

ACADEMIC SENATE of BAKERSFIELD COLLEGE

March 19, 2014, 3:30 P.M.
Collins Conference Center

APPROVED MINUTES

PRESENT: Alex Henderson; Andrea Thorson; Anna Poetker; Billie Jo Rice (EB), Brent Damron (proxy for R. Bolton); Bryan Hirayama (EB); Charles Kim (EB); Corny Rodriguez (EB); Gayla Anderson; Ishmael Kimbrough; Janet Tarjan; Jeannie Parent; Jennifer Jett; John Carpenter (EB); John Giertz; Joyce Kirst; Julie Lowe; Kate Pluta (EB); Kris Stallworth; Lisa Harding; Maria Perrone; Mark Staller (EB); Marsha Eggman; Nancy Guidry; Nick Strobel (EB); Valerie Robinson; Wesley Sims (EB).

ABSENT: Bill Kelly; Christian Zoeller; David Neville; Kathy Freeman; Klint Rigby; Michael Korcok(EB); Patrick Fulks; Robert Martinez; Ron Grays; Terry Meier.

CALL TO ORDER

The meeting was called to order at 3:38 p.m.

REVIEW OF THE MINUTES

The minutes of March 3, 2014 were reviewed and approved. M/S/C: Stallworth/Staller

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

REPORTS

President (Rodriguez)

- Senate Nominations are out for officers and representatives.
- The KCCD Strategic Planning Committee was held today and Corny attended.
- Corny received a call from one of our sister colleges regarding the writing of a resolution regarding their concerns about the fiscal policy and the 15% reserves.
- Corning recommends we put together a task force to look at the impact of a baccalaureate program at Bakersfield College.
- He also recommends the need to put together a committee to review the mission statement as it relates to accreditation.
- Corny reported that John Means thanked those of the Academic Senate who called to the attention of the District that a portion of KCCD Board Policy 4D1F was missing. This portion had been inadvertently removed in response to the passage of AB 1440. The original language has now been restored to the online Board Policy Manual. You can review it here:

http://www.kccd.edu/Board%20Policy%20Manual/Section%2004_Students_Instructional%20Services.pdf

Accreditation Steering Committee (Pluta)

Kate Pluta reported that the ASC has prepared a Senate Proposal for Change: Accreditation Steering Committee Name and Function Change with a proposed committee charge for the Accreditation and Institutional Quality Committee (AIQ). This will be discussed later in the agenda.

Assessment Committee (Carpenter)

John Carpenter encourages everyone to complete their assessments so we can be compliant with the ACCJC requirements.

Budget Committee Update

There is no report for the Budget Committee.

Curriculum Committee (Rice/Carpenter)

John Carpenter reported that all ADTs have been completed and passed by the Curriculum Committee. They will start engaging those that are not on the list; Spanish, Economics, and Philosophy. Corny encouraged John Carpenter and Billie Jo Rice to consider continue on as co-chairs for this committee.

Enrollment Management Committee (Korcok)

There is no report for the Enrollment management Committee.

EODAC (Hirayama)

Bryan reports that the committee is working on the Student Equity Plan and assisting with the Data Summit.

ISIT

There is no report for the ISIT Committee.

Program Review Committee (Pluta)

Kate Pluta reported the following information for the Program Review Committee that met March 18, 2014:

PRC focus:

- The committee is reviewing the Three-year Comprehensive Program Review (CPR) pilot submissions to analyze content and process. Key Question: Does the CPR ask the right questions and provide the information the college needs?
- The committee is revising the Annual Update forms for spring training.
- The committee is finalizing a Program Review Handbook.
- The committee will develop a cycle for the Comprehensive PR for all college programs (administrative, student services, and instructional). The distribution of programs (about a third each year) is dependent upon the master list of curriculum, which is being updated in the Office of Instructional Affairs.
- Phase 2 of the Annual Update process, which includes Certificates of Achievement, will roll out this fall.

