ACADEMIC SENATE of BAKERSFIELD COLLEGE
February 8, 2017 – 3:30 p.m.
Collins Conference Center

APPROVED MINUTES

PRESENT: Alisha Loken, Andrea Thorson (EB), Anna Agenjo, Bill Kelly, Carl Dean, Chad Newton, Charles Kim (EB), Dan Kimball, Deborah Rosenthal (EB), Di Hoffman (EB), Ishmael Kimbrough, Jennifer Johnson (EB), John Giertz (EB), Joyce Kirst, Klint Rigby, Kris Stallworth, Laura Peet, Lawrence Salcido (SGA Rep), Lisa Harding (EB), Mark Staller(EB), Matt Garrett (EB), Michael Fredenberg, Neal Stanifer, Qiu Jimenez, Reggie Williams, Richard Marquez (EB), Robby Martinez, Ron Grays, Steven Holmes (EB), Susan McQuerrey, Victor Diaz

ABSENT: A. Todd Jones, Bryan Hirayama (EB), Christian Zoller, David Koeth (EB), Gayla Anderson, Kimberly Nickell (EB), Kurt Klopstein, Phil Whitney, Sarah Baron, Shae Johnson

Call to Order
The meeting was called to order at 3:31p.m.

Good, Welfare and Concerns:
- Ruth Riles, Anthropology Professor passed away; contact Daniel Riles for more information: danielriles@hotmail.com

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
Academic Senate Minutes of January 25, 2017

A motion was made to review and approve the Academic Senate Minutes of January 25, 2017, M/S: McQuerrey/Stanifer; Motion passed unanimously.

President's Report (Holmes)

- ***Mandatory Reporting & What Are Our Collective Responsibilities***- Friday, February 10th, From 8am-10am in the Levan Center
- All BC scholarship applications were prematurely closed and have been re-opened until February 27th.
- **Election update-** Senator nominations have been extended until February 13th. Officer ballots were sent yesterday and are due by February 28th. College Council ballots will be sent out this Thursday.

- **Trembley/Levinson Award**-announcement has been sent out; nomination deadline is February 24th
- **Substitution**- A substitute would become necessary after two weeks of absence. If there are additional issues, discussion it should be taken up with the Dean and Vice President.
  - The Senate made a recommendation to implement a standing budget line item to cover subs. Holmes will meet with CCA/VP and report back.
- **District-wide Committees**- IT & Budget committees are in the discussion stage

AIQ (Staller)
https://committees.kccd.edu/bc/committee/accreditation
--Tabled 2/22

Assessment (Hoffman)
https://committees.kccd.edu/bc/committee/assessment
Assessment Committee report to Academic Senate 2/8/17
Update 2/8/17 by Di Hoffman (faculty co-chair)
Committee met on 1/27/17:
- *Big push for 6 year SLO assessment plans – short-term fix until eLumen*
  - *Completed by department chair and uploaded on website*
  - *Due 2/23 and up by 3/1*
  - *Also all 15-16 SLO Assessments turned in on to website*
  - *(Annual update due 3/31)*
- *eLumen update*
  - *Continued data steward training needed*
  - *Awaiting data load for us to explore system and how to roll out to faculty*
  - *Discussed need to have system up and running as soon as possible*
- *Committee member assignments*
  - *Find best practices in department – for annual report and accreditation*
  - *Discuss 6 year plan with chairs and encourage completion*
  - *Ensure assessment, improvement activities on department agendas*

Budget (Holmes)
https://committees.kccd.edu/bc/committee/budget
No report.

Curriculum (Johnson)
https://committees.kccd.edu/bc/committee/curriculum
--Tabled 2/22

Enrollment Management (Koeth) report submitted as written-
https://committees.kccd.edu/bc/committee/enrollment

In attendance – Zav Dadaboy, Steve Watkin, David Koeth, Laura Lorigo, Phil Feldman
Call to Order *(Zav/David, 5 min)*
David mentioned that Nan was asked to represent President Christian at Consultation Council at the district office, Zav mentioned that Sue Vaughn was also at the Consultation meeting.

Fall Enrollment Update *(Zav, 25 min)*
Enrollment Numbers - Percentage change is 1.8% (headcount) 1.2% FTES, for Spring 2017 compared to Spring 2016.
Numbers could be higher with addition of prison and dual enrollment numbers Summer enrollments can also be used to bring numbers up.
Steve mentioned that his department (outreach) encourages students to enroll in summer.

