

# ACADEMIC SENATE of BAKERSFIELD COLLEGE

November 13, 2013, 3:30 P.M.

Collins Conference Center

UNAPPROVED MINUTES

**PRESENT:** Alex Henderson; Andrea Thorson; Anna Poetker; Bill Kelly; Billie Jo Rice (EB); Bryan Hirayama (EB); Charles Kim (EB); Corny Rodriguez (EB); David Neville; Ishmael Kimbrough; Janet Tarjan; Jeannie Parent; John Carpenter (EB); Joyce Kirst; Kate Pluta (EB); Kathy Freeman; Klint Rigby; Kris Stallworth; Maria Perrone; Mark Staller (EB); Marsha Eggman; Michael Korcok(EB); Nancy Guidry; Nick Strobel (EB); Patrick Fulks; Robert Martinez; Ron Grays; Valerie Robinson; Wesley Sims (EB); Jimmy Moran (SGA).

**ABSENT:** Brent Damron (proxy for R. Bolton); Christian Zoeller; Gayla Anderson; Jennifer Jett; Julie Lowe; Lisa Harding; Terry Meier.

## CALL TO ORDER

The meeting was called to order at 3:39 p.m.

## REVIEW OF THE MINUTES

A motion was made to approve the minutes of October 30, 2013. M/S/C: Poetker/Korcok

*\*\*Senate President, Cornelio Rodriguez appointed Mark Staller, ASCCC Representative, as Timekeeper for the Academic Senate meetings this year.*

## REPORTS

### President (Rodriguez)

- It was announced that Andrea Thorson has accepted the appointment of Member-at-large to the Executive Board.
- Mark Staller and Corny Rodriguez attended the Plenary Session this past weekend
- Corny will be sending the names of faculty interested in participating with the Bookstore Innovation Group (B.I.G.) to Brian Griffin, Bookstore Manager.

### Accreditation Steering Committee (Pluta)

Kate Pluta encouraged senators to respond to the accreditation process evaluation survey. The big question ASC faces now: Where do we go from here? The committee is in its fourth year and has accomplished many of the goals in its original charge. Kate provided the following written report.

- Monday, November 4, the committee met with the college president on to discuss its future. It has two options:
  1. Continue to lay the groundwork for the Midterm report (2015), follow progress on Recommendations and Actionable Improvement Plans (AIPs), and offer professional development on the new standards due next year.
  2. **AND** expand its charge to include Institutional Effectiveness.
- Wednesday, November 6: I recapped the discussion at Senate Exec.
- On Friday, November 8, at Sonya's recommendation, we used the Student Success Stewardship Team as a sounding board, asking questions like these:
  1. What would an Institutional Effectiveness Committee look like?
  2. What might it include?
  3. What gaps could it help fill or bridge?
  4. What needs would it meet?
  5. What should the membership be?

**Here are the whiteboard notes capturing the discussion:**

**Institutional Effectiveness—College-wide**

1. Includes accreditation leadership
2. Broad participation—committee composition
3. Evaluate all we do
4. Data
  - a. Data team
  - b. BC data a priority with Institutional Research
  - c. Need for longitudinal data—not on ODS
5. Need for more widespread understanding of what data means
6. Gap between IR/BC faculty/staff
7. Communication/Integration of all pieces of what we do  
“Adopting accreditation as a lifestyle.”

Assessment Committee (Carpenter)

John Carpenter reported the Assessment Committee reviewed information from the Data Conference and had a CurricUNET training session with the committee members. Assessments not completed this semester must be engaged by next semester.

Budget Committee Update

Corny Rodriguez and Nick Strobel attended a meeting of the Budget committee. The Budget Committee’s Communication Plan was discussed and more information will be released at a later date.

Curriculum Committee (Rice/Carpenter)

Billie Jo Rice reported there are 16 Associate Degrees for Transfer (ADTs) that need to be completed by the end of the academic year. She reviewed the C-ID status update; Bakersfield College has 99 submitted. The biggest challenge right now is the General Education (GE) pattern. The California State University’s (CSU) want only 39 units to complete the breadth pattern of GE. Nan Gomez-Heitzeberg, Executive Vice President of Academic Affairs, had a meeting with all the major Gen Ed areas, and currently, it takes 41-51 units to complete the GE pattern at Bakersfield College. The “High Unit Course Justification” form was presented to the Curriculum Committee at their meeting Thursday, November 7, 2013 addressing the issue of getting the GE pattern of units in line with the CSU requirements. A copy of the SB 440 revised document was provided detailing the primary components of the bill. CurricUNET is having issues with data in its transition while updates are made to courses. Articulation and student success rates were discussed in relation to the number of units and time spent in the course.

Enrollment Management Committee (Korcok)

Bakersfield College is ahead of enrollment goals this year by 103%. There was discussion regarding ways to incorporate data analytics into enrollment management policy decisions. The committee is also looking at sample enrollment management plans from other colleges and universities to identify the components of what a good enrollment management plan would be. This is the major project for this year.

EODAC (Hirayama)

Brian Hirayama reported the committee reviewed the committee charge at their last meeting. They had received feedback from Abe Ali, from District HR. He was very positive and sent back recommendations that were incorporated into the charge revision. The revised charge was distributed to the Senators for review and discussion later during the Unfinished Business portion of this meeting. The committee is also developing an action plan for next year.

ISIT (Strobel)

Nick Strobel reported on a sub-group of ISIT that is working on different technology requests and clarification on the cost of some projects and which projects have already been completed.

### Program Review Committee (Pluta)

Kate Pluta encouraged those that participated in the annual update to complete the survey with particular attention to their data needs. If you need the link, Kate will provide it for you. The results will be included in the annual report. An information sheet on "Sustainable Continuous Quality Improvement" was distributed with details about the characteristics of Institutional Effectiveness in planning, program review, and student learning outcomes. Kate provided the following information from her report.

