ACADEMIC SENATE of BAKERSFIELD COLLEGE
October 31, 2018 – 3:30 p.m.
Library 149

APPROVED MINUTES

PRESENT: Karimeh Amin, Hunter Bishop (SGA), Alan Bolar, Pam Boyles, (EB), Victor Diaz (EB), Olivia Garcia, Matt Garrett (EB), John Giertz (EB), Lisa Harding (EB), Michelle Hart, Bryan Hirayama (EB), Steven Holmes (EB), Jeffrey Huston, Qiu Jimenez, Jennifer Johnson (EB), Bill Kelly, Pam Kelley (EB), Keri Kennedy, Charles Kim (EB), Kurt Klopstein, Alisha Loken, Teresa McAllister (EB), Erica Menchaca (EB), Kimberly Nickell (EB), Laura Peet, Deborah Rosenthal (EB), Glenn Samples, Nick Strobel, Heather Shaffstall, Kris Toler, Brent Wilson (EB), Phil Whitney, Jessica Wojtysiak (EB)

ABSENT: Gayla Anderson, Angela Bono, Carl Dean, Shae Flores, Ron Grays, Jennifer Jett, Matt Jones, Jose Lopez (SGA), Robby Martinez, Michael McNellis (EB), Krista Moreland (EB), Chad Newton, Jeannie Parent Reggie Williams

GUEST: Lorenzo Alvarez, Kyle Carter, Nan Gomez-Heitzeberg, Jerry Melson

MEET & GREET TRUSTEE CANDIDATES (KCCD Area 1):
➢ Lorenzo Alvarez
➢ Kyle Carter
➢ Nan Gomez-Heitzeberg
➢ Jerry Melson

Holmes asked each candidate to provide a brief introduction. This was followed by a 45 minute timed Q & A.

CALL TO ORDER
The meeting was called to order at 4:20p.m.

GOOD, WELFARE AND CONCERNS
- Services for David Besst, English Professor, are scheduled for this Saturday at Green Lawn Cemetery, River Blvd (10am).
- Penny Loos' Father-in Law is being taken off life support over the weekend. Penny is a longtime classified member in Food Services.

OPPORTUNITY TO ADDRESS THE SENATE
Planned Data Warehouse
Amber Hroch, Institutional Researcher of the Office of Institutional Effectiveness (OIE)
https://www.bakersfieldcollege.edu/oie
BC utilized funds from the Innovation Award to support the creation of a data warehouse. A data ware is a centralized database that integrates information from the onsite organization (e.g., Banner, Starfish, CalPASS, eLumen, etc.) and provides snapshots of key data, a streamlined data system, and a single version of the truth. The current operational data store (ODS) has challenges when extracting data and are inadequate to meet the information needs of the College.

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

APPROVAL OF MINUTES: October 17, 2018-*TABLED*

REPORTS
President's Report
President/Vice President/Academic Senate President (P/VP/AS)
Discussion of ending the AB 705 Task Force and creating an AB 705 Implementation Team.
District Consultation Council (DCC), 10/23
The State Chancellor allocated a 3.7 (2%) growth for this academic year. $60 million total dollars allocated for growth statewide*.*   The Chancellor chose to distribute this equally between all three campuses (3.72); therefore we will need to increase our FTES by 611 over the next two semesters.
https://committees.kccd.edu/committee/district-consultation-council
College Council (CC), 10/19-N/A
Board of Trustees (BOT), 10/11-Once again, concern was expressed regarding the delays involving the decision surrounding the Southwest Center.
District-wide Budget Committee (DWBC), 9/14-Next meeting scheduled for 11/2.
District-wide Technology Advisory Committee (DTAC)- Membership: Todd Coston, Pam Boyles, Zav Dadabhoy (BC)=65 points, 3 reps (PC)=12.5 points, 3 reps (CC)=12.5 points, 3 repts (D)

