UNAPPROVED MINUTES

PRESENT: Anna Agenjo, Sarah Baron, Carl Dean, Victor Diaz, Michael Fredenberg, Matt Garrett (EB), Ron Grays, Lisa Harding (EB), Steven Holmes (EB), Jennifer Johnson (EB), A. Todd Jones , Charles Kim (EB), Dan Kimball, Joyce Kirst, Kurt Klopstein, Ishmael Kimbrough, Alisha Loken, Richard Marquez (EB), Susan McQuerrey, Chad Newton, Kimberly Nickell (EB), Laura Peet, Klint Rigby, Lawrence Salcido (SGA), Kris Stallworth, Neal Stanifer, Andrea Thorson (EB), Phil Whitney, Reggie Williams, Christian Zoller

ABSENT: Gayla Anderson, John Giertz (EB), Bryan Hirayama (EB), Di Hoffman (EB), Qiu Jimenez, Shae Johnson, Bill Kelly, David Koeth (EB), Robby Martinez, Mark Staller (EB), Deborah Rosenthal (EB)

GUEST: Nick Strobel

CALL TO ORDER
The meeting was called to order at 3:33p.m.

GOOD, WELFARE & CONCERNS
A memorial for Danell Ward will be held Saturday, March 25th from 2-4p.m. in the Fine Arts Building.

OPPORTUNITY TO ADDRESS THE SENATE

a. **Classified Adjunct Instruction** (Thomas Moran)

Tom Moran, Foreign Language Professor addressed the Senate on behalf of the ASL/Foreign Language Dept. regarding concerns of a new policy, which does not allow classified staff to teach as adjuncts. This causes increasing difficulty in securing qualified instructors. Moran asked the Senate for support as he peruses this matter. Holmes recommended a meeting with Human Resources as a first step in addressing the issue. The Senate Office will set this up and provide a follow-up after this meeting takes place.

ADDITIONS TO THE AGENDA

There was a motion to add the Mission Statement- Accreditation Standard 1A to the agenda under New Business (E), M/S: Stanifer/Garrett; Motion passed unanimously.

REVIEW AND APPROVE THE MINUTES
Academic Senate Minutes of February 22, 2017

A motion was made to review and approve the Academic Senate Minutes of February 22, 2017, M/S: Stanifer/Garrett; Motion passed unanimously.

PRESIDENT'S REPORT (Holmes)
- Holmes plans to attend the upcoming FCDC meeting to address the following items:
  - Adding students to classes after the Census date

- o Dual Enrollment process of collecting an approved list of classes from each department
  - o Substitution
- Admin Structure Proposal-concerns have been expressed regarding the recommendation for a Delano Dean; the Senate was asked to review the structure and provide feedback.
- Starfish-new software has been recently introduced to the campus, which has caused some push back from the District in regards to staffing support.
- The Senate Donation/Fundraising form is today's packet. This form is also located on the website.
- Holmes announced important dates: Closing Day/Commencement 5/12, Opening Day 8/17.
- The BOT will be at BC on April 14th during Spring Break at BC; agenda will focus on the retirees and the emeriti recognitions.

AIQ (Staller)-*report submitted as written*
https://committees.kccd.edu/bc/committee/accreditation
Accreditation and Institutional Quality (AIQ) Committee March 22, 2017 Written Report (Report prepared by Mark Staller, AIQ Faculty Co-Chair)
The Accreditation and Institutional Quality committee last met on Tuesday, March 21, in Levinson 40 from 3:30 p.m. to 5:00 p.m. Here are three highlights from this AIQ meeting:

- *Jason Stratton, Faculty Co-Chair of the BC Self Evaluation Report, updated the AIQ committee members on the progress of the BC Self Evaluation. Jason reported that we are on track to have all Standard work teams produce a first draft of their section of the Self Evaluation report by the May 1 deadline. Standard work teams are at various stages of collecting evidence, writing, and seeking guidance on their sections.*
- *Janet Fulks, Administrative Lead for the Quality Focus Essay (QFE) reported that one possible topic of concern for the QFE may be how BC schedules classes. In order for students to get through their educational pathways in a timely manner, BC must schedule classes in a way that allows students to complete their education in a prescribed number of semesters.*
- *Kate Pluta, Administrative Co-Chair of AIQ, announced that there will be a summer Accreditation Institute for Standard Co-Leads on May 22 and May 23.*

Here are some important upcoming dates related to Accreditation:

April 4, April 25, and May 9: The three remaining AIQ committee meetings for this semester. AIQ acts as the steering committee and "trouble shooting" team for the Self Evaluation report. If you have any accreditation questions or problems that cannot be answered or solved by the Self Evaluation Team (Chaired by Liz Rozell and Jason Stratton), you can contact AIQ for assistance. The AIQ Committee meets from 3:30 p.m. to 5:00 p.m. in Levinson 40 on the above dates.

