

ACADEMIC SENATE of BAKERSFIELD COLLEGE

January 27, 2016 – 3:30 p.m.

Collins Conference Center

APPROVED MINUTES

PRESENT: Alisha Loken (by Proxy), Anna Agenjo, Andrea Thorson (EB), Bill Kelly, Chad Newton, Charles Kim (EB), Christian Zoller, Dan Kimball, Gayla Anderson, Greg Chamberlain, Ishmael Kimbrough, John Giertz (EB), Joyce Kirst, Kathy Rosellini, Kimberly Nickell (EB), Kris Stallworth, Laura Peet, Mark Staller (EB), Matt Garrett (EB), Neal Stanifer, Qiu Jimenez, Rachel Vickrey, Reggie Bolton, Reginald Williams (by Proxy), Richard Marquez (EB), Robby Martinez, Ron Grays, Steven Holmes (EB), Susan McQuerrey, Tom Greenwood (EB)

ABSENT: A. Todd Jones, Anna Poetker, Billie Joe Rice (EB), Bryan Hirayama (EB), David Neville (EB), Denise Norris, Fitzgerald Graves (SGA), John Carpenter (EB), Klint Rigby, Kurt Klopstein, Lisa Harding (EB), Marsha Eggman, Ronnie Knabe

GUEST: Bill Moseley, Matt Jones, Tracy Lovelace

Call to Order

The meeting was called to order at 3:34p.m.

Good and Welfare and Concerns:

- Daymon Johnson, Social Science professor has valley fever.

Opportunity to Address the Academic Senate

Canvas (Bill Moseley)

Bill Moseley, BMIT Department and Faculty Director for Professional Development presented the BC Canvas Review, which is posted to the Academic Senate website <https://committees.kccd.edu/bc/committee/senate>.

Moseley opened up the discussion by explaining that we are moving in the direction of replacing Moodle, which is our current Learning Management System (LMS) with Canvas. Canvas has been chosen as the official LMS for the statewide Online Education Initiative (OEI). This will establish a statewide network of online classes to make a wider array of subject matter available to a large number of students throughout the state.

Moseley shared the survey results and pros/cons of the system. The pros were mostly toward Canvas being a better system. The cons were mostly concerns related to another system change. Moseley shared some facts about Canvas:

- Doesn't require OEI participation
- Free through 2018. Likely reduced cost after that.
- CC Academic Senate voted last week to move forward.
- Support will be available for the move.

Moseley shared the expected timeline:

Spring 2016	Summer 2016	Fall 2016	Beyond
Final Decision	Available for instruction	Main platform for online	Spring 2017 remainder of classes moved
Training begins	Continued training & development	Most other classes moved	Moodle support ends following spring term
Shells available for development			

Moseley shared that the OEI initiative will cover the cost of implementing Canvas. It was also mentioned that Cerro Coso voted to support Canvas.

Moseley pointed out that student homework is now being done on mobile devices and that this is the direction we are heading in. Canvas will work for a small lap top or desk top and that it could be used well with assessment and SLO's.

It was questioned what the ISIT Committee's recommendation is on Canvas. Marquez responded that the recommendation was to bring it to the Academic Senate for support. Moseley added that overall, the committee was "cautiously optimistic".

The trial was not a pilot would consist of live students. FERPA requires a contract agreement when any program is used. However, summer school can be considered as the pilot, which will allow time to change our minds if the program doesn't work out well.

The Academic Senate is scheduled to approve Canvas at the next meeting on February 10, 2016. If this is not approved, it will push back the entire district a whole year.

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 December 2, 2015, M/S/C: Stanifer/Kirst.***

President's Report (Holmes)

- Holmes announced there is a new ***Decision Making Flowchart & Process***- The draft proposal was emailed to the Senate. There is an additional chart that covers the ***District Process***.

