ACADEMIC SENATE of BAKERSFIELD COLLEGE
October 11, 2017 – 3:30 p.m.
Collins Conference Center

UNAPPROVED MINUTES

PRESENT: Gayla Anderson, Karimeh Amin, Barbara Braid, Victor Diaz (EB), Michael Fredenberg, Matt Garrett (EB), Lisa Harding (EB), Di Hoffman (EB), Steven Holmes (EB), Jeff Huston, Qiu Jimenez, Shae Johnson, Matt Jones, Bill Kelly, Charles Kim (EB), Dan Kimball, Kurt Klopstein, Alisha Loken, Kimberly Nickell (EB), Mia Ocean (EB), Laura Peet, Klint Rigby, Lawrence Salcido (SGA), Glen Samples, Neal Stanifer, Phil Whitney, Jessica Wojtysiak (EB)
Brent Damron (by proxy), Moya Arthur (by proxy)

ABSENT: Sarah Baron, Carl Dean, John Giertz (EB), Ron Grays, Ishmael Kimbrough, Jennifer Johnson (EB), David Koeth (EB), Richard Marquez (EB), Robby Martinez, Teresa McAllister, Susan McQuerrey, Erica Menchaca (EB), Chad Newton, Ganae Romo (SGA), Deborah Rosenthal (EB), Kris Stallworth, Reggie Williams

GUEST: Lesley Bonds, Janet Fulks, Maria Wright

I. CALL TO ORDER
The meeting was called to order at 3:35p.m.

II. GOOD, WELFARE AND CONCERNS
Passing of a BC Colleague: Bev Keiper-Malouf, retired Academic Development Professor

III. OPPORTUNITY TO ADDRESS THE SENATE
2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, Student Success & Support Program [FIRST READ]
This is a FIRST READ and requires the Academic Senate President's approval signature; Submission deadline is December 1, 2017. Presenters Lesley Bonds, Janet Fulks and Maria Wright provided an overview of the new Integrated Plan for SSSP, BSI and Equity that will focus on 5 Goals relating to the Pathway Pillars:
1. Increase completion of transfer-level English in first year
2. Increase completion of transfer-level math in first year
3. Increase 15 pathway-applicable units attempt rate by the end of the first term
4. Increase 30 pathway-applicable units attempt rate by the end of the first year
5. Increase 60 pathway-applicable units attempt rate by end second year

Program details are located on the Senate website: Academic Senate .

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

V. REVIEW AND APPROVE THE MINUTES
Minutes of September 13, 2017
L. Harding motioned to approve the minutes, N. Stanifer seconded, motion carried unanimously.

Minutes of September 27, 2017

N. Stanifer motioned to approve the minutes, G. Samples seconded, motion carried unanimously.

VI REPORTS
   PRESIDENT'S REPORT:
- Senate Vice President selection- According to the BC Academic Senate Constitution & ByLaws, the E-Board serves as the **Nomination Committee;** this process will be followed in the future.
- Fall Election Timeline- elections will soon be underway for Faculty Department Chairs
- Senate Strategic Directions Report-The Fall report is no longer required; the new due date is **April 2, 2018**.
- ASL Classified Teaching Opportunities-this item is being discussed at the District level with the VCHR.
- BP2430-2437 Proposed Changes- this is still on the DCC agenda
- ASCCC Exemplary Award- BC won this award in 2010 and 2013; we are applying for the award under the Guided Pathways program
- AH/Nurse Reorg has been addressed between administration and the Department Chairs; however, it will still need to go to CCA for review
- EIT Reorg will follow suit
- Campus Safety-discussion regarding the double in enrolment, yet no expansion in the Department of Public Safety causes concern.

