ACADEMIC SENATE of BAKERSFIELD COLLEGE
September 13, 2017 – 3:30 p.m.
Collins Conference Center

UNAPPROVED MINUTES

PRESENT: Karimeh Amin, Moya Arthur [by proxy], Barbara Braid, Victor Diaz, Matt Garrett (EB), John Giertz (EB), Ron Grays, Lisa Harding (EB), Di Hoffman (EB), Steven Holmes (EB), Jeff Huston, Qiu Jimenez, Jennifer Johnson (EB), Matt Jones, Shae Johnson, Bill Kelly, Charles Kim (EB), Dan Kimball, Kurt Klopstein, Alisha Loken, Robby Martinez, Richard Marquez (EB), Susan McQuerrey, Erica Menchaca (EB), Chad Newton, Kimberly Nickell (EB), Laura Peet, Deborah Rosenthal (EB), Kris Stallworth, Neal Stanifer, Phil Whitney, Jessica Wojtysiak (EB)

ABSENT: Gayla Anderson, Sarah Baron, Carl Dean, Michael Fredenberg, Ishmael Kimbrough, David Koeth (EB), Teresa McAllister, Klint Rigby, Ganae Romo (SGA), Lawrence Salcido (SGA), Glen Samples, Reggie Williams

I. CALL TO ORDER
The meeting was called to order at 3:32p.m.

II. GOOD, WELFARE AND CONCERNS
Connie Gonzales' grandmother passed away; Connie is the MESA Director.

III. OPPORTUNITY TO ADDRESS THE SENATE
Starfish
An overview of the Starfish program was provided by Andrea Thorson, Dean of Instruction and Maria Wright, Director of Academic Services. Starfish is a Hobson's product that allows institutions to use the software as a Case Management System (CMS) to track student activities and appointments across the campus. It will also work as our Early Alert system to troubleshoot student-related concerns, provides benchmarking tools and at-risk indicators and reports. It has a Degree Planner to help students determine the next course sequence needed to complete a degree/certificate and offers a communication and scheduling platform for students and advisors.
https://www.hobsons.com/solutions#/student-success-and-advising

IV. ADDITIONS TO THE AGENDA
There were no additions to the agenda.

V. REVIEW AND APPROVE THE MINUTES
Academic Senate Minutes of August 30, 2017
--Tabled

PRESIDENT'S REPORT
BC Technology Plan (2017-2020)
The BC Technology Plan is posted to the Senate website and is under review by College Council. This is an informational item.

Facilities Master Plan (FMP)
Planning for **Science & Engineering Building (STEM)/Agriculture Building** will commence first, so faculty involvement on the Facilities Committee is recommended.

Projects: Campus Center/ABC Building, Veterans Resource Center, Athletics (Gym, Stadium, Feld House), Public Safety Training Facility, Student Services Building & Welcome Center, Arvin Satellite Campus, Parking Structure, Delano LRC

Parking Information
The Department of Public Safety and BCSGA have developed a plan of options to address the residential parking issues; this will be presented at the next Board of Trustees (BOT) meeting.

Budget
Several of the original members of the BAM group met to discuss the model and came to the consensus that the Budget allocation model, as it applies to college growth funding, has not been followed by the district office. The group has requested a meeting with Tom Burke to discuss this issue. **BAM (Unrestricted Fund Budget Allocation Model)** The District has requested five additional positions; two for IT, two for HR and one in Business Services, all of which the Senate was not in support of.

