

# ACADEMIC SENATE of BAKERSFIELD COLLEGE

September 3, 2014, 3:30 P.M.

Collins Conference Center

APPROVED MINUTES

**PRESENT:** A. Todd Jones, Alisha Loken, Andrea Thorson, Bill Kelly, Billie Jo Rice, Bryan Hirayama, Chad Newton, Charles Kim, David Neville, Denise Norris, Greg Chamberlain, Ishmael Kimbrough, Janet Tarjan, John Carpenter, John Giertz, Joyce Kirst, Kate Pluta, Kathy Rosellini, Clint Rigby, Ron Grays, Kris Stallworth, Lisa Harding, Mark Staller, Marsha Eggman, Nancy Guidry, Neal Stanifer, Reggie Bolton, Richard Marquez, Steven Holmes, Simoneel Czar; Denise Norris

**ABSENT:** Anna Poetker, Christian Zoller, Gayla Anderson, Jeannie Parent, Jennifer Jett

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## CALL TO ORDER

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

## REVIEW OF THE MINUTES

The minutes of April 2, 2014 and May 7, 2014 were tabled. There were no minutes to approve.

## OPPORTUNITY TO ADDRESS THE SENATE

Sue Granger-Dickson announced the Student Success Support Plan (SSSP) and partial budget will be complete and posted to the BC and Academic Senate website soon. The committee has been working diligently on the document, which was presented to College Council last week. The SSSP is mandated, and BC must “beef up” required services, such as Education Planning, etc., before students enter classes. Sue urged everyone to look at the SSSP, discuss with constituents, and provide feedback. Sue has offered to work closely with departments to overcome any challenges and will attend department meetings to answer questions.

## ADDITIONS TO THE AGENDA

There was a motion to add Item #4E, Appointment to Vice Chancellor Committee, under the Faculty Appointments section. M/S/C: Chamberlain/Staller

## FACULTY APPOINTMENTS

Steven Holmes reported over the summer faculty were appointed to the following hiring committees: Athletic Director, Counseling, Culinary Arts, Engineering, Library, and Welding. Hiring has been completed for Welding, Engineering, Library, and Culinary Arts. Positions still in process are Counseling and Athletic Director.

## ASCCC: Common Assessment – Fulks

Steven Holmes reported over the summer Janet Fulks was appointed to serve on the ASCCC Common Assessment Initiative.

## Online Assessment Pilot – Toler, Parent, Quintanilla

Steven Holmes reported over the summer Chris Toler, Jeannie Parent and Cynthia Quintanilla were appointed to the ASCCC Online Assessment Pilot initiative.

**BC Standing Committees:** An updated list of new committee members was presented to the Senate for approval. A motion was made and seconded to approve the BC Standing Committee list.  
M/S/C: Staller/Thorson

**Vice Chancellor Committee Representative:**

Steven Holmes received notification that Nick Strobel had been asked to serve as a screening committee representative on the Vice Chancellor Hiring Committee. The former Senate representative was Corny Rodriguez, who is unable to serve due to his new administrative role. Steven reminded President Christian that the Academic Senate must be contacted first and then a representative would be selected. A motion was made and seconded to approve the nomination of Nick Strobel, to the Vice Chancellor Screening Committee.  
M/S/C: Rosellini/Kelly

**ACADEMIC SENATE GOALS**

This item was tabled until the next meeting.

**UNFINISHED BUSINESS** (5 min for each agenda item; all unfinished business items are subject to voting)

Department Chair Screening Procedure

Steven Holmes addressed the need to clarify terminology for Department Chair nominations and elections. There is a misconception when an election is held that the winner automatically wins the vote and position. The title “election” is not appropriate. It is a nomination election. Candidates are selected to go forward to the president for approval. Some discussion ensued regarding contract language, which states, “nominees”. It was agreed that language should be changed to “nomination” when the call goes out to avoid confusion. Nancy Guidry recommended the senate include specific contract language in the Chair Call. Andrea Thorson noted that there may be some confusion if a department only has one nominee. Holmes reminded members the college president selects or rejects the nominee.