March 31: Accreditation Laboratory hosted by the AIQ committee. Join us on March 31, 2017, from 8 a.m. to noon for an Accreditation Laboratory. We will start the day in Business 7 for a brief orientation session that will cover some of the "nuts and bolts" of researching and writing the Self Evaluation report, then we will split up into work group teams (meeting in three different rooms) to get more Self Evaluation research and writing completed. If you are on a work group team, plan on attending this accreditation laboratory to get a substantial amount of work completed on your section of the Self Evaluation. You will be able to get help and advice

from AIQ committee members and from "expert" researchers and writers involved in past iterations of BC's Self Evaluation and/or Mid Term reports.

May 1: Deadline for the first draft of the 2017-2018 Bakersfield College Self Evaluation. In order to receive the commendations we wish to receive from ACCJC, all work group teams should be aiming to turn in a substantial first draft of their section of the Self-Study, including evidence and documentation that is properly named and referenced.

May 22 & 23: Summer Accreditation Institute for Standard Co-Leads (more details to follow)

If you have any follow-up questions or concerns about this AIQ written report, you can contact Kate Pluta (AIQ Administrative Co-Chair) or Mark Staller (AIQ Faculty Co-Chair). Many thanks to all the faculty and staff who have gotten involved in the Accreditation process and who are busy researching and writing their Standard sections and subsections of the BC Self Evaluation report.

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

Budget (Holmes)
https://committees.kccd.edu/bc/committee/budget
--TABLED—
The Budget committee will meet next Monday.

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

Curriculum Committee Meeting Report March 22, 2017
By Jennifer Johnson, Faculty Co-chair

Semester summary
- *Currently have 27 ADT's approved by the Chancellor's office.*
- *Approvals to date for Spring semester*

New courses	*18*
Course revisions	*60*
Deletions	*8*
New Program	*1*

- *Transition to eLumen*
  - *Closure of CurricUNET access will occur by 3/24/17 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. All program and course data has been extracted. Notification will go out to all faculty.*
  - *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 in late April/early May and for all other faculty in Fall during flex week.*

Johnson reported that hard copies of the extracted data are on file and located at Sharon Bush's office (Academic Affairs).

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

Enrollment Management Committee
March 7, 2017
By David Koeth
In attendance: Nan Gomez-Heitzeberg, Sue Vaughn, Zav Dadabhoy, Phil Feldman, David   Koeth

A. *Call to Order* *(Nan/David)*
Meeting was called to order at
1:30.

B. *Follow-up Pilot Survey* *(David, 10 min)*

David - Planning on using the survey discussed at the last meeting for next semester in photography, graphic design, and media arts. The survey will ask about courses that the students plan to take in the next semester, and will ask about major/career path. He mentioned that he had communicated with Janet Fulks about the pilot, and she encouraged the   effort.

Sue mentioned that the software "Starfish" will be implemented soon which will include this type of information. Zav said that at the end of the semester, Starfish should be up and running. Gives metrics based on cohorts, does a better job of student education plans than DegreeWorks.

Sue – DegreeWorks does degree planning and auditing, but not ed plans   well.

Nan – Starfish will impact the streamlining of enrollment management and matriculation process.

Zav/Sue – CCC Apply – KCCD security problem, the way we implemented CCC Apply was less then optimal. There are a few schools that do it the way KCCD does it; it requires an additional step. KCCD had a security issue, and implemented the system in this way, which results in students end up in a queue. 3000 students were stuck in the queue, and it took many staff hours to "find" and enroll these students. The district needs to revisit this issue to make registration easier for   students.

C. *New Programs, Strong Workforce Development*
Postponed to a future meeting – Cindy Collier not available for this   meeting.

D. *Strategic Goals Report*

2.1 Simplify matriculation process
The committee needs to work with other committees to work on our part of the report. The committee will invite Janet Fulks, Grace Comiso, Sue Vaughn, to discuss multiple measures, removing barriers, simplifying the matriculation process.

Discussion on demographic tracking, multiple measures. Sue asked "How can multiple measures be automated for our non-traditional students?"