- Holmes reported that he met with President Christian and Vice President Gomez-Heitzeberg about Canvas and they explained that both PC & CC's Academic Senates have approved the program.
- Holmes reported that CCC Apply is up and running.
- Holmes asked the Senate if they would like to choose the scholarship recipient for the award or if the Scholarship Committee should make this decision. It was determined that the Scholarship Committee will choose the recipient(s). The Senate will approve the amount of the award(s), which would come out of the F3200.5101 account.

AIQ (Vacant)

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

Vacancies: Basic Skills, CTE, Co-Chair

Holmes announced that elections will be sent out in April. He would like to appoint an AIQ Co-chair to serve immediately for the remainder of this semester.

Assessment (Neville)

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

Tabled 2/10/16

Vacancies: Adjunct/Agriculture/Allied Health/Art/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>

Vacancies: Basic Skills/ESL/English

Holmes reported that an all campus Budget Meeting took place on Monday, January 25. He explained the Bakersfield College current projected reserves is at 7.5% of its operating budget. In order to be in compliance with the District, a 3% college reserves is required. He reassured the Senate that we will continue to work with the District on the high charge back rates and are continuing to track the Management Salary Schedule. Holmes announced that there are two outside organizations are now reviewing the salary schedule.

Curriculum (Rice/Carpenter)

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

Tabled 2/10/16

Vacancies: Biological Sciences

Enrollment Management (Staller)-Report submitted as written

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

Vacancies: CTE

January 27, 2016 Enrollment Management Committee Academic Senate Report
(Report by EMC Faculty Co-Chair Mark Staller)

The first meeting of the Enrollment Management Committee was scheduled from 1:30 p.m. to 3:00 p.m. in A5 on Tuesday, January 26. (The EMC is also scheduled to meet at this same time and place on February 23, March 29, and April 26.) On the agenda for the EMC January 26 meeting:

1) Calendar preview of important EMC dates for the Spring 2016 semester:

Thursday, February 25: *EMC Finance Roundtable led by Anthony Culpepper
2:30 p.m. to 4:00 p.m., location to be announced*

Thursday, March 17: *EMC Class Size Task Force Meeting
1:00 p.m. to 2:30 p.m. in A5*

Thursday, April 07: *EMC Recruitment and Demographics Roundtable lead by
Steve Watkins
2:30 p.m. to 4:00 p.m., location to be announced*

Thursday, April 28: *EMC Class Size Task Force Meeting
1:00 p.m. to 2:30 p.m., location to be announced*

2) Work session for the Written Strategic Enrollment Management Plan.

The EMC is hoping to present a draft written Strategic Enrollment Management Plan by the end of the Spring 2016 semester for campus review, feedback, and approval. In the Fall 2015 semester, the EMC generated a list of key elements that members want to include in the written strategic enrollment management plan. Each Spring 2016 meeting of the EMC will include a work session when the written strategic enrollment management plan will be fleshed out and refined.

The goals of the EMC Class Size Task Force have been scaled back. The Task Force hopes to compile a list of class size questions, issues, and concerns (and to collect data related to these questions/issues/and concerns) by the March 17 Task Force Meeting Date. At the second EMC Class Size Task Force meeting, the workgroup hopes to rank these questions/issues/concerns by order of importance. The results of the EMC Class Size Task Force will be reported out at the end of the Spring semester.

Equal Opportunity & Diversity Advisory (Hirayama)
<https://committees.kccd.edu/bc/committee/eodac>
Tabled 2/10/16

Vacancies: None

ISIT (Marquez)

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

Tabled 2/10/16

Vacancies: Allied Health/Art/Behavioral Sciences/Counseling/Foreign Language/Health & PE/Philosophy/physical Science

Professional Development Committee (Giertz)- Report submitted as written

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

Vacancies: None

Professional Development Report to Senate 1/27/2016

By John Giertz

Opening Week Numbers:

About 187 individuals

Accounted for about 400 total sessions attended

Just under 30 unique sessions

All faculty are encouraged to submit hours for their opening week attendance to their deans.

