

**ACADEMIC SENATE of BAKERSFIELD COLLEGE**

**September 30, 2015 – 3:30 p.m.**

**Collins Conference Center**

UNAPPROVED MINUTES

**PRESENT:** Andrea Thorson (EB), Anna Agenjo, Bill Kelly, Billie Joe Rice (EB), Chad Newton, Charles Kim (EB), Christian Zoller, Dan Kimball, David Neville (EB), Denise Norris, Fitzgerald Graves (SGA), Gayla Anderson, Greg Chamberlain, Ishmael Kimbrough, John Giertz (EB), Joyce Kirst, Kate Pluta (EB), Kathy Rosellini, Kimberly Nickell (EB), Klint Rigby, Kris Stallworth, Kurt Klopstein, Laura Peet, Lisa Harding (EB), Mark Staller (EB), Marsha Eggman, Matt Garrett (EB), Neal Stanifer, Qiu Jimenez, Rachel Vickrey, Reginald Williams (by Proxy), Richard Marquez (EB), Robby Martinez, Ron Grays, Ronnie Knabe, Steven Holmes (EB), Susan McQuerrey, Tom Greenwood (EB)

**ABSENT:** A. Todd Jones, Anna Poetker, Bryan Hirayama (EB), John Carpenter (EB), Reggie Bolton

**GUESTS:** Nick Strobel

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**Call to Order**

The meeting was called to order at 3:34 pm.

**Opportunity to Address the Academic Senate**

Holmes announced that Cindy Collier will be at the October 14<sup>th</sup> Senate meeting to provide an update on the Smoke/Tobacco Free Initiatives Task Force.

**Additions to the Agenda**

There were no additions to the agenda.

**Review and Approval of the Minutes**

***\*\*A motion was made to review and approve the Academic Senate Minutes of September 16, 2015 M/S/C: Rosellini/Stanifer.***

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

*District Consultation Council 9.22.15*

*By Steven Holmes*

*Updates:*

- 1. Board Policy 6 B-H: CCLC Consultant, Jane Wright, to review all aspects of BP 6A-H and make recommendation. Expected to take till November, early December. Although listed as 6B-H, I did confirm at the meeting with Abe Ali, Ms. Wright would be reviewing and recommending language on all of BP 6.*
- 2. Management Schedule: Not an agenda item, I had to request an update. Consultant Martin Kenny has been retained to conduct a differential pay analysis. A questionnaire on position duties and responsibilities will be developed and distributed. Analysis will then be conducted. This is expected to take a couple of months, with a full report to be issued at the December Board of Trustee meeting. Since the BOT did approve the implementation of the proposal, ½ of the market*

- adjustment will begin October 1. Each employee will receive a staff placement letter. There was some concern on the capability of Banner to be able to accommodate only ½ of salary increase.
3. *Budget Allocation Model: Tom Burke would like to schedule the first meeting in October. He is still waiting for 5 representatives to be identified ( CSEA – PC, CSEA – CC, SGA – PC, SGA – BC, and CCA)*
  4. *District Office Unit Reviews: Tom Burke reported, Chancellor Serrano is currently purging any personal references made within the reviews. According to Burke, the reviews were used for the Vice Chancellor's evaluations. Once all personal references are removed, the service unit reviews will be shared.*
  5. *Academic Calendar: Betty Inclan will distribute the proposed AY 2017-18 for Senate consideration.*
  6. *KCCD Decision Making Chart: 3 proposals were presented (PC, BC, DO). PC's proposals attempts to alter the composition of District Consultation, reducing its membership size by creating only 1 representative from the constituency groups. The 1 representative from each constituency group would rotate annually from each college. Thus, there would be only 1 Academic Senate President on DCC each year.*
  7. *Board Policy 4A: Three sections reviewed: 4A1, 4A5, and 4A7. Consensus on all three.*
  8. *Board Policy 4B8: Consensus.*
  9. *Board Policy 4C6: Discussion regarding GPA for dismissal being lowered to 1.75. Consensus to not accept proposal and return to current BP language and GPA of 2.0.*
  10. *Board Policy 4F: Ten sections of BP 4F were reviewed: 4F, 4F2, 4F3, 4F4, 4F6, 4F7, 4F8, 4F10, 4F11 and 4F12. Consensus on 4F, 4F2, 4F3, 4F4, 4F6, 4F10, 4F11, 4F12. Discussion focused on: 4F7 - whether advisors need to be faculty; and 4F8D3 - proposed language too vague and should stay with current BP language.*
  11. *Board Policy 4J: Consensus.*

