ACADEMIC SENATE of BAKERSFIELD COLLEGE
March 13, 2019
Library 149 -3:30 p.m.

APPROVED MINUTES

MEMBERS:

Role	Name	Present/Absent	Department	Name	Present/Absent
President	Steven Holmes	Present	Behavioral Sc./CJ	Karimeh Amin	Present
Vice President	Victor Diaz	Present	Biology	Chad Newton	Absent
Secretary	Matt Garrett	Present	Business Mgmt.&Tech.	Phil Whitney	Present
Treasurer	Charles Kim	Absent	Communication	Angela Bono	Absent
ASCCC Rep	Deborah Rosenthal	Present	Engineering Systems	Maryam Jalaifarahani	Present
Member-Lrg.	Lisa Harding	Present	English	Jennifer Jett	Absent
AIQ Chair	Jessica Wojtysiak	Present	English	Laura Peet	Present
ACOMM Chair	Brent Wilson	Present	Education	Michelle Hart	Present
BADV Chair	Michael McNellis	Absent	EMLS	Jeannie Parent	Absent
BCOMM Chair	Teresa McAllister	Present	FACE	Gayla Anderson	Absent
CCOMM Chair	Jennifer Johnson	Absent	Foreign Lang/ASL	Qui Jimenez	Absent
CCOMM Chair	Erica Menchaca	Present	Health/PE	Carl Dean	Present
EMC Chair	Krista Moreland	Absent	Industrial Tech	Ron Grays	Present
EODAC Chair	Bryan Hirayama	Absent	Library/Academic Tech.	Matt Jones	Absent
EQ Chair	Michael Ivey	Absent	Math	Kris Toler	Absent
FSC Chair	Pam Kelley	Absent	Math	Kurt Klopstein	Absent
ISIT Chair	Pam Boyles	Absent	Nursing	Shae Flores	Absent
PDC Chair	John Giertz	Absent	Nursing	Alisha Loken	Absent
PRC Chair	Kim Nickell	Present	Performing Arts	Robby Martinez	Absent
SC Chair	Rebecca Monks	Absent	Philosophy	Reggie Williams-Proxy:Bryan Russell	Present
SGA Officer	Bishop/Pulido	Absent	Physical Science	Nick Strobel	Present
Adjunct Rep	Glen Samples	Absent	Physical Science	VACANCY	
Agriculture	Bill Kelly	Present	Social Science	Alan Bolar	Present
Allied Health	Heather Shaftstall	Present	Student Services	Kerri Kennedy	Present
Art	Jeff Huston	Present	Student Services	VACANCY	
Behavioral Sc/CJ	VACANCY				

GUESTS:

Craig Hayward, Dean of OIE

CALL TO ORDER
The meeting was called to order at 3:38p.m.

GOOD, WELFARE AND CONCERNS
- Coach Brent Damron is back in the hospital.

OPPORTUNITY TO ADDRESS THE SENATE
The following highlights of the *Vision Alignment Project* was presented by Craig Hayward and Jessica Wojtysiak:
The six new institutional goals required by the state chancellor's office.

1. Over five years, increase by at least 20 percent the number of CCC students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.
2. Over five years, increase by 35 percentthenumberofCCCstudents system-wide transferring annually to a UC or CSU
3. Over five years, decrease the average number of units accumulated by CCC students earning associate's degrees, from approximately 87 total units (the most recent system wide average) to 79 total units--the average among the quintile of colleges showing the strongest performance on this measure.
4. Over five years, increase the percent of exiting *CTE* students who report being employed in their field of study, from the most recent statewide average of 60 percent to an improved rate of 69 percent--the average among the quintile of colleges showing the strongest performance on this measure and ensure the median earning gains of the mating students are at least twice the statewide consumer price index.
5. Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40 percent within 5 years and fully closing those achievement gaps for good within 10 years.
6. Reduce regional achievement gaps across all of the above measures through faster improvements among colleges located in regions with the lowest educational attainment of adults, with the ultimate goal of closing regional achievement gaps for good within 10 years.

