ACADEMIC SENATE of BAKERSFIELD COLLEGE
March 4, 2020
Levan Center-3:30 p.m.

APPROVED MINUTES

MEMBERS:

President	Steven Holmes	Present	Behavioral Sc./CJ	Karimeh Amin	Absent
Vice President	Victor Diaz	Absent	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	Absent
Member-Large	John Giertz	Present	English	Anthony Huffaker	Absent
AIQ Chair	Grace Commiso	Present	English	Paula Parks	Absent
ACOMM Chair	Brent Wilson	Absent	Education	Michelle Hart	Present
BADV Chair	Michael McNellis	Absent	EMLS	Jeannie Parent	Absent
BCOMM Chair	Teresa McAllister	Present	FACE	Melissa Ysais	Present
CCOMM Chair	Jennifer Johnson	Absent	Foreign Lang/ASL	Qui Jimenez	Present
CCOMM Chair	Erica Menchaca	Absent	Health/PE	Carl Dean	Absent
EMC Chair	Krista Moreland	Present	Industrial Tech	Ron Grays	Absent
EODAC Chair	Bryan Hirayama	Absent	Library/Academic Tech.	Faith Bradham+proxy	Present
EQ Chair	Michael Ivey	Absent	Math	Kris Toler	Absent
FSC Chair	Pam Kelley	Absent	Math	Dillon Giblin	Present
ISIT Chair	Pam Boyles	Absent	Nursing	VACANCY	
PDC Chair	Matt Jones	Absent	Nursing	Malissa Buggs	Absent
PRC Chair	Kim Nickell	Present	Performing Arts	Robby Martinez	Absent
SC Chair	Rebecca Monks	Absent	Philosophy	Reggie Williams	Absent
SGA Officer	Gian Gayatea	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	Absent
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 3:36p.m.; Quorum was met.

GOOD, WELFARE AND CONCERNS
- Kris Tiner received the Kern Music Award
- The Celebration of Life for Al Naso is scheduled for Sunday, March 22 at 2pm in FA30

OPPORTUNITY TO ADDRESS THE SENATE
There were no requests to address the Senate.

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

CONSENT ITEMS *(passed by general consent)*
Minutes of February 5, 2020
W. Ellis motioned to approve the minutes, M. Garrett seconded; motion passed unanimously.

Minutes of February 19, 2020
This item was tabled.

Standing Committee Appointments
There were no appointments to review.
Visit the [Academic Senate Committee website](#) to view the full committee list.

Screening Committee Appointments
Communication & Community Relations (Program Manager)
Todd Coston (Chair)
Cindy Collier (Faculty)
Stephanie Baltazar (Classified)
Kristin Rabe (Management)
    Approved by E-Board 2/26/20
M. Garrett motioned to approve the appointments, A. Choate seconded; motion passed unanimously.

Charges
There were no charges to review; however below is a list of charges reviewed this past year:
Standing Committee Charges Reviewed and Approved 2019-2020

Committee	Senate	College Council
Academic Senate	09/25/2019	N/A
Accreditation & Institutional Quality Committee (AIQ)	11/20/2019	02/07/2020
Assessment Committee	09/25/2019	10/04/2019
Bakersfield College Bookstore Advisory Committee (BAC)	11/20/19	12/06/2019
Bakersfield College South West Taskforce (Sept. 1, 2019 – May 15, 2020)	09/25/2019	10/18/2019
Budget Committee	10/20/2019	12/06/2019
Curriculum Committee	10/09/2019	11/01/2019
Enrollment Management Committee (EMC)	09/25/2019	10/18/2019
Equal Opportunity & Diversity Advisory Committee (EODAC)	11/20/2019	02/07/2020
Executive Board	09/25/2019	N/A
Information Systems and Instructional Technology Committee (ISIT)	10/09/2019	11/01/2019
Program Review Committee	09/25/2019	10/04/2019

Standing Committee Charges in Process
2019-2020

Committee	Last Revision	
	Senate	College Council
Facilities & Sustainability Committee	2015	

Professional Development Committee	2016	
Safety Advisory Committee	11/14/2018	12/07/2018
Scholarship Committee	10/31/2018	11/02/2018
Student Conduct & Complaint Committee	2017	

