

# ACADEMIC SENATE of BAKERSFIELD COLLEGE

February 2, 2012, 3:30 P.M.  
Collins Conference Center

UNAPPROVED MINUTES

**PRESENT:** Corny Rodriguez (EB); Kate Pluta (EB); Michael Korcok (EB); Kimberly Hurd (EB); Wesley Sims; (EB); Leah Carter (EB); Matthew Morgan (EB); John Gerhold (EB); Rick Brantley (EB); Bill Kelly; Melinda Fogle; Jason Stratton; Anna Poetker; Christian Zoller; Jeannie Parent; Kris Stallworth; Nancy Guidry; Sue Granger-Dickson; Susan Pinza; Phil Whitney; Janet Tarjan; Gayla Anderson; Terry Meier; Lisa Harding; Luis Guajardo; Kathy Freeman; Klint Rigby; Marsha Eggman; Reggie Bolton

**ABSENT:** Bill Barnes (EB); Maria Perrone; Nick Strobel; Shane Jett; Patrick Fulks;

**GUESTS:** Jack Pierce, Commencement Committee

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## CALL TO ORDER

The meeting was called to order at 3:30p.m.

## REVIEW OF THE MINUTES

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

## REPORTS

### President

Corny deferred his report to items on the agenda. There was a question regarding the status of online waitlists. Corny indicated he will be attending Senate meetings at both Porterville and Cerro Coso colleges to address this issue and the 15-unit priority registration issue.

### Accreditation

Kate Pluta distributed a timetable that outlines what needs to be done with the self-evaluation between now and when the Board of Trustees acceptance. The document also includes the meeting dates of those committees reviewing the self-evaluation during this time. ASC is currently reviewing the self-evaluation making sure that each claim has evidence to support it. Kate and Nan Gomez-Heitzeberg will send an email on February 29 for the campus community to review the entire self-evaluation. The hope is that the Senate will look at the entire document and forward any additional pieces of evidence that could be included.

Kate also noted that there are two faculty openings on ASC: one for General Education and the other is the at-large seat. Faculty who are interested in problem solving as issues arise will enjoy serving. ASC meets each Tuesday afternoon.

### Budget

The Budget Committee met on January 23. Tom Burke presented the budget development process and reported on what information he had on the 12-13 budget. In reviewing the college and district reserves, it was noted that a significant portion of the reserves are being used to maintain operations this year and again next year. The current districtwide reserve level is 8.7%. The state requirement is 5% and the KCCD Board of Trustees has set a goal of 10%. It was noted that there will not be any mid-year cuts needed or reductions in staff this year. Bakersfield College is currently advertising for 11 faculty positions.

### Curriculum

Bill Moseley reported that there are still glitches with CurricUNET, but the Curriculum Committee has created a way to shorten the time needed to get curriculum approved. The committee is working as fast as possible to move curriculum through the process. There are still a large number of programs and courses that are still behind in curriculum review. Bill noted that revising a course in CurricUNET is not hard. Faculty can expect an email from him soon as a reminder to start working on courses that will be part of the summer and fall schedules and he will make sure that any course that needs approval before summer and fall gets updated. Bill is also working on a written explanation sheet that outlines how to get a course through CurricUNET quickly.

### Enrollment Management

Michael Korcok reported that he met with Nan Gomez-Heitzeberg on January 30 where they discussed how the college is doing on FTES for the academic year as a whole. Spring enrollments are down, but it was not clear if enrollments are less than the state cap or the local target. Michael indicated he will be asking for information at the next Enrollment Management meeting related to summer FTES counting for multiple academic years and how that is figured; and on purging waitlists before census. There was also a request that the Senate be sent the enrollment data from Ann Morgan.

### EODAC

Matthew Morgan reported that activities celebrating Black History Month have begun. Matthew noted that this year's recognition is bigger than last year and the committee hopes to grow the number of activities even more next year. Faculty are needed as mentors for the African-American mentor program. Faculty from any discipline can assist with tutoring these students. The primary goal is to create a connection between the student and a faculty member.

EODAC is also working on the first phase of the Undocumented Students project which will include identifying and asking these students what services they need and to create networking opportunities among the students. The second phase of this project will include workshops for faculty and staff on how best to assist the students.

### SDCC

Kimberly Hurd reported that she met with Greg Chamberlain about faculty training related to the grade change issue. Greg indicated that he will conduct training for administration on February 13 and has asked that a few faculty members attend this meeting as well. The meeting would include a review of the current district policy and for faculty to share their thoughts. Corny noted that he recalled training would be held for faculty and administrators together so that everyone heard the same information. Discussion followed with many Senators expressing the need for someone outside the college to conduct training for faculty and administration. Kimberly also noted that Greg recommended the Senate reevaluate the plagiarism and cheating language and recommend changes. This task is being handled by the Catalog Committee and Corny will report that information to Greg next week. It was decided further discussion would be heard under the Grade Change agenda item.

### Correspondence

Wesley Sims reported that a sympathy card will be send to Cynthia Powell and David Moten for the loss of their father.