   COMMITTEE REPORTS:
(AIQ)ACCREDITATION & INSTITUTIONAL QUALITY (Wojtysiak)
   TABLED 10/25

ASSESSMENT (Hoffman)-*report submitted as written*
Assessment Committee monthly (October) report to Academic Senate 10/11/17
                    by Di Hoffman (faculty co-chair)
Committee met on 9/25/17 & 10/9/17:
eLumen – status – courses continue being entered and approved. Some delay with program input r/t our data – plan to have all courses in by end of month.
IEPI – SUCCESSFUL 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 (ex.piloting, training)
        Canvas and eLumen to integrate
        Faculty will complete assessment data in canvas and will flow to eLumen
        Training for super users and faculty to being early spring 2018
        Action Plan update:
        Dept training sent out on ensuring 2016-2017 SLO assessments submitted –
        DEADLINE 10/31/17
Approved 4 course SLO's, 2 New PLO's

Assessment Handbook – being reviewed, completion date - end of semester

BUDGET (*VACANCY*)
KCCD has highest reserve level in the state at 38%; 18% is the state average, which includes colleges and districts comparable to ours.

CURRICULUM (Johnson/Menchaca)
    TABLED 10/25

(EMC) ENROLLMENT MANAGEMENT (Koeth)-*submitted as written*
Enrollment Management Committee
Thursday, September 28, 2017
    Levan Center Conference Room
    1:30 – 3:30

In attendance: Don Chrusciel, Pam Kelly, Phil Feldman, Bernadette Martinez, David Koeth, Steve Watkin, Manny Mourtzanos, Zav Dadabhoy, Michelle Pena, Craig Hayward
Agenda:
1. *Review committee charge*
    a. *Handout from 2010 and 2013 proposed charge*
    b. *Discussion of committee's charge, leading to the following revised statement:*

> *The Enrollment Management Committee (EMC) will review, monitor, and evaluate all aspects of the enrollment life-cycle for Bakersfield College students. The EMC shall:*
> - *Review and provide recommendations for student access, recruitment, persistence, completion, and lifelong learning through diverse programs and services.*
> - *incorporate a systematic, comprehensive, research-driven and collaborative inquiry about on-going enrollment trends, activities and initiatives.*
> - *share information, urge best-practice and optimize student success, the college's priorities and the community's needs.*

2. *Review of future dates/calendar*
    a. *1:30 to 2:30 PM on 4th Thursday of each month*
3. *Review of current enrollment data, numbers and goals (Steve Watkin, Michell Pena)*
    a. *Fall 2017 Enrollment Update Report*
    b. *Current Enrollment Report*
    c. *Breakdown of FTES by continuing students, new students and special admit students*
    Zav expressed a concern that the continuing college student number dropped this semester, and our increase was primarily the "special admits."
    Craig mentioned that fall is still in progress, and the late start courses have not been counted yet. The 400 student number could be made up.

Zav and Don discussed the Chancellor's wish to maximize enrollments, and an increase of 600 students to meet the state target. Summer numbers were added to past year's numbers for the state report. We need to increase numbers for spring and next summer.

Discussion:

Registration issues, many students don't know that they can apply for fall semester in summer. Several members wondered if BanWeb can automatically ask them to apply for fall. Michelle mentioned that BanWeb is not easy to modify and it would be difficult to do this.

Pam mentioned that CCC apply is difficult to use and it discourages people to sign up.

Steve mentioned that the campus is working to streamline the process of application.

Zav mentioned that the committee can continue to discuss the application process, and mentioned the update form. Maybe we need to move to an annual update, rather than every semester. He wondered why students have to enter their information multiple times to apply.

Zav suggested that the committee needs to keeps "persistence" on the agenda as a discussion item.

Steve mentioned that we need to work on some persistence strategies for spring semester. Better to start now, than to wait until spring.

Pam asked about whether the "It's Possible" students are persisting in their studies? She supports the events, but is wondering about the success and persistence rates.

