ACADEMIC SENATE of BAKERSFIELD COLLEGE
November 06, 2019
Levan Center-3:30 p.m.

UNAPPROVED MINUTES

MEMBERS:

President	Steven Holmes	Present	Behavioral Sc./CJ	Karimeh Amin	Present
Vice President	Victor Diaz	Present	Biology	Ashley Choate	Present
Secretary	Matt Garrett	Present	Business Mgmt.&Tech.	Phil Whitney	Present
Treasurer	Charles Kim	Present	Communication	Angela Bono	Present
ASCCC Rep	Lisa Harding	Present	Engineering Systems	Maryam Jalaifarahani	Present
Member-Large	John Giertz	Present	English	Anthony Huffaker	Present
AIQ Chair	Grace Commiso	Present	English	Paula Parks	Present
ACOMM Chair	Brent Wilson	Present	Education	Michelle Hart	Present
BADV Chair	Michael McNellis	Present	EMLS	Jeannie Parent	Present
BCOMM Chair	Teresa McAllister	Present	FACE	Melissa Ysais	Present
CCOMM Chair	Jennifer Johnson	Present	Foreign Lang/ASL	Qui Jimenez	Present
CCOMM Chair	Erica Menchaca	Present	Health/PE	Carl Dean	Present
EMC Chair	Krista Moreland	Present	Industrial Tech	Ron Grays	Present
EODAC Chair	Bryan Hirayama	Present	Library/Academic Tech.	Faith Bradham	Present
EQ Chair	Michael Ivey	Absent	Math	Kris Toler	Present
FSC Chair	Pam Kelley	Absent	Math	Dillon Giblin	Present
ISIT Chair	Pam Boyles	Present	Nursing	VACANCY	
PDC Chair	Matt Jones	Present	Nursing	Malissa Buggs	Present
PRC Chair	Kim Nickell	Present	Performing Arts	Robby Martinez	Present
SC Chair	Rebecca Monks	Absent	Philosophy	Reggie Williams	Present
SGA Officer	Daniel/Harris	Present	Physical Science	Nick Strobel	Present
Adjunct Rep	Glen Samples	Absent	Physical Science	Wade Ellis	Present
Agriculture	Heather Baltis	Present	Social Science	Alan Bolar	Present
Allied Health	Heather Shaftstall	Present	Social Science	Olivia Garcia	Present
Art	Jeff Huston	Present	Student Services	Kerri Kennedy	Present
Behavioral Sc/CJ	VACANCY		Student Services	Sarah Villasenor	Present

CALL TO ORDER
The meeting was called to order at 3:32p.m.; Quorum was met.

GOOD, WELFARE AND CONCERNS
There were no good and welfare items.

OPPORTUNITY TO ADDRESS THE SENATE
The Inmate Scholars Program presentation was postponed.

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

CONSENT ITEMS *(passed by general consent)*
Minutes of October 23, 2019

W. Ellis motioned to approve the minutes, K. Toler seconded; motion passed unanimously.

Standing Committee Appointments

Assessment
Jeffrey Stambook (Counseling)
Commencement
Cynthia Zamora (Counseling)
ISIT
Fabiola Johnson (Counseling)

F. Bradham motioned to approve the appointments, N. Strobel seconded; motion passed unanimously.

Visit the [Academic Senate Committee website](#) to view the full committee list.

Screening Committee Appointments
There were no appointments to review.

Charges
There were no charges to review.

UNFINISHED BUSINESS
   A. Bookstore Charge (McNellis)
Description: Annual review of the committee charge. This item is TABLED.
   B. Budget Charge (Holmes)
Description: Annual review of the committee charge.
N. Strobel motioned to approve the charge, F. Bradham seconded; motion passed unanimously.
   C. Budget Decision Criteria (Holmes)
Description: Annual review of the Budget Criteria with minimal grammatical corrections.
N. Strobel motioned to approve the criteria, F. Bradham seconded; motion passed unanimously.

NEW BUSINESS
   a. No items to review

REPORTS
President's Report
BC President/AS President-No update
District Consultation Council (DCC)-No update
Website: https://committees.kccd.edu/committee/district-consultation-council
College Council (CC)-No update
Website: https://committees.kccd.edu/bc/committee/collegecouncil
Board of Trustees (BOT)-No update
BOT website: https://www.kccd.edu/board-trustees/meetings
District-wide Budget Committee (DWBC)-No update

COMMITTEE REPORTS
AIQ(Commiso)
W*ebsite: https://committees.kccd.edu/bc/committee/accreditation*

ACOMM (Wilson)-*report submitted as written*
website: https://committees.kccd.edu/bc/committee/assessment

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Assessment Committee Report 11/6/19