UNFINISHED BUSINESS

A. 2020-22 BC Educational Master Plan (Commiso)
Description: The BC Ed Plan is reviewed every two years.
This item was presented to members for review as a Second Read and will be voted on March 18th.
Commiso shared highlights on the following areas:
➤ Process & Timeline
➤ External & Internal Environmental Scan- tables
➤ Intersegmental approach for the Future
➤ Equity & Completion Through Guided Pathways for the Future
➤ Student Learning: Leveraging Academic Technology for the Future
➤ Facilities and Infrastructure: Opportunities for the Future
Visit the Senate website to view the entire plan: https://committees.kccd.edu/bc/committee/senate

NEW BUSINESS

a. Margaret Levinson Award (Holmes)
Description: The Academic Senate supplements the Margaret Levinson award by transferring funds to cover award expenses.
Margaret Levinson Award is an annual award. This account has a set balance it must keep (initial corpus balance cannot be invaded), which was the starting balance of 12,000.00. The account currently has a balance of $18,836.22, but only 5% can be used, so $834.44, and the award amount, plaque & engraving cost is approximately $1,100.00.
Transfer **$300.00** from F3200.5101 to F3305.5310 for the cost of award $1,000.00 + payroll taxes, plaque & engraving $100.00 + taxes
        Approved by E-Board 2/26/20
This item was a First Read and will be voted on March 18th.
Note: K. Nickel donated $450.00 of her award back to the fund.

b. Senate Scholarship Award (Holmes)
Description: The Academic Senate awards two scholarships annually depending on its account balance F3200.5101. The Scholarship Committee selects one recipient for each scholarship and notifies the Senate for approval.

Transfer Scholarship-Shelby Perlis	CSUFUL	$250
Scholarship-Annabelle Recinos	KCCD	$250
	TOTAL	**$500**

        Approved by E-Board 2/26/20
This item was a First Read and will be voted on March 18th.

c. Faculty Retiree Awards (Holmes)
Description: The Academic Senate awards retiring faculty with an honorarium of $100.00 from the F3200.5101 account.

First Name	Last Name	Position	Dept	Years of Service
Retirements:				
Duane	Anderson	Professor	Auto Cad	14 years, 8 months
Brent	Damron	Professor	Health/PE	25 years, 2 months
Philip	Feldman	Professor	Academic Development	35 years, 9 months
Regina	Hukill	Professor	Mathematics	14 years, 3 months
Jeannie	Parent	Professor	ESL	19 years, 8 months
Gayle	Richardson	Professor	Business	38 years, 3 months
Valerie	Robinson	Professor	Business	14 years, 8 months

Total $700.00   *Approved by E-Board 2/26/20*

This item was a First Read and will be voted on March 18th.

Holmes shared a proposal he recommended to E-Board:

ACADEMIC SENATE RETIREE AWARD CRITERIA
The Academic Senate will gift $100.00 to a retiring member of the college upon the following criteria being met:

1. An individual has served at least 10 years of their employment at Bakersfield College as a tenured faculty member; and

2. The member has filed a written resignation for purposes of retirement with the Human Resources Department.

REPORTS
President's Report
BC President/AS President-This meeting was cancelled.

District Consultation Council (DCC)- This meeting was cancelled.
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):
Website: https://www.kccd.edu/board-trustees/meetings
Holmes reminded the March 12th meeting will be held on the BC campus.

District-wide Budget Committee (DWBC)-No update

Holmes informed Senate that Kenward Vaughn will be sitting on the Measure J Architectural committee.
There was discussion regarding children and guests being allowed in the classroom and to expect catalog language to be developed.

COMMITTEE REPORTS
AIQ(Commiso)
W*ebsite: https://committees.kccd.edu/bc/committee/accreditation*
No report

ACOMM (Wilson)-*report submitted as written*
Website: https://committees.kccd.edu/bc/committee/assessment
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Assessment Committee Report 3/4/20
</div>

Training
- *7th SLO Symposium (2/7-2/8) for AC co-chairs, AC members, and faculty on various assessment topics*
- *Two workshops (2/19 & 3/4) by David Greenfield on syncing assessments between Canvas and eLumen*

Accomplishments
- *SLO/PLO review in eLumen (as of 3/1):*
  - *306 courses and 19 programs reviewed by AC Members*

In Progress
- *2019-20 assessment plans are being updated and posted to AC website*
  - *Status: 52 / 78 = 67% updated and posted to website*
- *Development and planning of ILO study for Spring 2020*
- *Re-map learning outcomes (SLO-PLO, SLO-ILO, SLO-GELO) for courses/programs revised effective Summer 2019*
- *Updates to Assessment Report prompt in Program Review*

Future Work
- *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*

BADV (McNellis)- *report submitted as written*
Website: https://committees.kccd.edu/committee/bookstore-advisory-committee
<div align="center">

Summer Book Orders
</div>

Dear Friends and Colleagues,

We sent a copy of this on Friday last week, but we thought we would send this out again at the start of this week. Please note, you NO LONGER HAVE TO FILL IN AND EMAIL THE REQUISITION FORM – The form is web-based!

