

ACADEMIC SENATE of BAKERSFIELD COLLEGE

May 1, 2019

Library 149-3:30 p.m.

UNAPPROVED MINUTES

MEMBERS:

| | | | | | |
|------------------|--------------------------|---------|------------------------|--------------------------------------|-------------------|
| President | Steven Holmes | Present | Behavioral Sc./CJ | Karimeh Amin | Absent |
| 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 + proxy | 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 | Present |
| 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 + proxy | Present |
| PRC Chair | Kim Nickell | Present | Performing Arts | Robby Martinez | Absent |
| SC Chair | Rebecca Monks | Absent | Philosophy | Reggie Williams-Proxy: Bryan Russell | Absent 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+proxy | Present | Student Services | Kerri Kennedy | Present |
| Art | Jeff Huston | Present | Student Services | VACANCY | |
| Behavioral Sc/CJ | VACANCY | | | | |

GUESTS:

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|---|
| Billie Jo Rice, Vice President of Instruction |
| Grace Commiso, Dean of Student Success & Counseling |
| Bill Moseley, Dean of Instruction |
| Lesley Bonds, Director of Student Success |

CALL TO ORDER

The meeting was called to order at 3:37p.m.

GOOD, WELFARE AND CONCERNS

There were no good & welfare items.

OPPORTUNITY TO ADDRESS THE SENATE

[Self-Guided Placement Math/English](#) (Rice/Commiso/Moseley)

Visit the [Academic Senate Committee website](#) to view the handouts provided:

- *English Placement-Effective Fall 2019*
- *Math Placement-Effective Fall 2019*

Presentation highlights: the college previewed a new self-guided placement diagnostic tool for a small segment of incoming students who are missing standard records.

[California Community College Chancellor's Office \(CCCCO\) Equity Plan](#) (Lesley Bonds)

Visit the [Academic Senate Committee website](#) to view the full version of the *Equity Plan*.

Presentation highlights: BC submitted a three-year Student Equity Plan in 2015. The CCCCCO suspended subsequent updates in order to integrate the Student Success & Support Program (SSSP), Basic Skills Initiative (BSI), and the Student Equity funds. IN 2017, BC submitted an Integrated Plan. The CCCCCO announced in spring 2019 that all colleges must again submit a 2019-22 Student Equity Plan with a deadline of June 30,2019. Lesley Bonds, Director of Student Success & Equity will route the plan through the governance process and upload for Board review and approval by June 30 deadline.

ADDITIONS TO THE AGENDA

Admin Structure Review, Unfinished Business-E

MSC: R.Bolar motioned to approve additions to the agenda, A.Loken seconded; motion carried.

CONSENT ITEMS (*One agenda item* approvable in one action; for the purpose of routine items)

Minutes of March 27, 2019

MSC: B. Kelly motioned to approve consent items, R. Allen seconded; motion carried.

REPORTS

[President's Report](#)

BC President/AS President

- We are looking at a possible 10 million dollar decrease next year and are probably starting a process of freezing budgets.
- Holmes reported that the administrative reorganization which will add a "senior dean" position (between existing deans and instructional VP) and will add an "associate dean" (between STEM faculty and the STEM dean).

The Senate has the right to be involved in discussion and recommendations. After much discussion, Holmes will discuss this further during his weekly meeting with the President/VP. Holmes will provide job descriptions on the proposed positions.

District Consultation Council (DCC)

College Council (CC)

Board of Trustees (BOT)

- Holmes revisited the denied request to have the district provide a response to the process not followed on the new DO positions. Holmes will be following up on this item over the summer.

District-wide Budget Committee (DWBC)

Committee Reports

AIQ(Wojtysiak)-Report submitted as written

Website: <https://committees.kccd.edu/bc/committee/accreditation>

Accreditation and Institutional Quality (AIQ) Committee

Academic Senate Report

Prepared by Jessica Wojtysiak, AIQ Faculty Chair

May 1, 2019

The Accreditation & Institutional Quality (AIQ) committee held its last meeting of the year on Tuesday, April 23rd, at 3:30 pm.

Vision for Success:

- *The Vision for Success document was submitted for the May Board of Trustees meeting by Vice President Rozell.*
- *The Vfs document will be added to the Strategic Directions report as an attachment to further demonstrate alignment between our college's strategic plans and the Chancellor's Vision.*

BC Services Survey

- *The BC services survey results are in! AIQ is working to compile and redact the comments, so they are not yet ready for distribution.*
- *The quantitative results are shared as an attachment to this file. The results are also available via Tableau:
<https://public.tableau.com/profile/almalivingston#!/vizhome/BCAccreditationSurvey2019/AllQuestions-Charts>.*

ACOMM(Wilson)-Report submitted as written

Website: <https://committees.kccd.edu/bc/committee/assessment>

Assessment Committee Report 5/1/19

Training

- *One training workshop during AC meeting (3/22) for AC members to understand SLO-GELO mapping process*
- *One training session (3/27) for Academic Technology department on eLumen/assessment roles*
- *One working session (4/25) with contact at eLumen to request changes/features regarding assessment*
- *Currently planning two assessment FLEX workshops for Fall 2019 (SLO and Program Review)*