Holmes explained that the September 10<sup>th</sup> Board agenda was altered. President Christian's contract was removed from the agenda (14 E). ***The next Board meeting is this Tuesday, October 6, 2015.*** Holmes pointed out that the Brown Act requires the agenda items to be posted 7 days prior to the meeting and a minimum of 72 hours.

## **Co-Chair Reports**

### AIQ (Pluta)

See Unfinished Business- a. Potential Revisions of Midterm Report.

### Assessment (Neville)- Report was submitted as written

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

*The Assessment Committee report for 9/30/2015*

*By David Neville*

***New Assessment Program*** - *The Assessment Committee is looking into a new software program for assessment and potentially as a replacement for CurricUNET on the curriculum course management portion as well. Thus far we have reviewed Trac Dat and will be looking at eLumen in the near future.*

***Mapping*** - *The mapping project was mainly successful last year with the majority of programs submitting their mapping documents. Please look on the Assessment Committee website to see if your department/program is represented. If not, please submit it to your deans and let your representative on the Assessment Committee know. If you do not have a representative, your chair is the assigned person.*

**Assessments for 2014-15** - Assessments for last year are also housed on the Assessment Committee website. We did this in part because CurricUNET was not working and in part to make life easier. At the present time we have less than 10% of the programs showing that they assessed last year. If you know that you assessed and have the data, please submit it to your deans and to Mindy Wilmot so that she can post this to the public website.

**Department Representative** - Please check to see if your department is represented on Assessment. When we move to new software, we will be training those on the assessment committee first and they will be the representatives to the college. It would be wise to have someone in your department to take on this role in the next year.

Vacancies: Adjunct/Agriculture/Allied Health/Art/Biological Sciences/BMIT/Fire Technology/Health & PE/Industrial Technology & Engineering/Performing Arts/Philosophy/Physical Science/Social Science/ SGA

Budget (Holmes)

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

Holmes shared the **Bakersfield College Budget Committee Evaluation Rebuttal**. The Senate was asked to review the memo. This item will be voted on at the next Senate meeting and then it will be sent to the Board of Trustees.

**To:** Board of Trustees  
**From:** Bakersfield College Budget Committee  
**Date:** September 28, 2015  
**Re:** Evaluation Rebuttal

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Bakersfield College's (BC) Budget Committee has reviewed the "continued" unsatisfactory behaviors cited in President Christian's evaluation conducted by Chancellor Serrano. These behaviors included:

1. Entering into Special Compensation Agreements (SCA) with full-time faculty;
2. Untimely preparation of the 2014-15 BC Tentative Budget due to a deficit;
3. The BC 2015-16 Tentative Budget being incomplete because it missed its assigned 50% Law ratio;
4. A plan to reclassify a management position.

BC's Budget Committee recognizes that each of these items fall under the purview of the Academic Senate 10+1 Title V Responsibilities, included in KCCD Board Policy Manual Section 5. Since the information cited conflicts with the facts known by the BC Budget Committee, we believe it is important for our participatory governance voice be heard on this matter. The facts are as follows:

1. All reassignment time must be approved by both the DO personnel including the HR Manager and Vice Chancellor, Educational Services, and other district office employees. Multiple signatures on the approval forms attest to multiple levels of approval at the DO. The SCA forms also require Board of Trustee approval. These processes were followed during President Christian's evaluation period, July 1, 2014 to June 30, 2015.