(AIQ)ACCREDITATION & INSTITUTIONAL QUALITY (Wojtysiak)
--Report tabled to 9/27

ASSESSMENT (Hoffman) - *report submitted as written*
Hoffman highlighted the ***Institutional Effectiveness Partnership Initiative (IEPI) site visit planned for Oct. 4th***

Assessment Committee monthly (Aug-Sep) report to Academic Senate 09/13/17
By Di Hoffman (faculty co-chair)
Committee met on 8/28/17 & 9/11/17:
- *Reviewed and updated committee charge – sent to Exec senate 9/12/17*
- *eLumen – status – courses being entered, programs next. Then will develop training with goal of assessment by end of semester*
- *IEPI – discussed site visit 10/4 – our goal - "Systems development to support faculty with assessment". Assessment committee will be heavily involved in this initiative. – developing I&EP (Innovation and effectiveness plan) and carrying it out (exploiting, training)*
- *Action Plan – assigned roles and discussion on activities for committee to meet goals: ex:*
  - *Trainings on meaningful assessment*
  - *eLumen training*
  - *Assessment handbook*
  - *BC Assessment cycle & timeline*

- o *Assessment classes in canvas*
- o *All SLO's mapped and assessed according to plan*
- o *Reviewing all new/revised SLO's*

BUDGET (*VACANCY*)
See report under *President's Report.*

CURRICULUM (Johnson/Menchaca)-*report submitted as written*
Curriculum Committee Report by Liz Rozell, Jennifer Johnson, Erica Menchaca

Activities to date (Aug. 1 – Sept, 11, 2017):
- *Presented COR requirements, Title 5 and PCAH changes to FCDC academy on August 10, 2017.*
- *Created training materials (COR development guide and template) in preparation for eLumen transition. Used the documents during the Curriculum clinic and training.*
- *Conducted training on course revisions/new courses/COR requirements- included curriculum committee members and additional faculty. This occurred at the Augusts 31, 2017 curriculum committee meeting.*
- *Reviewed committee goals and committee charge at Augusts 31, 2017 committee meeting. Will be a voting item at the September 14, 2017 meeting.*
- *Increased communication to constituents:*

  - o *Provided update to FCDC on September 8, 2017. Curriculum update will be a standing FCDC agenda item.*
  - o *Curriculum Committee page has been updated and resources have been added.*

Work plan for the semester
- *Primary focus will be on eLumen implementation along with the necessary faculty training.*
- *Ensure the review/revision of courses that have expired or are approaching expiration are completed by November.*
- *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 reviewed by the Committee have SLO's and objectives.*
- *Continue offering curriculum clinics and training as needed.*

Special thanks to the Academic Senate for the committee calls, Co-Chair calls, and to all Department Chairs for encouraging faculty participation. The 2017-18 Curriculum Committee has representatives from all departments except two!

(EMC) ENROLLMENT MANAGEMENT (Koeth)
--Report tabled to 9/27

(EODAC) EQUAL OPPORTUNITY & ADVISORY COUNCIL (*VACANCY*)
--Report tabled to 9/27

(ISIT) INFORMATIONAL SERVICES INSTRUCTIONAL TECHNOLOGY (Marquez)-*report submitted as written*

Information Systems Instructional Technology (ISIT) Report: September 13, 2017
Prepared by Richard Marquez, ISIT Co-chair (Todd Coston, Administrative Co-chair)
The first ISIT meeting of the semester was held on Monday, September 11, 2017. Several items should be of particular interest to the Senate:

Summer 2017 Computer/Classroom Upgrades
Attached is a list of the technology projects that were completed over the summer. As you can see, the first eight projects completed were taken directly from the ISIT Prioritization list, which includes technology requests made through program review.

During this meeting, we reminded committee members that again this year, at our last meeting of the fall semester, faculty and staff who have submitted technology requests will be invited to deliver a 2 minute presentation to the ISIT committee. During this time, the committee will vote on and prioritize the requests. This year we plan to automate the voting so that we can complete our prioritization even sooner.

Committee Role
Once again, for the benefit of new committee members, we reminded the committee to review the following documents, which are all located on the ISIT Committee website: We invite our Senators to do the same.
- *2017 BC Annual Technology Needs Survey Summary*
- *Employee Technology Survey*
- *Student Technology Survey Results*
- *Technology Processes*
- *BC Technology Plan 2017-2020*
- *ISIT Technology Prioritization Process*

Review of Charge
The committee charge was reviewed and suggestions for revisions and updates were discussed. The revised charge will be referred to the Senate for approval.