Last week at Academic Senate I mentioned BAC was working with IT to build our Book Requisition Form as a webform. BAC is super excited to let everyone know that the webform is working! With fortune, this should make book order submissions easier.

WHAT YOU NEED TO DO*: Fill out the new Book Requisition Webform by* ***March 1, 2020****, or within 5 days once you receive your summer schedule.*

<div align="center">

Here is the direct link to the form
</div>

https://bakersfieldcollegeedu.formstack.com/forms/textbook_supply_requisition_form
N.B. None of us have a CRN yet. Just leave blank or put N/A in the form field.

Directions: To find the form without the link

1. *Go to www.bakersfieldcollege.edu*
2. *Click "ABOUT US" tab*
3. *Click "College Committees"*
4. *Scroll down until you see Bookstore Advisory Committee*

5. *Click Bookstore Advisory Committee*
6. *Scroll down until you see Committee Resources*
7. *Find the link to the Book Requisition Form*
8. *Click it and fill out all sections of the form.*

Two things: form is automatically sent to the bookstore, but you will have to add in your department chair's name and email.

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

> *Budget Committee, Academic Senate Report*
> *Prepared by Teresa McAllister, Faculty Chair*
> *March 5, 2020*
>
> *The Budget Committee held its second meeting of the Spring Semester on Monday, February 24, from 4:00 to 5:00 p.m. in A5. During the school year, we meet on the 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.*

Grant Funds Document
> *The BC Budget office compiled a listing of current grant funds at the request of the Budget Committee. The list is on the Budget Committee's web page and attached to this report.*
>
> - *As a senate body, what further information do we want to see regarding grant funding?*

Delano and PC Discussion
VP Mike Giacomini shared that this issue was taken off the table based on financial ramifications.

Districtwide Budget Meeting Report by Steven Holmes
Steven Holmes reported that the District is requesting two to three new positions in Business Services. One is grant-related and stems from a recent AUR which disclosed complaints made regarding grant processes. At the time of our meeting, the purpose of the other position(s) was unknown. Holmes also reported that the District Finance Committee discussed proposals to meet the District's long term COP (Certificate of Participation) debt payment obligations using future unrestricted funds.

Parking Revenues Update
VP Mike Giacomini gave an update on parking-related finances. You can find the overview on the Budget Committee's web page.

Next Meetings
> *Monday, March 23 in A5*
> *Monday, April 27 (College-wide Open Budget Forum)*

