

ACADEMIC SENATE
October 5, 2011, 3:30 P.M.
COLLINS CONFERENCE CENTER

UNAPPROVED MINUTES

PRESENT: Corny Rodriguez (EB); Bill Moseley (EB); Kate Pluta (EB); John Gerhold (EB); Matthew Morgan (EB); Michael Korcok (EB); Leah Carter (EB); Wesley Sims; (EB); Kimberly Hurd (EB); Rick Brantley (EB); Anna Poetker; Bill Kelly; Bill Moseley; Christian Zoller; Jeannie Parent; Kathy Freeman; Klint Rigby; Kris Stallworth; Lisa Harding; Maria Perrone; Melinda Fogle; Nancy Guidry; Nick Strobel; Shane Jett; Sue Granger-Dickson; Susan Pinza; Brent Damron; Phil Whitney; Marsha Eggman;

ABSENT: Bill Barnes (EB); DeAnn Sampley; Gayla Anderson; Jason Stratton; Terry Meier

GUEST: Jorge Barrientos (The Bakersfield Californian); Danitza Romo (Student Representative)

CALL TO ORDER

The meeting was called to order at 3:36

REVIEW OF THE MINUTES

A motion was made to approve the minutes as presented. M/S/C: Gerhold/Korcok

REPORTS

President's Report (Rodriguez)

Corny deferred his report to those items already on the agenda.

ASC (Pluta)

Kate directed Senators to the materials in their packets that include her written report. Kate also reported that the Executive Board is interviewing three candidates for the Self Study Editor. College Committees have submitted fall reports. A summary of these reports show that all college goals are being addressed.

Curriculum (Moseley)

Bill indicated that the majority of the 100 courses that needed to be updated have been entered and advanced through the approval queue in CurricUNET. Although there have been issues with deans not approving courses that need to be updated before spring, the Curriculum Committee is satisfied that they are in the queue. Bill expressed the need to separate the curricular processes from CurricUNET as we cannot wait on CurricUNET to work perfectly to move curriculum forward. The Curriculum Committee will be looking at the approval process and hope to eliminate unnecessary steps in the process so the process will move more quickly and ultimately address the large amounts of curriculum that needs to be approved. Faculty should contact Bill directly, rather than Janna Oldham, for all technical questions related to CurricUNET. Janna will be focusing on processing curriculum.

ISIT (Strobel)

Nick's full ISIT report is available online at <http://online2.bakersfieldcollege.edu/sea/isit/oct2011.htm>

Highlights include:

1. "Geek Week" is actually two days October 18-19. See what's all being offered for staff development. One particular one is "Peer to Peer Inside BC with Richard Marquez. He'll share insights about his use of Course Studio. Attending a workshop puts you in the raffle for a cool techie toy. Multiple workshops = multiple entries.

2. Registration message to online students was the most controversial part of our meeting. How do we get information to the online students before and after (esp. after!) they register for an online class. How can online instructors post class info for all prospective students to see in Luminis (InsideBC)

3. *A task force will be formed to look into ways to allow+encourage faculty innovation in the use of new technology while maintaining the security of the rest of the campus network.*
4. *Course textbook information easily viewable in Luminis (InsideBC) and on the BC website. It is VERY easy for students to find out what textbooks they need for their classes. Even order online!*
5. *College Knowledge workshop on making course materials universally accessible is happening next Friday, October 14th from 9 to 10 AM in H52.*
6. *New Technology Plan for Information Services and Media Services will be developed this fall.*
7. *Updated Computer and Audio-Visual technology standards posted. Note: An "Elmo" is one brand of a document camera that is not being ordered anymore. If you want a document camera for your classroom, ask for a document camera, not an Elmo.*

In addition it was reported that online students did not receive direction on how to begin their online course as was done previously. ISIT has asked that this practice be reinstated and Bonnie Suderman is looking into generating something through BanWeb.

Union Update

A written report from CCA representative, Lora Larkin, was read by Corny Rodriguez.

