

**ACADEMIC SENATE of BAKERSFIELD COLLEGE**

**September 28, 2016 - 3:30 p.m.**

**Collins Conference Center**

APPROVED MINUTES

**PRESENT:** A. Todd Jones, Alisha Loken, Andrea Thorson (EB), Anna Agenjo, Bill Kelly, Brent Damron (Proxy), Chad Newton, Charles Kim (EB), Dan Kimball, Deborah Rosenthal (EB), Gayla Anderson, Jennifer Johnson (EB), John Giertz (EB), Joyce Kirst, Kimberly Nickell (EB), Klint Rigby, Kris Stallworth, Lawrence Salcido (SGA Rep), Lisa Harding (EB), Mark Staller (EB), Matt Garrett (EB), Michael Fredenberg, Neal Stanifer, Pam Boyles (EB), Phil Whitney, Qiu Jimenez, Reggie Williams, Ron Grays, Sarah Baron, Steven Holmes (EB), Susan McQuerrey, Victor Diaz

**ABSENT:** Bill Moseley (EB), Bryan Hirayama (EB), Carl Dean, Christian Zoller, David Koeth (EB), Di Hoffman (EB), Galo Jimenez (SGA Rep), Ishmael Kimbrough, Kurt Klopstein, Laura Peet, Richard Marquez (EB), Robby Martinez, Tim Burke

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**Call to Order**

The meeting was called to order at 3:35p.m.

**Good, Welfare and Concerns:**

- Brenda Freaney, English Professor is having some health issues
- Matt Stidham is in the hospital (Meg Stidham's husband; Meg is the Chemistry Stockroom Lab Technician)
- Jessica Wojtysiak, Academic Development Professor's mother passed away

The Jones Art Gallery will host an art show on October 6<sup>th</sup>

**Opportunity to Address the Academic Senate**

- a. Todd Coston, Information Services Director and Gary Moser, Chief Information Officer are scheduled to visit the Senate on 10/12/16 to discuss the faculty needs for instructional technology.
- b. Chief Counts, Director of Public Safety and Joe Grubs, Risk Assessment Manager are scheduled to visit the Senate on 10/12/16 to share the campus safety plan.

**Additions to the Agenda**

There were two additions to the agenda:

***\*\*A motion was made to add Professional Development Grant Opportunity to New Business, #B, MSC: McQuerrey/Kirst. Motion passed, no abstentions.***

***\*\*A motion was made to add Participation Points to New Business, #C, MSC: Staller/Thorson. Motion passed, no abstentions.***

## Review and Approval of the Minutes

Academic Senate Minutes of September 14, 2016

***\*\*A motion was made to approve the Academic Senate Minutes of September 14, 2016, with one correction, M/S/C: Kelly/Stanifer. Motion passed, no abstentions.***

- Correction: Add DSPS Students to Unit Restriction to list of Priority Enrollment Groups.

## President's Report (Holmes)

- The weekly Senate meeting with the President and Vice President took place this afternoon and the following topics were discussed:
  - Pathways
  - Student Ed Plan (pathway)
- Announcement Election Timeline Fall 2016
  - Department Chairs
  - Special Election to complete Library/Instructional Tech term (Anna Agenjo)
  - Discipline Area allows a second representative: Nursing Senator and Student Services Senator
  - Special Election for FCDC Representative

Timeline:

Nomination out	10/3/16
Nomination close	10/17/16
Ballots out	10/18/16
Ballots close	11/1/16
Confirm results (Executive Board Meeting)	11/2/16
Results to College President	11/3/16

- Dual Enrollment Task Force Committee Update:
  - Meetings are currently taking place
  - 2 faculty members will get released time/stipend for assistance with Administration for updating policies/procedures
- Unit Restriction Task Force Committee Update:
  - This committee is scheduled to start meeting next week
- Ethics Point Task Force Committee Update:
  - Holmes met with Suzanne Galindo, Executive Assistant to General Counsel to find out our college's requirement
- Allied Health/Nursing restructure to be presented to the Senate on 10/12/16
- Interim Vice Chancellor of HR will be hired
- 40 faculty new hires are anticipated for next year
  - Recommended to review current job descriptions and job postings

- Work with Department Chair to assist with diverse hiring committees
- BP & AP 2430 Delegation of Authority to the District Chancellor has been **Tabled** until the **College Presidents recommended delegated authority** has been proposed.