Class Size – Productivity/Equity

The Academic Senate Executive Board discussed the idea of placing this issue under the Enrollment Management Committee. Steve Holmes met with Nan Gomez-Heitzeberg, who seemed open to the idea. Holmes asked Mark Staller to serve as co-chair on EMC Committee. This item will be moved over to a committee report for next month. Staller will take over co-chair responsibilities. Staller brought copies of Class Size material he distributed at the end of last semester and invited the group to review. Staller stated class size issues fall under the senate purview.

Attendance Reporting (Holmes)

Federal legislation requires faculty to submit a student’s last date of attendance when issuing a grade of “F” or “W”. Depending upon the last date of attendance, a student receiving financial aid may have to pay back a portion of their financial aid. For example, if a student receives an “F” before the 60% date, they must pay back a portion of their financial aid. However, if they receive an “F” after the 60% date they do not have to pay back funds. Last year, approximately 800 fall 2013 students and 250 spring 2014 students had to pay back a portion of their financial aid. At this time, the method of determining the last date of attendance is left up

to the instructor to calculate. Faculty must have a last date of attendance for all students issued a “W” or “F” after the census date. Students who withdraw themselves will receive the date of withdrawal (defaulted by the system) as their last day of attendance. When you report an “F” or “W” as the final grade in Banner, there will be a section for the date of last attendance. This is a federal mandate and we have been out of compliance for quite some time. This is a faculty responsibility and if not done properly, may put federal funding at risk. Please share this information with your faculty members.

#### Online Education Consortium

Andrea Thorson reminded members that BC applied for the Online Education Initiative over the summer. BC was not selected to participate. Two of the main reasons for denial are because we do not have any degrees that can be completed online and we are not a part of CCCApply. There is a possibility that BC may be able to be involved in the future in a limited capacity.

#### District Office Budget/Position Additions (Holmes)

Holmes reminded the members that resolutions were submitted to the Board of Trustees at the end of last year. Over the summer there was correspondence between Holmes and the District Office; a copy of the most recent was included in the agenda packet. Holmes described his experience with the board by saying they started off with good rapport, went to serious dialog, and then at the third meeting there was no communication at all. BC had asked the District to freeze positions until they could be justified and expressed issues with improperly reporting and recording of senate information to the board. Steve Holmes requested they take appropriate action to fully document the correspondence. Additionally, Holmes advised the board that employment contracts are easily found online; however, the Chancellor and confidential management contracts aren't freely available. A copy of the contract was given upon request, but not treated in an equal manner. Holmes requested a response. At last he received a seven page argument of District Office's legal authority. The Academic Senate Executive Board has since requested additional communication.

Steven Holmes shared the first communication with Porterville and Cerro Coso but didn't receive a huge response. With regard to district services evaluations, a pilot program is being conducted at Cerro Coso. If it works the Chancellor wants to implement it at the DO. We have not been a part of choosing this process. Also, Holmes stated we have a right to provide the best education possible and a right to provide input for how funds are allocated and spent. We need the opportunity to see the budget in a timely manner and provide input. Steven also noted that in addition to the seven page district office response there were 200 pages of historical information. At the September 11, 2014 meeting, Steve will present additional correspondence to the board.

#### Baccalaureate Degree Task Force

This has passed both the Assembly and the Senate. BC is seeking a baccalaureate degree in IT. If any CSU offers a similar degree, a baccalaureate degree might be off the table for community colleges. There are four CSU's that potentially have a similar IT program. This item has been tabled until further information is received.

#### Dual AD-T

This item was brought forward from the communications department; Helen Acosta has been promoting this issue. There is some confusion between Admissions and Records, State policy and BC policy. Sue Vaughn will be asked to investigate and report back to the Senate in the future.

