ACADEMIC SENATE of BAKERSFIELD COLLEGE
October 25, 2017 – 3:30 p.m.
Collins Conference Center

APPROVED MINUTES

PRESENT: K. Amin, B. Braid, V. Diaz (EB), M. Fredenberg, J. Giertz (EB), D. Hoffman (EB), S. Holmes (EB), J. Huston, Q. Jimenez, M. Jones, C. Kim (EB), D. Kimball, K. Klopstein, I. Kimbrough, A. Loken, T. McAllister, S. McQuerrey, K. Nickell (EB), L. Peet, K. Rigby, G. Romo (SGA), D. Rosenthal (EB), G. Samples, N. Stanifer, P. Whitney, J. Wojtysiak (EB)
M. Arthur (by proxy)

ABSENT: G. Anderson, S. Baron, C. Dean, M. Garrett (EB), R. Grays, L. Harding (EB), J. Johnson (EB), S. Johnson, B. Kelly, D. Koeth (EB), R. Marquez (EB), R. Martinez, E. Menchaca (EB), C. Newton, M. Ocean (EB), L. Salcido (SGA), K. Stallworth, R. Williams

GUEST: J. Fulks**,** N. Strobel, J. West

I. CALL TO ORDER
The meeting was called to order at 3:34p.m.

II. GOOD, WELFARE AND CONCERNS
Holmes introduced Wendy Lawson, Administrative Assistant for Academic Affairs who is joining us for the meeting.

III. OPPORTUNITY TO ADDRESS THE SENATE
a. Bakersfield College Accreditation Survey 2017
Janet Fulks and Julian West presented the BC Accreditation Survey power point to the Senate.
View the full version of the power point presentation on the Academic Senate website.

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

V. REVIEW AND APPROVE THE MINUTES
Minutes of October 11, 2017
N. Stanifer motioned to approve the minutes, S. McQuerrey seconded, motion carried unanimously.

VI REPORTS
PRESIDENT'S REPORT:
- Senate Photo scheduled for 11/8
- DCC- ***The Technology Governance Process Proposal*** is approved to move forward; however, it has been recommended to have a points based approach to allow specific items to be weighted per college/DO recommendations..

- BP2430-2437 Proposed Changes by the Academic Senate (Board Policies on Delegation of Authority to the District Chancellor) was not supported by the Cerro Coso Academic Senate.
- Pending discussions by the Vice Presidents of the colleges, the **waitlist** will no longer be purged the Friday before Census Day and will now be purged the day before; after the last roll of waitlist students will be allowed into classes.
- ASL Classified staff- now being referred to as **CSEA Adjunct Faculty**, which has received unanimous consent from District and will move forward after some additional research is completed.
- DO Strategic Plan expires in 2018; District wants each campus to align with their plan; however, Holmes recommended it would be best to have individual college plans which in turn will align with District.
- Educational Administrative Retreat Rights- it was originally understood that non tenured faculty who move to an interim admin position may return/retreat back up to one year; however, when Legal Counsel addressed this item, it was realized that it doesn't apply to interim positions. Retreat rights only allow to you go back to your initial status and only applies to permanent positions and administrators.
- ***The Participatory Governance Workshop is scheduled for Nov. 28;*** the event will be livestreamed.
- Ongoing Campus Safety concerns were shared with Chancellor Burke. The Senate was reminded that Joe Grubbs, Risk Assessment & Management addressed the Senate a year ago stating he was working on a **Campus Safety Plan**. Holmes will inquire for an update.
- Committee websites will be updated to meet government code
- Fall Plenary: D. Rosenthal, L. Harding attending

COMMITTEE REPORTS:
(AIQ)ACCREDITATION & INSTITUTIONAL QUALITY (Wojtysiak)-*report submitted as written*

Academic Senate Report
Prepared by Jessica Wojtysiak, Faculty Chair
October 25, 2017

The Accreditation & Institutional Quality (AIQ) committee continues to meet every other Tuesday from 3:30 to 5:00 p.m. in Levinson 40.

Liz Rozell and Jason Stratton continue to oversee the development of the Institutional Self-Evaluation Report (ISER). Liz, Jason, and the chairs of AIQ are meeting with the standard leads to provide support for draft development. The Standard III focus group is being planned for November. The accreditation communication team will be requesting the opportunity to present to department meetings.

We closed the accreditation survey to evaluate district services. The survey results are being analyzed by a team of data coaches. The results were reported to the Academic Senate Executive Board and will be reported to Academic Senate.