AIQ (Staller)-report submitted as written

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

**Accreditation and Institutional Quality (AIQ) Committee Academic Senate Report  
September 28, 2016  
By Mark Staller**

*The AIQ Committee met on Tuesday, September 27, from 3:30 p.m. to 5:00 p.m. Here are the highlights from that meeting:*

- *AIQ committee members approved minor changes to the official AIQ Committee Charge. These changes (and a document explaining these changes to the AIQ charge) will be presented to the BC Academic Senate for senate approval.*
- *The AIQ Committee reviewed the evaluations of the Strategic Directions Spring 2016 reports in order to make process adjustments as needed. Here are some of the evaluation comments that stood out:*

*“Stay focused—keep your strategic initiatives in sight at every committee meeting.”*

*“We need to work more closely with colleagues across departments.”*

*The AIQ Committee plans to set up some workshops that will allow committees and other Strategic Directions reporters to collaborate together as they work to complete their assigned strategic initiatives.*

***The due date for the Fall 2016 Strategic Directions Update to AIQ will be November 10.***

***The due date for the Spring 2017 Strategic Directions Report to AIQ will be April 19.***

- *The AIQ Committee reviewed the previous BC Accreditation Process and discussed a tentative draft Accreditation Calendar for our upcoming Self Evaluation. It was decided that Mark Staller would share this draft Accreditation Calendar with the Academic Senate so faculty would be aware of the planning that is going on for the upcoming accreditation cycle.*
- *The AIQ Committee “scrubbed” the comments from the BC Services Survey results in order to eliminate identifying markers. The BC Services Survey will be posted on the AIQ webpage.*
- *The AIQ Committee learned that the KCCD office is planning on administering a District Services Survey this year, so the AIQ Committee has suspended planning for its own District Services Survey for Fall 2016.*

*The next AIQ Committee Meeting will be held on October 11, 2016*

**AIQ Committee Charge Update/Change Proposal  
Fall, 2016**

The AIQ Committee has two minor changes that it would like to update on its official “committee charge” document. Changes have been indicated by strikethroughs eliminating old language and italics indicating new language.

- 1) The words “or designee” have been added after the words “Co-Chaired by VP, Academic Affairs.”

*Rationale: This language is often included in committee charges, and it allows for more flexibility in administrative committee assignments.*

*Opposition argument: The VP of Academic Affairs should co-chair the AIQ Committee, rather than a designee, because the VP of Academic Affairs is the official Accreditation Liaison for ACCJC.*

*Response: Although the VP of Academic Affairs is the official Accreditation Liaison for ACCJC, this does not and should not preclude another BC administrator acting as the VP’s designee on AIQ or any other committee. Allowing designees on college committees allows our BC administrators to work together to share the heavy committee meeting workload.*

- 2) The language describing the terms to be served by classified and faculty representatives has been updated.

*Rationale: The term language was updated because the original language refers to “the initial group of faculty” to serve on AIQ, and the original language also speaks in the future tense of the staggered terms to be used. The updated language presents the AIQ Charge as a Charge of a standing committee that has been in operation for two years.*

*Opposition argument: No opposition argument is anticipated.*

**AIQ Revised Charge:**

NAME OF COMMITTEE	<b>ACCREDITATION &amp; INSTITUTIONAL QUALITY COMMITTEE (AIQ) bc_aiq</b>
COMMITTEE CHARGE	<p>Standing governance committee charged with the following:</p> <ol style="list-style-type: none"> <li>1. Ensure accreditation is an on-going process by guiding preparation of the self-evaluation, midterm, and follow-up reports.</li> <li>2. Review and monitor collection of evidence and progress on Actionable Improvement Plans, accreditation recommendations, and institutional effectiveness indicators.</li> <li>3. Inform, engage, and involve the college community in</li> </ol>