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Training
- *Development and planning of SLO assessment drop-in workshops*
  - *Faculty who want a refresher or need help entering SLO assessment data into eLumen*
  - *Sessions planned for weeks of Nov. 18 (before Thanksgiving), Dec. 2 (before finals), and Dec. 9 (during finals)*
  - *Notice of dates/times/locations for workshops will be sent out soon after last set of room bookings are confirmed and help from AC Members have been set*

Accomplishments
- *Updated approved Committee Charge on AC website (10/24)*
- *SLO/PLO review in eLumen (as of 11/6):*
  - *206 courses and 19 programs reviewed by AC Members*

In Progress
- *2019-20 assessment plans are being updated and posted to AC website*
  - *Status: 34 / 78 = 44% updated and posted to website*
- *Feedback for Program Review Assessment Reports are being generated by AC Members*
  - *Faculty completed 54 Assessment Reports this cycle, which were collected via eLumen on 10/24*
  - *Status: 27 / 54 = 50% of feedback completed by AC Members*
- *Development and planning of ILO study for Spring 2020*

Future Work
- *Re-map learning outcomes (SLO-PLO, SLO-ILO, SLO-GELO) for courses/programs revised effective Summer 2019*
- *Closing of the loop by providing feedback to programs who submitted Assessment Report in Program Review*
- *Implement SLO-ILO and AUO-ILO integration with Dean Waller*

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Assessment Committee Goals for 2019-2020

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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*

BADV (McNellis)-*report submitted as written*
Website: https://committees.kccd.edu/committee/bookstore-advisory-committee
Negotiated Agreements between BAC and B&N Bookstore
Fall 2019 Report as of 11.6.2019
Academic Senate

1. **Book Ordering General Rule 1**: *While book orders contractually need to be submitted to the Bookstore on or before March 1st for fall semester, April 1st for summer session, and October 1st for spring semester, the BAC committee recognizes there are a whole host of institutional reasons for why some faculty members may not receive a Course Schedule before these deadlines. In the event that a faculty member, adjunct or fulltime, has not received a schedule by the appropriate ordering deadline, the general rule for book order deadlines shall be that any faculty member will place an order for a scheduled course <u>within five business days</u> from when the assignment was communicated to the faculty member, provided the schedule was not given on or after 30 days prior to the first day of instruction for that assigned course.*

2. **Book Ordering General Rule 2**: *Because the laws surrounding DSPS legislation, we have all agreed that if no book has been ordered for a course not yet assigned to an instructor 30 days prior to the start of the class, and for Spring 2020 orders that date has been determined to be December 20, 2019, the department chair will submit a textbook requisition form in order on behalf of the instructor-not-yet-assigned to stay compliance with the law to have a textbook title available and visible for students.*

3. **Book Ordering General Rule 3**: *For adjunct or fulltime faculty members that are given a schedule prior to December 20th, but fail to place order by December 20th (30 days prior to first day of instruction), even after being notified by the Bookstore that the faculty has not yet ordered a textbook and that the course will be listed as "No textbook required," then that faculty is responsible to deal with a course that has no textbook requirement. The responsibility falls on the faculty member.*

4. **Book Ordering General Rule 4**: *The points raised in Book Ordering General Rule 2 and Rule 3 will be noted on all future book requisition forms identified by an asterisk with the following language:*
   - *"Book orders are due October 1st or when the faculty member receives his/her assigned classes and the expectation is to have the book order submitted within five business days."*
   - *"If a class has not been assigned to an instructor by December 20th, the department chair will submit the book order for that class."*

5. **Book Ordering General Rule 5**: *Bookstore agreed to expedite any book order if it is their mistake, and, generally speaking, they will try to get all books out as quickly as possible based on operations and distribution of a third-party vendor, even if book orders are submitted after the deadline.*

BCOMM (McAllister)-*report submitted as written*
Website: https://committees.kccd.edu/bc/committee/budget

Budget Committee, Academic Senate Report
Prepared by Teresa McAllister, Faculty Chair
November 6, 2019

The Budget Committee held its second meeting of the semester on Monday, October 28th, 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.*

Budget Committee Charge and Budget Decision Criteria
We made a change to our Charge regarding membership. The College now has two Budget Analyst positions and has removed the Budget Manager position. The College will be hiring an additional budget analyst. The Charge is moving forward in the approval process. Budget Decision Criteria is moving forward in the approval process.
Budget Analyst Position Filled
Somoly Boles is our new Budget Analyst.

Discussion Topics
Program review budgeted line items and timing - will be discussed in the 2020 Spring Semester. Oversight of grant funding - discussed posting a general listing of grants, grant directors, and links to each funding agency on a committee website. This discussion will continue during the 2020 Spring Semester.