COMMITTEE REPORTS
(AIQ)Accreditation & Institutional Quality (Wojtysiak)-N/A

Assessment (Wilson)-*report submitted as written*
 Training

- *One training workshop during AC meeting (10/12) for AC members to review PLOs as part of the curricular workflow process in eLumen*
- *Finalized Learning Outcome Review Checklist (see next page) for SLO/PLO review by AC members (10/12)*
    o *LO Review Checklist uploaded to AC website, AC members asked to disseminate information to their departments, and Billie Jo will report out to FCDC*

 Accomplishments

- *SLO/PLO review update; as of 10/23:*
- *133 courses and 13 programs so far on agenda to be reviewed by AC members*
- *SLO-PLO mapping update; as of 10/23:*
    o *150 / 154 = 97.4% programs fully mapped in eLumen*
- *SLO-ILO mapping update; as of 10/23:*
    o *668 / 861 = 77.6% courses fully mapped in eLumen*
- *AC currently reviewing 2018-19 Program Review Assessment Reports*
    o *64 / 154 = 42% instructional programs submitted assessment reports*
    o *AC members will provide feedback; feedback sent back to departments; overall summary of findings will be reported out to AIQ, FCDC, AS, E-Board, and College Council by end of fall or early spring*

 Future Work

- *Work with curriculum committee to document SLO, PLO, ILO, GELO mapping changes as part of curricular process in eLumen*
- *Continue working on SLO-GELO mapping*

Assessment Committee Goals for 2018-2019
Goal 1: Provide the knowledge and training necessary to create, regularly assess, and report student learning outcomes (SLOs & PLOs).

- *Linked to ACCJC I.B.1, I.B.2, I.B.5, I.B.8, II.A.1*
- *Linked to BC Strategic Goals 1.8*

Goal 2: Supports collecting and reviewing of assessment data and facilitates organizing processes to support student learning.
- *Linked to ACCJC I.B.4, I.B.5, I.B.8, II.A.3*
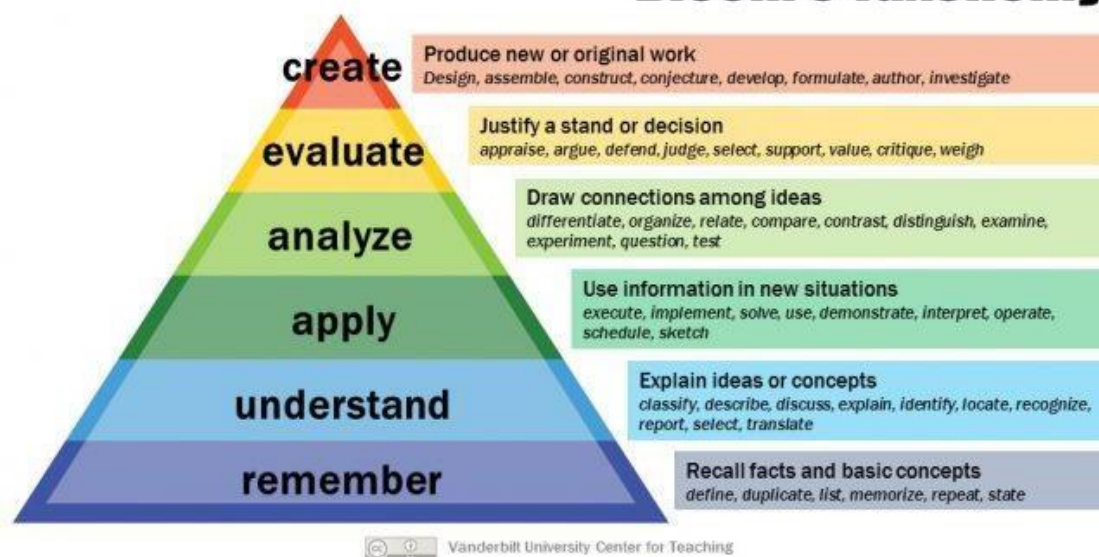- *Linked to BC Strategic Goals 1.8*

Course:
_____

Learning Outcome Review Checklist

After reading the informational items (course title, course description, course objectives), evaluate the quality of the student learning outcomes listed by following the checklist below.

