

**ACADEMIC SENATE of BAKERSFIELD COLLEGE**

**February 25, 2015 - 3:30 p.m.**

**Collins Conference Center**

UNAPPROVED MINUTES

**PRESENT:** Andrea Thorson (EB), Anna Poetker, Bill Kelly, David Neville, Greg Chamberlain, Ishmael Kimbrough, Jeannie Parent, Kathy Rosellini, Kurt Klopstein, Lisa Harding(EB), Nancy Guidry, Neal Stanifer, Reggie Bolton, Ron Grays, Steven Holmes (EB)

**ABSENT:** Alisha Loken, Billie Joe Rice (EB), Brent Damron, Bryan Hirayama (EB), Chad Newton, Charles Kim (EB), Christian Zoller, Colton Nichol森, Dan Kimball, Denise Norris, Gayla Anderson, Janet Tarjan, Jennifer Jett, John Carpenter, John Giertz (EB), Joyce Kirst, Kate Pluta (EB), Klint Rigby, Kris Stallworth, Mark Staller (EB), Marsha Eggman, Richard Marquez (EB), Robbie Martinez, Wesley Sims (EB)

**GUESTS:** Jason Stratton, Li Kan Liu by Proxy, Michelle Pena, Todd Coston

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**Call to Order**

The meeting was called to order at 3:47p.m.

**Opportunity to Address the Academic Senate**

Strategic Directions(Kate Pluta)

There was a power point presentation of the Strategic Directions by Todd Coston. The Proposed Strategic Goals for 2015-2018 are posted to the Academic Senate website and listed below:

- Student Learning
- Student Progression and completion
- Facilities
- Oversight and Accountability
- Leadership and Engagement

The Academic Senate was asked to complete a worksheet that was provided: *Developing Potential Initiatives for the Proposed Strategic Goals: 2015-2018*. This worksheet is also located on the website: <https://www.surveymonkey.com/s/62>

**Additions to the Agenda:**

There were no additions to the agenda.

**Review and Approval of the Minutes:**

A motion was made to accept the minutes of February 11, 2015 as corrected M/S/C: Sims/Rosellini. Corrections: add "parking" under Child Development Center; remove "They" under CCA.

**President's Report (Holmes)**-Report submitted as written:

*Board Policy and Procedure Update by Steven Holmes*

*March 4, 2015*

**COMPLETED**

***BP 3B: Facilities and Equipment***

*Multiple language changes and additions to this section. Most recommended language changes from CCLC. Changes specific to KCCD include:*

**3B1G:** Allows each college to establish procedures with regard to restrictions on tobacco or smoking. Cindy Collier has convened a committee to draft procedural language for our college.

**3B3E/F:** New language with regard to Notice of Completion/Reduce Retention of construction projects. New language centralizes responsibilities with Chancellor or CFO.

**3B6:** Parking language authorizing College Presidents to establish procedures for the orderly operations.

Recommended changes and additions were accepted at Consultation Council on November 25, 2014. Policy changes and additions adopted by Board on 02/12/15 except 3B7 (see below).

### **BP 3D: General Management**

Policy change adopted by Board on 02/12/15 with BC recommendation to 3D3C (review of records) adding the words "at a minimum, once every three years".

### **BP 4A3/AP4A3(c): Matriculation/Priority Registration Procedures**

No changes were made to Policy 4A3, changes recommended were in Procedures. (Such changes do not require Board approval.) Recommended changes to priority registration procedures were accepted at Consultation Council on November 25, 2014.

### **BP 4A8: Student Fees**

Changes primarily CCLC recommended language. One proposed section was changed at the Consultation Council meeting on 01/27/15. In 4A8C (Nonresident enrollment fees and tuition) the recommended language, "All nonresident students enrolled in 6 or fewer units" would be exempted was removed. Thus all nonresident students will pay the nonresident fees. As changed this proceeded to the Board for a 1<sup>st</sup> read on 02/12/15. Moved to Board approval on 03/12/15.

### **BP 4A8F: Course Audit Fee**

Minor language change adding conditions necessary for audit approval. Universally agreed upon at the Consultation Council meeting on 01/27/15. As changed this proceeded to the Board for a 1<sup>st</sup> read on 02/12/15. Moved to Board approval on 03/12/15.