CCA is currently calling for nominations for the upcoming election for a BC Chair, 2 full-time faculty representative, and 1 part-time faculty representative. Nominations close October 14. Anyone who is interested should contact Katherine Hairfield.

The next Board of Trustees meeting will be held on Thursday, October 6 at 1:30 p.m. This may be the last chance faculty have to show their presence and support to the Board to get back to negotiations and not toward fact-finding. The latest word is that the District attempted to cancel the mediation session scheduled for October 24 to go straight to fact-finding, but the mediator would not allow the cancellation.

There have been a few concerns about the process of handling the student evaluations, especially with regard to the faculty having access to the hand-written comments at the end of the semester which may imply that the evaluation are not in fact, "anonymous" as is currently stated in the instructions to the students. CCA, in conjunction with the administrators, are currently working on standardized language to more accurately present information about this part of the process to our students. We should be getting an email out to the faculty sometime this week.

Enrollment Management

Michael Korcok met with Nan Gomez-Heitzeberg and they have set a meeting date for October 19. The committee will discuss moving the purging of waitlists closer to the census date, developing criteria for deciding how and when seats will be added to classes and managing FTES. Michael asked Senators for additional topics that they would like Enrollment Management to address. There was a request to discuss how to ensure there are enough courses available for students to transfer.

In response to the Senate discussion of September 21, Nan confirmed that selected courses were allowed to add seats and others could not. This decision was strategic and based on success and retention rates. It was noted that the inconsistency of adding students this fall was discussed at FCDC. It was also noted that if each section were to add one student then the college would exceed its target.

Articulation/Transfer

Sue Granger-Dickson reported that CSU and UC application periods are open. The Counseling Department is holding workshops to assist students with applications and personal statements. Sue asked faculty to encourage students to attend.

Anyone interested in serving on the Transfer Advisory Committee should contact Sue. Sue also reported that the state chancellor's office expects that all community colleges will develop transfer model curriculum for the top 20 majors. BC currently has three developed for Communication, Psychology and Sociology.

OPPORTUNITY TO ADDRESS THE SENATE

There were no requests to address the Senate.

ADDITIONS TO THE AGENDA (*must be added with a 2/3 vote of members present*)

There were no additions to the agenda.

COMMITTEE APPOINTMENTS

A motion was made to approve the committee appointments as presented. M/S/C: Carter/Stallworth

UNFINISHED BUSINESS

Grade Change

Corny has contact Greg Chamberlain about providing a response to the Senate on this issue. Dr. Chamberlain has indicated that he does intend to respond; however, he is still gathering information on the matter. Senators asked Corny to put the request for a response in writing.

KCCD Strategic Plan

Corny reported that he presented the Senate's concerns to District Consultation Council (DCC). Porterville and Cerro Coso Senate's have yet to meet. The Bakersfield College Academic Senate feedback will be taken into consideration along with those from Porterville and Cerro Coso at the next DCC meeting on October 25. Senators asked Corny to provide their feedback and concerns to the Academic Senates at Porterville and Cerro Coso.

Catalog Task Force Charge

Sue Granger-Dickson provided an updated version of the task force's charge. It reads as follows:

The Bakersfield College Academic Senate Catalog Task Force reviews the current Bakersfield College Catalog:

- *To ensure that content related to curriculum, degree and certificate requirements, and grading policies are included, accurate, and approved;*
- *To make suggested changes to improve readability and to follow the practices of standard English; and*
- *To make suggested changes to help students and the community better navigate and understand the document.*

A motion was made to have an emergency vote on this proposal. M/S/C: Korcok/B. Kelly.

A motion was made to approve the charge as presented. M/S/C: Gerhold/Guidry.