Concerns have also been raised about how the faculty reassignment affected the 50% law since faculty reassignment removes money from the numerator in the 50% law calculation. BC's budget planning process ensured that BC would still meet its 50% law target by trimming administrative costs and excluding co-curricular costs from the denominator and using categorical money for some of the reassignments, so the reassignment expenditures would not be any part of the 50% law calculation. In short, any adverse effect on the district's numerator was going to be more than balanced by a greater positive effect on the denominator. BC's 50% law target was 64.9% and we're at 65.4%, so the district has been helped. The KCCD Chief Financial Officer (CFO) was kept apprised of all of this during the budget development process and he even confirmed that BC would meet its 50% law target. BC's budget planning process ensured that the faculty reassignments would not adversely affect the other colleges. President Christian and faculty completed their part in the process. If the Chancellor considered this unsatisfactory behavior, then the district office personnel should have been instructed by the Chancellor to deny the SCAs by not authorizing approval with their signatures.

2. The development of the *tentative* budget is an iterative process. Adjustments are made to the *tentative* budget until the board adopts the budget in September of the relevant fiscal year. The 2014-15 *tentative* budget was no different. All college & district leaders are well aware that budget figures are constantly in flux as more information is received and events happen outside of the college or district's control. The *tentative* budget is a college's best guess at the particular point in time the tentative budget is submitted as to what will be the budget for the coming year. In the time leading up to the deadline of the *tentative* budget submission to the district office, a worst case scenario of a possible deficit was identified.

The President's commitment to accurate disclosure and transparency was demonstrated by her engagement of the support of an experienced consultant to develop the 2014-15 budget and future forecasts. The BC all-campus budget meeting on April 8, 2014, called by the President, included discussion of the potential disclosure of a deficit projection of \$1.2M - 2M in the budget. Further, subsequent meetings with various committees were conducted to ensure there was a broad disclosure and visibility of BC's potential deficit position and the need to review the department budgets for opportunities to reduce costs. This transparency shows that there was never any attempt to conceal a potential deficit. In fact, the beginning adopted budget carryover from 2014-15 is \$4.5M and the beginning budget carryover for 2015-16 is \$4.5M. This indicates that the worst case scenario did not happen—no deficit incurred in 2014-15. The submission of the *tentative* budget after the proper controls and balances were reviewed proved to be the best decision by the President given the financial stability that is currently being experienced by the college. Therefore, "continued unsatisfactory behavior" is certainly not the case. This year's 2015-16 budget was submitted before the due date and balanced.

3. The 2015-16 tentative budget was submitted on time, balanced, and complete based on conversations that began in February 2015. The District Office 2015-16 budget premises went through three iterations; the first version did not include the 50% targets since these were still in discussion from 2/6 - 3/31 - 5/28. In emails, dating back to early February 2015, BC's Vice President of Finance and Administration (VP FA) engaged in correspondence discussions with the district office Vice Chancellor of Human Resources and CFO concerning his preliminary estimates of BC's 50% Law ratio of 61-62%. As chair of BC's Budget Committee, BC's VP FA kept the Budget Committee well-apprised of these discussions.

Starting this fiscal year, the individual colleges were given individual “50% law ratio” targets of direct instruction expenses to total expenses to meet in the budgets they submit to the Board of Trustees. Note that when the state checks for compliance with the 50% law, the state actually uses ACTUAL expenditures, not budget estimates. BC’s target is significantly higher than those of the other colleges: 64.92%, while Cerro Coso’s target is 52.12%, and Porterville’s target is 56.54%. BC understood that the 50% law targets would be based on actual expenditures, not budget estimates. BC VP FA engaged in various conversations with the KCCD CFO, who was supportive and cooperative, concerning the need for BC to be able to track the co-curricular activities being done by the Facilities, Maintenance and Operation department. Co-curricular expenses are excluded from the 50% law calculation. Tracking of co-curricular activities had never been done in KCCD before. At the time the 2015-16 *tentative* budget was due, estimates of co-curricular costs in the 50% law denominator calculation were still being figured out, so they were left in the denominator. After further conversations with the KCCD CFO, co-curricular estimates were made ensuring that the costs would be tracked throughout the academic year so that BC would meet the 64.92% suggested target. Through careful accounting of the expenses and trimming administrative expenses at the local level, BC will be able to more than meet that target with an actual value of 65.4%. Presumably, that higher percentage will make it possible for the other colleges to take care of needed administrative tasks. Furthermore, BC’s 2015-16 adopted *final* budget approved by the Board of Trustees in September shows a local college reserve of 9.5% (6.5% higher than the minimum set in Board Policy).

