

ACADEMIC SENATE of BAKERSFIELD COLLEGE

September 23, 2020

Zoom-3:30 p.m.

UNAPPROVED MINUTES

MEMBERS:

President	Steven Holmes	Present	Behavioral Sc./CJ	Karimeh Amin	Absent
Vice President	Nick Strobel	Present	Biology	Ashley Choate	Present
Secretary	Matt Garrett	Present	Business Mgmt.&Tech.	Murad Zikri	Present
Treasurer	Charles Kim	Present	Communication	Angela Bono	Absent
ASCCC Rep	Lisa Harding	Absent	Engineering Systems	Maryam Jalaifarahani	Absent
Member-Large	John Giertz	Absent	English	Daniel Gomes	Present
AIQ Chair	Grace Commiso	Present	English	Paula Parks	Present
ACOMM Chair	Brent Wilson	Present	Education	Michelle Hart	Present
BADV Chair	Michael McNellis	Absent	EMLS	John Hart	Absent
BCOMM Chair	Teresa McAllister	Present	FACE	Melissa Ysais	Present
CCOMM Chair	Mark Osea	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	Absent
EODAC Chair	Bryan Hirayama	Present	Library/Academic Tech.	Faith Bradham	Present
EQ Chair	Michael Ivey	Absent	Math	Kris Toler	Present
FSC Chair	Pam Kelley	Present	Math	Dillon Giblin	Present
ISIT Chair	Pam Boyles	Present	Nursing	Noelia Citalin	Absent
PDC Chair	Matt Jones	Present	Nursing	Malissa Buggs	Present
PRC Chair	Kimberly Nickell	Present	Performing Arts	Robby Martinez	Present
SC Chair	Rebecca Monks	Absent	Philosophy	VACANCY	
SGA Officer	Krystal Knox	Absent	Physical Science	Ximena Da Silva Tavares	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	Absent	Student Services	Keri Kennedy	Present
Behavioral Sc/CJ	VACANCY		Student Services	Sarah Villasenor	Present

GUESTS: Lora Larkin

CALL TO ORDER

The meeting was called to order at 3:34p.m.; Quorum was met.

GOOD, WELFARE AND CONCERNS

The Archives announced the passing's of several retired faculty members. Garrett sent out sympathy cards on behalf of the Senate.

OPPORTUNITY TO ADDRESS THE SENATE

There were no requests to address the Senate.

- Accessibility Report update scheduled for 10/7 with Matt Jones & Andrea Thorson.

ADDITIONS TO THE AGENDA

X. Tavares motioned to add the BC Racial Equity Commitment to New Business (b), W. Ellis seconded; motion passed unanimously.

CONSENT ITEMS *(passed by general consent)*

Minutes of September 9, 2020

Visit the [Academic Senate](#) to view the minutes.

N. Strobel motioned to approve the minutes with corrections, M. Garrett seconded; motion passed unanimously.

Standing Committee Appointments

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

N. Strobel motioned to approve the committee appointments v2 with corrections, F. Bradham seconded; motion passed unanimously.

With the increase in membership (exceeding charge), the Committee Co-Chair will need to determine the non-voting members and alternates. The E-Board has recommended this be done on a first serve, first come basis.

Screening Committee Appointments

There were no appointments to review.

Committee Charges

Academic Senate Charge- visit the [Academic Senate](#) to view the charge

Revisions:

- “Academic Senate” Vice President
- “Academic Senate” Secretary
- “Academic Senate” Treasurer

O. Garcia motioned to approve the charge with the revisions, M. Ysais seconded; motion passed unanimously.

Assessment Committee Charge- visit the [Academic Senate](#) to view the charge

F. Bradham motioned to approve the charge with the proposed revisions, W. Ellis seconded; motion passed unanimously.

AIQ Committee Charge- visit the [Academic Senate](#) to view the charge

W. Ellis motioned to approve the charge with the proposed revisions, M. Ysais seconded; motion passed unanimously.

UNFINISHED BUSINESS

A. Senate Goals

Description: Annual review of the goals; visit the [Academic Senate](#) to view the document.

Recommendation to add “and processes” to Goal #3

M. Ysais motioned to approve the goals with the recommendation, X. Tavares seconded; motion passed unanimously.

NEW BUSINESS

a. Rename of Department (Holmes)

Description: proposal to rename Health & P.E. to Kinesiology & Athletics; visit the [Academic Senate](#) to view the document.

1st READ; this will be a voting item at the next meeting.

