BC needs your help!

Assessment (Hoffman)

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

--TABLED--1/25/17

Budget (Holmes)

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

Holmes shared that currently there is no new update on the vacant position of the Vice President of Finance and Administration.

Holmes shared information from a recent Budget meeting that Bond project monies will be available as soon as April, 2017. Also, there is a Resolution Clause: *90% of the money will be spent in Kern County.*

An All Campus Budget meeting was held on Monday, November 28th 4-5pm. The presentation can be viewed by accessing this link:

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

Curriculum (Johnson/Moseley)

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

--TABLED—1/25/17

Enrollment Management (Koeth)

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

--TABLED—1/25/17

Equal Opportunity & Diversity Advisory (Hirayama)

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

--TABLED—1/25/17

ISIT (Boyles/Marquez)-report submitted as written

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

Information Systems Instructional Technology (ISIT) Report

November 7, 2016

Prepared by Pam Boyles, ISIT Co-chair

(Updated 11/9/2016 per Erin Miller's request to rescind the request (Measure J passed))

- *Todd Coston introduced new Chief Information Officer, Gary Moser, and then Todd discussed the IT positions for both the district and BC positions: which ones have been filled and which ones are in process.*
- *Bill Mosely and Kristin Rabe reported on Canvas and TIPD—trainings are going along well.*
- *Kristin reported on the technology requests from Program Reviews; approximately 100 requests will be voted on a ranked at the ISIT special meeting (Dec. 7). Requestors and*

department chairs will be notified that they may come to the special meeting to advocate for their technology requests.

~~•—Erin Miller discussed the idea of setting up a task force comprised of faculty interested in finding grants to help fund technology requests. Pam Boyles will ask Academic Senate reps to encourage members in their departments to contact Erin if they are interested in serving on this ISIT task force.~~

• Todd went over the questions used in the ISIT: 2015 Student Technology Survey. Members reviewed each question and in collaboration, the questions were updated. Todd will make the changes and the ISIT: 2016 Student Technology Survey will be sent out next week.

Next ISIT Committee meeting is December 5 (3:30 to 5 p.m.—Board of Trustee’s Room)

Boyles highlighted that on **Dec 7, there will be an Special ISIT Meeting** at which time technology requests will be reviewed. These requests were submitted through the Program Reviews; However, did not have a specific funding source for consideration.

Holmes shared that the Senate has been advancing communication with the Delano Campus through video conferencing and ccc-confer; however, this is limited with presentations, conversations, etc.

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

Professional Development Committee Report
By John Giertz
11/30/2016

B.C. was approved for the \$50,000 1 year Leadership grant. The developing group of Janet Fulks, Reese Weltman, Todd Coston and John Giertz are soliciting request from all employee groups (Management, Faculty, and Staff) who would like to participate. Faculty can receive up to 12 hours of flex time per semester (Winter 2017 and Fall 2017). We have sent out an invitation to the co-chairs of all B.C. committees and would like to extend this invite to all Senate members and anyone you think would benefit form a leadership academy. The planning group is busy lining up an outstanding group of presenters and readings.

There will be a formal introductory meeting during opening week and conference type gatherings throughout the year.

Please self-nominate and include names of other employees you believe have the desire to serve and lead.

Send names to Reese Weltman
reese.weltman@bakersfieldcollege.edu

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

Report to Academic Senate for November 29, 2016

Kim Nickell, faculty co-chair

Program Review Committee (PRC)

- *Strategic Directions Report- The document was submitted to AIQ Nov. 17.*
- *PRC is working on its Summary Report for the Mid Year Review to College Council on Friday, Dec. 2*
- *PRC will put out a survey on the Program Review process to help us prepare for the 2017-18 cycle.*

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; Kim Nickell, Faculty*
Members-*Diane Allen, Counseling; Anna Agenjo, Library; Bernadette Towns, FACE; Andrea Tumblin, Mathematics; Hal Mendoza, Business; Mark Osea, Counseling; Neeley Hatridge, Communications; Odella Johnson, ACDV; Beth Rodacker, EMLS, Pam Davis, ASL; Nicole Hernandez, NURS; Heather Baltis, AG; Savanna Andrasian, Eng.; Angela Bono, Adjunct.*

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

Classified- *Meg Stidham, CSEA designee*

Student- *SGA: vacant*

Research representative *vacant*

Treasurer (Kim)

No report

Secretary (Garrett)

No report

ASCCC Representative (Rosenthal)

Rosenthal provided the following **ASCCC hard-copy booklets**:

- 2016 Academic Senate for California Community Colleges Strategic Plan Update
- Effective Practices in Accreditation: A Guide for Faculty
- Textbook Issues: Economic Pressures and Academic Values
- Effective Practices for Promoting the Transition of High School Students to College
- Alternative Methods for the Awarding of College Credit: Credit by Examination for Articulated High School Courses
- The Status of Nursing Education in the California Community Colleges
- What is the Meaning of a California Community College Degree?
- Ensuring Effective Curriculum Approval Processes: A Guide for Local Senates
- Equivalence to the Minimum Qualifications
- Standards of Practice for California community College Library Faculty and
- Journal of the Faculty Association for California Community Colleges

CCA (Freeman)

The following documents are located on the Senate website:

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

1. CCA Letter, Nov. 30. 2016
2. Substitute-Teaching Form
3. Dual Enrollment-Call for Service
4. IBB Sunshine Proposal for 2017-2020 Faculty Contract

Substitution Requirements & Pay

There was a lengthy discussion regarding substitution pay. Holmes will address this item with Vice President Gomez-Heitzeberg.

Student Representative (Galo Jimenez-SGA Vice President/Lawrence Salcido-SGA Senator)

<https://www.bakersfieldcollege.edu/osl>

Salcido reported there has not been a BCSGA Senate meeting due to lack of quorum.

Salcido will work with Holmes and Baron on the *Random Stratified Cluster Sample* for the calendar/thanksgiving break survey.

Faculty Appointments:

- a) Standing Committee Appointments

Curriculum
Brenda Nyagwachi (FACE) for Spring 2017 term
Bill/McQuerrey

BC Pathways Implementation Task Force Kate Pluta, Stephen Waller
Abraham Castillo (Counseling)
Kirst/Thorson

FCDC Rep (selected)
John Hart (EMLS) for Spring 2017 term
**Just a note for the Senate minutes

*****A motion was made to approve the Pathway Task Force appointments, M/S: Kirst/Thorson. Motion passed unanimously.***

Catalog Re-design Task Force

Purpose: The Bakersfield College catalog is a tool which guides students through the educational process toward the achievement of their educational goals. The catalog is packed with information, subject to Accreditation, Ed Code and Title 5 requirements. The information should be clear, uncomplicated, and student friendly leading to a consistent interpretation of the content for each student’s educational pathway. Additionally, the catalog should be readily accessible with essential information prioritized for the student. Consistent with Bakersfield College’s processes of continuous assessment, evaluation, and improvement, coupled with the desire to serve our specific student population, we have determined that the catalog design should be updated. The goal of this re-design is to improve the clarity of the catalog content as well as create an online catalog that will enhance the delivery of accurate, detailed information. The Curriculum Committee of Bakersfield College has approved the convening of this task force to facilitate the re-design of the college catalog. The work plan is below with a goal of a re-designed catalog for Fall 2017 published in time for Spring 2017 registration.

Members: Jennifer Johnson (curriculum committee-Co chair) David Koeth (faculty, curriculum committee) Mindy Wilmot (faculty, curriculum committee) Janet Fulks (Interim Dean of Institutional Effectiveness), Shannon Musser (Public Relations & Marketing Manager), Sharon Bush (Academic Services Assistant) Edie Nelson (Academic Services Assistant), Grace Commiso (Dean of Counseling), Cynthia Quintanilla (Counselor), Nicky Damania (Director of Student Life), Sue Vaughan (Director of Enrollment Services)

*****A motion was made to approve the Catalog Redesign Task Force, M/S: Thorson/Loken. Motion passed unanimously.***

Special Note: Representing the faculty on FCDC is John Hart for the 2016-17 term.

b) Screening Committees Appointments

- Journalism
- English
- Industrial Automotive (Baccalaureate)
- Radiologic Technology
- Automotive
- Welding
- EMLS-Delano
- Political Science
- Psychology
- History

*****A motion was made to approve the Screening Committees, M/S: Dean/Thorson. Motion passed unanimously.***

Unfinished Business:

a. Student Conduct Committee Charge (Holmes)

The proposed committee charge is located on the Senate website:

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

*****A motion was made to approve the committee charge, M/S: Kirst/Thorson. Motion passed unanimously.***

b. Program Review Committee Charge (Nickell)

The proposed committee charge is located on the Senate website:

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

*****A motion was made to approve the committee charge, M/S: Thorson/Fredenberg. Motion passed unanimously.***

c. Professional Development Committee Charge (Giertz)

The proposed committee charge is located on the Senate website:

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

*****A motion was made to approve the committee charge, M/S: Harding/Thorson. Motion passed unanimously.***

d. Curriculum Committee Charge (Johnson)

The proposed committee charge is located on the Senate website:

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

*****A motion was made to approve the committee charge, M/S: Dean/Harding. Motion passed unanimously.***

e. Academic Senate Strategic Direction Fall 2016 (Holmes)

The Senate SD is located on the Senate website:

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

*****A motion was made to approve the Senate Strategic Direction, M/S: Thorson/Garrett. Motion passed unanimously.***

f. Ethics Point Task Force (Holmes)

Description: A Task Force was created to address concerns about the BP Ethics Point and its process of complaints and anonymity.