	<p>accreditation and institutional effectiveness.</p> <p>4. Review and monitor evaluation activities to ensure they result in integrated, meaningful, and sustained college improvement.</p>
SCOPE OF AUTHORITY	This committee provides leadership for the overall direction and support of college accreditation and institutional effectiveness.
REPORTS TO	College Council, Academic Senate
COMMUNICATES WITH	The college community
MEMBERSHIP	<p><b>Co-Chaired</b> by VP, Academic Affairs (<i>or designee</i>) /and a Faculty Co-chair, who (will also serve on Academic Senate Exec Board) Both co-chairs are voting members of College Council.</p> <p><b>4 Administrators:</b> selected from Student Affairs, Budget &amp; Facilities, Instruction, and IT.</p> <p><b>Research Lead</b></p> <p><b>4 Classified Representatives:</b> appointed by CSEA. <del>Terms will be staggered in 2 or 3 year increments so they do not expire at the same time. The future suggested term will be 3 years.</del> <i>are staggered 3-year terms, so they do not expire at the same time.</i></p> <p><b>10 Faculty: appointed by the Academic Senate:</b></p> <ol style="list-style-type: none"> <li>1. Assessment Co-chair or liaison,</li> <li>2. Program Review Co-chair or liaison,</li> <li>3. Institutional Learning Outcomes lead,</li> <li>4. Scorecard/data coach lead,</li> </ol> <p>and five (5) from areas directly related to one or more of the accreditation standards (Library, CTE, General Education, Basic Skills, and Student Services); and one (1) at-large member.</p> <p><del>Terms for the initial group of faculty will be staggered in 2 or 3 year increments so they do not expire at the same time. The future suggested term will be 3 years.</del> <i>Terms are staggered 3-year terms, so they do not expire at the same time.</i></p> <p><b>2 students</b></p> <p><b>Ad Hoc members</b> as appropriate</p> <p>*Note that some members may represent multiple areas.</p>

**Accreditation Self-Evaluation Calendar DRAFT, September 27, 2016**

<b>DRAFT Accreditation Self Evaluation Calendar</b>			
<b>Timeline</b>		<b>Activity</b>	<b>People Responsible</b>
2016	Late September and October	Planning begins; AIQ develops recommendations	AIQ gets started
	November	AIQ Co-Chairs work with President and Accreditation Liaison Officer (ALO) to develop and finalize plan for Self Evaluation	AIQ; President; ALO; Academic Senate; College Council
	November/December	Attend Academic Senate and College Council meetings to introduce plan	AIQ
2017	January during flex?	Accreditation Training (Boot Camp?)	AIQ
	January	Leads meet, develop Quality Focus Essay (QFE) topic(s); introduce QFE concept and topic to Academic Senate and College Council	Leads; AIQ
	February	Research, Problem Identification and Solving, Evidence Collecting, Writing	Teams
	March	Accreditation Laboratory	AIQ
	April	Progress update; identify summer plans	Teams; AIQ
	May/summer	Work continues	Teams
	August	Reconvene: update on progress and issues	
	September	Draft 1—review and revise	
	October	Draft 2—review and revise	
	November	Draft 3—review and revise	
	December	Final Draft completed	Team
2018	January	Final Draft to Editor—finished by end of January	Editor
	February and March	College review and discussion	College Council; Academic Senate; forums/online
	March	Revision as needed based on college review and discussion	Team and Editor
	April	Approval by Academic Senate and College Council	Team

April	Evidence Linking and Printing	
Early August	Self Evaluation posted in Board Docs for board approval the following month	
September	BOT approval of Self Evaluation	
October 15	Self Evaluation due to ACCJC	
Late October	Site Team Campus Visit	

Staller recommends that release time/stipend be provided for those who assist with writing for self- evaluation study. Also, he reminded the Senate that Thursday, November 10<sup>th</sup> is the date to update the Strategic Directions Reports.

Assessment (Hoffman)

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

**--Tabled 10/12--**

Budget (Holmes)

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

Holmes reported that the Budget meeting took place this week and the following items were reviewed:

- BAM recommendations
- Committee Charge

Curriculum (Johnson/Moseley)

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

**--Tabled 10/12--**

Enrollment Management (Koeth)

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

No report.