### **BP 4B1: Educational Programs**

Minor language change for clarity. Change accepted at Consultation Council on 02/24/15. Moves forward to Board for 1<sup>st</sup> read on 03/12/15.

### **BP 4B2: Courses**

The district office has reviewed. No changes suggested, the language is still applicable in terms of Education Code and Title V.

### **BP 4B3: Distance Education**

Removal of policy section 4B3F due to being required by law. Universally agreed upon at the Consultation Council meeting on 01/27/15. Change proceeded to the Board for a 1<sup>st</sup> read on 02/12/15. Moved to Board approval on 03/12/15.

### **AP 4B3: Distance Education**

Establishment of online and hybrid procedures. At Consultation Council 01/27/15 primary discussion and later consensus focused on defining hybrid courses and clarifying response time to a student's communication. Language defining a hybrid course will be included in the first line. Also added, to 4B3(1), faculty will be responsible to response to students within 48 hours, **Saturday, Sunday (added language)**, non-instructional days and leave days

excepted. Procedures do not require Board approval, procedural change will be incorporated into policy.

**BP 4B4: Programs**

The district office has reviewed. No changes suggested, the language is still applicable in terms of Education Code and Title V.

**BP 4B5: Program Review**

The district office has reviewed. No changes suggested, the language is still applicable in terms of Education Code and Title V.

**BP 4B6: Program Discontinuance**

The district office has reviewed. No changes suggested, the language is still applicable in terms of Education Code and Title V.

**TABLED**

**BP 3B7: Speech: Time, Place and Manner**

Completely new language including the ability of the Chancellor to establish administrative procedures to reasonably regulate the designated public forums. Issue was tabled at the 02/24/15 Consultation Council meeting. Recent e-mails indicate this policy was taken from CCLC and is a mandatory policy. Should be on Consultation Council agenda 03/24/15.

**BP 4B9: Student Field Trips, Excursions and Transportation**

Primarily moving material from policy to procedure with minor language changes. Policy 4B9D1, 4B9E – 4B9J, and 4B9K2 – 4B9L1 recommended to be placed in procedures. Some discussion was held on 4B9K3 as it pertains to “reasonable supervision” and “supervising academic staff member”. Issue was tabled to review Ed. Code. Should be on Consultation Council agenda 03/24/15.

**BP 4C4E: Academic Renewal**

Cerro Coso has suggested language change reducing the elapse time to disregard course work from 5 years to 1 year. Should be on Consultation Council agenda 03/24/15. At the request of the Academic Senate, Michelle Pena is drafting language based on faculty discussion and recommendations.

**BP 10A: Unrepresented Employees**

Language regarding Chancellor’s powers thoroughly discussed. BC’s attempt to stop the centralization of authority within the Chancellor’s position was met with great resistance. End result, recommended language changes will continue in the process.

As per the language changes regarding College Presidents, BC’s proposed language has been submitted to the Council, no discussion has taken place due to the length of discussion regarding the Chancellor’s powers. Issue was tabled at the 01/27/15 and 02/24/15 meetings. Should be on Consultation Council agenda 03/24/15.

**PIPELINE**

**BP 4B7: Articulation**

Additional language, 4B7H: University Transfer Agreement. This is CCLC recommended language directly from Ed. Code. Appears to be a non-controversial adjustment. Should appear for the first time on Consultation Council agenda 03/24/15.

Steven Holmes explained that this hand out is about policies that have been dealt with this academic school year. Descriptions are as follows:

- *Completed* refers to either Board approved or waiting for Board approval
- Procedures do not have to go to the Board for approval, for example: AP 4B3.

- *Tabled* items are still to be addressed.
- *Pipeline* is what will be coming up soon.

### Field Trip Bus

Bill Kelly brought up a concern regarding the campus bus that is used for field trips. This 21 passenger bus is very old (year 2000). Agriculture participates in a lot of field trips, especially Forestry and the campus/department is in need of a new bus. It was suggested to bring this topic up to Dr. Culpepper, VP of Finance & Administrative Services. Another recommendation was to bring this to the Program Review Committee Co-Chair, Kate Pluta. Steven Holmes will address this request at the next Budget Committee meeting.