4. Board Policy 6C2.IX.C allows for the position of VP FA to be classified as an Educational Administrator. The *request* to reclassify the VP FA is within the purview of the President of the college. BC’s VP FA possesses the education and background to be classified as an Educational Administrator. Further, this has been the classification of this position once before. Thus, having this position classified as an Educational Administrator has precedence.

In 2014-15, BC initiated a campus wide task force to review the organizational structure and scope of positions. Three teams in the task force each developed their own proposal and shared with the BC College Council the various stages of their proposals. From this, each team learned from the others—a true competing of ideas in the best way. Each of the three final proposals had new positions and reorganization. It should be noted that the Budget Analyst, who is a member of the Budget Committee, was directly involved in determining the costs and the impact of each of the positions on the budget. This shows the President’s continual awareness and focus of the impact of certain changes in the organizational structure of the college. President Christian then combined the best features of the three proposals. The new org chart for 2014-15 has a *lower* budget than any of the three proposals from the Reorg Taskforce and a number of full-time administrative employees equivalent to the *lowest* of the three proposals, so President Christian was as conservative as she could be.

New positions and reclassification of the VP FA were *proposed* to the Chancellor. The Chancellor denied the reclassification, as well as holding off the hiring of a few of the positions. Collegial processes were followed, no further request for reclassification has occurred and BC is hopeful for the remaining positions.

Thank you for considering the BC Budget Committee’s view of the facts of these four issues.

Curriculum (Rice/Carpenter)- submitted as written  
<https://committees.kccd.edu/bc/committee/curriculum>

## Curriculum Committee Report

By Billie Jo Rice

1. Unfortunately, the curriculum approval process has been moving slowly due to faculty focusing on the completion of program review documents. Hopefully, now that the program reviews have been turned in, the curriculum process will pick up considering that there are only three agendas left for course changes to be effective beginning Summer 2016 and to be included in the 2016-2017 catalog.
2. B. S. Industrial Automation update – processing upper division courses.
3. MATH B65 Intermediate Algebra for Statistics – new course that will be offered starting Spring 2016 for non-stem majors who will be taking Math B22 or Psyc B5 for degree completion.
4. While revising WEXP B248, the CCCC notified us that our occupational work experience course needs to have a discipline specific TOP code designation. Therefore, we are in the process of creating multiple versions of the course for disciplines that currently utilize WEXP B248. At this time, we have identified the following nine disciplines: AGBS, ANSC, BSAD, CRPS, FDSV, FORE, MCAG, NURS, ORNH. Please let us know if there are any additional discipline specific versions that need to be created.

**Rice reminded the Senate that we need to have all of our courses in compliance by October 30<sup>th</sup>.**

Vacancies: Biological Sciences/Philosophy

Enrollment Management (Staller)

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

Tabled 10/14

Equal Opportunity & Diversity Advisory (Hirayama)

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

No report, Hirayama is out of town at a conference.

ISIT (Marquez)-Report was submitted as written

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

*Information Systems Instructional Technology (ISIT) Report: September 30, 2015*

*Prepared by Richard Marquez, ISIT Co-chair*

- The last ISIT committee meeting was held on September 14, 2015.
- Todd reported that the new pay-for-print system is now up and running; however, there have been some problems. Students no longer buy a card and load it with money. They now place money on an online account, which allows them to use their financial aid funds. The process for retrieving printed copies is slow and causing a bottleneck. Todd is working with the software developer to resolve the issue.
- Bill Moseley shared that the Orientation for Online Students is still available. Bill is encouraging instructors to use the tool and let him know if you have any suggestions. You can access this orientation at <http://www.orientator.com/studentstart/> If you want a faculty account, which would allow you to view student results, email Bill Moseley.
- Bill Moseley is also steering a taskforce charged with exploring Canvas. Canvas is the course management system adopted by the Online Education Initiative. If BC wants to participate in this



initiative, we must use Canvas for our online classes. Andrea Thorson is co-chairing this taskforce with Bill. If you are interested in helping pilot Canvas, please let Bill or Andrea know.