Equal Opportunity & Diversity Advisory (Hirayama)

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

**--Tabled 10/12--**

ISIT (Boyles/Marquez)-report submitted as written

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

***Information Systems Instructional Technology (ISIT) Report***

***September 14, 2065***

***Prepared by Pam Boyles, ISIT Co-chair***

- *The last ISIT committee meeting was held on September 12, 2015.*

- *Todd Coston reminded members that ISIT is a recommending body and asked members to review employee/student technology surveys. He reviewed the ISIT Technology Requests Prioritization Guidelines from spring 2017, and he also reviewed the four initiatives from direction #3 of the Strategic Directions document that pertain to the ISIT Committee. Members are to communicate relevant ISIT information to their departments and to bring back any ISIT questions/concerns. Items to be added to the agenda can be sent to Todd or Pam Boyles.*
- *Todd reminded that, beginning this fall, ISIT will begin its new process to prioritize the technology requests submitted in the 2016-17 Program Reviews. A special ISIT meeting will be called in the latter part of the semester. The chair or designee of the program will have 2 minutes to advocate for the technology request(s). At the conclusion of the meeting, ISIT members will vote for up to ½ of the requests presented. ISIT members will lose voting privileges if they have not attended at least 2 of the meetings prior to this special meeting to prioritize technology requests.*
- *Bill Moseley shared that moving Moodle courses to Canvas does take time, but the good news is that updates to Canvas are ongoing (unlike Moodle). Roughly 90 instructors are using Canvas this fall; all instructors have a Canvas shell if they want to get familiar with Canvas before the spring semester starts.*
- *Bill also announced that TIPD will provide a weekly report on Course Quality Standards Rubric via Matt Jones' blog. The rubric on how to improve online courses also works as best practices for hybrid and face-to-face courses.*
- *Kristin Rabe reported that Program Reviews are due to the Program Review Committee on September 26. This deadline is especially important because the technology requests that don't come in on time will not be considered.*
- *Kristin also reminded everyone that showing movies on campus as a fundraiser (or open free to the public) 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—two were completed/removed; two will remain with some modifications; and two were discussed as possible goals for the coming year:*
  1. **Continued Goal:** *Review and prioritize requests from the Annual Update process; initiate the new process and evaluate/assess new process.*
  2. **New Goal:** *Transition everyone to Canvas Spring 2017; continue to offer professional development. Communicate information; conduct a survey re: Canvas mid semester of fall 2016 and of spring 2017. ~~Evaluate the Canvas CMS in comparison to Moodle and make a recommendation following the evaluation.~~ (completed 2015-16)*
  3. **Continued Goal:** *Review and evaluate themes from both the student and staff annual technology surveys to generate future committee goals and to “close the loop”; communicate results.*
  4. **New Goal:** *Prepare by January for this committee a draft of 3-year Technology plan (current one sunsets summer 2017), so that plan has time to be reviewed and approved by required committees by end of spring 2017. ~~Arrange for the~~*



~~evaluation of program review software.~~ (removed 2015-16; Elumen has built-in evaluation process).

Next ISIT Meeting: Monday, October 3

Boyles shared highlights of her report:

- Technology requests will be ranked by criteria
- Your Area Rep must be regularly attending the ISIT meetings in order to vote
- Your Program Review would need to be submitted on time to be considered

Boyles also reminded the Senate that **Public Performance Rights** must be submitted when you request a room/facility as part of your Facilities Reservation. Any use, such as showing a film at a conference or campus-wide event will necessitate obtaining public performance rights from the distributor or the copyright holder. Please visit the ISIT Committee website to find this information.

Professional Development Committee (Giertz)

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

--Tabled 10/12--

Program Review (Nickell)-report submitted as written

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

**Report to Academic Senate for September 28, 2016**

**Kim Nickell, faculty co-chair**

**Program Review Committee (PRC)**

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

- *September 6:*
  - *PRC had a successful drop in workshop to help with the program review process. Attendees from departments all over campus came with laptops, forms, and questions. A variety of questions were posed, including questions about all the forms, especially the new "Other Resources" request form and the new Assessment form. How to address the Equity piece was another topic of interest. Timelines for due dates, naming conventions of documents, where to send the finished product, and why programs should do an early read submission were also part of the discussion.*
- *September 13:*
  - *PRC reviewed the charge. No changes were made.*
  - *PRC completed early AU and Comprehensive submittal reads, and we were able to redirect forms back to those programs in a timely fashion.*
  - *PRC is happy to report that we got an influx of new committee members! Because of this, we held a norming session to go through the process of reading and commenting on AU's and Comprehensive submittals.*

- *Upcoming:*
  - *PRC will be busy reading AU's and Comprehensives*
  - *PRC will be reviewing committee membership and goals for the year.*