### Service Unit Evaluation

Steven reported that the District Office did complete a Service Unit Evaluation on December 18<sup>th</sup>. The District is to release this information to the public after it was reviewed by the Board of Trustees. A workshop will be scheduled soon and the findings of this evaluation will be presented at that time.

### Students wrongfully dropped

Last semester students were wrongfully dropped because of an institutional error and were not reinstated appropriately back into the classroom. Students used the payment boxes located on campus to pay for classes. Employees who are responsible for checking the boxes were on vacation and they did not get checked. Students were dropped and unable to re-enroll because courses and waitlists were already full. We are currently having discussion with Student Services to find a feasible way to remedy the situation. This will need to be dealt with on a case by case basis.

### 2-week withdrawal date policy

This item is a topic of discussion at this time only and we are looking into a policy that we can draft on this situation. This is in regards to if a student misses maximum of two weeks of class then faculty should have an opportunity to drop the student.

### FTES

At the end of last year, Trustee Corkins mentioned that some of Delano's FTES should go to Porterville College to offset their lack of growth. Bakersfield College hit their target; however, the other two colleges did not. There is pressure to meet the target. Therefore, Cerro Coso has submitted a proposal to Chancellor's Cabinet that would centralize on-line services. This plan would allow students who are on waitlist at our college to be transferred into Cerro Coso online classes to help them generate FTES and reach their target goal. Several groups that are aware of this proposal are in the process of developing a response that would be brought to Academic Senate for review.

### Accreditation & Institutional Quality (Pluta)-Report submitted as written:

#### **Accreditation & Institutional Quality Committee (AIQ) 2/18/15**

**By Kate Pluta**

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

*The committee is developing an institutional planning calendar with embedded evaluations and monitoring the progress of the Midterm Report.*

*This language from the 2014 ACCJC Standards supports the committee's focus:*

**Standard I.B.9.** *The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and*

*long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)*

***Eligibility Requirement 19. Institutional Planning and Evaluation***

*The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assess progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. (Standard I.B.I and I.C.3)*

Steven Holmes added to this report that at the end of the Fall semester a survey was conducted for all Bakersfield College employees in regards to District Office services, transfer of communications, and a question that pertained to the effectiveness of our College President. That information has been collected, analyzed and tabulated. It is currently being submitted to the Data Coaches who will do a summary analysis of the information and release the data. There were 270 respondents, which was an increase from 149 in 2011. As written responses are referred to, only generic positions will be listed and not specific names.

Assessment (Neville)

David Neville reported there is a symposium about SLO's on March 6 that three people are attending. They are looking at a CAP assessment product that is kind of like Write Placer but looking at Critical Thinking. There is a big push right now for us to map all of our courses to our SLO's and to our PLO's.

Budget (Holmes)

Steven reported there is a District-wide Budget presentation tomorrow at 4pm in Forum East. Steven addressed with Tom Burke the reporting of the 50% law and that it needs to be recalculated to include the districtwide charge backs. Once this is recalculated, we will get a more true feeling of what campuses are contributing to the 50% law in terms of instructional costs to non instructional costs.

Curriculum (Rice/Carpenter)

No report

Enrollment Management (Staller)

No report

Equal Opportunity & Diversity Advisory (Hirayama)

Tabled

ISIT (Marquez)

Tabled

Professional Development Committee (Giertz)

Tabled

Program Review (Pluta)- Report submitted as written:

**Program Review Committee (PRC) 2/18/15**

**By Kate Pluta**

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

*This spring PRC will be examining the program review process and determining how to conduct program review for the general education program. If you are interested in having a voice in the process, please let the Academic Senate know.*

| <b>Draft Schedule to Accomplish PRC Goals</b> |  |
|---|--|
| January 27                                    | <b>Strategic Directions</b><br>Finalize Fall 2014 Co-Chairs Report;<br>Plan how best to evaluate and revise program review process and forms as needed.  |
| February 10                                   | Pick examples of effective program review elements and post to website.<br>Revise program review forms.  |
| February 24                                   | Plan for program review for general education → review Integrated Program Review proposal; work with Curriculum Co-Chairs and VP Academic Affairs.       |
| March 10                                      | Plan training for spring and fall; establish best date for “snapshot” of programs and use that to train/communicate with areas and develop reading list. |
| March 24                                      | Continue with above activities.  |
| April 10, 8:30                                | FCDC—training with faculty who compiled model program reviews; provide revised forms   |
| April 14                                      | Continue with above activities.  |
| April 24, 8:30                                | FCDC—training with faculty who compiled model program reviews; provide revised forms   |
| April 28                                      | Wrap up and celebrate!   |
| To be scheduled                               | Schedule training for administrators, department chairs, and other interested employees  |

