BAKERSFIELD COLLEGE
1913 — 2013

College Council
Meeting Minutes

April 17, 2015

https://committees.kccd.edu/meeting/1476#overlay-context=bc/committee/collegecouncil

Members Present: Sonya Christian, Kate Pluta, Janet Fulks, Nick Strobel, Janet Thomas, Jennifer Johnson, Edie Nelson, Ann Tatum, Alice Desilagua, Kathy Rosellini, Steven Holmes, Gustavo Enriquez, Sue Vaughn, Jason Stratton,

Guests: Pam Boyles, Gustavo Enriquez, Bule Rea, Jimmy Garcia, Pat Smith, Kathy Freeman, Richard McCrow, Richard Marquez, Bryan Hirayama, Todd Coston

Next meeting: May 1, 2015

WELCOME & OVERVIEW of the AGENDA

APPROVAL OF MINUTES
A motion was made by Strobel and seconded by Pluta to approve the minutes of March 20, 2015. The minutes were approved as presented.

PRESIDENT'S REPORT
https://committees.kccd.edu/sites/committees.kccd.edu/files/President%27s%20Report%20to%20College%20Council%20April%20172015.pdf

Enrollment update: Compared to the same date this time last year registration for fall is up 25% in headcount and FTE and summer is up 21%. This is primarily due to having students register earlier and not necessarily all new growth. Over the next several weeks we will have a more accurate number to reflect "actual" growth.

IEPI Regional Meeting – March 24
- Christian described the state-wide Institutional Effectiveness Partnership Initiative (IEPI). Website: http://extranet.cccco.edu/Divisions/InstitutionalEffectiveness/IEPI.aspx
- For those community colleges who have difficulties in certain areas of Institutional Effectiveness, this initiative provides assistance. SB 852 budget Act of 2014 provides the legislative language for this funding.
- IEPI Steering Committee evaluates these requests and assembles team of peers (Peer Resource Teams) to work with the college.
- Christian is chairing a PRT this spring which is one of the six pilots in the state.

Achieving the Dream
- Ron Head and John Nixon are very impressed with the success BC has had embedding the ATD approach into the work of the college.
- According to them, BC could improve in the area of formative and summative evaluation. Suggestion to create more time for a systematic approach to evaluating.

- Fulks is working with Darla Cooper from the RP group will assist BC with this work in the coming year. After the initial support from the RP group, this work in the future will be taken on by BC's Institutional Researcher working with the data coaches.
- BC has submitted an application to be part of a study with Pearson on the how advising impacts academic performance in the classroom.

Inmate Education
- Prison tour on March 27 with Patricia Smith, Rich McCrow, Kathy Freeman
- Work group[1] met April 16 for the first time and are in the process of identifying the issues such as curriculum and safety. For more information, check out the website at: https://www.bakersfieldcollege.edu/president/inmate-education
- Christian will update College Council as this work progresses

Faculty Bootcamps
Calendar these dates and plan to attend:

May 18, 2015: all day – data. Lead: Fulks and data coaches ; how to plan ahead and measure outcomes and share information openly; interactive session	May 19, 2015: all day – Learning Outcomes & Assessment. Lead: Neville & Bresso
May 20, 2015: Morning – Program Review. Lead: Pluta and Mourtzanos; Afternoon – Equity. Lead: Johnson, Hirayama, Coffee	May 21, 2015: Morning – TBD; afternoon – TBD

FLEX GUIDELINES
https://committees.kccd.edu/sites/committees.kccd.edu/files/FLEX%20Information%20and%20Guidelines%20revision%202015_0.pdf
The revision to these guidelines is posted. College Council was asked to review and provide feedback at the next meeting.

ADMINISTRATIVE STRUCTURE
https://committees.kccd.edu/sites/committees.kccd.edu/files/Admin%20Structure%20April%20172015%20Proposal.pptx
The workgroup updated the document and Christian lead discussion noting the following:
- Associate Dean positions will move to Dean positions
- 50% calculations show an increase in 2015-2016 compared to 2014-2015
- Institutional researcher would ideally be a person housed on campus
- Development of a professional development department – a shift in Todd Coston's responsibilities. Approval of a classified support staff position to support professional development is on hold pending further evaluation of the 50% impact

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[1] Inmate Education Workgroup Composition: Rich McCrow – Lead administrator; Pat Smith – Lead faculty ; Bryan Hirayama – Faculty pioneering first class; Steven Holmes or designee – Academic Senate President or designee; Kathy Freeman or designee – CCA rep or designee; Tina Johnson or designee – CSEA President or designee; Sue Vaughn or designee – Management Rep or designee; Alex Dominguez or designee – SGA President or designee; Nan Gomez-Heitzeberg – Exec VP of Academic Affairs; Zav Dadabhoy – VP of Student Affairs; Anthony Culpepper – VP of Finance and Administrative Services; Dena Rhoades – HR Director; Wes Sims – Faculty, English; Billie Jo Rice – Curriculum

A motion to approve the administrative structure as presented was made by Vaughn and seconded by Dadabhoy. Discussion followed with the following highlights:

- A suggestion was made to provide a slide that shows what departments report to which deans: it was noted that the workgroup has begun this work but has not yet finalized this portion of the proposal. Reminder that right of assignment lies with management and that College Council is voting on the number of positions administrative structure not the actual assignments of each position.
- The workgroup committed to meet in the next week to draft a document that delineates the areas of responsibilities of each Dean and present to College Council at the May 1st meeting.
- Interim Associate Dean Contracts will be extended through December while the positions are posted and filled permanently. This approach will help as we transition.