- Kristin Rabe reported that Program Reviews are due to the Program Review Committee on September 25. Those completing the Program Review will notice some changes, in particular, no need to provide a cost quote for desired technology.
- Kristin also advised that work has begun on an Accessibility Awareness Taskforce. As a reminder all media should be accessible to all students. The goal of this taskforce is “equal access to audiovisual media shown on campus.” More info will be forthcoming to the senate.
- Kristin also reminded everyone that showing movies on campus as a fundraiser is not allowed without first obtaining public performance permission. The policy is posted on the ISIT website.
- Todd reviewed last year’s goals with the committee, all of which were completed. He also reviewed the four initiatives from direction #3 of the Strategic Directions document that pertain to the ISIT Committee. The committee then discussed possible goals for the coming year. Four suggested goals:
  - Review and prioritize requests from the Annual Update process.
  - Evaluate the Canvas CMS in comparison to Moodle and make a recommendation following the evaluation.
  - Review and evaluate themes from both the student and staff annual technology surveys to generate future committee goals and to “close the loop.”
  - Arrange for the evaluation of program review software.

Vacancies: Allied Health/Art/Behavioral Sciences/Counseling/Foreign Language/Performing Arts/ Philosophy/physical Science/Student Services

Professional Development Committee (Giertz)

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

Tabled 10/14

Program Review (Nickell)- Report was submitted as written:

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

**Report to Academic Senate for September 30**

*Kim Nickell, faculty co-chair*

**Program Review Committee (PRC)**

See <https://committees.kccd.edu/bc/committee/programreview> for supporting documents

**Charge:**

*The Program Review Committee (PRC) will help ensure the institution has a systematic way of reviewing effectiveness in improving instructional programs, student services and administrative/operational areas, act as a resource and provide training to programs scheduled for review, provide recommendations, commendations and budget implications in response to reviews completed.*

*Currently, the committee is working on the following:*

- **Review of 2015-16 PRC timeline** – We have implemented the timeline which includes clarification of dates for first reads, number of first reviews expected, number of certificates of achievement (33), and the need for a hard deadline for reviews to be submitted to the appropriate Deans.

- PRC members have been assigned Annual Updates and Comprehensives and are in the process of reviewing and responding to the Annual Updates and Comprehensive Program Reviews. October 16 is our goal to finish.
- **Committee Charge/Goals for 2015-16** –The Charge document has been mailed to the entire committee for suggestions and feedback. The feedback will be compiled and presented at the next committee meeting in order to make necessary revisions (October 6, 2015)

If you have any questions, please check the committee pages, contact me, or contact your representatives on the committees. If your area has no representation on the committee, please consider joining us.

**Co-Chairs:** Manny Mourtzanos-administration, Kristin Rabe- classified

**Members**-Diane Allen, Counseling/Delano; Anna Agenjo, Library; Jennifer Johnson, Faculty Chair & Directors Council (FCDC); Kate Pluta, English; Billie Jo Rice, Curriculum Committee Liaison (GE); John Carpenter, Curriculum Committee Liaison; David Neville, Assessment Committee Liaison; Mark Staller, Communication; Bernadette Towns, FACE; Andrew Baker, ACDV/Delano; Jessica Wojtysiak, ACDV; Andrea Tumblin, Mathematics

**Administrators**-Sue Vaughn, Enrollment Services; Laura Lorigo, Administrative Services; Liz Rozell, STEM

**Classified**- Meg Stidham, CSEA designee

**Student**- SGA: vacant

**Research representative** from District Office: Michael Carley.

Vacancies: Adjunct/Agriculture/allied Health/Art/Behaviorial Science/Biological Science/Fire technology/Health & PE/Industrial Technology & Engineering/Performing Arts/Philosophy/physical Science/Social Science/SGA/Member-at Large/Assessment Committee Liaison/Curriculum Committee Liaison/FCDC Liaison