Program Review (Nickell)

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

Tabled 2/10/16

Treasurer (Kim)

Kim announced that the Senate accounts have been combined as planned. A meeting has been scheduled with Tom Gelder, Foundation Director. Kim shared that \$470.00 was raised from the t-shirt sales for scholarships.

Secretary (Garrett)

No Report.

ASCCC Representative (Greenwood)

<http://www.asccc.org/>

No report.

CCA (Freeman)

Greenwood announced that the next meeting regarding faculty chairs is scheduled for Friday, February 5th. He also announced that a SISC rep will be present at the Fringe Benefits Committee meeting that is scheduled Tuesday, February 2nd. It was suggested that Greenwood look into what the health reserves acceptable level and if the District can assist since it currently has an above average reserve funds.

Student Representative (Graves)

No report

Faculty Appointments:

a) Standing Committee Appointments

VOLUNTEER	COMMITTEE	DEPARTMENT	NOTE
Sara Palasch	ISIT	Foreign Language	Ok'd by Richard Marquez
Darrin Ekern	Assessment	Art	Ok'd by David Neville

*****A motion was made to approve the appointments to the January 27, 2016 Standing Committees, M/S/C: Thorson/Stanifer.***

b) Screening Committees Appointments

**2016-17 Faculty Screening Committee Members
Approved by the Academic Senate on January 27, 2016**

- **Multimedia Arts (Art)**
 - Kristopher Stallworth, Chair
 - David Koeth, Art Department
 - Nancy Magner, Art Department
 - Adel Shafik, Art Department
 - Danny Edwards, Journalism
 - Manny Mourtzanos
- **Art History (Art)**
 - Kristopher Stallworth, Chair
 - David Koeth, Art Department
 - Adel Shafik, Art Department
 - Pam Boyles, English Department
 - Manny Mourtzanos
- **Spanish (Foreign Languages)**
 - Tom Moran, Chair
 - Maritza Salgueiro-Carlisle, Spanish Program
 - David Neville, Spanish Program
 - Bill Mosely, Computer Science
 - Manny Mourtzanos
- **ASL Interpreting (Foreign Languages)**
 - Tom Moran, Chair
 - Pam Davis, ASL

- Linda McLaughlin, ASL
- Jeannie Parent, EMLS
- Manny Mourtzanos
- **Theatre (Performing Arts)**
 - John Gerhold, Chair
 - Kim Chin, Theatre
 - Robby Martinez, Music
 - Helen Acosta, Communication
 - Manny Mourtzanos
- **Music – Orchestra and Concert Band (Performing Arts)**
 - John Gerhold, Chair
 - Jennifer Garrett, Music
 - Robby Martinez, Music
 - John Giertz, Communication
 - Manny Mourtzanos
- **Music – Pageantry Performance Groups (Performing Arts)**
 - John Gerhold, Chair
 - Jennifer Garrett, Music
 - Robby Martinez, Music
 - Donna Starr, Math
 - Manny Mourtzanos
- **Counselor (online)**
 - Kathy Rosellini, Chair
 - Alex Henderson, Counseling
 - Alice Desilagua, Counseling
 - Harold Mendoza, BMIT
 - Khaled Hussain, Administrator

*****A motion was made to approve the January 27, 2016 Screening Committee Appointments with the exception of Art History (concern that adding Matt Garrett would make this an all-male committee), M/S/C: Kelly/Stanifer.***

*****Friendly amendment-***Art will locate another member and resubmit the committee to be voted by the Executive Board.

There was a brief discussion regarding faculty screening committees, specifically: eligibility of non-tenured faculty to serve on committees. Additionally, concerns were addressed about the makeup of committees, who should chair the committees, and standardization of HR instructions. This item will be put on the Executive Board agenda to review.

Unfinished Business:

a. Scholarship Committee Charge (Holmes)

Description: Holmes reported that over the past 6 months there has been confusion with regard to the committee's membership, in particular whether or not a faculty co-chair exist. After an extensive review of documents, it has been found on two different attempts changes to the committee charge have not completed the institutional process due to the ending of year. Thus, at this time the original charge is the governing document and list only a chair, the Financial Aid Director. The other two charges (2013) and (2014) are recommending a co-chair within the committee structure. Holmes asked the committee to meet and determine if it was the intention to change the committee charge to include a co-chair structure and resubmit to the Academic Senate for approval.