Learning Outcomes (SLO and PLO) Checklist	Yes	No
Are the SLOs (PLOs) sequentially numbered? (1,2,3...)		
Does each SLO (PLO) start with the following sentence? *"Upon successful completion of the course (program), the student will be able to..."*		
Does each SLO (PLO) include active verbs that focus on the top 4 levels of Bloom's Taxonomy?		
Is each SLO (PLO) measurable?		
Are the SLOs (PLOs) written as outcomes rather than as objectives? • *Outcomes address what a student will be able to do at the completion of the course as well as student competency rather than content coverage.* • *Outcomes are overarching concepts versus objectives, which specify distinct steps taken to achieve the outcomes. (Objectives are the means, not the ends.)*		
Are the SLOs (PLOs) appropriate for the course (program)? • *Consistent with course(s) description* • *Represents a fundamental result of the course(s)* • *Aligns with other courses in a sequence, if applicable* • *Represents collegiate level work*		
As a reviewer, outside of the discipline, do you understand the outcomes the student will be expected to learn by the end of the course (program)?		

Bloom's Taxonomy

create	**Produce new or original work** *Design, assemble, construct, conjecture, develop, formulate, author, investigate*
evaluate	**Justify a stand or decision** *appraise, argue, defend, judge, select, support, value, critique, weigh*
analyze	**Draw connections among ideas** *differentiate, organize, relate, compare, contrast, distinguish, examine, experiment, question, test*
apply	**Use information in new situations** *execute, implement, solve, use, demonstrate, interpret, operate, schedule, sketch*
understand	**Explain ideas or concepts** *classify, describe, discuss, explain, identify, locate, recognize, report, select, translate*
remember	**Recall facts and basic concepts** *define, duplicate, list, memorize, repeat, state*

Vanderbilt University Center for Teaching

Bookstore (McNellis)-N/A

Budget (McAllister)-N/A

Curriculum (Johnson/Menchaca)-*report submitted as written*
Activity update (most are ongoing):
- *Provided support to Math and English faculty in the development and review of curriculum to comply with the first phases of AB705 implementation*
- *Continue to review/recommend curriculum for BOT approval (ongoing)*
- *Communicated with faculty when revisions are needed for curricular submissions (ongoing)*
- *Worked with individual faculty on program and course development (ongoing)*
- *Adjusted curriculum workflows in eLumen to improve efficiency in this implementation process(ongoing)*
- *Provided updates to FCDC as a standing FCDC agenda item (ongoing)*
- *Submitted Committee handbook to Academic Senate for approval*
- *Updated Curriculum Committee page (ongoing)*

Work plan for the semester
- *Assist faculty with the development of courses to comply with AB 705 implementation.*
- *Evaluating and adjusting eLumen workflows and processes to facilitate efficiency of curriculum review.*
- *Ensure the review/revision of courses that have expired or are approaching expiration are completed by November.*

- *Continue to communicate to faculty the regulations and processes associated with curriculum development.*
- *Continue to assist faculty in the development and modification of programs.*
- *Continue to assist faculty with the creation ADTs 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 SLOs and objectives.*
- *Continue offering curriculum clinics and training as needed.*

Respectfully submitted,
Jennifer Johnson and Erica Menchaca   *Billie Jo Rice,*
Faculty Co-chairs, Curriculum Committee   *Administrative Co-chair, Curriculum*
Committee

(EMC)Enrollment Management (Moreland)-N/A

(EODAC)Equity Opportunity & Diversity (Hirayama)-report submitted as written
EODAC Academic Summary
October 30, 2018
By Bryan Hirayama
- *Held our second meeting of the year on October 19th. Still discussing potential changes to the charge of the committee and will do a last review at the next meeting scheduled for November 16th.*
- *Discussed EODAC's voice and the EEO Committee at the district and upcoming suggestions to the EEO plan scheduled to be discussed on November 1st.*
- *Excited about this upcoming year and some of the tentative goals being finalized by the committee. More to come about these committee goals shortly.*
- *Attendance to the committee and committee membership as a whole is quite low and we would like to encourage anyone who is looking to get involved in committee work to let us know so we can reach out and get people involved.*