2.5 Implement Student Development courses in High School.
High school dual enrollment course – tracking is being done by Janet Fulks. Committee will invite

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

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 March 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 continuing our work to streamline our program review documents. This will help the process of moving to eLumen go smoothly.*
- *We are currently starting the process of completing our Strategic Directions report. We will be bringing it to our March 29 PRC meeting.*

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 is attending the Area A this Friday, March 24th .

CCA (Freeman)
No report.

Student Representative (Lawrence Salcido, SGA Senator)
https://www.bakersfieldcollege.edu/osl
Salcido reported the results of the student survey, which consisted of 400 students. The majority opposed taking the week of Thanksgiving off by a vote of 52% to 43%. Salcido also announced the SGA Elections are taking place and he is running for Vice President.

FACULTY APPOINTMENTS
   a) Standing Committee Appointments

2016-17 Standing Committee Appointments

Professional Development Committee
Christopher Dison (English, Delano)

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

   b) Screening Committees Appointments

   Geology
   Kenward Vaughan (Chair)
   Jack Pierce (Faculty)
   John Menzies (Faculty)
   Nick Strobel (Faculty)
   Li Kang Liu (Mathematics Faculty)
   Stephen Waller (Dean)

   Engineering
   Jason Dixon (Chair)
   Patrick Aderhold (Faculty)
   Catherine Jones (Faculty)
   Eddie Rangle (BMIT Faculty)
   Liz Rozell (Dean)

A motion was made to approve the screening committee appointments, M/S: Harding/Stanifer; Motion passed unanimously.

UNFINISHED BUSINESS

a. **2016-17 Faculty Retirees** (Holmes)
A list of the 2016-17 Faculty Retirees was provided as an informational item. As a tradition, the Senate will send check in the amount of $100.00 as an honorarium for their service.

b. **2019-20 Academic Calendar** (Holmes)
Description: Draft 2019-20 Academic Calendar (original) has errors. Revised 2019-20 Academic Calendar (proposed by BC Academic Senate 3/33/17)-yellow highlights noting changes.

A motion to submit the Academic Senate Revised 2019-20 Academic Calendar to DCC, M/S: Thorson/Newton; Motion passed unanimously.

c. **BC IT Proposal** (Marquez/Holmes)
The Senate chose the BC IT proposal, which was the counterproposal to the District IT proposal. This would require some positions at the BC campus and not all centrally located at the District Office. The District IT proposal will be a discussion at DCC next Tuesday.

A Motion was made to approve the BC IT Proposal, M/S: Thorson/Garrett; Motion passed unanimously.

d. **District-wide Committee Representation** (Marquez/Holmes)
There was a discussion on whether BC gets a weighted vote in district-wide decisions or should BC/PC/CC all have equal votes. The consensus was for BC to receive a "weighted" vote.

e. **Catalog Rights** (Pena/Holmes)
No update.

f. **AP/CLEP/EAP** (Pena/Holmes)
The Departments Chairs were advised to collect information and provide it to FCDC.

g. **Guided Pathways** (Holmes)
Description: detailed description is located on the website link:
https://www.bakersfieldcollege.edu/president/aacc-guided-pathways
No update.

h. **Substitution** (Holmes)
Update under President's Report.

A question was proposed regarding online recordings and students who respond to questions via computer/paper: At what point does instruction bridge over to an online/hybrid class?

i. **Standards of Online Instruction Task Force** (Baron)-report submitted as written
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 the following- Questions: 504 and 508 should both be referenced (only 508 was referenced). These are the guidelines across the state that we should abide by.

**A motion was made to approve the CCC OEI Course Design Rubric, M/S: Dean/Stanifer; Motion passed unanimously.

j. **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.

k. **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 reported that regular meetings continue to take place to address and resolve issues.

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

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

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

NEW BUSINESS

a. **BC Educational Master Plan** (Holmes)
   The Budget Committee proposed charge; first read.

b. **Annual Admin Structure Review/Proposal** (Holmes)
   Update under President's Report.

c. **Senate Strategic Directions Report-Spring 2017** (Holmes)
   Annual update of the Senate SD Report; first read.

d. **AP 3B1H1 Tobacco-Free Campus** (Holmes)
   AP Procedure for a Tabaco-Free campus; first read.

e. **Mission Statement**
   Description: Accreditation Standard 1A Committee-Review of the College Mission Statement and frequency of review.

   BC Mission Statement; first read.

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