Dean summarized the proposal: The term physical education is too narrow for the department. Student majors are going different paths other than the traditional style of physical education teacher or coach. For example, physical therapy, sports and exercise psychology. The majority of the state universities and local level community colleges are using the term kinesiology; therefore this defines the discipline more accurately.

Questions asked:

- Curriculum: Physical Therapy classes will go under Kinesiology
- Articulation: Changing the prefix is not a substantial change at the state level and is just a matter of switching the program code. It will not affect transfer unless there are specific changes to the course outline of record.

b. Racial Equity Commitment

Tavares shared that the Physical Science Department has concerns that this document which surfaced from FCDC was not given enough avenues open for discussion for faculty input. Most of the faculty have expressed concerns over the document. In general we need clarity on the language.

Examples:

- Students of color and what is the criteria that will be used to put students into that category.
- Dismantling institutional barriers and how those would be identified.
- Racial equity and how is the college defining equity.
- Micro aggressions implicit bias and racism and how that will be defined.
- Financial barriers and how will they be defined, how is the impact going to be measured, especially because we're going to hold ourselves accountable for it.
- Why is BC focusing on racial equity instead of general equity and inclusiveness?

Hirayama shared his committee has received questions regarding definitions and are working on this. He referenced a report from CCCCCO:

https://www.cccco.edu/-/media/CCCCO-Website/Reports/CCCCO_DEI_Report.pdf?la=en&hash=69E11E4DAB1DEBA3181E053BEE89E7BC3A709BEE

Strobel pointed out that the *Racial Equity Commitment* document is located on the College Council website for the June 16th meeting (Special College Council Meeting). It was mentioned that if the document was at CC, then faculty reps should have had reviewed it. Moreland, CC Faculty Rep shared that not all documents are reviewed or discussed in depth. It could have been mentioned as an item being worked on, but nothing more.

Holmes recommended to do some information gathering before discussing further and asked Tavares and Ellis to take the lead on this item.

REPORTS

President's Report

EW's: We stay by our current Board Policy and catalog language which states extenuating withdrawals must be done by the last day of classes and prior to the beginning final exam period. This is in line with Title 5 legislation. Verified by A&R are some examples:

- Extenuating circumstance
- Accident
- Illness
- Death of immediate family member
- Other circumstances beyond your control

A&R is creating a new form to help with this verification process for just EW's.

Kim asked if there is a policy on the last day the student was in class, since we are teaching online? Strobel provided catalog language:

Distance Education Attendance Policy: Bakersfield College updated its Distance Education Attendance & Non-Participation Policy in Spring 2011 in response to U.S. Department of Education requirements that institutions receiving federal financial aid have a policy on non-participation for distance education classes. The Bakersfield College DE policy found at <https://bakersfield.elumenapp.com/catalog/2020-2021/attendancepolicies#mainContent> states:

=====

All students enrolled in distance learning courses must log in to each course and complete any assignment or other activity, to be determined by the instructor, that are required during the first week. Students who fail to complete first week assignments/activities within the instructor's deadline may be dropped.

After the first week and during the time period before the final withdrawal date, students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. See *Withdrawing from Classes* for additional details.

As stated in *Class Attendance* above, "instructors may drop a student from a course when absences number the equivalent of two weeks of class recorded from the first day of instruction." In the case of distance learning, absences shall be defined as "non-participation." Instructors may drop students after the equivalent of two weeks of non-participation from the first day of class. Non-participation shall be defined as, but not limited to:

- Not following the instructor's participation guidelines as stated in the syllabus
- Not submitting required assignments
- Not contributing to meaningful discussion in required chat rooms, discussion boards, or other online forums
- Not participating in scheduled activities
- Failure to communicate with the instructor as required

Note: simply logging into the course does not constitute participation. You must demonstrate that you are actively participating in the course by submitting required assignments, contributing to discussion forums, etc. as outlined above.

Holmes will confirm this and circle back to Senate.

Waitlist Codes: Senate Presidents and Chancellor met to discuss this item. It is still "on the table". The Chancellor's concern is when updating the Banner system, then they also have to update the codes and this is an additional cost.

District Consultation Council (DCC)

DCC Website: <https://committees.kccd.edu/committee/district-consultation-council>

Board Policy Chapter 4: Starting over the summer, the three Senate Presidents' and John Means have been reviewing Chapter 4 BP. Specifically the policy that deals with rely primarily upon the advice and consent of the Senate. The history of the state level of governance, 10 plus one started with a group of faculty and administration who identified where any changes to those policies would have to rely primarily upon the advice and consent of the Senate. We've held true to that for the last 40 years. This movement is to change our policies from our own local decisions to really a template that's produced by the state agency. In meeting with both the other Senate President's we came to an agreement that we don't want any of our current BP's that say rely primarily upon the advice and consent of the Senate to be removed. We have made around ten recommendations. However, the Chancellor stated he would take our suggestions into consideration.