*If you have any questions, please check the committee's page, 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; Kim Nickell, Faculty Members-Diane Allen, Counseling; Anna Agenjo, Library; Bernadette Towns, FACE; Andrea Tumblin, Mathematics; Hal Mendoza, Business; Mark Osea, Counseling; Neeley Hatridge, Communications; Odella Johnson, ACDV; Beth Rodacker, EMLS, Pam Davis, ASL; Nicole Hernandez, NURS; Heather Baltis, AG.*

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

**Classified-** *Meg Stidham, CSEA designee*

**Student-** *SGA: vacant*

**Research representative** *vacant.*

Treasurer (Kim)

### **Academic Senate Funds**

**By Charles Kim**

*The Academic Senate Account Retiree (#100) was closed and combined with the account that was found and the title was changed to BC Academic Senate/Retd. Studt. Account (F3200.5101)*

**8/26/16**

**NEW BC Academic Senate (#F3300 0210)** \$21,590.11

*Levinson Award Account (#5310) \$15,004.73 but only 5% can be used so \$740.54.*

*Shirley Trembley Account (#5510) \$84,953.32 but only 5% can be used so \$4,247.66*

*BC Academic Senate/Retd. Studt. Account (F3200.5101) \$6,477.71*

*We have sold to date 51 shirts*

Kim announced that he is looking into new ways to sell shirts and possibly advertise to Alumni members through the Foundation.

Secretary (Garrett)

No report

ASCCC Representative (Rosenthal)

Rosenthal plans to attend the Area A (October 14<sup>th</sup>) and the 2016 Fall Plenary Session (November 3<sup>rd</sup> -5<sup>th</sup>)

A list of resolutions will be forwarded to the Senate for review. Please send feedback to Rosenthal.

CCA (Freeman)-report submitted as written  
<https://www.kccd.edu/sites/kccd.edu/files/page/2014-2017%20CCA%20contract.pdf>

**CCA Report for Senate**  
**By Kathy Freeman 9/27/16**

*CCA members approved the one-year proposal, or Memorandum of Understanding, or MOU, to change from the current self-funded health plan and move into the SISC pool (see attached MOU).*

*All faculty and retirees should select one of the plans in the SISC pool and send in the required plan paperwork by Oct. 1 to Judy Marty, Human Resources district benefits specialist, so this can be processed. (Faculty also can send this paperwork to Judy through their campus HR office, which will forward it to her.) The new pool plans will start on Nov. 1. Those who don't select a plan will have the 80 percent plan chosen for them.*

*Information about the plans, the forms, and the pre-tax payroll deduction form (this is called "Employer Cafeteria Plan Salary Redirection/Reduction Agreement") can be found on the district website at <https://www.kccd.edu/benefits-update>.*

*Faculty or retirees with specific questions should contact Judy Marty at the district office at (661)-336-5145.*

***The Senate was reminded to turn in forms on time, deadline is October 1<sup>st</sup>.***

Student Representative (Galo Jimenez-SGA Vice President/Lawrence Salcido-SGA Senator)  
<https://www.bakersfieldcollege.edu/osl>

Holmes shared that he has requested the SGA reps to attend the 10/12 Senate meeting to get an update from Counts/Grubs regarding campus safety.

Holmes stated the 2018-19 Calendar has moved forward and the 2019-20 Calendar will be the next one up for review.

It was noted that 329 students is the average of survey responses out of the student population when a survey is conducted.

**Faculty Appointments:**

a) Standing Committee Appointments

The updated 2016-17 Standing Committee list is located on the Senate website:

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

<b>Assessment</b>	
David Neville (Foreign Language/ASL)	Member-at-Large
<b>Budget</b>	
Teresa Mcallister (Ac Dev)	Basic Skills/ESL/English 3yr Term (Spring 2019)
<b>Equivalency</b>	
Kimberly Bligh (Ac Dev)	
<b>Program Review</b>	
Beth Rodacker (EMLS)	For the month of October only
Pam Davis (Foreign Language/ASL)	Assessment Committee Liaison
<b>Scholarship</b>	
Kren Campbell (Allied Health)	
<b>ISIT</b>	
Matthew Jones (Instructional Design Technology)	Making 2 reps for this dept.
Jaclyn Krause (Foreign Language/ASL)	
<b>Professional Development</b>	
Matthew Jones (Instructional Design Technology)	Falls under the Library for shared governance purposes
<b>Curriculum</b>	
Sara Palasch (Foreign Language/ASL)	
Shane Jett (English)	