### Other Reports:

Treasurer (Kim)- Report was submitted as written:

Academic Senate Funds

By Charles Kim

#### 3/25/15

BC Faculty Senate Student Accounts (#5101)	\$632.10	
Levinson Award Account (#5310) \$15,346.88 but only 5% can be used so		\$767.34
Academic Senate Account Retiree (#100)	\$3,913.62	

#### 9/30/15

BC Faculty Senate Student Accounts (#5101)	\$283.25	
Levinson Award Account (#5310) \$15,115.05 but only 5% can be used so		\$755.75
Academic Senate Account Retiree (#100)	\$4,621.62	

Kim sent out a bc\_all announcing **the Academic Senate fundraiser and dues options:**

“Purchase a BC polo approved by the Academic Senate. The polos are both iron and wrinkle free. Include an embroider BC Renegade logo on the left side and you can have your name on the right. Colors are Black and Red OR Red and White and are available in both Men’s and Women’s cut. At the main campus, you can order with Tarina Perry at the President’s Office or in Delano see me in my office at 1112. I know you all give BC so much of your time and I almost feel guilty asking for donations, but this small act can have huge benefits for BC’s students and faculty. Attached you will find the paperwork for



donations over the year or you can give a one-time donation as well.” Thank you for your time, Academic Senate Treasurer

Secretary (Garrett)

Nothing new to report

ASCCC Representative (Greenwood)

Nothing new to report

CCA (Freeman)

Greenwood announced that negotiations will take place next Friday, October 9<sup>th</sup>. One of the items that will be addressed is the Chairs Task Force. This will include Department Chair responsibility and compensation. The negotiations will also include health benefits. It was suggested we take some of the reserves and put it in the medical fund.

The Chairs Assignment Review Task Force (CART) met last week and Kathy Rosellini is the “point person” at BC. We are collecting all the view points of the chairs throughout the District to be prepared. It was mentioned that the District wants the chairs to teach more and will be offering different options in return. A survey will be done to find out how the chairs feel.

A concern was mentioned regarding the prison contract and that an instructor offered the certificate program, yet this person is no longer volunteering to teach. The concern lies with if we are able to follow through with the promise of the offer.

Student Representative (Graves)

<https://www.bakersfieldcollege.edu/student/equity-and-inclusion>

Graves announced the **Community Hour-**

“Community hour, be empowered and hear how your professor got here.”

Description: Lean about your professor’s educational experiences throughout their college years. Their stories can be inspiring, encouraging, and motivating and ultimately may make a difference as you continue your educational journey. Current events and ideas will also be shared. This event will be hosted in an open discussion format so please prepare to ask questions. Do not miss out on this great opportunity!

*Time and Date: Tuesday, October 6<sup>th</sup>, 10:30-11:30am*

*Location: Fireside Room*

*Professors: Richard Marquez and Valerie Robinson*

*Departments: English and Business Management/Information Technology*

Light refreshments will be provided

Brought to you by the office of Equity & Inclusion

**Faculty Appointments:**

- a) Standing Committee Appointments

Academic Senate Committee Appointments

Wednesday, September 30, 2015

Jessica Woytisiak	Program Review	Academic Development
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**\*\*There was a motion to approve the additions to the Standing Committees M/S/C: Rosellini/Thorson.**

b) Screening Committees Appointments

➤ Counseling-Delano

**\*\*There was a motion to approve the screening committees M/S/C: Greenwood/Thorson.**

➤ Nursing Instructor-SIM LAB

**\*\*There was a motion to approve the screening committees M/S/C: Chamberlain/Stanifer.**

➤ Nursing Instructor-Mental Health

**\*\*There was a motion to approve the screening committees M/S/C: Thorson/Rosellini.**

C) Election results:

John Hart	College Council Rep	Term expires May 2017
Krista Moreland	College Council Rep	Term expires May 2017

Holmes reported the results of the College Council Special Election. Although John Hart received a majority of the votes, he had to resign. The Senate discussed options.