NEW BUSINESS

Integrated Collegewide Planning

Kate Pluta began discussion by stating that planning occurs in many places on campus, but we do not always document those efforts or integrate the components. Kate asked Senators what integrated planning looks like. She then directed Senators to a grid with a 1-5 scale with Culture (Reactive to Proactive Organization) on one side and Resources (Limited Resources Environment to Ample Resources Environment) on the other and asked where Senators thought Bakersfield College was on the scale. Most of those that responded felt BC is in the Reactive Organizational Culture Operating in a Scarce to Limited Resource Environment quadrant but also indicated many processes are improving. There was one respondent that felt if we were to look back a few years compared to where we are now, BC has improved with such things as the Budget Committee, the Catalog Committee and the Co-Chair Committee, all indicating the culture is shifting at BC. Organizational change does not happen quickly and we

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should take time to recognize the progress that has been made. There were many comments that being proactive is critical, but that being able to react quickly to changing circumstances and factors we cannot control is also important. BC needs to create a structure that allows the college to anticipate future problem solving opportunities. We need integrated planning so that we look at how decisions affect all areas of the college. Although we have in place the new Annual Program Review process, budget criteria and collegewide committee reports, we need to test these processes for their effectiveness.

What is “integrated collegewide planning?”

Senators expressed the need to have a single location where information is stored and a single person to maintain that documentation. The unit plans have typically contained the information but once they are compiled into the Educational Master Plan very few people look at them all together. Additionally, the Institutional Effectiveness Committee was initially intended to have a dollar amount that could be allocated for the identified priorities in the unit plans. Committees and documentation of activities has changed; however, the procedures and policies that are outlined are sometimes bypassed and not followed. It is hoped that the budget criteria and the new Annual Program Review process will resolve that issue. It was noted that not all planning efforts require funding.

What would you like it to look like?

Planning is a huge task and with so many people involved it can be cumbersome. There were many opinions expressed, such as respecting the documents and policies that are in place, funding should follow the priorities that are set, reducing the number of priorities and goals, and not letting the district dictate the college goals. The first question should be if what we do helps students.

Kate read the first paragraph of the Accreditation Standards, *“The primary purpose of an ACCJC-accredited institution is to foster learning in its students. An effective institution ensures that its resources and processes support student learning, continuously assesses that learning, and pursues institutional excellence and improvement. An effective institution maintains an ongoing, self-reflective dialogue about its quality and improvement.”* Bakersfield College does assess learning through SLOs. We also need to evaluate the processes to address institutional excellence and improvement.

It was decided that the Senate would address two remaining questions at the October 19 Senate meeting. What role does the Senate have in this process? And, is the Senate’s role accurately represented in the Decision Making Document? Senators should seek input from their departments and be prepared for discussion.

2011-12 Senate Goals

Kimberly Hurd presented the proposed goals. The goals were written to link with colleges and the 10+1 is listed as a reminder to the Senate’s purpose. Senators should share the proposed goals with their departments and be prepared to vote at the next meeting.

Written Procedures for Skills Pre-requisites (Gerhold)

Regulations have been changed that allow Curriculum Committees to approve reading, writing and math skills pre-requisites for courses other than these classes. In the past, that was possible but it required statistical analysis of student success in the course. Now it can be required without that statistical data. With the pre-requisite listed students cannot enroll in the course without completing it.

Nan Gomez-Heitzeberg has asked the Senate to work on written procedures for how we will apply pre-requisites rather than simply relying on content review to justify. A document created by Sue Vaughn, Kimberly Van Horne and Dawn Dobie lists the skills that each of the reading, writing and math courses address. John Gerhold will send this document to the Senators for reference. Additionally, the written procedures need to address how many levels below transfer will the college offer and how the college will deal with student assessment. The process needs to be clear and consistent for students.

There was concern expressed about how the use of pre-requisites could improve success rates but could significantly reduce enrollments. The college is focused on student success, so it seems logically to focus our efforts on those most likely to succeed. There is no longer a seat for every student who wants to enroll. It was noted that pre-requisites will not solve student success issues as study and research skills are also an integral part of success.

KCCD Curriculum Council

Senators will receive at the next meeting, a draft proposal for forming a District Curriculum Council. Membership will consist of the three college Curriculum Committee faculty chairs, college Vice Presidents and others.

GOOD AND WELFARE AND CONCERNS

ADJOURNMENT at 5:05

Respectfully Submitted,
Jennifer Marden