Staff Development Coordinating Council

John Giertz reports the committee will get the name change protocol together later this school year. The proposed law mandates that everyone who works at an institution needs to participate in staff development. Some of our sister colleges only have the faculty participating.

Correspondence (Sims)

Wesley Sims sent a card to Alice Desilagua as she has returned to work from an injury. Joy Zamora has surgery scheduled tomorrow on her shoulder. A "Thank You" card will be sent to Michael Korcok for his service to the senate.

Treasurer's Report

Charles Kim reported the following balances:

Academic Senate Dues \$3,378.62

Academic Senate Scholarship \$2,451.10

Funds need to be transferred into the Margaret Levinson Faculty award.

ASCCC (Staller)

Mark Staller asked for the voting preferences of the senators and their constituency for the upcoming Spring Plenary Session in April. He sent the resolutions via email to the Academic Senate for their input. The official votes will be taken at the end of the plenary session. He read some of the resolutions and solicited input for his voting. Area meetings are being held March 21 and 22. There are 15 resolutions currently for consideration. The disciplines list was approved. The next disciplines list for minimum qualifications needs to be started for next year.

CCA Update (Guidry)

Nancy Guidry is the new interim campus chair. CCA information has moved to inside BC under the quick links or on the faculty tab.

SGA Report

There was no report for the SGA.

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*)

A motion was made to add as New Business Item B) Mission Statement Task Force, and Item C) Baccalaureate Task Force. M/S/C: Harding/Kirst

FACULTY APPOINTMENTS

A motion was made to approve the faculty appointments as presented with one addition: KCCD Strategic Planning Committee; Corny Rodriguez. There is also a listing of current screening committees attached to your materials for reference. M/S/C: Staller/Thorson

UNFINISHED BUSINESS

Department Chair Election Status (Wesley Sims)

Wesley Sims handed out a sheet clarifying the process of selecting a chair to represent a department.

Information from article five in contract through June 30th, 2014:

A. Selection of Chair

1. Chair terms are two (2) years.
2. When the term of a Chair is about to expire or the position becomes vacant, the Academic Senate will conduct an election within the area to select the nominee(s) for the position as follows:
 - a) The Senate will send a list of responsibilities and compensation of Chairs to all members of the area together with a request for nominations on tenured faculty within the area. The Association will consider exceptions to the tenure requirement on a case-by-case basis.
 - b) Ballots will permit each member of the area to select a first-place candidate and a second-place candidate. The Senate will send the tally showing the first and second choices of the area to the President.
 - c) The College President or designee shall interview the candidate(s) receiving the highest number of votes and make the final selection or reopen the process. All candidates being interviewed for a specific chair position shall be interviewed by the same administrator.

Academic Senate's Clarification on the Selection Process for Departmental Chairs

- Ballot will consist of four options:
 - 4=Recommend Highly
 - 3=Recommend
 - 1=Recommend with Reservation
 - 0=Not Recommended(The number two is purposely omitted)
- In case of only one candidate being forwarded to the president, the president cannot appoint an individual who has not been forwarded by the department. Instead, if the president chooses not to select the one forwarded candidate, the president must request that the department reopen the nomination and election process so that two candidates are forwarded to the president. If the department fails to send two candidates forward after the process has been reopened, then the president may appoint—in consultation with the department—a non-forwarded member of the department.
- The Academic Senate strongly recommends that the president appoint the candidate who receives the highest number of votes/points unless a compelling rationale exists that the department was not privy to.

- The president will communicate the results of the selection process to the Academic Senate.

Nancy Guidry would like to bring this to the CCA executive board for their input and bring back information to the senate. Their meeting will be held on Monday. A motion was made to table this item pending feedback from CCA. M/S/C: Thorson/Poetker

Update on Senate Goals (Kate Pluta)

This item was removed as it was completed at the last meeting.

Fiscal Policy – KCCD Recommendations

There was discussion regarding the KCCD Recommendations to the Fiscal Policy. Kate Pluta stated that the increase was due to the 50% law.