Pluta called for the question—the motion carried unanimously.

CONSULTATION COUNCIL
Holmes provided a status update on each of the Board Policies under revision which can be read at:
https://committees.kccd.edu/sites/committees.kccd.edu/files/Board%20Policy%20and%20Procedure%20Update_0.pdf

Johnson reported that CSEA is negotiating an MOU for BC and PC to move to the 4/10 work schedule summer 2015.

Institutional Effectiveness (IE) FRAMEWORK
https://committees.kccd.edu/sites/committees.kccd.edu/files/IE%20Framework%20of%20Indicators%20and%20Digest%20For%20Consultation%20Council%20Feb.19.pdf
Fulks provided background on the projects and gave the following highlights related to the work at BC.

- IE Division at CCCCO – broad involvement and representation on the steering committee. See website for more details:
  http://extranet.cccco.edu/Divisions/InstitutionalEffectiveness/IEPI.aspx
- This is an accountability tool to report to the legislature
- Accreditation goals should be the minimum target; ie the Institution Set Standards
- Deadline for each target is June – BC is ahead of the game

Fulks further reported on the status of CCCApply:

- The project is moving forward; results are exceedingly positive in how we can serve our students
- The district-wide team was wrestling with the issue of centralizing the communication message to students or whether to have them customized for each college.
- College Council members expressed the opinion that it needed to be a hybrid. There could be the common message followed by a customized message. Standard from district seems reasonable and then allow colleges to customize to the community they serve; preserve the opportunity to individualize communication to Bakersfield College students

ACCREDITATION MIDTERM REPORT – STANDARD IV
Pluta explained the approach was to problem solve throughout the process of gathering data for the mid-term report.

Jennifer Johnson provided a written report regarding Accreditation Standard IVA which can be read here:

Andrea Thorson reflected on the collection of evidence related to Accreditation Standard IVB:
- There is no holistic system to collect data which prevents effective gathering of evidence
- Thorson suggested to have a secondary collection area to preserve documentation
- It was then suggested that an Accreditation website be developed with categories so documentation could be posted as it is presented
- Meeting first week of May – Jason Kobely, Amber Chiang and Shannon Musser, and Kate Pluta,

KCCD STRATEGIC PLAN
The targets for BC were taken from existing documents like the Scorecard, SSSP and Equity.
https://committees.kccd.edu/sites/committees.kccd.edu/files/Strategic%20Plan%202015- 2019%20with%20BC%20Comments%203-26-15.pdf

BC Targets have been developed to be included in the KCCD Strategic Plan:
https://committees.kccd.edu/sites/committees.kccd.edu/files/Strategic%20Plan%202015- 2019%20with%20BC%20Targets%204-17-15.pdf

STATE OF PROFESSIONAL DEVELOPMENT
Todd Coston reported on the current professional development activities and provided and an outline of future goals and direction of professional development at BC:
https://committees.kccd.edu/sites/committees.kccd.edu/files/State%20of%20Professional%20Development- April%2017%20Report%20to%20College%20Council.pdf
Coston also gave highlights about the Professional Development Plan the PDC is working on.
- Dena Rhoades and Coston visited COS for a group discussion with other colleges on how they are working their professional development plan.
- Ideas included using spring break for a dedicated PD day/activities for classified employees; use of software to track professional development activities and tailor offering to meet professional development goals of employees;
- College Council supported the idea of using software as a tracking mechanism as well as putting a position in place to staff the work or professional development which is expanding in scope at Bakersfield College and at the state.

ACADEMIC SENATE PLENARY
https://committees.kccd.edu/sites/committees.kccd.edu/files/ASCCC%20Plenary%20Report%20on%20Equity.p df
Andrea Thorson distributed handouts and highlighted sessions she attended.
Equity
- Equity Plans are currently leaving out LGBTQI
- Suggestions include:
  o Incorporating this group in our Equity Plan
  o Encouraging non-discriminatory statements about LGBT students in the school codes, handbooks and classrooms.
  o Providing Safe Zone Training
  o Remembering that campus experience for LGBTQI students can be affected by what the faculty, staff, and administrators have to say on the matter as well as how they communicate and deal with various forms of bullying and derogatory language
- College Council will forward Andrea's report on this matter to EODAC for consideration

<u>Senate Resolutions</u>
- Programs that specifically address violence against women
- Counseling and DSPS: minimum qualification have been modified
- Provide specific pathways for high school students transitioning to college; dual enrollment
- Goal of 75% of courses being taught by fulltime faculty

Christian thanked Thorson for providing the report to College Council and encouraged the Academic Senate to continue providing reports to College Council on the Senate's statewide discussions