District-wide Budget Meeting Report by Steven Holmes
Steven Holmes reported on the Friday, October 25th district-wide budget meeting. The district-wide budget committee also discussed two items of interest: first, the District is looking at different allocation models, and second, the Committee began discussing separating District Office operations expenses vs. Districtwide expenses. Supporting documents are on the Budget Committee's webpage.
Next Meeting
Please join us on Monday, November 25th for our Campus-wide Open Budget Forum

CCOMM(Johnson/Menchaca)
Website: https://committees.kccd.edu/bc/committee/curriculum

EMC (Moreland)-*report submitted as written*
Website: https://committees.kccd.edu/bc/committee/enrollment
Nothing new to report, the EMC continues to work towards creating an Enrollment Management Plan/Strategies. This work will continue through the Spring semester.

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

ISIT (Boyles)-*report submitted as written*
Website: https://committees.kccd.edu/bc/committee/isit
ISIT Report to Academic Senate
November 7, 2019
Pam Boyles, faculty co-chair
Notes from November 5, 2019 ISIT Meeting

Program Review—Technology Requests:
- *The committee reviewed the voting procedures for the prioritizing of technology requests submitted in this fall's Program Reviews.*
- *November 25, from 2:30 to 5:30 in L-149, a spokesperson from college departments and programs is invited to come and pitch the area's technology request. ISIT committee members will vote/assign points, and the tally of votes/points will create the prioritization list.*
- *Kristin Rabe noted that there were 106 technology requests gathered from the Program Reviews; an electronic copy of the technology requests is posted on the ISIT committee page.*

Student Survey Questions:
- *The committee reviewed the updated Student Survey Questions and approved it with a few slight changes; the survey will be administered this month.*

Academic Technology General Updates:
- *The last Kung Fu Canvas workshop of the semester is offered in early December. Sign up now. More will be offered in the spring semesters.*
- *Matt Jones shared that implementation of Professional Development "badging" is going well, noting there are 3 levels: Level 1 (Badge for a completion of single workshop), Level 2 (Badge for completion of 3 works shops), and Level 3 (Badge for completion of groups of workshops).*

Technology Support Services General Updates:
- *Wifi phase 2 is delayed for about two years awaiting completion of new buildings, which will create new/different green spaces (and that would make planned current changes obsolete/ineffective).*

Next Regular Meeting: December 2, Monday (L-149), 4 to 5:30 pm

PDC (Jones)
Website: https://committees.kccd.edu/bc/committee/pdc

PRC (Nickell)-*report submitted as written*
Website: https://committees.kccd.edu/bc/committee/programreview
Program Review Report to Academic Senate
November 6, 2019
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 and future planning 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 and by improving our own processes. The committee reports monthly to Academic Senate and annually to College Council and Administrative Council at their last meetings of the calendar year.
2019-20 Goals
- *Create an annual update that is relevant to hybrid programs that encompass both instructional and non-instructional elements*
- *Include Program Mapper in the Program Review process.*
- *Refine the eLumen Program Review*
- *Comprehensive Program Review in eLumen*

Work for fall 2019:

- *Last meeting November 5, 2019*
- *The Program Review feedback process is underway. Teams of 2 are working toward providing feedback on all reviews completed in eLumen. Timeline to finish is by the end of November.*

OFFICER REPORTS
Vice President (Diaz)
No report

Treasurer (Kim)
No report

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

ASCCC Rep (Harding)
No report

CCA (Boyles)
No report

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

ANNOUNCEMENTS
Fall Plenary   11/7-9
Faculty Chair Election Results for the 2020-2022 term are as follows:

DEPARTMENT	CANDIDATE	BALLOTS DISTRIBUTED	BALLOTS SUBMITTED	VOTES RC'D	ABSTEN- TIONS	WRITE IN'S
Agriculture	Heather Baltis	12	3	3	0	None
Behavioral Science	Christian Zoller	24	11	11	0	None
BMIT	Harold Mendoza	13	10	6	0	None
BMIT	Richard Miles	13	10	4	0	None
English	Andrew Bond	33	28	10	0	None
English	Jennifer Jett	33	28	18	0	None
EMLS	Michael Westwood	4	3	3	0	None
FACE	Suzanne Tageman	11	8	8	0	None
Foreign Language/ASL	David Neville	8	4	3	1	None
Library/IT	Kirk Russell	6	5	5	0	None
Math	Kathleen Rush	27	11	11	0	None
Philosophy	Michael McNellis	7	2	2	0	None
Social Science	Jason Stratton	22	15	15	0	None

ADJOURNMENT
The meeting was adjourned at 4:27 p.m.
Meeting minutes recorded by T. Perry