Krista Moreland volunteered to replaced Andrea Thorson as faculty lead for Standard IV.B.

On October 10th, the members of the AIQ committee voted to not require the reporting out of Strategic Directions for fall, 2017. Instead, AIQ encourages those responsible for Strategic Direction reports to focus upon the preparation of their reports for Spring, 2018, which is the close of the current three year cycle. We hope this decision lightens the load of those responsible for the preparation for the Strategic Directions reports. For those who have already completed the fall update, we recommend report preparers use that information to create the final document for Spring, 2018.
The Strategic Directions taskforce continues to plan the development of the next Strategic Directions cycle. They plan to visit committees and department meetings to solicit feedback on potential initiatives.

ASSESSMENT (Hoffman)
TABLED 11/8

BUDGET (*VACANCY*)
TABLED 11/8

CURRICULUM (Johnson/Menchaca)
TABLED 11/8

(EMC) ENROLLMENT MANAGEMENT (Koeth)
TABLED 11/8

(EODAC) EQUAL OPPORTUNITY & ADVISORY COUNCIL (Ocean)
TABLED 11/8

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

Information Systems Instructional Technology (ISIT) Report: October 11, 2017
Prepared by Richard Marquez, ISIT Co-chair (Todd Coston, Administrative Co-chair)
The last ISIT meeting was held on Monday, October 2, 2017. Several items should be of particular interest to the Senate:
Presentation of District Technology Master Plan
We had planned for Gary Moser, CIO to deliver a brief presentation to the ISIT committee; however, because of technology issues that were occurring at that time, he was unable to attend. We shall reschedule his presentation and report on it at a later date.
Committee Goals
The committee voted to approve four new goals for this year. The ISIT committee website will be updated to reflect our new goals.
Our fourth goal reflects our commitment to accreditation by making sure our campus community understands ISIT's role in responding to the Technology Standard, IIIC. We've asked our department reps to share any information disseminated in ISIT committee meetings

with their departments. As a way to measure and track our achievement of this goal, we've also asked committee reps to share their department reports with the ISIT co-chairs. Look for your department reps to share this important accreditation information.

Canvas and Other Teaching Technology
Matt Jones and Tracy Lovelace continue to provide workshops on Canvas and other learning technologies. Please continue to check the Professional Development Workshops page for information

Accreditation
A subset of our ISIT committee is currently working on addressing the Accreditation Standard IIIC: Technology. The work that has been completed so far is currently available on the ISIT website. For each of our next meetings, we will be sharing with the committee the responses that have been drafted for each of the questions posed within the standard.
At the last meeting we shared the response to Standard IIIC, Question 1, giving ISIT members the opportunity for input. We've asked our members to share this information with their departments and solicit any input. Any comments, suggestions, or questions may be directed to the ISIT co-chairs.

Accessibility Presentation
Terri Goldstein, Director DSPS, was invited to present an overview on Accessibility and what our campus community's requirements are for supporting our disabled students. She provided a general overview of the legal requirements as well as definitions of terms. Terri will return periodically to share more information to help us understand ISIT's role in Accessibility.
The next ISIT meeting is scheduled for Monday, November 6, 2017, at 3:30 in the Collins Conference Center.

(PDC) PROFESSIONAL DEVELOPMENT (Giertz)
TABLED 11/8

(PRC) PROGRAM REVIEW (Nickell)-*report submitted as written*
Report to Academic Senate
October 24, 2017
Kim Nickell, faculty co-chair

Charge
In support of the College's mission, the Program Review Committee (PRC) facilitates an annual, systematic self-assessment of institutional effectiveness for instructional, student services, administrative and operational areas. PRC provides training, feedback, commendations, and recommendations related to the program review process. The committee contributes to "Closing of the Loop" by disseminating resource allocation requests to responsible committees. The committee reports to College Council annually at its last meeting of the calendar year.

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

- *Program Review Committee members are in the process of reading all Annual Update and Comprehensive program reviews.*

- *Almost all of the 113 program reviews have been submitted.*
- *PRC will be providing a feedback of recommendations and commendations for each program review*
- *Kristin Rabe has almost completed compiling and disseminating all resource request forms from each program to appropriate decision making committee.*

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.