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

APPROVAL OF MINUTES [ACTION]
- November 14, 2018

MSC: M. Garrett motioned to approve the November 14, 2018 minutes, B. Kelly seconded; motioned carried.
- February 27, 2019

MSC: B. Kelly motioned to approve the February 27, 2019 minutes, M. Garrett seconded; motioned carried.

REPORTS
President's Report
- BC President/AS President
  - Appropriate departments will be involved in the approval of Dual Enrollment classes.
- District Consultation Council (DCC)
  - The District has agreed to a 20% reserve cap. The colleges will maintain a minimum of 5% reserve cap. The *true-up* on the new state budget model is now complete and the District will receive an additional $9 million.
- College Council (CC)
- Board of Trustees (BOT)

- District-wide Budget Committee (DWBC)
  - District Department Budget request of $1,263,714, includes three additional positions requested from Human Resources, five positions from IT and one additional in Business Services (9 positions total). These documents were not distributed to DCC and were not vetted through the process. Chancellor Burke stated the approval for the positions was given by the BOT at the January retreat, but this information was not documented in the minutes.
- Campus Safety

Committee Reports

AIQ(Wojtysiak)
To view the full version of the following documents, please go to the AIQ website: .
https://committees.kccd.edu/bc/committee/accreditation
- BC Institutional Set Standards
- Focused VFS and BC SD Alignment

ACOMM (Wilson)-*Report submitted as written*

Assessment Committee Report 3/13/19

Training

- *Two training workshops during AC meetings (10/12 & 10/26) for AC members to review SLOs/PLOs with the Learning Outcome Review Checklist (see attachment); also made available to all faculty*
- *One training workshop during AC meeting (10/26) for AC members to provide feedback on Program Review Assessment Report*
- *One training workshop during 6th Annual SLO Symposium (1/25) for AC Co-Chairs to participate in breakout sessions regarding SLO assessment and assessment processes*
- *Two training sessions (2/20 & 2/22) for Academic Technology department to provide knowledge of local assessment/curriculum processes and how they fit into eLumen*

Accomplishments

- *AC Charge for AY 18-19 reviewed/approved by AC (8/31/18), AS (10/3/18), and College Council (11/2/18)*
- *Continued SLO/PLO review in curricular workflow of eLumen; as of 3/13:*
  - *Approximately 245 courses and 32 programs have had their SLOs/PLOs reviewed by AC members*
- *Updated SLO-PLO and SLO-ILO mapping in eLumen; as of 3/13:*
  - *Nearly at 100% for both mappings; cleaning up last 4 of 154 programs*
- *Developed Assessment Mapping Form to be embedded in curricular process (see attachment); AC approved document 3/8/19; moving to CC for timeline of implementation*
- *Assessment roundtable is a standing agenda item during AC meetings; have held 7 this AY so far*

Future Work

- *Report out feedback for 64 submitted Assessment Reports for 18-19 Program Review*
- *Currently developing an eLumen SLO Assessment survey to be sent out this semester*

- *SLO-GELO mapping in eLumen; expected completion by end of semester*
- *All learning outcomes (SLO-PLO, SLO-ILO, and SLO-GELO) should be fully mapped in eLumen by end of academic year*
  - *Mappings will reset in summer due to course revisions, so will need to update next year; Assessment Mapping Form to partially solve this problem of having to individually contact faculty*
- *Consideration of assessment module into Program Review Strategic Initiative in eLumen*

To view the **Assessment Mapping Form Instructions**, please visit the Assessment Committee website: https://committees.kccd.edu/bc/committee/assessment

BADV (McNellis)-*Submitted as written*

Bookstore Advisory Committee (BAC)
Spring 2019 Report to Academic Senate
Michael McNellis & Andrea Thorson, 2/27/2019