Canvas
According to Bill Moseley, his team is currently exploring processes for adding assessment tools in Canvas. And, as always, faculty are encouraged to use Canvas for both online and face-to-face classes.

eLumen
Again, according to Bill Moseley, work continues on eLumen. The biggest delay at the moment is a result of verifying course records extracted from Curricunet. This job must be done before uploading information to eLumen to avoid having incorrect information in eLumen. Bill says that there is still a few more weeks of work to do before data can be added to eLumen.

Starfish
Work continues on development and implementation of Starfish, which will replace the current system being used by counselors and advisors.

IT Staffing
Todd Coston has received approval to hire an Assistant IT Manager to assist with his ever-growing list of duties.

Additionally, although funded for seven technicians (those wonderful people who keep the technology in our office and classrooms working) IT has only six working. One tech is on leave. This tech won't be replaced until the end of the year.

Accreditation
Todd Coston and Richard Marquez are the co-leads working on Accreditation Standard IIIC, Technology. As work progresses on this standard, it will be shared with the ISIT committee not only for the members' input, but also to help educate them about the accreditation process.

Committee Goals
The committee reviewed last year's goals and began updating. A current list goals is on the ISIT Committee website. As soon as the new goals are affirmed, this document will be revised and the new goals will be shared with the Senate.

Strategic Directions
Along with the goals, the committee is reviewing and updating our Strategic Directions document.

The next ISIT meeting is scheduled for Monday, October 2, 2017 in the Collins Conference Center.

Summer 2017 Computer/Classroom Upgrades

Auto Tech 1 and 2	Upgraded Technology	ISIT Request #1
FA-9	All new computers	ISIT Request #2
FACE 23	New projector, computer, controls	ISIT Request #3
LA 202	New projector, computer, controls	ISIT Request #4
MS-21	Four new computers for radiology lab	ISIT Request #5
Forum 101 and 102	All new audio system, computer, controls	ISIT Request #6
H-11, 12, 13, 14, 15, 103, 104, 105	New short throw projects, computer, controls	ISIT Request #7
FA 60 and 65	New projector, computer, controls	ISIT Request #8
H-52	All new computers	Hardware replacement IT budget
LA-225	All new computers and new ESL software	Hardware replacement IT budget
DST-119	All new computers	Hardware replacement IT budget
DST-107	All new computers	Hardware replacement IT budget
Library Computer Commons	Additional 12 stations for students	Pulled from computers that came out of another lab
CSS-206	Brand new 30 station computer lab	Grant funded – Title V
Fireside Room	Complete audio/visual re-vamp	Grande funded – Title V
B-2	All new computers	Grant funded – Strong Worforce
B-11	All new computers	Grant funded – Strong Worforce
IT-205	All new computers	Grant funded – Strong Worforce
L-160	New technology and re-vamp of lab	Grant funded

(PDC) PROFESSIONAL DEVELOPMENT (Giertz)
--Report tabled to 9/27

(PRC) PROGRAM REVIEW (Nickell)
--Report tabled to 9/27

VICE PRESIDENT (*VACANCY*)
No report

TREASURER (Kim)-*report submitted as written*

2/13/17
NEW BC Academic Senate (#F3300 0210)	$21,931.90
Levinson Award Account (#5310) $15,441.22 but only 5% can be used so	$772.06
Shirley Trembley Account (#5510) $86,418.06 but only 5% can be used so	$4,320.90
BC Academic Senate/Retd. Studt. Account (F3200.5101)	$10,407.52

Over the summer
9/11/17
NEW BC Academic Senate (#F3300 0210)	$21,112.31
Levinson Award Account (#5310) $15,504.63 but only 5% can be used so	$775.23
Shirley Trembley Account (#5510) $84,200.81 but only 5% can be used so	$4,210.04
BC Academic Senate/Retd. Studt. Account (F3200.5101)	$9,648.88

Note: 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)

SECRETARY (Garrett)
Summaries are emailed out to faculty after each meeting.