College Council- no update

CC 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)

We are being held harmless in our current academic year, which means we get the same amount of money we did last year regardless if we had growth or loss. This is a benefit to the college since we did not reach the same FTES. Its important to get students enrolled for spring because we don't have the ability to take as big a hit as we did in fall.

Information is out that we will continue the current online courses through Spring.

COMMITTEE REPORTS

AIQ(Commiso)-submitted as written

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

AIQ Report

Prepared for Academic Senate, September 23, 2020

Grace Commiso, Faculty Co-Chair AIQ

AIQ Charge:

- *Updated membership section only to reflect current membership*

Institution-Set Standards:

- *Presented at CC 9/8/20, see supporting documentation for presentation*
- *Starting our Annual Review Process: holding ourselves accountable for student learning and completion*
- *We will evaluate the last years data, which we have requested of OIE, and then will present to Senate and College Council*
 - *Looking to bring forward and recommendations for revisions, increasing/decreasing goals, removal/addition of standards, etc.*
- *One area we are looking at closely is the disaggregation of our ISS outcomes, we are working with OIE to create a Tableau to display this data*
- *Considering the addition of an ISS focused on Financial Aid*
 - *Completion of FAFSA &/or Dream Act*
 - *Requested 5 years' worth of data from OIE in order to discuss possible standards*
- *Lastly, SLO completion. How do we know if students are attaining SLO's? How can ISS outcomes inform assessment? & How do we know if learning is equitable?*
 - *We do not have this one figured out yet, we are partnering with the assessment committee and asked that they come back with some suggestions to discuss however Jessica and I will be involved and supporting those conversations as they happen.*
 - *Most importantly how can we structure our ISS's through a student learning lens and assess the work?*

Strategic Directions:

- *Current 3-year cycle ending. Nothing due in Fall, just a reminder for final scores will be due in Spring.*
- *New cycle will start soon. Todd Coston is charged with leading that work and developing the process for collaboration much like was done last time (e.g. task force to gather suggested initiatives and then to present at committees for feedback, etc.)*

ACOMM (Wilson)-submitted as written

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

Assessment Committee Report 9/23/20

Training

- *One conference (7/7-7/10) for AC Faculty Co-Chair at Curriculum Institute 2020*
- *One conference (7/20-7/23) for AC Faculty Co-Chair at eLumenation 2020*

- One training during AC meeting (8/28) for AC Members on 'Assessment Member' role in eLumen and norming language for reviewing SLOs/PLOs
- One training during AC meeting (9/11) for AC Members on Assessment Report in Program Review
- Various sessions with faculty to help with Assessment Report in Program Review
- Various sessions with faculty to help with entering SLO assessment data in eLumen

Accomplishments

- 2019-20 SLO assessment data sent out to faculty for Assessment Report in Program Review (8/17).
- Assessment Committee website updated:
 - 2019-20 SLO assessment plans moved to archives page (8/27)
 - 2019-20 SLO data published on archives page (8/27)
 - 2020-21 committee membership updated on landing page (9/9)
 - 2020-21 committee picture updated on landing page (9/18)
- Committee Charge reviewed and approved by Assessment Committee (9/11)
- SLO/PLO review in eLumen (as of 9/22):
 - 52 courses and 2 programs reviewed by AC Members

Future Work

- Update assessment plans for 2020-21 and post to AC website
- Re-map learning outcomes (SLO-PLO, SLO-ILO, SLO-GELO) for courses/programs revised effective Summer 2019 and Summer 2020 (catch up from some work not completed Spring 2020)
- Continue ILO study from Spring 2020
 - Assessment tool has been created by ILO sub-team, related to civic engagement (ILO #4)
- Collaborate with AIQ Committee to connect student learning metrics with Institution-Set Standards(ISS)
- Implement SLO-ILO and AUO-ILO integration with Dean Waller

Assessment Committee Goals for 2020-2021

Goal 1: Provide the knowledge and training necessary to create, regularly assess, and report student learning outcomes (SLOs & PLOs).

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

Goal 2: Supports collecting and reviewing of assessment data and facilitates organizing processes to support student learning.