Fall 2018
- *Reviewed the KCCD and Barnes & Noble Agreement*

Spring 2019
- *Article 12 of Agreement – CCA, BAC and Bookstore management all agreed that the clause containing the language of the bookstore being the "exclusive" seller and buyer of course materials means two things: 1) by "exclusive," the meaning intends to say that any material that is sold for a profit must go through the bookstore, and any instructors' self-authored (for which they do not charge money) handouts do not have to be sold through bookstore, provided that the faculty member does not copy and disseminate any copyrighted material in the handouts that violate "fair-use" laws. However, any class packets are encouraged to go through this process, as it checks for copyright violations. Any violations of copyrighted material are serious crimes and reflects poorly on the instructor and the institution. Language is being worked on regarding the legal meaning of what constitutes "fair-use" of copyrighted material and the BAC is developing educational presentations to better inform faculty of their professional obligations and responsibilities regarding fair-use and copywritten material. We may have a system to ensure items are not violating laws coming forward in the future, but at this time, if the professor is not selling the packet they do not have to have it reviewed by the bookstore copyright checking system.*

Bookstore management and BAC have been working on solutions to the myriad of issues that have come to our attention. Below are a few solutions we have come to agreement thus far:

1. *Bookstore will accept written authorization from the department chair and/or dean regarding book orders for unofficial courses. (e.g., late start classes, new hires not fully in the system, orders before bookstore receives enrollment feed from District.)*

2. *When professors inquire about book status as to what capacity the bookstore ordered for their classes, the bookstore will divulge all of the following: a) the number of copies they ordered of the book title for each section for that instructor, b) the total number of sections that need the title, and c) the maximum enrollment capacity for each of those sections course.*

3. Bookstore processes will include emailing the professor and cc'ing the Chair if the textbook they ordered has a new edition and the professor has ordered an older one. Faculty will respond to the email in a professional timeframe to ensure ordering and student needs are met. "Professional timeframe" refers to three business days, which is consistent with our other professional and timely responses expectations. If a professor fails to respond within three business days the bookstore will continue with the order as originally requested, unless the bookstore noted they were unable to secure an adequate number of books for students. In that case, the bookstore will order the new edition.

4. The bookstore will place verbiage (bookstore book title sticker that is commonly placed over or under the book titles) on used books or rental books that have one-time use codes. This verbiage will disclose the fact that the code may or may not be active. They have also agreed to have posters/signage in the bookstore that notifies students of this fact.

5. The BAC will ensure the faculty understand the benefits of committing to a title for more than one semester. BAC is creating a process that will ensure a greater amount of copies are ordered for professors who commit to at least four semesters of a given title. Options like rentals are improved in these cases. None of these notifications will violate any Academic Freedom rights of faculty.

6. Bookstore staff will get trained by Angela Medina to ask that faculty speak with Bernadette or Angela to inquire about book ordering capacities and in-stock numbers in effort to ensure accurate communication of information.

7. The BAC will help ensure that the deadlines are met for all orders on all courses that are scheduled and known. BAC will also help faculty understand the delays involved in older editions or out of print editions.

8. Instructors teaching late start classes will be encouraged but not required to use books that the bookstore currently has in stock in order to ensure students have books at the start of the course. This will not violate the CCA contract that upholds faculty right of selecting textbooks.

9. Faculty will ensure any book listed as "required" on the syllabus is reported as "required" to the bookstore so they can adequately prepare for the need. This include APA/MLA type references books.

10. Book requisition forms will be used for faculty members' book orders for Summer 2019, and may be used for subsequent semesters depending on how well the system works.

11. BAC is in the process of establishing a general policy regarding what material should go to bookstore and what does not, as well as what materials instructors may distribute for free in the classroom. Part of this process includes oversite from department chairs and

deans. Also highlighted will be language on the purpose of coursepacks and the various ways in which instructors can "get written permissions" for copyrighted material.