**Other Reports:**

Treasurer (Kim)- Report submitted as written:

**Academic Senate Funds 2/23/15**

**By Charles Kim**

**10/28/14**

1. BC Faculty Senate Retired & Student Accounts \$1,936.41
2. Levinson Award Account \$15,160.01 but only 5% can be used so \$758.00

**11/17/14**

1. BC Faculty Senate Retired & Student Accounts \$2,098.99
2. Levinson Award Account \$14,646.01 but only 5% can be used so \$732.30

*The drop in amount is due to the Levinson Account having investments tied to the stock market.*

**1/21/15**

1. BC Faculty Senate Retired & Student Accounts \$817.76
2. Levinson Award Account \$15,078.81 but only 5% can be used so \$753.94

**2/9/15**

1. BC Faculty Senate Student Accounts \$817.76\*
2. Levinson Award Account \$15,078.81 but only 5% can be used so \$753.94
3. Academic Senate Account Retiree Gifts \$3,739.12

|  |                                       |        |
|--|---------------------------------------|--------|
| *Recent  | Scholarship-Ramiro Rios               | 300.00 |
| <i>Withdraws from the BC Faculty Senate Student Accounts 11/4/2014</i> |                                       |        |
| 11/4/2014  | Scholarship-Anh Dao                   | 300.00 |
| 11/4/2014  | Scholarship-Samia Corrin              | 300.00 |
| 11/4/2014  | Scholarship Abatement-Mark Stevens    | 250.00 |
| 11/4/2014  | Scholarship Abatement-Navjot Singh    | 250.00 |
| 11/4/2014  | Scholarship Abatement-John Cunningham | 250.00 |

*Note that we have 3 accounts instead of 2.*

Steven reported to the Academic Senate that Financial Aid would like to know what amount we want to provide for student scholarships. We have \$817.76, so it was recommended we provide three scholarships of \$250.00/each. This amount comes from donations and investments. There was a motion to approve three scholarships for the amount of \$250.00 each M/S/C: Chamberlain/Parent.

Secretary (Sims)

It was reported that Suzanne Langham father past away. Bakersfield College women’s basketball are playing their first divisional championship on Saturday against Antelope Valley.

ASCCC Representative (Vacant)

No Report

CCA

Nancy Guidry reported that on Friday, February 27<sup>th</sup> there will be an all day session. She also announced that she was approved as Interim Bakersfield College CCA Chair. Elections will be held at the end of March or April. If you have any medical benefits questions they can be addressed to Andrea Garrison.

Student Representative (Colton NicholSEN)

No report

**Faulty Appointments**

No appointments

**Faculty Screening Committees**

No committees

**Unfinished Business:**

**BP 10A-Unrepresented Employees (Holmes)**

Tabled

**BP 3b7-Facilities & Equipment-Free Speech**

Tabled

It was recommended to take caution with this item due to the timeliness of this proposal.

### Multiple Degrees

Michelle Pena, Assistant Director with Admissions & Records was a guest at the Academic Senate meeting and shared information on Multiple Degrees. We are no longer issuing majors, but instead we are issuing certificates and degrees. A lot of students will want to have two separate diplomas. If they have a dual major a lot of places won't take two separate diplomas. As it is now, it has both diplomas on one.

- ADT: Associate of Arts/Associate of Science degree for Transfer

It was explained that ADT's cannot have a dual major. We are changing the language because we are out of compliance. The difference between the two is the "for Transfer", which would be listed on the diploma, for example, "An Associate of Arts Degree in English". This allows the removal of the additional twelve units that are necessary to earn a second degree. The difference between an Associate of Science and an Associate of Science for Transfer is that the Associate for Transfer guarantees acceptance at a CU at the junior level. The Associate of Science is not guaranteed to be accepted as a junior.

