ACADEMIC SENATE of BAKERSFIELD COLLEGE
February 22, 2017 – 3:30 p.m.
Collins Conference Center

APPROVED MINUTES

PRESENT: Anna Agenjo, Sarah Baron, Carl Dean, Victor Diaz, Michael Fredenberg, John Giertz (EB), Matt Garrett (EB), Ron Grays, Lisa Harding (EB), Steven Holmes (EB), Qiu Jimenez, Jennifer Johnson (EB), Shae Johnson, Bill Kelly, Charles Kim (EB), Dan Kimball, Joyce Kirst, Kurt Klopstein, Ishmael Kimbrough, Alisha Loken, Susan McQuerrey, Kimberly Nickell (EB), Deborah Rosenthal (EB), Klint Rigby, Lawrence Salcido (SGA), Neal Stanifer, Kris Stallworth, Andrea Thorson (EB), Phil Whitney, Reggie Williams, Christian Zoller,

ABSENT: Gayla Anderson, Bryan Hirayama (EB), Di Hoffman (EB), A. Todd Jones, David Koeth (EB), Robby Martinez, Richard Marquez (EB), Chad Newton, Laura Peet, Mark Staller (EB),

GUEST: Todd Coston, Janet Fulks, John Hart, Krista Moreland, Gary Moser, Michelle Pena, Nick Strobel

Call to Order
The meeting was called to order at 3:30p.m.

Good, Welfare and Concerns:
There were no good and welfare concerns.

Opportunity to Address the Academic Senate
a. **IT Proposal** (Moser/Coston)
Gary Moser, Chief Information Officer for KCCD presented an overview of the District IT Position Proposal and Technology Governance Process Proposal:

IT Positions Proposal

IT is requesting new positions to support district-wide technology needs. The positions requested are for three ERP (Banner) Analysts and one Security Engineer.

ERP Analysts positions ($110,000 annually):

Required Key Systems upgrades:

1. *Banner XE (Current version of Banner in use will go unsupported after Dec 2018)*
2. *Document Imaging (Current system in use will go unsupported after June 2017)*
3. *Single Sign On\Authentication systems*
4. *DegreeWorks upgrade*
5. *Email systems*
6. *Server upgrades (Some 2003)*
7. *Cognos migration (reporting)*

Major applications partially implemented without new ERP Analysts to support them:

1. *eLumen (curriculum & SLO)*
2. *Portal*
3. *ComEvo integration (Online Orientation)*

4. *AcademicWorks integration (Scholarships)*
5. *ASAP Connected (for corporate & community education registration)*
6. *LMS integration (Canvas & Moodle)*
7. *Single Sign On (SSO) capabilities*
8. *Hershey Singularity (Document Imaging)*
9. *People Admin (HR)*
10. *EAB Navigate (Student Success)*
11. *Banner Data Defense Security for Banner Databases*
12. *Maxient Student Discipline (Single Sign-On).*

New major technology requests (many SSSP or State related):

1. *Cloud systems transitions (3 year plan)*
2. *CAI (State Assessment Initiative)*
3. *Mobile Applications*
4. *Campus Logic SSO\Banner Integration (Financial Aid)*
5. *Maxient Student Discipline (Banner Integration)*
6. *Starfish (Early Alert)*
7. *Community Suite Pro (AEBG Grant)*
8. *Document Imaging (Finance, A&R, Financial Aid, HR, etc.)*
9. *OpenGov (Financial Transparency)*
10. *FacilitySoft.org (Facilities)*

Technology at this level requires many phases to rollout and support including network design, application design, login configurations, integration configurations, security review, compatibility testing, performance review, etc. Every new upgrade and ongoing systems maintenance cycle requires most if not all of these phases.

It is essential that before a system goes into production that it is tested and evaluated to provide the level of secure service, stability, and performance our students and staff need. In many cases, we have our production environment, test environment, development environment, etc. and all require ongoing maintenance.