Chairs: Emmanuel (Manny) Mourtzanos, Dean of Instruction, Fine & Performing Arts, Admin Co-Chair; Kimberly Nickell, ACDV, Faculty Co-Chair; Kristin Rabe, Media Services, Classified Co-Chair

Members:
FacultyMindy Wilmot, Library; Anna Poetker, Philosophy;Mark Osea, Counseling; Brenda Nyagwachi, FACE; Andrea Tumblin, Mathematics; Heather Baltis, Agriculture; David Neville, Foreign Language; Brent Burton, Fire Technology/EMS; Gupreet Singh, Philosophy; Lillian Pimentel-Stratton, FACE; Neeley Hatridge, Communication; Hibba Ashraf, Biology; Nicole Hernandez, Nursing; Savanna Andrasian, English; Jennifer Johnson, Nursing (Curriculum Liason); Diane Allen, Counseling; Marcelyn Allen, Foreign Language Administrators: Sue Vaughn, Enrollment Services; Classified Meg Stidham, CSEA designee Antonio Alfaro, CTE Student SGA Open Ex-Officio

OFFICER REPORTS:
VICE PRESIDENT (Diaz)
No report

TREASURER (Kim)
Shirt order deadline is November 10th.
Fundraiser and donation details are located on the [Academic Senate](#) website.

SECRETARY (Garrett)
Meeting summaries are emailed to all faculty after each meeting.

(ASCCC)ACADEMIC SENATE CALIFORNIA COMMUNITY COLLEGE (Rosenthal)
Please email Deborah Rosenthal any issues/concerns about resolutions (located on the Senate website) drosenthal@bakersfieldcollege.edu
View the ASCCC Legislation website for updates: http://www.asccc.org/legislative-updates

(CCA)COMMUNITY COLLEGE ASSOCIATION (Greenwood)
No report

(BCSGA)STUDENT GOVERNMENT ACTIVITIES (Romo/Salcido)
Students Event Calendar: https://www.bakersfieldcollege.edu/studentevents

VII. FACULTY APPOINTMENTS
Standing Committee Appointments

Guided Pathways Phase II Implementation Taskforce
Steven Holmes (Academic Senate President, Social Science); or designee
Kimberly Nickell (Department Chair, Academic Development)
Jennifer Johnson (Department Chair, Nursing; Curriculum Faculty Chair)
Jessica Wojtysiak (AIQ Faculty Chair, Academic Development)
Nick Strobel (Physical Science)
Janet Fulks (Biology)
Regina Hukill (Department Chair, Math)
Keri Wolf (English)
Johnathan Schultz (Student Services)

N. Stanifer motioned to approve the appointments, P. Whitney seconded, motion carried

Screening Committee Appointments
There were no screening committees to review.

IX. UNFINISHED BUSINESS
A. **Integrated Planning** (Holmes)
Description: 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

N. Stanifer motioned to approve the Integrated Planning Program, S. McQuerrey seconded, motion carried unanimously with the recommendation to change the word expected to encourage: "All new faculty hires are expected to participate as a mentor in at least one Summer Bridge. " Change to "are encouraged to participate."

B. **Tech Governance Process Proposal** (Holmes)
Description: proposal for policies, planning, accreditation, projects and priorities.
N. Stanifer motioned to approve the Charge, N. Stanifer seconded, motion carried unanimously.

C. **Senate C's & B's** (Holmes)
Description: Review of Constitution and Bylaws every three years.
TABLED

D. **Duel 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 at this time.

X. NEW BUSINESS
    a. <u>**Accreditation Survey 2017**</u> (Holmes)
       Description: BC Accreditation Survey 2017 (2014 vs. 2017 survey analysis, One survey analysis, Question analysis).

    b. <u>**GP Award Program (Wojtysiak)**</u>
       Description: Program that has resources that will provide support for planning and initial implementation; program will receive fiscal allocations over a five-year period.

       FIRST READ

    c. <u>**Budget Charge**</u> (Holmes)
       TABLED

    d. <u>**Enrollment Management Charge**</u> (Koeth)
       TABLED

XI ANNOUNCEMENTS
       ASCCC Fall Plenary, Nov. 2-4th
       BC Vet Fest, Nov. 6-10th
       Senate Shirt Fundraiser order deadline: Nov. 10th
       Participatory Governance Workshop, Nov. 28th
ASCCC DEADLINES:
- Exemplary Award: Nov. 6th
- Hayward Award: Dec. 22nd
- Diversity Award: Feb. 5th
- Board of Governors Nominee, Dec. 15th

XII ADJOURNMENT
       The meeting was adjourned at 4:57 p.m.
       Digitally signed by T.Perry
       Meeting minutes recorded by T.Perry