- Linked to ACCJC Standards I.B.4, I.B.5, I.B.8, II.A.3
- Linked to BC Strategic Direction 1.8

BADV (McNellis)

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

No report

BCOMM (McAllister)

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

No report

CCOMM (Menchaca/Osea)-submitted as written

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

*Curriculum Committee Report to Academic
Senate September 9, 2020*

BC Curriculum Committee Goals 2020-2021

Goal 1: Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum.

Goal 2: Address process issues that are impeding the approval and renewal of curriculum.

Goal 3: Address technological issues that are relevant to the approval and renewal of curriculum.

Committee reviewed nearly 700 courses in the 2019-2020 school year and summer 2020. Committee Training and Faculty Drop-In took place over Zoom

- *Workflow and Curriculum Timeline Review*

Committee Co-Chair Workplan includes:

- *6-year reviews for courses*
- *DE and CE requests for Fall and beyond*

Upcoming Items include:

- *CPL – Credit for Prior Learning*
- *CBE – Competency Based Education*
- *Fall Addendum*

Respectfully submitted,

*Erica Menchaca & Mark Edward
Osea Curriculum Co-Chair*

*Billie Jo Rice
Curriculum Co-
Chair*

EMC (Moreland)

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

No report

EODAC (Hirayama)

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

FSC (Kelley)

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

No report

ISIT (Boyles)-submitted as written

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

ISIT Committee meeting of May 4, 2020

The following updates were provided:

1. *Academic Technology: Matt Jones noted that professional development meetings are continuing and that Pamela Rivers has requested people to host FLEX meetings (as well as attend) for the start of the fall 2020 semester.*
2. *Student Success Technology: Dan Hall shared that A & R is swamped with student phone calls and can't keep up. A 3-year agreement has been made to use chatbox (?), an AI device similar to Alexa that can answer common questions.*
3. *Technology Support Services:*

- a. *Todd Coston provided updates about the devices that have been provided to faculty and staff during the campus closure. He mentioned that some classrooms will be wired for the hybrid Zoom classes.*
- b. *Todd also reported that responses to the Annual Employee Survey were at record numbers.*

ISIT Committee meeting of September 14, 2020

The following committee information was reviewed:

1. *the Technology Processes and Technology Plan, a 3-year document of which ISIT plays a role; the ISIT Prioritization process; and the Strategic Directions (section that involves the ISIT Committee).*
2. *ISIT charge was reviewed.*
3. *Committee Goals—select items from Strategic Directions are in our purview.*

The following updates were provided:

1. *Academic Technology: Matt Jones and Pamela Rivers noted that the number of faculty attending professional development flex sessions doubled from previous years. Sessions are continuing this fall, and the Academic Technology team has weekly office hours for one-on-one help*
2. *Student Success Technology: Dan Hall shared that chatbox has been really helpful and they have been able to help a number of students connect with Financial Aid, Counseling, etc. in one visit, though the wait has been long depending for some. Most students are happy with the system (not sitting in a hallway for hours).*
3. *Technology Support Services:*
 - a. *Todd Coston reported that BCSW (on the CSUB campus) is all set up.*
 - b. *Todd also reported that the Chromebook/laptop loaner program is up and running.*

PDC (Jones)

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

No report

PRC (Nickell)-submitted as written

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

Program Review Report to Academic Senate

Sept. 23, 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: We have reached all 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 2020:

- **Meeting Tuesday Sept. 22, 2020**
 - Review PRC charge
 - Data discussion
 - Norming the feedback process
 - Train committee members on eLumen
 - Create goals for 2020-21

See the [Program Review web page](#) for important information regarding the PR process, including supporting documents and representatives on the committee. If your area has no representation on the committee, please consider joining us.

OFFICER REPORTS

Vice President (Strobel)

No report

Treasurer (Kim)

Kim reported he will provide a report at the next meeting.

Secretary (Garrett)

Meeting summary emailed to faculty following the meeting.

ASCCC Rep (Harding)

Harding will attend the Fall Plenary.

CCA (Designee)

Boyles reported the following:

- Weekly emails are being sent out "What does the contract say" by Ann Tatum.
- CCA session are being offered to faculty/departments.

BCSGA (Knox/McNellis)

Student Event's Calendar: <https://www.bakersfieldcollege.edu/studentevents>

BCSGA: <https://www.bakersfieldcollege.edu/bcsga>

Office of Student Life: <https://www.bakersfieldcollege.edu/studentlife>

No report.

ANNOUNCEMENTS

Academic Academy 10/8-9
Fall Plenary 11/5-7

ADJOURNMENT

The meeting was adjourned at 5:07 p.m.
Meeting minutes recorded by T. Perry