ERP Analyst staffing level comparison to other CC Districts:

District	ERP Analyst	Notes
Coast CCD	13	Plus 4 functional analyst
Mt San Antonio CCD	10	Plus 2 application specialists
Foothill De Anza CCD	8	Plus contractors
Sierra CCD	8	Plus contractors
Kern CCD	5	

Security Position ($110,000 annually):

1. *Other colleges/schools have been hacked from the outside, infected by ransomware and breached via email phishing.*
    a. *E.g. LACCD, Maricopa Community College.*
2. *A worst-case security incident could cost the district between $3M and $10M (not considering insurance coverage).*

3. *A ransomware event could cost between $1k and $50k in direct costs, and much more in lost data, staff time, downtime, etc.*
4. *The Director of IT Security is handling some operational tasks such as vulnerability scanning because we do not have staff available.*
5. *A Security Engineer will enable us to be more proactive in reducing risk.*
    a. *E.g. by developing and implementing security standards, assisting with identifying and fixing vulnerabilities.*
6. *Currently other positions are trying to provide some overlap and this creates challenges including doing work they aren't trained for and preventing work from being done on systems.*
7. *Our current security monitoring efforts are limited as we need more manpower to increase these efforts. There is a serious risk that we would not notice if we were breached.*
8. *In general, a Security Engineer will enable us to complete more security projects which will reduce risk/vulnerability and improve our incident response capabilities.*

In my short time here, I have heard many concerns raised about IT's inability to implement needed systems and applications, to be agile and responsive, and to secure our students and employee's information against significant technology threats.

While steps to address this in the recent past have been made, they were not aggressive enough to meet demand and this poses a great risk to our district. The ERP analyst's are our top priority with a security engineer immediately following. Technology is costly and in order to have it work for us we need to use technology as it was meant to be used – efficiency through automation

These added positions are essential to effectively support current requirements and having KCCD be an innovative leader in leveraging technology to meet our students' needs.

Technology Governance Process Proposal

There is a need for district wide collaboration on technology issues including policies, planning, accreditation, projects, and priorities. The current technology process does not provide a district wide solution that is transparent or effective. Below is the process to transition from the current process and move forward to a transparent and collaborative process.

<u>Current Process</u>: Project prioritization has happened via CIO with input from the VP meetings and separately with IT Directors meetings. (Current process)

- *VP's have provided priority recommendations at the Ed Services meeting for their college needs*
- *CIO includes IT Directors, DO, and other requests and inserts projects into the list*
- *Upon CIO review IT would begin work on this list based on available resources.*

- *Projects and status are now being shared with the district community*

This approach is not transparent, collaborative, or provides district wide buy-in from other areas of the college community such as IT Directors or Senates. Accreditation requirements concerns.

<u>New Process</u>: A Central IT committee with campus representatives as members provides technology planning, prioritizes District-wide IT tasks including projects, etc. providing recommendations to cabinet for final approval.

- *Colleges determine priorities using their processes or as determined by College President*
- *Each colleges list including the DO list will be consolidated and sent to all colleges for review*
- *Each college\DO will prioritize the district wide list as they decide*
- *Central IT committee will discuss and prioritize final list*
    - *Committee will be made up of three reps from each college and the DO*
    - *The reps for each college are: IT Director, Faculty, and one college appointment*
    - *A point's based approach has been suggested to allow specific items to be weighted per college\DO recommendations.*
- *DO IT will brief at the VP meeting on status and issues.*
- *CIO will share prioritized list at cabinet for final approval*
- *Work prioritizations will be shared with the district community*

This approach provides transparency and district buy-in

The Senate responded with concerning questions regarding the reassignment of currently vacant district IT positions.

b. **<u>AP/CLEP/EAP</u>**(Fulks/Pena)
Documents located on the Senate website:
https://committees.kccd.edu/bc/committee/senate
Janet Fulks, Dean of Institutional Research and Michelle Pena, Director of Admission & Records presented updates on the ASCCC law changes.

***The Scenario**: College of Sequoias (COS) AP Policy grants course equivalency for our MATH 21 (4 units) for a score of 3 or higher on the AP STAT Exam. It is approved for C-ID MATH 110. Student is granted an ADT in Psychology and this degree is documented on our transcript. The student has meet all our PSY ADT requirements as listed in our catalog. The student has completed only 60 transferable units and 4 of the units are granted for our MATH 21 based on a score of 3 on the AP STAT Exam in accordance with our local district AP Policy.*

1) Would the student meet CSU minimum admission criteria? I am assuming yes because the ADT guarantees admission.
2) Would the student have to retake statistics after transfer?
3) Would the student be required to take more than 60 units after transfer to complete a baccalaureate degree?
4) Are there any negative consequences for awarding 4 units for the AP STAT Exam due to the CSU system wide policy of granting only 3 units?
One of our counselor conducting research has been informed by a local CSU that in this case a student would not meet the minimum admission criteria because the CSU system wide AP policy states that only 3 units should be granted for the AP STAT Exam. This is contrary to everything I understand about SB 1440 and the application of the California Community College Academic Senate Reciprocity document. Please help me understand/clarify reality.