12. *Faculty can inform students that if they ordered online and 48 hours has passed since the order was placed, students are free to pick up textbooks in the bookstore by going to the online order pick-up line. If 48 hours has not passed, students are welcome to wait in the regular in-store line to pick-up their books or items. [Added 3.12.2019: During non-rush hours should a student who placed a weborder find the book in the store, the student can use either the in-store or online-order line to purchase the book and get the weborder cancelled; but during rush hours, the student would have to use the weborder line.]*

13. *Inform faculty members that using out-of-print books causes problems for bookstore and students.*

14. *We are working with SGA to draft tips for students, such as BAC would suggest student's do not pay for two-day shipping, etc.*

15. *Just as faculty may not direct students to purchase books outside of the bookstore, such as providing amazon links on a syllabus, the bookstore similarly cannot direct any student to use amazon or other website to purchase material, with the exception of materials with access codes that are not available or sold separately from the publisher and cannot be obtained by the bookstore. This is why we encourage instructors to verify book status with the bookstore. This does not however prevent you from answering a question from a student who asks you if they can purchase the material somewhere other than the bookstore.*

Go to the BC Bookstore Advisory Committee website to view the ***BC Bookstore Textbook Requisition Form-Fall 2019:***
https://committees.kccd.edu/sites/committees.kccd.edu/files/CC_2017-18_Friendly%20Amendment%20to%20Bookstore%20Charge.pdf

BCOMM (McAllister)-*Report submitted as written*
Budget Committee, Academic Senate Report
Prepared by Teresa McAllister, Faculty Chair
March 13th, 2019

The Budget committee held its second meeting of the semester on Monday, February 25th, from 4:00 to 5:00 p.m. in A5. During the school year, we meet on fourth Monday of each month. The Budget Committee's charge reads:

The Bakersfield College Budget Committee is a governance committee that supports the college mission, goals and values through comprehensive evaluation of data relevant to the college annual planning process for resource allocation.

At the meeting the following items were discussed.

Goals & Decision Making Criteria
We are in the process of the annual review and revision our goals and the aforementioned Budget Decision Criteria which was last revised on May 31, 2011. We will provide a draft of proposed changes at the next Academic Senate meeting. The document showing embedded changes will be posted on the Budget Committee's webpage.

2018-19 District Office Adopted one-time expenses being funded by reserves
A total of $1,954,389 one-time expenses will be funded through reserves. For a complete listing of line items being funded, see [the document](#) on our webpage.

2019-20 Budget Timeline and Tentative Budget
See the Budget committee's webpage to access the current [KCCD Budget Timeline](#) detailing dates, tasks, and responsible parties and the [2019-20 Tentative Budget](#)

Program Review and the Budget Connection
Kim Nickell, Faculty Co-Chair of the Program Review Committee shared a document she drafted to help the Budget Committee members understand the connection between the budget and program review. The committee reviewed and offered some clarifying revisions. The final document follows:

Program Review and the Budget Connection
Program review should be the primary tool for budget development at Bakersfield College. It is essential to institutional and program planning and accreditation compliance. All programs (academic programs, administrative units, academic affairs and student affairs) complete either a comprehensive program review or an annual update in which each program puts forward resource requests needed to accomplish program goals intended to support student success, the college mission, and long-term strategic planning goals. Program review goals and resource requests are supported by data, including student learning outcome data.
So how does the budget connect?
As programs complete their program reviews, the resource and staffing requests are disseminated to and are considered by ISIT, FCDC, Facilities, and CTE during the prioritization process. Resources and staffing are reviewed and these committees make priority judgements to determine if the needs can be addressed and accounted for in the coming fiscal year's budget. As well, justifications also go from Program Review through the dean/director's budget request for GU and RP FOAPALS under that administrator's oversight. This impacts budgets in areas like instructional supplies, department travel, and some specialized equipment maintenance or grant requirements. There are a few instructional areas that don't have budget lines for equipment and maintenance that programs like CTE, Music, Nursing and non-instructional programs do.
The Program Review Process: Closing the Loop

Program
Review

Assessment of
received
resources

Resource
Requests

Prioritization
and budget
considerations

Request
defense

The Prioritization Process

The prioritization process is for those requests that are unfunded at the time of the request. We do not prioritize those requests that have a budgeting source – such as a grant or department funding.