### Student Representative (Romo)

It was noted that Danitza Romo will no longer be the Student Representative for the Senate. SGA will be contacted to identify another representative.

### Articulation/Transfer

Title 5 requires that all community colleges have an Institutional Transfer Plan. Bakersfield College didn't have one so Sue Granger-Dickson along with the Transfer Advisory Board created one. The Counselors have reviewed the document but the Senate will need to as well. Senators were asked to share with their constituents and provide feedback directly to Sue.

### **OPPORTUNITY TO ADDRESS THE SENATE**

#### Jack Pierce: Commencement Signs

Jack reminded the Senate of the presentation he made last spring on behalf of the Commencement Committee requesting funding for discipline signs to be used during commencement and redistributed the illustration and description of the signage. The Senate recommended at that time that he contact SGA. Jack did present the request to SGA, but unfortunately, due to unforeseen circumstances, SGA was not able to vote on the matter last year. Jack will approach SGA again this spring in hopes of getting their financial support for the project. Twenty five signs will cost approximately \$780.00. A storage facility has been identified as well so that the signs may be kept and used year to year. Senators asked Jack to let department chairs know when the projects is funded since they may want to coordinate which student(s) carry the sign for each discipline.

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

A motion was made to add as New Business Item F, Catalog Committee Report; and New Business Item G, Institutional Transfer Plan. M/S/C: Stratton/Gerhold

### **COMMITTEE APPOINTMENTS**

A motion was made to approve the committee appointments as presented with the addition of the Biology and English hiring committees. M/S/C: Carter/Stratton

### **UNFINISHED BUSINESS**

#### Grade Change

Corny reminded the Senate that at the last Senate meeting it was decided Senators would be ready to discuss how best to proceed. The Counseling department is concerned that the grade change procedures in the student handbook are not being followed and the poor example that sets for students. Corny indicated that he understood the training on the issue would be done by someone outside the college and with faculty and administration together. Kimberly Hurd clarified that Greg did state when he addressed the Senate that he would have training for administration during their January retreat. Faculty discussed a joint training after Greg left the meeting and also asked that SDCC discuss providing the training for faculty. SDCC has recommended a panel discussion. It was suggested that Corny contact the state Senate about conducting the training for faculty and administration.

Education Code gives local boards some leeway in how to structure the process so it may be difficult for someone from outside the district to help us understand our own policy. There were questions about what training would actually cover. One suggestion was that training could include situational examples where participants describe how they would respond and then use the policy language to verify those responses. The language seems clear and training will not force anyone to follow it. Also noted is that the policy is a 10+1 "rely primarily upon" matter so the Senate could review the current policies and propose clearer language, perhaps through District Consultation Council. It was decided that the Senate would review the current student handbook and board policies. Corny will attend the administrative training.

#### Written Procedures for Skills Pre-requisites (Gerhold)

John explained the Senate needs to have a vote on whether content review will be used as the sole process for determining pre-requisites for courses (even if they are skills pre-requisites in different disciplines), or will statistical analysis continue to be required, or if some combination of the two will be used. It appears the state will eventually want to see some statistical analysis on how our pre-requisites

have worked over time, but ASCC and the Board of Governors just gave approval for content review to be the sole process.

It was noted that the existing document shared with the Senate is missing English IA components. There will need to be a thorough review and a lists created for each reading and writing level that would be used to determine if a course needs those skills. The state has this list for Basic Skills courses and this is not what faculty should be using for content review. It was suggesting that English, Math and Academic Development faculty meet to review the document for completeness.

A motion was made by Gerhold and seconded by Meier to approve the use of content review for skill pre-requisites for all courses; and, in order to implement that effectively the Skills Pre-requisite Task Force will reconvene to create a document for Senate approval. Moseley made a friendly amendment that this will extend to any course that has not yet been approved. The motion carried without objection.

#### Time of Board of Trustees Meetings (Guidry)

Corny did bring up this issue at District Consultation Council. The Chancellor indicated she would take the matter to the Board of Trustees. Corny will follow up with Sandra.

It was noted that the data Sandra provided was flawed as it did not take into account classes that crossed the time period in question but seemed to only count those that began during the time period. Again, it was mentioned that Kern High School and Bakersfield City School districts hold their Board meetings at night. Travelling distance could be a factor for the board members but they could participate remotely. It was noted that several years ago the Board did meet at night during the time the Stadium Bond was being considered.

#### 13-14 & 14-15 Academic Calendars

The following items were discussed among the Academic Senate Presidents and CCA President as options for Consideration for the Fall Term 2013 which also would be applied to Fall term 2014.

1. Having a week of instruction between Thanksgiving and finals. *{Begin term on August 24 rather than August 17}*
2. The Saturday after Thanksgiving no longer noted as an instructional day *{Move instruction for November 30 to December 14 (which would be the last day of term if instruction begins on August 24)}*
3. Porterville College and Cerro Coso College would like to close during Thanksgiving week *{these 3 instructional days would need to moved; perhaps to the beginning of term, with instruction then beginning August 21}*
4. Also of concern for Cerro Coso College is the observance of Native American Day (October 14) and Caesar Chavez Day (March 31).