Zav mentioned that 72.5% of the district's enrollment is at BC
We had a discussion of the semester system and ways that the college could add capacity for increased enrollments.

Pilot – Student Survey *(David, 60 min)*
David introduced an idea for a pilot program to survey students as they complete courses. He mentioned that he informally surveys students in the introductory courses he teaches. The goal of the survey will be to: Capture data Raise awareness of pathway Ask about courses taken / upcoming courses (will help with enrollment planning) Use information to clarify Pathways Touch point to stay on Pathway, answer questions about courses Track students on Pathway "Why did you take this course?" Certificate, degree, enrichment, workskills

Discussion
Zav mentioned "Starfish" system that has a predictability product, using pre-selected preferences. It shows two year requirements. Degreeworks is not used universally. Set questions for everyone, optional questions specific to departments. Steve mentioned that Banner has a recruitment module that we don't use. "If it moves, you track it." (Noel Levitt) It's cheaper to keep students at BC than to recruit new students.

The committee has a discussion regarding why students don't return. Why don't we track them? We wondered if it was possible to contact them if they don't enroll by a certain date. Could we consider calling or contacting them? Could this be a department function, spread across faculty? We also discussed the Early Alert System, and whether there could be a better way to "close the loop" with the student and faculty.
New technology officer at KCCD, hopefully we will be less restricted and more cutting edge.

Pathways perspective – Zav suggested that we contact Janet Fulks, Jennifer Johnson, to get a perspective about what works best to keep students on path. From here we can discuss what kind of questions or survey might be most effective.
Tracking – best practices from other colleges? Technology solutions could help us, but we will need to find and request them.

David volunteered that he and the other faculty who teach graphic design, photography, and media arts would be willing to pilot this idea.
Looking Ahead
February Meeting
1. *Cindy Collier – Strong Workforce anticipated impact on enrollment.*
a. *New programs*
2. *Economic Outlook*
a. *Downturn*

March Meeting
Action Plan
a. *Draft to send in April end-of-year report*
We're still looking to expand the committee
Zav recommended inviting Michelle Pena/technology
David mentioned that he has requested a member from English and Math, and needs to follow up with those departments
Zav mentioned that Grace Comiso would also be a great addition to the committee

Equal Opportunity & Diversity Advisory (Hirayama)
https://committees.kccd.edu/bc/committee/eodac
--Tabled 2/22

ISIT (Marquez)-*report submitted as written*
https://committees.kccd.edu/bc/committee/isit
Information Systems Instructional Technology (ISIT) Report: February 10, 2017
Prepared by Richard Marquez, ISIT Co-chair

The first ISIT meeting of the semester was held on Monday, February 6, 2017. Several items should be of particular interest to the Senate:

Program Review Technology Requests

- *During the last ISIT meeting in December 2016, faculty department representatives gave 5-minute presentations on their technology requests to the ISIT committee. This was a*

new process, which proved to be very effective. Once the presentations were completed, the attending ISIT committee members voted and prioritized the requests. There were a few ties, which were resolved with an additional vote conducted via Survey Monkey.

- *The list of prioritized technology requests is now available on the ISIT website.*
- *The ISIT co-chairs are continuing to refine the process before the next program review.*

IT Governance

- *Gary Moser, District IT Manager has requested that the three Information Services Directors from BC, CC, and PC develop a process for approving and prioritizing technology requests that affect all three colleges, referred to as IT Governance.*
- *Currently the VPs from the three colleges make the decisions for new technology without realizing how their decisions affect the other colleges.*
- *The three directors are in the process of drafting two proposals for this new process. Once both proposals are finalized, Gary Moser will present them to Chancellor Burke for his input.*
- *The question that the senators are being asked to consider is whether or not the Senate should be part of this project flow. Or is the ISIT committee, comprised of department faculty representatives sufficient? Of course, any issue that the ISIT committee deems worthy of the full Senate buy-in would be brought forward.*

Accreditation

- *The last item of importance discussed was the Accreditation Self-Study. Todd Coston and Richard Marquez are the co-leads working on Standard IIIC, Technology. An invitation was extended to any of the ISIT committee members who would like to participate. Anyone on campus who would like to participate is asked to contact either of the leads. The first meeting of the committee working on Standard IIIC is on February 14, 2017 from 1:00 – 2:00p in Library 182. Feel free to join.*
The next ISIT meeting is scheduled for Monday, March 6, 3:30 – 5:00 in Library 149.