**UNFINISHED BUSINESS** (5 min for each agenda item)

Program Review Charge – Size of Committee

The rationale for changing the size of the Program Review Committee is posted online and changes are in the agenda packet. There is a need to increase committee size with a representative from every department. This will mirror the representation of the Curriculum Committee. Mark Staller noted that some departments are very small and are unable to serve on each committee. Discussion ensued about the need to have adequate representation on committees, especially the three largest which are Program Review, Curriculum, and Assessment. A motion was made and seconded to approve the Program Review Charge. M/S/C: Chamberlain/Stanimifer

Assessment Charge – Size of Committee

John Carpenter stated the need to increase the size of the Assessment Committee. In order to address issues effectively there needs to be a representative from each department. A motion was made and seconded to approve the Assessment Charge. M/S/C: Chamberlain/Neville

Staff Development – Name Change to Professional Development

John Giertz advised that the Staff Development Committee has proposed a name change to the Professional Development Committee. Rather than focusing on flex time, the State is focusing more on professional development, and BC is trying to align with the state. The Professional Development Committee plans to include more professional development opportunities on opening day, and throughout the year. A motion was made and seconded to approve the name change to Professional Development Committee. M/S/C: Kirst/Harding

CCC Apply (Fulks/Granger-Dickson)

A summary of the CCC Apply information and Senate resolution were included in the agenda packet. This online application process for students is standardized and offered by the State Chancellor's office. CCC Apply is tied to statewide initiatives, including the online initiative from which we were denied, and allows the state to collect data for multiple measurements and other important programs. Currently there are 104 community colleges that use CCC Apply. The District Office has not yet acted and appears to be reluctant to implement the program within KCCD. College Council has addressed this issue and is ready to address the board. The counseling department is backing CCC Apply as well.

A motion was made to take an emergency vote on approval of Resolution #3 CCC Apply. M/S/C: Guidry/Thorson

Greg Chamberlain had done some research on CCC Apply from a student perspective. He pretended to be a student at Antelope Valley College and applied with a fake Social Security number. Chamberlain stated that BC's site was much more dynamic, and he has trouble with the quote in Resolution #3, which states, "CCCApply is Superior". As for CCC Apply being a system like they have at Cal-State, Chamberlain doesn't agree. Students aren't able to send their application to multiple colleges through CCC Apply, and instead must

select a college first. Chamberlain also had concerns as to whether or not this issue fell under the 10+1 and the Senate's purview. Some discussion ensued.

A Motion was made and seconded to approve the resolution with small changes. M/S/C: Rosellini/Lewis

More discussion took place regarding the merits of CCC Apply. Kathy Rosellini called for the question. The votes were tallied as follows: Aye-11, Nay-4, and Abstained – 7.

#### Department Chair/Dean Evaluations

Steve Holmes advised that Department Chairs are not being consistently evaluated. Nancy Guidry will bring up to CCA. The question also arose as to whether or not the Deans are being evaluated? Nancy will bring information back to the Senate.

#### BC Foundation

Holmes advised that BC Foundation has accounts that will allow faculty to provide services to students. Clarity is still being established for allocations. The Renegade Fund balance is approximately \$250,000. Potential funding options may include installing technology in the classroom or assisting educational trips. The Margaret Haight Campus Improvement Account balance is approximately \$1 million, which might be an alternative to create better learning conditions or environments.

### **NEW BUSINESS**

#### Educational Master Plan

This item was tabled until the September 17, 2014 meeting.

### **REPORTS**

#### President's Report (Holmes)

- Department Chair nominations are in process for Social Science. Senate elections are in process for Math, Physical Science, and Performing Arts.
- Full-time faculty mentors are needed to mentor new faculty. The ideal would be to have one mentor from inside the department and one from outside. The following people volunteered to be faculty mentors: Kathy Rosellini and Greg Chamberlain for full-time faculty, and Denise Norris for adjunct. Additional volunteers should send email to Tracy Hall.
- SGA has requested faculty input on their Homecoming Task Force. See additional information under Student Representative Report.
- The process to change minimum qualifications in your discipline is now open through ASCCC. The process takes a long time, but it is possible to change the minimum qualifications. Communicate with your faculty and contact Mark Staller, the ASCCC representative.
- Online Education Initiative – we were not accepted for program, but may still be able to participate as the state is looking for reviewers.