Corny handed gavel to Wesley Sims so he could address the senate as a faculty member. He stated that the senate should consider a formal position to move forward. He supports a 5% district policy with a higher savings goal; not a 15% reserve.

Kate Pluta asked Nick Strobel if he would draft a formal resolution with the Academic Senate's position. The consensus is that we support a 5% District Policy and a higher savings goal, but not a higher reserve policy that ties our hands. Porterville College drafted a resolution that we can incorporate into ours.

Andrea Thorson made a motion that the Academic Senate craft a resolution or language with respect to all the other college's academic senates to make a statement regarding the fiscal policy changes up for review.

This item was tabled so a resolution can be written. It will be kept on the Executive Board Agenda. The information will go out to senate so it can be reviewed prior to the next senate meeting.

Communication Project (Andrea Thorson)

Andrea Thorson presented information on the "Communication Project." Sonya solicited Andrea Thorson as a communication consultant to improve communication on campus to foster unity, not competition. She will be working with the president and Amber Chiang, as she is the only person in her capacity. There will be a call going out to work on this project. It is not going to be called a committee or a task force.

Mark Staller noted that we need to be clear and use the correct language. Below are Andrea's comments (3/18/14):

- Given that faculty members are not serving in a capacity to be perceived as the "voice of the faculty" *
- Senate approval is not needed (see bullet one).
- Given that this project does not represent the voice of "all faculty," the project can be simply shared as "information" to the Senate (see bullet two). Information about this project has been presented to the Senate and will be further clarified if needed.
- Given that no compensation is being provided for the "expertise" Senate approval is not needed (see bullet three).
- Given that "reassigned time" is not provided to the members, nor is a stipend given, Senate approval is not needed (see bullet four).

Purpose of Project:

To increase internal and external communication for Bakersfield College, collaborate to evaluate and improve existing employee communication internally as well as expand external communication with the Bakersfield community at large. Members will funnel information to the Public Relations coordinator on a regular basis.

Goals:

1. To broaden the scope of content communicated across campus while improving and diversifying the methods of these communications.
2. To increase the communication with the communities served by Bakersfield College, including area businesses, high schools, and the community at large.
3. To foster a shared commitment to equality, respect, and unity on the Bakersfield College campus and within our community.
4. To promote interdisciplinary work and socializing and promote/advertise the successes of our BC administration, faculty, and staff while decreasing department/area centrism.

CSUB/BC Joint GE Project

This item was brought up at the last meeting. Several faculty have expressed interest to serve on this task force to help CSUB transition from quarters to semesters.

NEW BUSINESS

Scholarship Committee Charge

Corny Rodriguez reviewed the Scholarship Committee Charge. This is the first “read.” He asked that it be taken to the senator’s constituents. There is one phrase that was recommended for deletion: Under “Membership” delete “Co-Chairs of collegewide governance committees.”

Senate Proposal for ASC Name and Function Change (Kate Pluta)

Kate Pluta reviewed the Senate proposal to change the Accreditation Steering Committee’s name. Term limits and staggered terms were discussed. Corny stated this was excellent work for the college. A 3-year commitment was recommended. Joyce Kirst is concerned that it could be a 2-year term with a recommitment as committee member turnover is an issue.

This is the first read. It is going to College Council this Friday. The Academic Senate suggests staggered commitments. This will be reviewed for voting in 2 weeks. The proposal is stated below:

***Senate Proposal for Change:
Accreditation Steering Committee Name and Function Change***

1) Identify the Issue: (novel situation, challenge, problem, etc.)

The Accreditation Steering Committee (ASC) recommends changing its name and function to the Accreditation and Institutional Quality Committee (AIQ)—*see attached most recent ASC charge and proposed AIQ charge.*

2) Provide underlying Rationale for addressing the issue.