There is nothing new to report on this item.

g. Dual Enrollment Task Force (Holmes)-report submitted as written

Description: A Task Force was created to develop policies/procedures for Dual Enrollment. Draft handbook and Task Force Recommendations have been posted to the Senate website: <https://committees.kccd.edu/bc/committee/senate>

Dual Enrollment website :<https://www.bakersfieldcollege.edu/cte/dual-enrollment>

Rigby announced there is a meeting scheduled this Friday from 9-1 with interested individuals, such as KHSD, faculty, administration and liaisons to discuss issues together.

h. BP 4D1D Minimum Graduation Req. (Johnson)

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--

- i. Board Policy & Administrative Procedures Chapter 5-Student Services(Holmes)
Chapter 5 is posted under Polices/Procedures:
<https://committees.kccd.edu/bc/committee/senate>

There is nothing new to report on this item.

New Business:

- a. SEC Faculty Co-chair Job Description (Staller)
SEC job description is located on the Senate website.

**** A motion was made to take a vote on the SEC Faculty Co-chair Job Description, M/S: Staller/Thorson. Motion passed unanimously.**

****A motion was made to approve the SEC Faculty Co-chair Job Description, M/S: Staller /Thorson. Motion passed unanimously.**

- b. Open Educational Resource (OER) Grant (Rosenthal)
The OER Grant is located on the Senate website.

**** A motion was made to take a vote on the OER Grant, M/S: Harding/Garrett. Motion passed unanimously.**

**** A motion was made to approve the OER Grant, M/S: Harding/Dean.**

Discussion: Senators shared opinions that grant monies are an advantage and research details later. Other shared that time is needed to review the grant document in its entirety and a chance to share with constituents. **Friendly amendment:** Postpone the vote to Wednesday, December 7, 2016 by e-vote requiring a quorum of 17 members.

Adjournment:

The meeting was adjourned at 5:07p.m.

Amendment to 11/30/2016 Academic Senate Minutes:

Open Educational Resource (OER) Grant (Rosenthal)

On November 9, the academic senate was presented with a summary of information I obtained from the Fall Plenary. One of the issues specifically asked if BC would be interested in applying for an Open Education Resource (OER) planning grant. I included links to the grant and OER websites, and contact information.

Since that time I have been contacting faculty on campus and have learned many faculty already use OER, many are willing to explore the idea, and Sarah Baron reported she had positive feedback when she presented at Flex Week.

I would like the opportunity to present some information in order to clear up any misconceptions.

- 1) This is a planning grant. *It is used for professional development, etc. I am **not** asking for a vote on applying for the implementation grant.*
- 2) No faculty or staff member is obligated to participate in the planning, training, or utilization of OER.*
- 3) OER does NOT mean online. Most OER give the students the option of online access, downloading pdf, or buying the text.*
- 4) OER is NOT just for online courses. It can be used in face-to-face courses.*
- 5) The website cool4ed.org does not list the only OER and what it does list leads to other OER resources.*
- 6) Instructors that come to training are not obligated to use any OER, or they may use it for half of their material. (I currently use half OER and half non-OER.)*

Even if I fail and I am not able to develop an entire degree pathway using OER, I feel the training will benefit those of us that are interested, and hopefully interest a few more faculty so we may lessen the financial burden on our students. Please feel free to contact me if you have questions.

The link to the grant is:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/OpenEducationResources.aspx>

*The document can be found in the middle of the website near the top:
Zero-Textbook-Cost-Degree RFA [[pdf](#)] or [[Word](#)]*

Section D begins with Planning Grant:

**Planning grants are designed to provide colleges with resources to plan for the development of a Zero-Textbook-Cost Degree. These funds are to assist colleges with research, professional development, meetings, coordination, and other resources and activities that are required to organize and discuss the components of adapting/creating these degrees and/or certificates.*

**** Subsequent to the meeting an electronic vote was taken on December 7th, 2016 on the Open Educational Resources (OER) Grant, which was approved with one abstention.**

2017-18 Faculty Screening Committees

- HVAC
- Mathematics
- Biology
- Chemistry
- Electronics

***** Subsequent to the meeting an electronic vote was taken on December 7th, 2016 on the 2017-18 Screening Committees, which were approved unanimously.***

2016-17 Standing Committee Appointments

AIQ	
Talita Prutt, Communication	General Education-3yr term

***** Subsequent to the meeting an electronic vote was taken on December 7th, 2016 on the 2016-17 Standing Committee appointments, which were approved unanimously.***