It is intended to establish funding priorities of resource needs through a shared planning process that involves all constituent groups. For those pressing resource requests that cannot be addressed through the annual budget development process (general funds), a collaborative process (ISIT, FCDC, Facilities, and CTE) to review these resource allocation requests and collectively agree on a prioritization of those requests is done in the hopes they can be addressed through other funding sources that are available to the college (i.e., grants). To "close the loop," Program Review asks each area to assess whatever unfunded request that they had received in the previous Program Review cycle for effectiveness.

District-wide Budget Committee/Academic Senate President report(s)

- *KCCD Board Finance Committee will be moving forward BP 3A1A6 with the following language:*

  District-wide unrestricted general fund reserves shall be no less than fifteen percent (15%) and should not exceed twenty percent (20%) of the total unrestricted district-wide expenditures. College budgeted reserves will not be considered as part of District-wide reserves. Each of the colleges shall maintain a minimum unrestricted general fund reserve of five percent (5%) of the total unrestricted college expenditure. These reserves will be established as unrestricted reserves for obligations and contingencies. Note two changes were made to the proposal: 1) Trustee Corkins recommended changing the words "shall not exceed twenty percent" to "should not exceed twenty percent" and 2) Chancellor Burke unilaterally recommend college reserves be a minimum of 5% instead of the recommended 3%.

- *The expected tru-up from the newly implemented Student Center Funding Formula, expected on February 15, 2019 has been pushed back to the end of February. Early simulations of the formula indicated KCCD may see a windfall of as much as 10 million dollars if such simulations hold true.*

- *The district office has shared their Annual Unit Reviews, as well as their request for new positions. Collectively, the district office is requesting 9 new positons for an ongoing cost*

of approximately 1.5 million. There is concern that the 2019-2020 increase in revenue may not be able to support such an increase in D.O. labor. The Governor's proposed budget provides approximately a 4.0% increase for COLA/Growth. Currently this would generate an increase for KCCD of approximately 6 -6.5 million. An initial review of 2019-2020 expenditures which include 31 new positions to meet the FON obligation (approx. 3.1 million), increases for salary cost for all employee class (1.8 million last year), STRS/PERS increases (1.5 million last year), as well as increases in areas of OPEB ARC, Temporary faculty, Capital outlays, and collective bargaining and any new positions to be added at the colleges could exceed expected revenues without D.O. positions considered.

CCOMM(Johnson/Menchaca)

EMC (Moreland)

EODAC (Hirayama)

ISIT (Boyles)-*report submitted as written*
ISIT Report to Academic Senate
March 4, 2019
Pam Boyles, faculty co-chair

Todd Coston reported that Gary Moser (District Office, IT) provided an updated position request. Of the original 5 requests—Enterprise Res Plan Analyst 1, Systems Support Analyst , Enterprise Res Plan Analyst 1, Data Warehouse Developer, and Functional Training Specialist—the Systems Support Analyst has been removed and replaced with a request for a DA III. The ISIT committee discussed ranking the positions and agreed that we would leave the ranking up to Gary's team.

ISIT reps were asked to solicit feedback from their departments about which classrooms they are using in the fall that will need software updates. The IT people usually get this information, but sometimes a course gets moved to a new/different room just before the start of the semester, and the technology in that room does not have the same software as needed. If a heads up can be given to IT ahead of time, then the rooms can be ready before the start of class.

The Annual Employee Technology Survey will be administered in early April.

Todd summarized a project (ExLibris Banner Integration) submitted by Kirk Russel. This project will integrate with banner so that students can seamlessly check out books and have access to BC library databases from their homes. In its April meeting, the District Technology Advisory Committee (DTAC) will review/rank all submitted projects by all three colleges.