ACCEPT:

CSUN – would accept ADT and student would be admitted CSU SAC -- would accept ADT and student would be admitted

CSU STAN – would honor the ADT and student would be admitted SFSU -- would honor the ADT and student would be admitted CSUCI – would accept ADT and student would not be admitted SSU -- would honor the ADT and student would be admitted CSUEB -- would honor the ADT and student would be admitted SJSU -- would honor the ADT and student would be admitted

NOT ACCEPT:

CSU Fresno – would not accept the ADT and student would not be admitted CSU Chico would not accept ADT and student would not be admitted

No-definite yes/no answers: CSUSM, Calpoly, Pomona, CSUDH

I think we should all remain mindful of the intent of SB 1440: A DEGREE WITH A GUARANTEE. A system wide policy addressing these identified inconsistencies certainly sounds crucial.

I am looking forward to hearing from the other 10 CSUs. --Greg Keen

AB 1985 (Passed 12/12/2016) requires we make a decision or use the CSU and UC patter of credit.

Education Code Section 99301-EAP in lieu of local assessment tests; Senate Bill 946 and AB 484 codified EAP Ready=college level in English and/or math. In addition SB 490 aligned EAP to the common core-which means we need to be cognizant of the alignment with our curriculum.

Note: AP/CLEP/EAP will remain on the Senate agenda for follow-up from Pena.

Catalog Rights
Pena asked the Senate to endorse the restriction of catalog rights to three years. The Senate responded with a request to move this to four years. Pena will pitch this to the sister campuses and follow-up with Senate. This item will remain on the agenda.

College Promise
Website:
https://www.bakersfieldcollege.edu/sites/bakersfieldcollege.edu/files/CollegePromiseInnovationGrant_FINAL.pdf
Fulks shared the CCCCO Promise Grant of $750,000 was received in collaboration with the high schools and CSUB. The press release is scheduled for April 28th.

(DOF) Department of Finance Innovation Award
Website: https://www.bakersfieldcollege.edu/president/dof-awards-submission
Fulks shared that this grant has a potential of 2.5 million and is based on our strategy to implement pathways at BC; an update should be expected sometime in April.

Guided Pathways
https://www.bakersfieldcollege.edu/president/projects/ca-guided-pathways-project

What is the Guided Pathways Model? By Nick Strobel and Sonya Christian:
https://www.league.org/leadership-abstracts/what-guided-pathways-model

c. **Baccalaureate SB769** (Strobel/Garrett)
Website:
https://committees.kccd.edu/sites/committees.kccd.edu/files/Senate%20Bill%20769.pdf
Garratt shared with the Senate that SB 769 will allow community college to expand the number of baccalaureate program it offers.

d. **BC Admin Structure** (Moreland/Hart)
Website: https://committees.kccd.edu/bc/reorganization-task-force

Krista Moreland, Behavioral Science Professor and John Harte, EMS Chair informed the Senate the ***Admin Structure Task Force*** is meeting for its annual review of the administrative structure.

Please provide feedback and participate in the survey or complete the handout and return to: John Harte or Krista Moreland.

Survey: https://www.surveymonkey.com/r/RHPSJ6X
Handout:

1. What are the strengths of the current organizational structure?
2. What about the current Bakersfield College organizational structure would you change to improve institutional effectiveness?
3. What are the key institutional issues or needs?

To view the current admin structure org charts go to the President's website, click on the Team Tab: https://www.bakersfieldcollege.edu/president

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

Review and Approval of the Minutes
Academic Senate Minutes of February 8, 2017

A motion was made to review and approve the Academic Senate Minutes of February 8, 2017, M/S: Rosenthal/Kirst; Motion passed unanimously.

President's Report (Holmes)
No Report.

AIQ (Staller)-*report submitted as written*
https://committees.kccd.edu/bc/committee/accreditation

February 2017 Written AIQ Report

The Accreditation and Institutional Quality (AIQ) committee met on Tuesday, February 21, from
3:30 p.m. to 5:00 p.m. in Levinson 40. The main focus of the AIQ meeting was providing members with updates to the Accreditation process that is unfolding at Bakersfield College. Jason Stratton, the Faculty Co-Chair for the Self Evaluation report, attended AIQ and updated AIQ members on the progress of the Standards work groups. Here are some important Accreditation updates and reminders for BC faculty and staff:

1) Under the "Previous Meetings" button on the AIQ committee page, you can access two important documents (under the January 26, 2017 meeting) concerning the BC Accreditation process. First, there is a High-Level Schedule calendar that gives a general timeline for the BC Accreditation process:

- *SPRING 2017 TRAINING, RESEARCHING, COLLECTING EVIDENCE, WRITING*
- *MAY 1, 2017 PRELIMINARY DRAFT DUE*

- *FALL 2017 FINAL DRAFT DUE*
- *SPRING 2018 BC FEEDBACK AND APPROVAL*
- *SUMMER 2018 BOARD APPROVAL*
- *AUGUST 2018 SELF EVALUATION REPORT TO ACCJC*
- *OCTOBER 2018 EXTERNAL TEAM OF PEERS VISITS BC*

Second, there is version 14 of the Self Evaluation Team document that lists the teams that have been set up to research and write the fourteen sections of the Self Evaluation report. This Self Evaluation Team document is being continually updated as more faculty and staff join work group teams related to the different accreditation standards. If you look at this document, you can find in an easy-to-read chart 1) the Standards and subsections that need work groups, 2) the administrative and faculty co-leads for each work team, 3) the BC faculty and staff who have volunteered to be on a team, and the BC committees that need to give input for each Standard subsection and each work group team.

Liz Rozell (administrative co-lead for the Self Evaluation report) and Jason Stratton (faculty co-lead) are still looking for more faculty to join work group teams, especially work group II.A which is tackling Instructional Programs. This work group team has a lot of research to gather and a lot of Instructional Programs to evaluate, so they need more faculty to get involved. If you are a faculty member that can help with Standard II.A, you should contact Liz or Jason, or you can contact the II.A work group co-leads, Nan Gomez-Heitzeberg, Bill Moseley, Justin Flint, or Qui Jimenez.

2) Standard work group team co-leads are being trained by Liz and Jason, and these work group co-leads are in the process of determining how to collect and store evidence and how to assign the Self Evaluation report writing for their Standard subsections. Most work group teams are now meeting weekly or bi-weekly as they gear up for evidence collection and report writing.

A document titled "Naming & Saving Evidence" is now posted on the AIQ webpage, and this document is also being distributed by Liz Rozell and Jason Stratton. All work group members should access this document to learn how to access the BC Accreditation SharePoint drive and how to save all evidence as PDF files which follow the evidence naming protocols in the ACCJC Manual for Institutional Self Evaluation. Following these instructions will save work group teams hours of work if they name all evidence documents correctly.

3) BC staff have attended two February Accreditation events sponsored by the State Academic Senate (ASCCC). Four BC personnel attended a one-day workshop on SLO

Assessment, and four BC personnel attended the two-day ASCCC Accreditation Institute. One "take away" from the Accreditation Institute is that Accreditation evaluation teams are paying attention to Online Classes and to student support services offered in an Online setting. Another "take away" from the institute is that official department meeting minutes work well as accreditation evidence (rather than email trails). BC departments working on and discussing accreditation and assessment issues should be recording their departmental conversations and decisions in official department meeting minutes.

4) *The annual ACCJC Report is due at the end of March, and this annual ACCJC report is asking for assessment data at the department level. The Assessment Committee has sent out requests for this departmental assessment data. BC departments should be aware that the requested data is time-sensitive, because this departmental assessment data is being included in the March 2017 annual ACCJC report.*

5) *Accreditation work group team members should circle "March 31" on their calendars because the AIQ committee will be hosting an Accreditation Laboratory in Business 7 from 8:00 a.m. to Noon on this day. There will be a brief opening session to answer questions from work group team members, but the bulk of this laboratory time will be devoted to allowing work group members to work for one, two or even three hours on their evidence collection and report writing. AIQ members will be present to facilitate his work, and team members should be able to make significant progress in their research and writing tasks.*

6) *Kate Pluta is revising a job description for a Self Evaluation report editor. Once this job description has been approved by President Christian, it will go to the Academic Senate and a call will go out for an official Self Evaluation editor who will edit the Self Evaluation during the Fall 2017 and Spring 2018 semesters.*

7) *For health reasons, I need to take a hiatus from most of my committee service work after this Spring 2017 semester, so I will be stepping down as AIQ Faculty Co-Chair after completing my first year of a three-year term as AIQ Faculty Co-Chair. The Academic Senate will be running Committee Co-Chair elections in March, so interested faculty should consider serving as Faculty Co-Chair for AIQ for the next two-year period. This Faculty Co-Chair position comes with .20 reassigned time.*

Assessment (Hoffman)
https://committees.kccd.edu/bc/committee/assessment
--TABLED--

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

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

Jennifer Johnson
Faculty Co-chair, Curriculum Committee
February 22, 2017

Activities since last report:

- *Strategic Directions report was submitted in November.*
- *Developed a curriculum tracker which will be sent to faculty chairs for review as part of the eLumen transition.*
- *Catalog re-design update (for AY 17/18)*
    - *The designers are working on the new layout which will begin with the program description and PLO's/ listing of degrees (including description/courses)/listing of certificates (description and courses)/ listing of program course descriptions in alphabetical order.*

Work plan for the Spring semester

- *Continue working with departments to complete course approvals before transition to E-Lumen.*
- *Implement eLumen transition timeline as communicated to faculty/deans.*
    - *Last chance for first agenda items 3/2/17. They must be in the system and approved by the Dean by 1/27.*
    - *Last chance for second agenda items 3/16/17 (for approval at BOT meeting on 5/11).*
    - *Courses must make 2 agendas.*
    - *Anticipated closure of CurricUNET access 3/17/17 to allow for data verification and import into eLumen. In order to import the most accurate curriculum, courses not meeting the above timeline will not be transitioned into eLumen.*
- *Transition to eLumen*
    - *Awaiting additional training and completion of curriculum data upload.*
    - *Once upload is complete, the committee chairs will be able to develop training timelines and materials.*
    - *If all transition timelines are met, we anticipate curriculum training for committee members by the end of the semester and for all other faculty in Fall during flex week.*

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

Equal Opportunity & Diversity Advisory (Hirayama)
https://committees.kccd.edu/bc/committee/eodac
No report.

ISIT (Marquez)
https://committees.kccd.edu/bc/committee/isit
--TABLED--

Professional Development (Giertz)
https://committees.kccd.edu/bc/committee/pdc
--TABLED--

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

Report to Academic Senate for February 22, 2017
Kim Nickell, faculty co-chair

Program Review Committee (PRC)
See https://committees.kccd.edu/bc/committee/programreview for supporting documents

- *PRC put out a survey on the Program Review process to help us prepare for the 2017-18 cycle. It closed Feb. 14. Results pending.*
- *We are working to streamline our program review documents. This will help the process of moving to eLumen go smoothly.*
- *The PRC webpage has been updated and all AU's and Comp. reviews for the 2016-17 cycle are available.*

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)-*report submitted as written*

Account Name	Account	Amount
Senate Retiree/Scholarship	5101	$10,407.52
Senate-Other	0210	$21,931.90
Shirley Trembley	5510	$86,418.06/$4320.90 (5%)
Margaret Levinson	5310	$15,441.22/$772.06 (5%)

Secretary (Garrett)
No report

ASCCC Representative (Rosenthal)
No report.

CCA (Freeman)
No report.

Student Representative (Galo Jimenez-SGA Vice President/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
Kimberly Bligh (Academic Development)
Wayne Cooper (Physical Science)

Safety Committee
William Chapman (Academic Development)

*****A motion was made to approve the Facilities & Sustainability Committee appointments, M/S: Thorson/Stanifer; Motion passed unanimously.***

A motion was made to approve the Safety Committee appointments, M/S: Thorson/Kelly; 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
No report.

b. **Standards of Online Instruction Task Force** (Baron)
Description: Task Force formed to discuss course quality rubric published by the OEI (Online Education Instruction).
https://drive.google.com/file/d/0B1xkCojmD9vWNFdtcUsyYU1WSkU/view
Baron reported they had their first meeting and they are in the process of creating a rubric that is from a different college as a base.

c. **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.

d. **Dual Enrollment Task Force** (Holmes)
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

Rigby shared with the Senate that meetings continue to take place to address and resolve issues.

e. **BP Chapter 2-Board of Trustees** (Holmes)
To be reviewed at the next DCC meeting

f. **BP Chapter 5-Student Services**(Holmes)
To be reviewed at the next DCC meeting.

g. **BP Chapter 7-Human Resources** (Holmes)
To be reviewed at the next DCC meeting.

New Business:

a. **Budget Committee Proposed Charge**(Holmes)
The Budget Committee submitted a revised charge to the Senate for approval. This was the first read of the charge.

b. **Levinson Award Augmentation** (Holmes)
Description: The Margaret Levinson Award Committee is requesting the Senate to approve an allocation to supplement the award due to payroll taxes applied to the award check, the low balance of the account, and the limit of the Foundation account with 5% spending balance. The award amount is $1000.00, plaque $80.00.

Holmes will recommends subsidizing of the Levinson Award to its full value; this will be a voting item at the next meeting.

c. **District-wide Committee Representation** (Holmes)
No report.

Adjournment:
The meeting was adjourned at 5:04p.m.
Meeting minutes recorded by T.Perry