****There was a motion to approve the Scholarship Committee Charge, M/S/C: Thorson/Greenwood.**

This item has been approved by both the Executive Board and Academic Senate and will move forward to College Council. The Executive Board will conduct faculty co-chair interviews.

b. Vote of No Confidence in Chancellor (Holmes)

Holmes shared that resolution language has been developed and will be brought to the Executive Board at next week's meeting. He informed the Senate that the Chancellor evaluation's committee is in the development phase. Holmes explained that he received a letter from General Council directing him that if faculty had concerns regarding the Chancellor, the course of action/appropriate venue would be the time frame for which the Chancellor is being evaluated and addressed at the BOT meeting.

c. Examination/Adoption of Canvas (Thorson)

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

This item was discussed under **Opportunity to Address the Senate.**

d. 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.

Holmes reported that Vice Chancellor Inclan is scheduled to meet with all three Academic Senate Presidents to discuss this topic.

e. 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.

Holmes reported that this has been approved and has moved forward to Nan Gomez-Heitzeberg, Vice President of Academic Affairs, for review.

f. BP 4F7 Student Finances (Holmes)

Description: Adding language regarding deposits of SGA funds into business services and establishing procedures for expenditures. Clarifies club advisors as faculty. Referred back to legal counsel for clarification regarding whether adjunct faculty may serve as an advisor. Referred to Inclan to review recommendations made by SGA.

Holmes reported that it was determined the SGA recommendations pertain to procedural issues and not policy. DCC has approved this item and moved it forward to the BOT. This item will be removed from the agenda.

g. BP6A Unrepresented Employees (Holmes)

Description: 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 change 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. District moved forward without Consultation Council consent placing it on the Board's 6/11/15 agenda. Upon numerous requests, item was removed and sent back to DCC. Abe Ali reported that CCLC Consultant, Jane Wright, to review all aspects of BP6A-H and make recommendation.

There was nothing new to report on this item.

h. AP 3C1 (a)Meals and In-State Travel Allowance for Students (Holmes)

Description: Change to item 6, requiring meals be purchased on a group basis.

There is nothing new to report.

i. AP 3C1 (b)Student Travel Authorization (Holmes)

Description: Adding new language that employee must purchase meals on a group basis.

There is nothing new to report.

- j. AP 3C3A(b) Claim for Travel (Holmes)
Description: Changes to travel reimbursement including having purchase orders in place prior to travel (#3 Steps to activate travel) and meals will only be reimbursed when an overnight stay is required (#2 Living Expenses).

There is nothing new to report.

- k. AP 3C3A (a)(b) Claim for Travel Reimbursement (Holmes)
Description: Update of form.

There is nothing new to report.

New Business:

- a. AP 4A4 (4260) Prerequisites Co-requisites (Holmes)
Description: Prerequisites, Co-requisites, and Advisors-this procedure is legally required. Recommendations were developed by the CCC Chancellor's Office Task Force in conjunction with the State Academic Senate.

Holmes asked the Senate to share the procedure with constituents and bring back any concerns to Senate.

- b. AP 4F10 Student Complaint (Holmes)
Description: Correct reference to appropriate procedure code, BP 4F10(b).

Holmes reported that there was discussion about the term "the supervisor's office" and a few minor changes in wording, the procedure was approved by DCC and will move forward to the BOT. This item will be removed from the agenda.

- c. AP 4J Sexual Assault on Campus (Holmes)
Description: (old BP 4J)-new language is required based on federal regulation.

Holmes addressed the designated positions at the DCC meeting. This item was approved and has moved forward to BOT. This item will be removed from agenda.

Adjournment:

The meeting was adjourned at 4:51p.m.

Respectfully Submitted,
Tarina Perry