There was a motion to accept the proposed language of the Multiple Degrees M/S/C:  
Harding/Stanimifer.

### BP 4C4E- Academic Renewal-Cerro Coso

This item is in reference to making changes to the current Academic Renewal Policy. The current policy At least five (5) years have elapsed since the course work to be alleviated was recorded; at least twelve (12) units of satisfactory coursework (2.0 GPA) have been completed subsequent to the coursework to be alleviated; and the student petitions in writing to the College President or authorized representative state the reason why alleviation is requested.

Richard Marquez provided information from five other institutions:

- Modesto JC – 2 yrs
- Cuesta – 2 yrs
- Skyline – 1 yr
- Sacramento – 1 yr
- San Diego City – 1 yr

Diablo Valley College doesn't have a prescribed length of time, but rather a number of units completed after the substandard work. I copied the language below.

Diablo Valley College:

You must have completed 20 units of satisfactory work that has been completed within the Contra Costa Community College District or any other accredited college or university, since receiving the last substandard grade (the unit count begins the semester after the substandard grade is received.) In-Progress semesters cannot be included.

Greg Chamberlain checked the State Academic Senate to see if there was anything on this issue. He looked at 14 other community colleges and the longest was 2 years.

Steven Holmes suggested that it should be based on successful completion of number of units or semesters of time.

Michelle Pena, Assistant Director with Admissions & Records, was a guest at the Academic Senate and shared her experience with Taft College. At Taft College the policy was set at two years and there were 2 different types of criteria. A student could complete twelve units, but he/she would have to have a 2.0 GPA or better. Or it could be 20 units with a 2.5 GPA or better. This would only apply to Taft college work and not any other school. The processing was done the same way, which is here in the Admissions & Records office. The evaluators process the different requests. They ensure they have met all the qualifications and either approve or deny based on the criteria.

Michelle has processed approximately 400 requests this past year. Most are being denied because they have not met the requirements or they filled out the form incorrectly. The other thing that needs to be addressed in the procedure is repeats. This should have a clear explanation of what the



procedure does and what it doesn't do. The Academic Senate agreed that our current five year plan is too long and should be changed. We asked Michelle Pena to edit the current Cerro Coso draft and represent this proposal to the Academic Senate for review.

Greg Chamberlain questioned what the Counseling department would be in favor of and Michelle had taken a survey of the area: #18 were for 1yr; #15 were for 2yrs. It was also questioned how this would affect Financial Aid. Michelle mentioned they still take in to account all the courses a student takes. Courses will be counted and attempted, but will no longer be counted in GPA; however, Financial Aid will have to address this topic. One last issue was raised and agreed upon was that units should be from a Regional Accredited Institution.

#### Proposed Sustainability Committee(Perry)

A motion was made to table this item M/S/C: Rosellini/Thorsen

#### District wide Strategic Goals Committee (Holmes)

Steven Holmes announced he will serve on this committee.

#### **New Business:**

##### Flex Guidelines (Giertz)

A motion was made to table this item M/S/C: Thorsen/Kelly

##### Duplication Resolutions

This item is on the 3/11/15 Academic Senate agenda to discuss with Dr. Culpepper.

#### BC Administrative Structure Focus Group (Stratton/Coston)

There was a power point presentation by Jason Stratton. This presentation is posted to the Academic Senate website and is listed below.

- Guiding Principles and Deliverables
- Process
- Considerations
- 2013 Org Chart
- Current Org Chart
- Reflection-*Reflect on the current administrative structure and share your thoughts on the benefits and disadvantages of this structure?*
- College wide initiatives
- Reflection-*In thinking about the future growth and innovation at BC please describe the ideal administrative structure form your unique perspective.*

This Focus Group is meeting to evaluate processes on campus for a better organization chart. What we did then and how to make it better by identifying staff and workload to ensure there is an equitable division of labor between them. These initiatives start July 1, 2015. The Academic Senate was requested to complete a form within the week to provide feedback to the Focus Group. The completed questionnaire can be turned into Bernadette Gutierrez at the Counseling Department by the end of next week, 3/4/15.

#### **Good and Welfare:**

Nothing to report

#### **Adjournment:**

There was a motion to adjourn at 5:25p.m. M/S/C: Stanifer/Kelly.

Respectfully Submitted,  
Tarina Perry