Fund Type Level 2 Desc	Fund	Fund Description	Budget Notes
Lottery Funds	LU001	Lottery - Unrestricted	
	LR001	Lottery - Restricted	
Grant/Categoricals	CE004	BC Swimming Pool	
	RP001	BC Federal Workstudy	
	RP005	EOPS	
	RP008	BC Disabled Students Prog & Serv	
	RP009	Project Care	
	RP013	Hunger Fee Campus	
	RP016	Veteran's Resource Center	
	RP017	Campus Safety & Sexual Assault	
	RP023	CAFYES: Cooperatng Agency Youth Ed	
	RP024	Financial Aid Technology	
	RP032	BUTTE-GLENN CCD	
	RP113	RFA 199 Enrollment Growth ADNP	
	RP117	RFA 199 CNA EXPANSION	
	RP126	Hospital Council Grant	
	RP131	Foster Parent Training (SP100)	
	RP134	Child Dev Trng Consortium(TM100)	
	RP140	BC - SBDC UC Merced	
	RP142	BC - SBDC UC Merced 03-311-005	
	RP148	RFA053- Veteran's Resource CTR Gran	
	RP221	BC - Special Projects Funding	
	RP230	ETR - WIA Programs	
	RP251	BC-CSUB Collaborative GRA2960	
	RP253	BC-CSUB Collaborative GRA1450	
	RP256	Title V CDFA 84.031 (BC)	
	RP280	Return to TITLE IV	
	RP302	Student Success	New Grant s/b RP384 for BC. RP302 belongs to rest of campuses & DO
	RP310	TANF	
	RP323	GUIDED PATHWAYS	
	RP346	BC Eisenhower Grant L2WS (01-02)	
	RP350	CalWorks	
	RP360	Student Development Fund	
	RP361	Co-Curricular Fund	
	RP380	MESA CCCP	
	RP382	Student Equity	S/B RP 384 2 grants got condensed to RP 384 for BC only belongs to Rest of campuses & DO
	RP384	SEA	
	RP400	BFAP	
	RP420	Project Workability Bakersfield	
	RP434	BC Transcript	
	RP495	Pell Administrative Allowance	
	RP500	BC Parking	
	RP510	BC Health Fees	
	RP562	Title V COS Cooperative	
	RP611	VTEA IC	
	RP613	STRONG WORKFORCE PROGRAM	
	RP614	Education Futures Grant 206 CLPCCD	
	RP634	AEBG Adult Education Block Grant	
	RP641	CCPT1 Wonderful (FKA Paramount)	
	RP643	CCPT2 Roll Global (West Hills)	
	RP645	Nat'l Endowment for the Humanities	
	RP646	US Dept of Transprtn CFDA 20.215	
	RP648	Opportunity Institute	
	RP649	Center for Research and Dev (CORD)	
	RP652	College Futures Foundation 15-01640	
	RP657	Rancho Santiago Comm College Dist	
	RP659	Cal-Soap	
	RP660	College Promise RFA 16-041-002	
	RP661	BC Innovation Award	

| | | RP662 | CAAP (CA Academic Partnership Prog) | |

Fund Type Level 2 Desc	Fund	Fund Description	Budget Notes
	RP663	Community Initiatives	
	RP665	Economic Dev for Distressed Areas	
	RP680	MDRC	
	RP700	BC - Reconciliation	
	CD002	General Center - Child Care	
	CD004	State Preschool	
	CD011	US DEPT of HHS CFDA 93.600	
	CD015	BC CCAMPIS Grant P335A190342	
	FD400	District - Child Care Food	
Unrestricted Grant	RP431	Apprenticeship	
Bookstore Fund	GU001	Unrestricted	Org 23DBK1
	BB100	BC - Bookstore	No Data
	BF200	BC-Facility Sport Complex Mktg Mgmt	No Data
Block Grant	CD014	QRIS BLOCK GRANT	
	RP599	Block Grant	Belongs to the Other Colleges Only

CCOMM(Johnson/Menchaca)
Website: https://committees.kccd.edu/bc/committee/curriculum
No report

EMC (Moreland)- *report submitted as written*
Website: https://committees.kccd.edu/bc/committee/enrollment
EMC Report to Academic Senate
March 4th, 2020 Prepared by: Krista Moreland, EMC Faculty co-chair

The EMC last met on Feb 26th, and will next meet on Nar. 26th

EMC OPEN FORUM
- *postponed and will now likely be held on Mar. 17th 2:30-2:30 pm. Location TBD*
  - *Please note, we are reserving a room now, and change the date.*
  - *We will send out emails once it's confirmed*
- *We invite the campus committee, particularly those involved in scheduling, to stop by during this hour and share your successes and issues related to Enrollment Management.*
- *Data collected will help with the Enrollment Management Manual*

CODING IN SCHEDULING
- *Students often erroneously select locations (Weill, SW, etc)) or start times (latte start). It is often difficult for them to fix their schedule once the semester has started.*
- *We have been discussing how we may reduce these scheduling errors by:*
  - *Creating a one-page document explaining coding*
    - *For counselors & outreach*
  - *Create one or more videos explaining coding*
    - *For counselors & social media*
    - *We will reach out to SGA and counseling to discuss the video*

CURRENT DISCUSSION
- *We continue to work towards an enrollment management manual*
  - *Discussions of guiding programs in becoming more involved with enrollment management/scheduling*
- *We are discussing shifting the student mindset from 'two semesters' to viewing*

college as year- round.