Faculty volunteers are needed to serve on the Facilities Committee and also to work on a bond issue in 2016. Volunteers should contact Tracy Hall.

- Faculty members are needed to work with Nan Gomez-Heitzeberg to develop a standardized form to waive prerequisites for programs. In the past, each department chair would sign off; however, the SSSP requires a standardized form. Contact Tracy Hall to volunteer.
- Co-chairs were asked to submit their reports to the Senate office to be included in the agenda packets. Information will also be posted on the website.

#### Accreditation & Institutional Quality (Pluta)

First meeting September 2, 2014

<https://committees.kccd.edu/bc/committee/accreditation>

- An Accreditation Boot Camp took place May 29: <https://www.bakersfieldcollege.edu/accreditation/accreditation-boot-camp>
- The committee charge now includes institutional effectiveness and reviewing and monitoring of evaluation activities.
- The committee discussed the schedule for developing the Midterm Report (see committee page for details).
- The committee discussed the development of institutional effectiveness indicators.

#### Assessment (Carpenter)

There was no report from the Assessment Committee.

#### Budget (Holmes)

There was no report from the Budget Committee.

#### Curriculum (Rice/Carpenter)

There was no report from the Curriculum Committee.

#### Enrollment Management (Holmes)

There was no report from the Enrollment Management Committee. See related information under Unfinished Business/Class Sizes.

#### Equal Opportunity & Diversity Advisory (Hirayama)

There was no report from the EODAC Committee.

#### Informational Systems & Instructional Technology (Marquez)

There was no report from the ISIT Committee.

#### Program Review (Pluta)

First meeting August 26, 2014

<https://committees.kccd.edu/bc/committee/programreview>

- The committee has a new administrative co-chair: Michael Self.
- Program Review Workshop Schedule:
  - August 15, Chair Academy
  - August 29, Annual Update and Comprehensive Program Reviews
  - Thursday, September 3, Annual Update and Comprehensive Reviews (check Inside for times)
  - Friday, September 4, Working with Data, Michael Carley, District Institutional Research (IR)

- District IR has put all program review data online: <https://www.kccd.edu/institutional-research/reports/bakersfield-college-0>
- The committee has posted a Program Review Handbook and all required forms on its committee page.
- The committee has requested a change in membership to allow each academic department to be represented.
- Administrative Support Services that had never participated in the program review process participated in a summer pilot using the Los Rios model.

#### Professional Development Committee (Giertz)

See Unfinished Business #7c.

#### Treasurer (Kim)

Charles Kim issued the BC Senate Challenge (similar to the ALS Ice Bucket Challenge) for all BC Professors to donate to the Academic Senate Fund or to ride Magic Mountain's X2 Roller Coaster 5 times in a row. Contributions to the Academic Senate Fund are used to provide financial support for Senate and faculty functions; supplemental funds for the Margaret Levinson Faculty Leadership award; and scholarship funds for deserving students.

#### ASCCC Representative (Staller)

Mark Staller announced the Fall Plenary would be held in November in Southern California.

#### Union Update (Guidry)

Nancy Guidry reported that a CCA meeting regarding interest-based bargaining was scheduled with the District Office on September 12, 2014.

#### Student Representative

Simoneel Czar requested faculty attendance and input at the September 9, Homecoming Planning Event. The meeting is September 9, at 9:00 a.m. and food will be provided. Steve will reach out to faculty. Kathy Rosellini volunteered to attend.

### **GOOD AND WELFARE CONCERNS**

### **ADJOURNMENT at 5:10**

*Respectfully Submitted,  
Tracy Hall*