Two other options were offered during discussion:

- Move the 4 instructional days of Thanksgiving (M-W and Sat) to end of term.
- Move Saturday, November 30 to end of term; and move 3 instructional days (M-W) of Thanksgiving to beginning of term (M-W); and move 2 instructional days of finals (Th-Fr) also to beginning of term. *{This essentially creates a start date of August 19, a week off at Thanksgiving and finals week of M-W and Sat}*

Also noted during discussion:

- Nursing would be impacted if different instructional days were observed at Bakersfield College and Cero Coso College.
- The three colleges do not need to all observe the same holidays but there does need to be a common end date. It was noted that when Cerro Coso asked for different holidays, the Board of Trustees did not accept their 10+1 recommendation with the rationale that the difference gave some employees a benefit that not all employees would receive.
- There was discussion about DSCH (Daily Student Contact Hours) and WSCH (Weekly Student Conduct Hours): It was said that when instruction is for less than a full week and not due to a recognized holiday then the instructor must take daily attendance. In order to have classes qualify for WSCH the term must begin on a Monday (or Saturday prior). Saturday courses are typically DSCH courses anyway due to the course hours is low. If instruction begins on Wednesday, then every M/W class must be counted as DSCH. Typically DSCH does not pay as well as WSCH. There was a request to find out how much of a monetary difference there is between the two. *{This information still needs to be verified.}*

**\*\*A motion was made to extend the meeting time by 10 minutes. M/S/C: Stratton/Meier**

Board Policy: 6H, Adjunct Employment

Corny reported that the suggestions made by the Senate have been incorporated into this policy. A motion was made that section 6H5 be changed to read, "... faculty hiring pools, upon the recommendation of the Faculty Chair." M/S: Stratton/Anderson. The motion carried with one abstention.

Board Policy: 4A3, Matriculation

The Bakersfield College suggestions have been removed from policy 4A3E and procedure 4A3(c) has been revised. There was a question about 4A3B being removed and who now will determine cut scores. Corny noted that Placement will occur, but it is not a component of matriculation. Corny will ask where Placement is being addressed.

A motion was made by Gerhold and seconded by Stratton to approve the policy pending a satisfactory answer to how cut scores will be handled. Korcok made a friendly amendment adding that future board policy revisions will include a written justification for the requested revision. The amendment was accepted.

There was a concern expressed about not having enough time to review the new revisions or share with constituents prior to taking a vote. Corny noted that this policy will go back to District Consultation Council in March. It was decided there was time for further review. The motion was withdrawn.

**NEW BUSINESS**

Common Assessment (Gerhold)

This item was not addressed due to a lack of time.

Review College Mission

Corny read the mission and explained that College Council and the Senate Executive Board recommend reaffirmation of the mission at this time.

SLO Course Assessments

This item was not addressed due to a lack of time.

### Bookstore Issues

This item was not addressed due to a lack of time.

### Spring Election Timeline

Senators were asked to review the timeline and be prepared to vote at the next Senate meeting.

### Catalog Committee Report

Sue Granger-Dickson distributed a document with recommendations for changes to the catalog.

*The Catalog Task Force has made the following recommendations for the 2012-2013 BC Catalog.*

- 1. Addition of a Transfer Guide section.*
- 2. Addition of an Academic/Progress/Disqualification/Counseling for Probationary Students/Reinstatement section to Academic Information.*
- 3. Keep the Academic Honesty section as is currently printed, update source from which that information comes.*
- 4. Add Program Level SLO's.*
- 5. Update Apprenticeship Program section to include a clear and concise description of who is eligible for registration in these programs.*
- 6. The current catalog errors were identified and reported to the Executive Vice-President.*
- 7. Department chairs in Academic Development, English and Math were asked to review and possibly revise the Basic Skills Philosophy statement that currently exists in the catalog.*
- 8. Survey Department chairs about what changes/additions they would like to see in upcoming catalogs.*

*The Catalog Task Force further recommends:*

- That this Task Force be rolled over into next year to allow for more extensive changes such as the addition of photographs, student quotations, and other graphic designs to enhance the artistic quality and user-friendliness of the catalog.*
- That the English Department and library faculty will continue researching and developing a new Academic Honesty section.*
- That the Matriculation material is revised for clearer student understanding.*
- That Advanced Placement, International Baccalaureate and College Level Examination Placement charts are included.*
- That department chair and faculty input will be used in the overall layout of future catalogs.*

Sue asked Senators to review and share the recommendations and be ready to vote at the next meeting.

### **GOOD AND WELFARE AND CONCERNS**

A concern was expressed about the not getting through the entire agenda and it was suggested to follow the time allotments more closely or to not allow so many items on the agenda.

### **ADJOURNMENT at 5:17**

Respectfully Submitted,  
*Jennifer Marden*