- o *Since many students work, shifting to the mindset of year-round college may increase completion time and reduce withdraws.*

EODAC (Hirayama)
Website: https://committees.kccd.edu/bc/committee/eodac
No report

ISIT (Boyles)-*report submitted as written*
Website: https://committees.kccd.edu/bc/committee/isit

ISIT Report to Academic Senate-February 19, 2020
Pam Boyles, faculty co-chair
Notes from February 10, 2020 ISIT Meeting

Program Review—Technology Requests:

- *The committee reviewed the ranked list of prioritized ISIT requests (from Nov. 26 voting).*
- *The committee discussed ties and ways to deal with ties.*
- *The committee discussed changes to ISIT request process, such as merging requests for a room (from all program requests connected to that room) and to ask programs to prioritize their requests when multiple requests are made.*

Program Review—Review of Assessment Question:

- *The committee reviewed the current program review assessments of technology. The next program review cycle (2021) will be made available this spring so that programs will have an opportunity to begin conversations before summer break. Programs that have received technology would be expected to complete the assessment question(s).*

Technology Plan:

- *Todd walked the committee through the initial draft of the 2020-2023 Tech Plan. Feedback is needed prior to the ISIT meeting in March. ISIT reps are encouraged to review the Educational Master Plan and its relation to technology.*

Next Regular Meeting: March 9, Monday (L-149), 4 to 5:30 pm

PDC (Jones)
Website: https://committees.kccd.edu/bc/committee/pdc
No report

PRC (Nickell)- *report submitted as written*
Website: https://committees.kccd.edu/bc/committee/programreview

Program Review Report to Academic
Senate March 4, 2020
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 Spring 2020:

Feb. 18th was a workday for Program Review to get the 2020-21 cycle out by the end of April 2020.
The PRC web page has been updated with the documents from the 2018-19 cycle.
The PRC is working toward making all eLumen reports for the 2019-20 cycle accessible and posted on the PRC web page.

OFFICER REPORTS

Vice President (Diaz)
No report

Treasurer (Kim)- *report submitted as written*

2019-20 Academic Senate Treasurer Mid-Year Report

2/11/20

BC Academic Senate/Retd. Studt. Account (F3200.5101)	*$15,009.43*
NEW BC Academic Senate (#F3300 0210)	*$23,645.52*
M. Levinson Account (#5310) $18,836.22 but only 5% can be used so,	*$838.44*
S. Trembley Account (#5510) $89,269.88 but only 5% can be used so,	*$4,165.26*

9/10/19

BC Academic Senate/Retd. Studt. Account (F3200.5101)	*$11,703.61*
NEW BC Academic Senate (#F3300 0210)	*$21,917.60*
M. Levinson Account (#5310) $16,768.76 but only 5% can be used so,	*$838.44*
S. Trembley Account (#5510) $83,305.27 but only 5% can be used so,	*$4,165.26*

3/5/19

BC Academic Senate/Retd. Studt. Account (F3200.5101)	*$11,881.64*
NEW BC Academic Senate (#F3300 0210)	*$21,281.02*
M. Levinson Account (#5310) $15,902.98 but only 5% can be used so,	*$795.15*
S. Trembley Account (#5510) $80,324.78 but only 5% can be used so,	*$4,016.34*

2/19/19

BC Academic Senate/Retd. Studt. Account (F3200.5101)	*$14,949.97*
NEW BC Academic Senate (#F3300 0210)	*$20,407.16*
M. Levinson Account (#5310) $15,259.20 but only 5% can be used so,	*$762.96*
S. Trembley Account (#5510) $77,024.56 but only 5% can be used so,	*$3,851.23*

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
The following letter from Connor Harris was summited as written:
Dear Mrs. Perry, The Honorable President Holmes, The Honorable Secretary Garret, The Honorable Treasurer Kim, and all other Honorable members of Academic Senate,
I have resigned due to personal issues and other reasons. I hope to someday come Back to BCSGA and possibly be 2nd on Academic Senate again. Sitting on Academic Senate was A great experience and very informative. I am hoping some way I can get my name thing that we each have in front of us at meetings from someone to keep as a memento. I really loved being on Academic Senate and hate to leave. I hope everyone is doing well. Maybe I'll have one of you as a professor soon. This is the last time I will be using this letterhead to address any members of SGA and/or Academic Senate. I will always remember the big things that went on in the meetings. I hope you all are doing well. I am no longer senator #01.

ANNOUNCEMENTS
None

ADJOURNMENT
The meeting was adjourned at 4:54 p.m.
Meeting minutes recorded by T. Perry