ASCCC (Rosenthal)
--Report tabled to 11/29
View the ASCCC Legislation website for updates: http://www.asccc.org/legislative-updates

**A motion was made to suspend the agenda to Opportunity to Address, M/S/C: Garrett/Klopstein; motion passed unanimously.

(CCA)Community College Association (Greenwood)
No report.

(BCSGA) Student Government Association (Romo/Salcido)
No report.

VII. FACULTY APPOINTMENTS
Standing Committee Appointments:
**A motion was made to approve the Faculty Standing Committee appointments, M/S/C: Kelly/Whitney; motion passed unanimously.

Screening Committee Appointments:
      Biology Lab Technician
      Stephen Waller (Dean)
      Stephen Tavoni (Faculty)
      Meg Stidham (Classified)
      Janet Thomas (Classified)
      Sally Sterns (Classified)
**A Motion was made to approve the faculty appointment to the classified screening committee, M/S/C: McQuerrey/Newton; motion passed unanimously.

IX. UNFINISHED BUSINESS
    A. **Senate Goals** (Holmes)
       Description: annual review of the Academic Senate Goals.
       First Read; the following recommendation from the Executive Board was shared: Recommendation to remove Goal #2 and revise Goal #5. The Senate will vote on the goals at the next Senate meeting (September 27th).

    B. **(WARBA) Workgroup to Advance Regional Baccalaureate Attainment**
       (Garrett)-submitted as written
       Date of Request: August 30, 2017

Submitted by: Matthew Garrett and Janet Fulks
Committee Name: Workgroup to Advance Regional Baccalaureate Attainment

NAME OF COMMITTEE	**Workgroup to Advance Regional Baccalaureate Attainment (WARBA)**
COMMITTEE CHARGE	1. Collaborate with California Academic Partnership Program (CAPP) to promote preparation of secondary education students to college. 2. Promote successful transfer of BC students to the CSU system by means of ADT programs, as per SB 1440. 3. Promote successful transfer of BC students to the UC system via the UC pathways initiative. 4. Track legislation and contribute to statewide initiatives directed toward the expansion of baccalaureate offerings at California Community colleges.
SCOPE OF AUTHORITY	This committee provides leadership for the overall direction and support of institutional pathways from secondary education to the final goal of baccalaureate attainment.
REPORTS TO	College President; additional committees as requested.
COMMUNICATES WITH . . .	Kern High School District, BC college community, CSUB, and any external initiatives relevant to its charge.
MEMBERSHIP	**Co-chaired** by two faculty leads. **At least one** representative from counseling (preferably the General Transfer/Articulation Officer and/or department chair). **Five to ten** rotating representatives from each department as needed to collaborate on department specific pathways for CSU and UC transferability.

**A motion was made to approve the WARBA committee, M/S/C: Garrett/Stanifer; motion passed unanimously.

C. **Guided Pathways** (Holmes)
Description: detailed description is located on the website:
https://www.bakersfieldcollege.edu/president/aacc-guided-pathways

No update.

D. **Dual Enrollment Task Force** (Rigby/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

No update

E. **BP Chapter 2-Board of Trustees** (Holmes)
This item is on the DCC agenda. No update.

F. **<u>Senate Program Review Report</u>** (Holmes)
This report is due October 5th.

G. **<u>Senate Strategic Directions Report</u>** (Holmes)
This report is due November 9th.

X. NEW BUSINESS
   a. **<u>Senate Charge</u>** (Holmes)
   Description: review of the Academic Senate charge annually.

   b. **<u>Senate C's&B's</u>**
   Description: review of the Academic Senate (C's & B's) Constitution & Bylaws.

ANNOUNCEMENTS
BOT meeting, Sep. 14th
ASCCC Area A meeting, Oct. 13th
ASCCC Fall Plenary, Nov. 2-4th
CCLC Shared Governance Workshop, Nov. 28th

ADJOURNMENT
The meeting was adjourned at 4:43 p.m.
Digitally signed by T.Perry
Meeting minutes recorded by T.Perry