**\*\*There was a motion to extend the position to the runner up candidate of the College Council Rep (Basic Skills/ESL/English) to Kimberly Bligh M/S/C: Rosellini/Kelly.**

**Unfinished Business:**

a. Potential Revisions to Mid Term Report (Pluta)

<https://www.bakersfieldcollege.edu/employees/accreditation>

**\*\*There was a motion to approve the revisions to the Mid Term report M/S/C: Chamberlain/Stanifer.**

b. Vote of No Confidence in Chancellor (Holmes)

Holmes reported that a *committee call* has gone out to request volunteers for the task force.

c. AS 2015-16 Goals-tie in 10+1 (Holmes)

**\*\*There was a motion to approve the AS 2015-16 Goals M/S/C: McQuerry/Rosellini.**

It was mentioned that there are three of the 10+1 that are not addressed in any of the goals. If we are going to link to the 10+1, we should make a note as to why/why some are addressed.

d. Duplication Staffing (Holmes/Culpepper)

Holmes reported there is now a permanent 19-hour person that has been hired. The Administration approved a full time position, but did not realize the 19-hour

position was already in the process of hire. The current 19-hour position will remain. If there are any more issues, they can readdress the full-time possibility.

e. Waitlist Online Proposal (Holmes/Thorson)

Holmes gave a summary of the Waitlist Online Proposal Task Force meeting, which is addressing all the concerns that were previously shared.

- Cerro Coso has courses that are not C-ID approved and therefore are not accepted in the transfer agreement.
- Financial Aid would not extend to another college.
- Transportation would be impossible for the student to meet up with the instructor.

Holmes stated that the general approach will be directed to online courses only. If students are placed on the waitlist from one of the 9 online courses, than an email will be sent to these students (a pop-up is not allowed). Language has been proposed to send to students on distance education waitlist: ***You are waitlisted on one or more classes. You may be able to enroll in a different course that meets the requirements of your education plan and is open for immediate enrollment. Please see a counselor or advisor to review your options.***

There were concerns stressing potential financial aid problems on this message. Students might not consult with a counselor and go ahead and switch colleges not realizing this important issue.

Holmes reported that a counselor will be identified at each institution who will receive calls directly related to online waitlisted courses.

Online Waitlist Task Force members: Nan Gomez-Heitzeberg, Zav Dadabhoy, Liz Rozell, Janet Fulks, Bill Moseley and Steven Holmes

f. Examination/Adoption of Canvas (Thorson)

*Description: Canvas is a Course Management System that is supposed to replace Luis and Moodle.*

See ISIT committee report.

g. AP 3B1G1 Smoke/Tobacco Free Facilities (Holmes/Collier)

*Description: 3B1G2 There shall be no smoking, including tobacco and non-tobacco vapor products, in the District/College building or District vehicles. Colleges that decide to have a tobacco or smoke free campus may do so. The restrictions on tobacco or something at each college shall be found in AB3B1G (appendix to be developed by individual colleges).*

Holmes announced that Cindy Collier will visit the Senate for an update on October 14<sup>th</sup>.

h. BP6A Unrepresented Employees (Holmes)

*Description: BC's attempt to stop the centralization of authority within the Chancellor's position was met with great resistance. End result, recommended language change will continue in the process.*

See President's Report.

i. BP 4C4E Academic Renewal-Cerro Coso (Holmes/Pena)

*Description: Cerro Coso has suggested language change reducing the elapse time to disregard course work from 5 years to 1 year. At the request of the Academic Senate, Michelle Pena drafted language based on faculty discussion and recommendations. The Academic Senate approved the language on 03/11/15. BC's proposal was submitted to V.C. Inclan on 03/19/15. This item has not reached DCC yet.*

See President's Report- This item is not on the DCC agenda yet. When this item is addressed, BC's proposal will be added to the Senate agenda.

j. BP 4D1D Minimum Graduation Req. (Holmes)