- PRC is analyzing the program review process and outcomes in preparation for its report to be submitted to the Academic Senate and College Council November 22. It will present its findings to College Council on December 6.
- PRC currently has two subcommittees working on
  - establishing a master list of all programs
  - developing a handbook for the program review process

### Staff Development Coordinating Council (SDCC)

Corny reported that we have candidates to consider and will have an update at the next meeting.

### Correspondence (Sims)

Cards were sent to the following: Karimeh Amin, Regina Hukill, Christina Mody, and Terry Meier. Manual Gonzales (Retired from BC) has been moved to the Kern Rehab Sub-acute Center on Height at Haley Street and would enjoy seeing you.

### Treasurer's Report

Charles Kim reported the following information:  
\$2,031.12 Academic Senate Account  
\$1,990.47 Academic Senate Scholarship Account

The Margaret Levinson Award information will be available at the next meeting.

### ASCCC (Staller)

Mark Staller and Corny Rodriguez attended the 2013 Fall Academic Senate Plenary Session in Irvine this past weekend. One of the functions of the plenary is to inform people about issues at the state level. Accreditation standards were discussed and the ACCJC is up for accreditation this year by the federal government. The Department of Education specified four areas of concern with the ACCJC. There is a copy of the resolutions discussed in the Academic Senate office for your review or you may follow the link provided below:  
<http://asccc.org/sites/default/files/Fall2013SessionFinalResolutionsNovember192013.pdf>

The information officer of the Chancellors Office presented a discussion on salaries. There are statewide statistics available on the chancellor's web site through a link on the ACCJC website. It is called "Salary Surfer" and it searches a salary by discipline for students to see how much one can earn in different vocations.

The state Chancellor's Office is going to provide "CCC Apply" to all colleges. It is a software program connected to the electronic transcript to help students with the transfer process. Bakersfield College was one of two colleges that did not have the program in place.

### CCA Update (Guidry)

Nancy reported the "Pizza and Treats Gathering" last month was successful. There will be a workshop in December on "Interest Based Bargaining."

### SGA Report

There was no SGA Report.

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

There were no requests to address the Academic Senate.

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

There were no additions to the agenda.

## **FACULTY APPOINTMENTS**

A motion was made to approve the faculty appointments as presented for the Adjunct Screening Committee for Nursing. M/S/C: Kelly/Kirst

## **UNFINISHED BUSINESS**

### Board Policy Revision: 4B3, Distance Education

Nick Strobel reviewed the Board Policy and noted there were no new changes to the proposal. A motion was made to accept the language as proposed. A friendly amendment was made to change "48 hours" to "72 hours" in the first paragraph, third sentence of the 4B3 Policy Revision. M/S/C: Freeman/Parent

### Senate Purview for All Faculty Appointments

There was no report is available. This item was tabled.

### Faculty Emeriti

Andrea Thorson reported on the proposal to amend Board Policy section 11B4. She read the section and the proposed changes that would define distinguished contributions for the Emeriti designation. Corny stated anyone who retired prior to the Board Policy being developed automatically attained Emeriti status with 20 years of service at Bakersfield College. The Board Policy was developed in 2010, but did not specify what was considered distinguished or significant service. Serving 20 years should not automatically qualify a person for Emeriti status, however someone with 17 years of service (less than 20 years) and serving as a department chair, or other distinguished service should be considered worthy of Emeriti status. In December, the President would like to start taking names for recommendation to Emeriti status. The committee wants to amend section 11B4G to include criteria for distinguished service. Anyone with suggestions for Emeriti recognition criteria should submit them in writing to the Michael Korcok so that the final proposal can be redrafted and resubmitted for approval.

### KCCD EEO & Diversity Plan

Bryan Hirayama reported there were two recommendations for revision that were added to the KCCD EEO & Diversity Plan. The following changes were made to the plan: 1) There was clarification to some of language in the plan, 2) the diversity committee at the district (EEOAC) would like one representative on the committee from each employee group. The KCCD EEO & Diversity Plan was passed as amended. M/S/C: Kelly/Thorson

### EODAC Committee Charge

Bryan Hirayama discussed the revisions of the EODAC Committee Charge. The term "monitored" was removed and the language was revised at the suggestion of the district. Job announcements, diversity education, and screening committees were topics of discussion that can be considered by the committee for their action plans. A motion was made to approve the committee charge as presented. M/S/C: Sims/Thorson

### Non-Participation Language in Attendance Policy

Nick Strobel stated that the catalog is not clear on dropping students for not completing their assignments. The faculty should have the decision whether to drop students for non-participation. Title 5 criteria for dropping students are for attendance and disciplinary action. The language in the catalog is not clear and needs to be clarified so the decision can be made whether to drop or keep a student. The language is related to participation in online classes and there is a need for consistency for both online and face-to-face classes. The policy is to clarify dropping a student for non-participation in face-to-face courses. A motion was made to refrain from creating any language that would allow faculty to drop a student for non-participation in face-to-face courses. M/S/C: Sims/Freeman (one abstention).

\*\* A motion was made to extend the meeting time by two minutes. M/S/C: Kelly/Kirst

Course Audit Form and Criteria

A revised Course Audit Form was presented and approved. It was suggested that the instructors name be printed as well as their signature on the form. The criteria will stand as written in the catalog.

M/S/C: Kelly/Kirst

**NEW BUSINESS**

There was no new business.

**GOOD AND WELFARE**

There were no additional comments or questions for the Academic Senate.

**ADJOURNMENT at 5:09 p.m.**

Respectfully Submitted,  
*Margaret Head*