Accomplishments

- *Held 9 assessment roundtables during AC meetings for 18-19 year and will continue next year*

- SLO-PLO mapping progress: 2 of 154 programs left
- SLO-ILO mapping progress: 5 of 857 courses left
- SLO-GELO mapping progress: 92 of 230 courses (40%) complete
- eLumen SLO Assessment Survey sent out to 904 full time and adjunct faculty; 83 respondents (9.2% response rate)
 - OIE is currently helping to visualize and disaggregate data
 - Preliminary results discussed at 4/26 AC meeting and plan to report out results to AS, FCDC, AIQ, etc. Fall 2019

Future Work

- Report out feedback for 64 submitted Assessment Reports for 18-19 Program Review
- Currently planning projects for 19-20 year
 - ILO study
 - eLumen-Canvas integration for SLO assessment

BADV (McNellis)-Report submitted as written

Website: <https://committees.kccd.edu/committee/bookstore-advisory-committee>

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 the number of copies they ordered of the book title. They will also note how the total max seats in the courses needing the title.*
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 large 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 be trained by Angela Medina. Faculty will be asked to speak with Bernadette Quintero or Angela Medina at the book information booth or email to inquire about book ordering capacities and in-stock numbers in an 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 and Fall 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 oversight 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.] The bookstore will place signage to guide students.*
- 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. For example, BAC suggests students 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.*
16. *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.*
17. *Faculty will use the BAC approved book order form or an excel document which has been deemed acceptable by the bookstore and approved by BAC for Summer and Fall 2019.*

BCOMM (McAllister)

Website: <https://committees.kccd.edu/bc/committee/budget>

No report.

CCOMM (Johnson/Menchaca)

Website: <https://committees.kccd.edu/bc/committee/curriculum>

No report.

EMC (Moreland)

Website: <https://committees.kccd.edu/bc/committee/enrollment>

No report.

EODAC (Hirayama)Website: <https://committees.kccd.edu/bc/committee/eodac>

No report.

EQC (Ivey)Website: <https://committees.kccd.edu/bc/committee/equivalency>

No report.

ISIT (Boyles)Website: <https://committees.kccd.edu/bc/committee/isit>

No report.

PDC (Giertz)Website: <https://committees.kccd.edu/bc/committee/pdc>

No report.

PRC (Nickell)Website: <https://committees.kccd.edu/bc/committee/programreview>

No report.

Officers' Report**Vice President** (Diaz)

No report.

Treasurer (Kim)

No report.

Secretary (Garrett)

Meeting summary emailed to faculty following the meeting.

ASCCC Rep (Rosenthal)Plenary Resolutions: <https://www.asccc.org/>**CCA** (Greenwood)

No report.

BCSGA (Bishop/Pulido)Student Event's Calendar: <https://www.bakersfieldcollege.edu/studentevents>**FACULTY APPOINTMENTS****Standing Committee Appointments**

There were no committee appointments to review.

Screening Committee Appointments

There were no committee appointments to review.

Holmes announced that on Monday, May 13, BC will host forums for the three candidates for the VP on Instruction.

UNFINISHED BUSINESS

A. Margaret Levinson Award (Holmes)--ACTION****

Description: \$300 backfill into the Levinson Award fund to ensure its full \$1,000 distribution.

MSC: N. Strobel motioned to approve the award amount of \$300.00, K. Toler seconded; motion passed.

B. CCCO Equity Plan (Holmes)--ACTION****

Description: Three-year Equity Plan proposal. The full document is located on the [Academic Senate](#) website.

MSC: B. Kelly motioned to approve the Equity Plan, R. Bolar seconded; motion passed.

C. C'S & B's (Diaz)-- **TABLED**

Description: Review and update the C's & B's. The full document is located on the

D. Faculty Retiree Award Criteria (Holmes)- **TABLED**

Description: Establishing criteria for faculty who retire in an administrative position.

E. Admin Structure Review— **TABLED**

Description: Annual review of the Admin Structure. The full document is located on the [Academic Senate](#) website.

OUTGOING OFFICERS/SENATORS

Holmes thanked the outgoing officers/senators for their contributions and hard work throughout the academic year. The following were present:

- Deborah Rosenthal (ASCCC)
- John Giertz (PDC)-moving from PDC to Member-at-Large
- Bill Kelly (Ag Rep)- retiring

INDUCTION OF NEW REPRESENTATIVES

Holmes welcomed the new incoming officers/senators and invited them to review new business items. The following were present:

- Heather Baltis (Ag Rep)
- Wade Ellis (Physical Science Rep)
- Sarah Villasenor (Counseling)
- Matt Jones (PDC)

Holmes informed the new members that we are a forum of collegiality in terms of representing all faculty and adjunct on campus. We bring agenda items that are primarily campus and district level for which this body of representatives will reach out to your specific departments to share and collect feedback. We will vote and make recommendations on items. Your primary roles is communication between the Senate and your department. If there are more reps from a department, you may want to work together and alternate meetings if you so choose.

NEW BUSINESS

There are no new business items to review.

ANNOUNCEMENTS

Closing Day 5/10

Commencement 5/10

ADJOURNMENT

The meeting was adjourned at 5:13 p.m.

Meeting minutes recorded by T. Perry