*Description: Moving sections 4D1E1-4D1E3, 4D2C and 4D3C to procedures. Academic Senate is requesting the following language change: "All courses applied towards a degree or certificate of study, including courses in the general education pattern must be completed with a "C" or better, or a "P" if the course is taken on a pass/no pass basis." Additional discussion of whether language changes or additions are necessary due to BC offering a Baccalaureate degree.*

See President's Report-There is nothing new to report on this item.

k. AP 3A2E-Grant Preparation (Holmes)

*Description: Establishes procedural changes to the development and submitting of grants. Consultation Council will entertain recommendations to the proposed language at their next meeting, 04/28/15. Procedures do not need Board approval.*

See President's Report- There is nothing new to report on this item.

l. BP4A1 Admissions/Registration (Holmes)

*Description: Addition of CCLC language about students having been expelled from another institution needs to be included as rationale for restricting admission in KCCD.*

See President's Report- Holmes reported one new clause was added. There was a general consensus from DCC to forward this to the Board agenda.

m. BP 4A5 Residence Eligibility (Holmes)

See President's Report- Holmes reported there are some changes due to Ed Code. There was general consensus from DCC to forward this to the Board agenda.

n. BP 4A7 Limitations on Enrollment in Course Programs (Holmes)

See President's Report- Holmes reported there was no change to this item. There was general consensus from DCC to forward this to the Board agenda.

o. BP 4B8 Independent Study (Holmes)

See President's Report- Holmes reported there was a change of removing policy language to procedure (4b8f). The recommendation came from CCLC. There was general consensus from DCC to forward this to the Board agenda.

p. BP 4C1-3 Academic Regulations (Holmes)

See President's Report- Holmes reported that this item was not on the DCC agenda. This item will be addressed by Michele Bresso, who was not present.

q. BP 4C6 Disqualification/Reinstatement (Holmes)

*Description: Restructuring of language and clarifying when a student shall be placed on academic probation and/or continued probation.*

See President's Report- Holmes reported that Betty Inclan recommended CCLC language Holmes reported there was a lot of discussion on this item with the focus on 4C6A. The CCLC language has dismissal set at 1.75 GPA. Ed Code has it listed at 1.75, but does state that you can have a higher GPA. Holmes shared that it was recommended to have it match the financial aid requirement of 2.0. As a result, they would this language remain the same at 1.75.

r. BP 4F8 Student Conduct (Holmes)

*Description: New language and clarity on old language particularly in sections 4F8D2, 4F8D3, 4F8D4, 4F8D15, 4F8D21, 4F8D22, and 4F8D23. Language clarifies and restricts Assault, Battery, Engaging Expressions, Willful Misconduct, Gambling, Illegal Substances, Discriminatory Behavior, and Bullying.*

See President's Report- Holmes reported there was a substantial amount of discussion regarding this item. It was recommended to leave the original language, which contained well defined words in a legal setting.

s. BP 4F10 Student Complaints (Holmes)

See President's Report- Holmes reported there was no change to this item. There was general consensus from DCC to forward this to the Board agenda.

t. BP 4H Student Credit (Holmes)

See President's Report- Holmes reported this item was not on the DCC agenda.

u. BP 4J Sexual & Other Assaults (Holmes)

See President's Report- Holmes reported there is brand new language recommended by CCLC. There was general consensus from DCC to forward this to the Board agenda.

v. BP 4I Criminal Checks (Holmes)

*Description: Moving section 4I1B to procedure – pertains to students enrolling in Allied Health programs having background checks.*

See President's Report- Holmes reported this item was not on the DCC agenda.

## **New Business:**

A. Academic Calendars 2017-18 (Holmes)

Holmes introduced the 2017-18 Academic Calendars for review. There was discussion about aligning the college calendar with the local school district to better serve our students. Many of the students have child care needs and it would be helpful to have a schedule around these needs. If our calendar is adjusted than what would need to consider what be the drawback. Holmes asked the Senate to take the calendar to constituents before voting.

**Good and Welfare and Concerns:**

There was no good and welfare and concerns to report.

**Adjournment:**

The meeting was adjourned at 5:16pm.

Respectfully Submitted,  
Tarina Perry