Academic Technology Updates:

- *How to be a Successful Online Instructor—20 people are in Matt Jones' class*
- *Kung Fu Canvas—20 people finished Tracy Lovelace's class*
- *Newest AT member—David Greenfield (working with Veteran's Center, how to use technology)*

Student Success Updates: No report

Todd noted new tech person, Martin Ybarra, who was previously at Porterville is now with BC's tech team. Todd also announced that phase I of Wifi Project is wrapping up and Phase II planning has started (analyzing where outdoor wifi coverage is needed).

Next Meeting: April 1

PDC (Giertz)

PRC (Nickell)-*report submitted as written*
Program Review Report to Academic Senate
March 13, 2019
Kim Nickell, Faculty Co-chair

Charge 2018-19
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 monthly to Academic Senate and annually to College Council and Administrative Council at their last meetings of the calendar year.
2018-19 Goals
- *Align the Program Review questions to ACCJC Standards and Strategic Directions*
- *Fully implement eLumen*
- *Spring Survey*
- *Work toward District Program Review*
- *Align resource requests and prioritization with Mission and Strategic Directions.*

Ongoing work for Spring 2019:

- *Steve Waller presented the draft of the administrative unit outcomes at the March 5 PRC meeting. They align with the ILOs and have been vetted by Zav, Liz, EAC, and Admin Council. Measuring these comes from listing and counting the things we've done in these areas. For example, areas can look at how their budgets connect to value per student. It could include how much money they've brought in through grants and other revenue generation. We expect to look at trends more than anything else. Data available for programs will be further enhanced through work with Amber Hroch.*
- *Deep dive into our work in eLumen to get all questions updated and instructional programs in for the 2019-20 cycle. Look at CANVAS for non-instructional program reviews.*
- *Review of CCCCO Vision for Success: Steve Waller distributed the vision as a reminder of our targeted work as determined by the state. PRC will work to incorporate the goals of the CCCCO Vision for Success into its processes.*
- *Creating Strategic Initiatives in eLumen: Revision of questions needs to get underway. One question to add concerns resources geared toward the district. The request comes from the District Technology Advisory Committee (DTAC).*

Officers' Report
Vice President (Diaz)

Treasurer (Kim)

Secretary (Garrett)
Meeting summary emailed to faculty following the meeting.

ASCCC Rep (Rosenthal)
The Area A Resolutions are posted to the *Academic Senate* website.

CCA (Greenwood)

BCSGA (Bishop/Pulido)
Student Event's Calendar: https://www.bakersfieldcollege.edu/studentevents

FACULTY APPOINTMENTS
Standing Committee Appointments

Curriculum Committee
Jessica Wojtysiak (Education) to replace Kimberly Bligh
OER Liaison (1)
Christina Howell (Behavioral Science)
District Accessibility/508 Processes Ad Hoc (3)
Matt Moon (Athletics)
Heather Baltis (Agriculture)
Curriculum Committee to make a recommendation- TBD
Senator Rep (to complete term 2020)
Maryam Jalalifarahani (Engineering & Systems)

MSC: B. Kelly motioned to approve the faculty appointments, M. Garrett seconded; motioned carried.

Screening Committee Appointments

Biology Lab Technician (classified)
Stephen Waller (Dean-Chair)
Joe Saldivar (Department Chair)
Meg Stidham (Classified-Lab Tech II)
Katrina Marquez (Classified-Alternative Media Specialist)

MSC: L. Harding motioned to approve the faculty appointments, M. Garrett seconded; motioned carried.

UNFINISHED BUSINESS
A. Senate Constitution & Bylaws (Holmes)--***TABLED***
Description: Review and update the C's & B's. The full document is located on the Academic Senate website.

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

NEW BUSINESS
a. Vision Alignment Project (Wojtysiak)—*1st **READ***
Description: Due April 12
Reviewed and will move to Unfinished Business as an Action item. (Italicized)

ANNOUNCEMENTS
- Area A meeting- March 22
- Spring Plenary- April 11
- BOT @ BC- April 11
- Spring Recess-April 15

ADJOURNMENT
The meeting was adjourned at 4:44 p.m.
Meeting minutes recorded by T. Perry