Equivalency (Ivey)-N/A

Facilities & Sustainability (Kelley)-N/A

(ISIT)Institutional Systems & Information Technology (Boyles)-N/A

 (PDC)Professional Development (Giertz)-*report submitted as written*
Professional Development Committee Report to the Academic Senate
October 31st/2018
By John Giertz

Due to unexpected circumstances, he committee has only met twice this semester and therefore, are a little behind in some of our business. During our next meeting we will
   1. *Discuss and approve changes to our charge and scope of authority statements.*

2. *Begin discussion of an all employee survey regarding professional development. The last survey was conducted in the spring of 2013.*
3. *Continue discussion of how to better advertise the scholarship opportunities for classified staff. Very few staff have ever apply.*

To date there has been only 1 application, which was approved, for a faculty scholarship for travel.
<u>Reminder to all Senate reps</u>: *Please encourage any faculty who want to attend any conferences that there are $ 500.00 reimbursement scholarships. The application form is available at the Professional Development Committee website.*

<u>(PRC)Program Review </u>(Nickell)-N/A

<u>Scholarship</u> (Monks)-N/A

<u>OFFICERS' REPORT</u>
<u>Vice President </u>(Diaz)-N/A

<u>Treasurer </u>(Kim)
Shirt fundraiser and donation information was provided.

<u>Secretary </u>(Garrett)-N/A
Meeting highlights are emailed to all faculty following the meeting.

<u>ASCCC Representative </u>(Rosenthal)-N/A

<u>Community College Association Representative </u>(Greenwood)-N/A

<u>Student Government Activities </u>(Bishop/Lopez)
Student Event's Calendar: https://www.bakersfieldcollege.edu/studentevents
BC SGA Senate Resolution-BC Southwest, to view the resolution:
https://committees.kccd.edu/bc/committee/collegecouncil
(11/2/2018)

 FACULTY APPOINTMENTS
<u>Standing Committee Appointments</u>
There were no appointments to review.

<u>Screening Committee Appointments</u>
There were no appointments to review.

UNFINISHED BUSINESS
   A. <u>Senate Constitution & Bylaws</u> (Holmes)--***TABLED***
   Description: Review and update the C's & B's periodically. View the full document on the [Academic Senate](#) website.

B. Faculty Retiree Award Criteria (Holmes)- **_TABLED_**
Description: Establishing criteria for faculty who retire in an administrative position.

C. Curriculum Charge (Johnson/Menchaca)- **_APPROVED_**
MSC: B. Kelly motioned to approve charge, G. Samples seconded; motioned carried.

D. Program Review Charge (Nickell)- **_APPROVED_**
MSC: B. Kelly motioned to approve charge, G. Samples seconded; friendly amendment to update "reports to", motioned carried.

E. Safety Charge (Holmes)- **_NOT APPROVED_**
Missing information "authority".

F. Scholarship Charge (Holmes)-**_APPROVED_**
MSC: G. Samples motioned to approve charge, B. Kelly seconded; friendly amendment to update "reports to/communicates to", motioned carried.

G. Bookstore Charge (McNellis)- **_APPROVED_**
MSC: M. Hart motioned to approve charge, P. Whitney seconded; motioned carried.

H. ISIT Charge (Boyles)-**_APPROVED_**
MSC: M. Hart motioned to approve charge, M. Garrett seconded; motioned carried.

I. Education Department Proposal (Holmes)- **_APPROVED_**
MSC: N. Strobel motioned to approve proposal, P. Whitney seconded; 2 abstentions, motioned carried.

J. BC Resolution #5-BC Southwest (Holmes)-**_APPROVED_**
MSC: N. Strobel motioned to approve resolution, B. Kelly seconded; friendly amendment (v2), motioned carried.

NEW BUSINESS
a. Curriculum Handbook (Johnson/Menchaca)- **_FIRST READ_**

ANNOUNCEMENTS
Academic Senate Share Point:
https://kccd.sharepoint.com/sites/groups/bcacadsenate/SitePages/Home.aspx

ADJOURNMENT
The meeting was adjourned at 4:59 p.m.
Meeting minutes recorded by T. Perry