- The annual review of the ASC charge revealed that the committee’s scope has been substantially narrowed due to the successful college accreditation work.
- During the Self Evaluation process the committee functioned as a problem-solving group that helped those working on the Standards to resolve issues or problems as they arose rather than simply acknowledging and documenting them. This new approach helped to reduce the Planning Agendas from 54 in 2006 to 5 Actionable Improvement Plans (new ACCJC terminology) in 2012.
- Over the course of guiding the process of researching and preparing the Self Evaluation and Follow-Up Reports and in attempting to monitor work on the Actionable Improvement Plans (AIPs),

the committee recognized that gaps existed in the college committee structure: we could not identify which group or entity focused on institutional effectiveness. For example, ACCJC has rubrics to measure three indicators of institutional effectiveness: planning, program review, and student learning outcomes. While College Council focuses on planning and the Program Review and Assessment Committee exist, no committee looks at the whole and makes sure systematic evaluation of all processes occurs.

- The ASC co-chairs discussed the revised and reduced charge with the college president, who came to a special ASC meeting to discuss possible roles for the committee. ASC examined the issue further and decided to move forward and develop a new charge. ASC led a discussion at a Student Success Stewardship Team meeting, the faculty co-chair reported on the process to Academic Senate and College Council, and ASC invited a larger group to a work session on February 28 to discuss a draft of the charge and develop committee membership. At its March 11 meeting ASC finalized the charge based on all the feedback it had received. See attached most recently revised ASC charge and proposed AIQ charge.
- This proposal for change is being presented to Academic Senate on March 19 and to College Council on March 21 for review.

3) Include Background and Institutional History (if any).

2014-15 is the fourth year of the Accreditation Steering Committee's existence. The committee was originally envisioned to weave accreditation into the fabric of daily life of the college instead of experiencing accreditation as an event that occurred every six years to meet the Standards. The college decided to embrace the fundamental purpose of the 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."

Introduction to the Accreditation Standards.

ASC developed its own philosophy statement, approved by Academic Senate and College Council.

4) Anticipate Opposition: (What will opponents say/want/think/do?)

Why do we need another or different committee?

Response:

The change has two main strengths:

1. It fills a gap in the college committee structure by focusing on institutional effectiveness.
2. It takes advantage of the skills of an active and problem-solving oriented committee.

What is this committee's relationship to College Council?

Response:

- ASC reviewed the new College Council charge as it developed its proposal.
- AIQ would report to both Academic Senate and College Council. Both AIQ co-chairs would be voting members of College Council.
- College Council charge: "College Council is a collegial, consultative, and oversight body designed to serve the good of the College. The group facilitates timely, factual, and clear communication between constituents and the President. It provides recommendations to the President on collegewide matters. The Council oversees implementation of the Strategic Plan and ensures the institution uses ongoing and systematic planning and evaluation to refine its key processes and improve student learning."

5) Articulate possible Solution(s), highlighting support for the most desirable outcome.

Academic Senate and College Council will review the proposal, provide feedback, and approve it. Based on the feedback, additional revisions may come for approval.

**Submitted by Kate Pluta, ASC faculty co-chair, on behalf of ASC
March 19, 2014**

Mission Statement Task Force

Bakersfield College needs to review and revise our mission statement regularly and systematically. Currently there is no plan in place for this review. Kate Pluta stated that we need to write a mission statement that can be supported.

Baccalaureate Task Force

This is a first reading for the Baccalaureate Task Force. Corny brought up the need to take the next step to issue a call for members to serve. This task force will be exploring the impact of finances, accreditation, facilities, recruitment, and staffing for a baccalaureate program at Bakersfield College.

Academic Senate Election Timeline

The timeline for Academic Senate elections for officers and representatives was presented and reviewed. A motion was made to vote on this agenda item immediately in order to keep with the proposed timeline.

M/S/C: Sims/Thorson

There was also an emergency motion made to approve the Academic Senate Election Timeline.

M/S/C: Kirst/Sims

GOOD AND WELFARE

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

ADJOURNMENT at 4:49 p.m.

Respectfully Submitted,
Margaret Head