Professional Development Committee (Giertz)
https://committees.kccd.edu/bc/committee/pdc
--Tabled 2/22

Program Review (Nickell)-
https://committees.kccd.edu/bc/committee/programreview
--Tabled 2/22

Treasurer (Kim)-*report submitted as written*

Academic Senate
Funds

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)

8/26/16

NEW BC Academic Senate (#F3300 0210)   *$21,590.11*
Levinson Award Account (#5310)   *but only 5% can be used*   *$740.54.*
Shirley Trembley Account (#5510)   *but only 5% can be used*   *$4,247.66*
BC Academic Senate/Retd. Studt. Account (F3200.5101) $6,477.71

10/26/16

NEW BC Academic Senate (#F3300 0210)   *$21,997.58*
Levinson Award Account (#5310)   *but only 5% can be used*   *$766.15*
Shirley Trembley Account (#5510) $86,316.03 but only 5% can be used so
               $4,315.80 BC Academic
Senate/Retd. Studt. Account (F3200.5101)   *$8,184.52*

12/22/16

NEW BC Academic Senate (#F3300 0210)   *$21,905.99*

Levinson Award Account (#5310) $15,383.20 =   *but only 5% can be used so $769.16*
Shirley Trembley Account (#5510) $86,316.03   *but only 5% can be used so $4,315.80 BC Academic Senate/Retd.*
Studt. Account (F3200.5101)   *$9,732.12*

1/26/17

NEW BC Academic Senate (#F3300 0210)   *$21,931.90*

Levinson Award Account (#5310) $15,421.22   but only 5% can be used so $771.06
Shirley Trembley Account (#5510) $86,418.06 but only 5% can be used so $4,320.90 BC Academic Senate/Retd. $10,112.02

Studt. Account (F3200.5101)

Secretary (Garrett)
No report

ASCCC Representative (Rosenthal)
No report.

CCA (Freeman)
No report.

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

Faculty Appointments:
  a) Standing Committee Appointments

2016-17 Standing Committee Appointments

Facilities & Sustainability Committee
Paul Beckworth (Social Science)

College Council
Greg Cluff (Ag)- 2nd Faculty Rep for FCDC to complete current term, expires 6/2017

2016-17 Task Force/Ad Hoc Committee

Standards of Online Instructions Ad Hoc Bill Moseley, TBD	
Ayan Hill, Allied Health	Carl Dean, P.E. & Athletics
Heather Baltis, Agriculture	Harold Mendoza, BMIT
Chris Dison, English (Delano)	Deborah Rosenthal, Chemistry
Jennifer Jett, English	Matt Jones, Library
Leah Carter, FACE	Sara Palasch, Foreign Language
Erica Menchaca, Academic Development	Lily Pimentel, Child Development
Charles Kim, Social Science (Delano)	Mark Staller, Communication

Sarah Baron, Allied Health	

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

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

Unfinished Business:
a. **Guided Pathways** (Holmes)
Description: detailed description is located on the website link:
https://www.bakersfieldcollege.edu/president/aacc-guided-pathways
https://www.bakersfieldcollege.edu/president/projects/ca-guided-pathways-project

Holmes reported the expectations moving forward:
- Faculty will drive the development of the curricular pathways in the GPS.
- The major (program) pathways we create will not limit the General Education options.
- Inclusion of a program in a meta-major will remain flexible and iterative.
- Specific responsibilities for the various members of the completion coaching teams will be developed.
- The GPS will be regularly reviewed and updated in an *iterative* manner to improve the transparency and active guidance in our interactions with the students.

b. **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.
No report.

c. **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

There was continued discussion about dual enrollment, the rigor of the classes, and guidelines for the role of the liaison. More information to be reported in the future.

Rigby announced that Anna Laven has been hired as the new Dual Enrollment Coordinator. He also reported that Dual Enrollment has had some processing issues but it should be smoothed out by the recently approved creation of two new classified positions (DAIII/Tech).

d. <u>BP Chapter 3-General Institution</u> (Holmes)
Pending review at DCC.

e. <u>BP Chapter 5-Student Services</u> (Holmes)
Pending review at DCC.

f. <u>BP Chapter 7-Human Resources</u> (Holmes)
Pending review at DCC.

New Business:
The Senate plans to add ***District-wide Committee Representation*** to the agenda.

Adjournment:
The meeting was adjourned at 5:04p.m.