4. *Review of district's 2017-18 FTES Goal*
   a. *Bakersfield College: 15,923 FTES (reflecting needed growth of 1,847 FTES)*
5. *Establish future issue topics:*
   a. *Marketing*
   b. *Best practice interventions highlights that help student completion (Example of lost student and incorrect majors)*
   c. *Implications in a pathways model*
   d. *Review possible Enrollment Management Plan*
   e. *Persistence (prioritized as urgent)*
   f. *Obstacles to student enrollment*
      i. *CCCApply process*
      ii. *Update Form*
      iii. *Add/drop form*
      iv. *Transcript*
6. *To do:*
   a. *Establish a committee homepage*
7. *Develop document management through a SharePoint page*
   Adjournment

(EODAC) EQUAL OPPORTUNITY & ADVISORY COUNCIL (Ocean)
TABLED 10/25

(ISIT) INFORMATIONAL SERVICES INSTRUCTIONAL TECHNOLOGY (Marquez)
> *TABLED 10/25*

(PDC) PROFESSIONAL DEVELOPMENT (Giertz)
The California Colleges Professional Learning Network (PNL):
https://prolearningnetwork.cccco.edu/

(PRC) PROGRAM REVIEW (Nickell)
> *TABLED 10/25*

> **OFFICER REPORTS:**

VICE PRESIDENT (Diaz)
No report

TREASURER (Kim)
Fundraiser and donation details are located on the Senate website: Academic Senate .

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

(ASCCC)ACADEMIC SENATE CALIFORNIA COMMUNITY COLLEGE (Rosenthal)
> *TABLED 10/25*
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)
- BC Homecoming theme: Midieval Knights (activities 10/9-10/14)
- BC Got Talent 10/11
- Dr. Ignacio Garcia 10/12: *Becoming Brown in America; Remembering the Chicano Movement*

Students Event Calendar: https://www.bakersfieldcollege.edu/studentevents

VII. FACULTY APPOINTMENTS
> Standing Committee Appointments

Facilities & Sustainability Committee
Kathryn Kuby (Performing Arts)
Assessment Committee
Tanya Silva (Philosophy)

Strategic Directions Task Force
Jessica Wojtysiak (Academic Development)
Teresa McAllister (Academic Development)
Marcelyn Allen (EMLS)

N. Stanifer motioned to approve the appointments, B. Kelly seconded, motion carried unanimously.

Screening Committee Appointments
    Program Manager (IT)
    Matt Jones (Library/IT Faculty)

N. Stanifer motioned to approve the appointment, K. Klopstein seconded, one abstention, motion carried.

IX. UNFINISHED BUSINESS
    A. **Assessment Charge** (Hoffman)
       Description: annual review of committee charge
M. Garrett motioned to approve the charge, M. Fredenberg seconded, motion carried unanimously.

    B. **Curriculum Charge** (Johnson/Menchaca)
       Description: annual review of committee charge
M. Garrett motioned to approve the Charge, N. Stanifer seconded, motion carried unanimously.

    C. **Enrollment Management Charge** (Koeth)
       Description: annual review of committee charge
       TABLED

    D. **Equivalency Charge** (Holmes)
       Description: annual review of committee charge
N. Stanifer motioned to approve the charge, M. Garrett seconded, motion carried unanimously.

    E. **Senate Charge (Holmes)**
       Description: annual review of committee charge
N. Stanifer motioned to approve the charge, M. Garrett seconded; Friendly Amendment: to eliminate "one" under membership, motion carried unanimously.

    F. **Senate C's & B's** (Holmes)
       TABLED

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

The Guided Pathways Award Program has extended the submission deadline.

H. **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 at this time.

I. **Senate Program Review Report** (Holmes)
Description: annual report due October 5th.

Kelly motioned to approve the report, N. Stanifer seconded, motion carried unanimously.

X. NEW BUSINESS

a. **Technology Governance Process Proposal** (Holmes)
Description: proposal for policies, planning, accreditation, projects and priorities.
FIRST READ

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.

Current Process: 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.

New Process: 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

XI ANNOUNCEMENTS
BOT meeting, Oct. 12th
ASCCC Area A meeting, Oct. 13th
Accreditation Area A meeting, Oct. 13th
Active Shooter Training, Oct. 17th & 18th
DCC meeting, Oct. 24th
ASCCC Fall Plenary, Nov. 2-4th
Accreditation Presentation, Nov. 6th
Participatory Governance Workshop, Nov. 28th
ASCCC AWARD SUBMISSION DEADLINES:
- Exemplary: Nov. 6th
- Hayward: Dec. 22nd
- Diversity: Feb. 5th

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