***\*\*A motion was made to approve the new Standing Committee Appointments of 9/28/16, MSC: Kirst/Stanifer. Motion passed, no abstentions.***

b) Screening Committees Appointments

***\*\*A motion was made to approve the Screening Committee Appointments of 9/28/16- Steven Holmes, Academic Senate President to represent faculty on the Chancellors Hiring Committee, MSC: Stanifer/Thorson.***

Holmes reported that Janet Fulk's appointment to serve as the faculty rep on the KCCD Chancellors Hiring Committee was challenged by PC and as a result sent to General Counsel to determine if the appointment was valid. The request to have Fulks serve in this capacity was denied.

Holmes announced the candidate interviews commence in November. The Chancellor will be taking vacation time starting in January, 2017, which will be taking her out of the office until the end of her term.

Holmes will request on behalf of the Senate to have the candidates who are finalists participate in open forums.

### **Unfinished Business:**

a. Academic Senate Goals 2016-17 (Holmes)

*Description: The Executive Board recommended Goals 1-4 remain the same and be carried over, the fifth goal has been added: Develop and focus on processes regarding new initiatives.*

**\*\* A motion was made to approve the Executive Board 2016-17 Goals, MSC: Kelly/Stanifer. Motion passed, no abstentions.**

b. Academic Senate Charge (Holmes)

*Description: No changes to the Senate Charge has been recommended.*

**\*\* A motion was made to approve the Academic Senate Charge as is, MSC: Staller/Stanifer. Motion passed, no abstentions.**

c. Ethics Point Task Force (Holmes)

*Description: Allows for disciplinary action initiated by an anonymous complaint.*

Update under the President's Report.

A. Executive Board Charge(Holmes)

*Description: The Executive Board made slight revisions to the charge: corrections of chair titles, adding "other faculty chairs appointed by the Senate".*

**\*\* A motion was made to approve the Revised Executive Board Charge, MSC: Thorson/Kirst. Motion passed, no abstentions.**

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.*

*Vice President Gomez-Heitzeberg requests data regarding how many CSU's and UC's require 2.0 instead of a 2.0 average in their GE courses.*

*Golden Four: Oral Communication, Written Communication, Critical Thinking, and Math (at least should be adjusted for a minimum of a "C" or better.*

**--Tabled--**

- F. BP & AP 2430 Delegation of Authority to the District Chancellor (Holmes)  
*Description: Formerly BP6A Unrepresented Employees; BP 10*  
*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. CCLC Consultant, Jane Wright, to review all aspects of BP6A-H and make recommendation.*

Update under President's Report.

**\*\* A motion was made to remove this item from the agenda, MSC: Stanifer/Staller. Motion passed, no abstentions.**

- G. Board Policy & Administrative Procedure Chapter 4-Academic Affairs (Holmes)  
BP & AP are located on the Senate website:  
<https://committees.kccd.edu/bc/committee/senate>

Holmes has reached out to various area leads for review of specific BP/AP with areas of concern. He has also reviewed many of the policies and procedures himself. He will send an update of what has been adopted and what is still being reviewed.

- H. Board Policy & Administrative Procedures Chapter 5-Student Services(Holmes)  
BP & AP are located on the Senate website:  
<https://committees.kccd.edu/bc/committee/senate>

Holmes has reached out to various area leads for review of specific BP/AP with areas of concern. He has also reviewed many of the policies and procedures himself. He will send an update of what has been adopted and what is still being reviewed.

### **New Business:**

- A. Allied Health/Nursing Restructure (Johnson)  
This item will be presented on 10/12

- B. IEPI Coordinated Leadership Development Funding Application (Giertz)

**\*\* A motion was made to hold an emergency vote, MSC: Thorson/Stanifer. Motion passed, no abstentions.**

Giertz explained that this is an IEPI Coordinated Leadership Development Funding Grant Proposal in the amount of \$50,000.00. It is based on the KCCD Leadership Academy. This is a onetime grant and the proposal is due Friday. This program would focus on BC only. Money will be awarded in December. Money received from the grant would be spent on speakers, trainers, and materials to improve staff skills.

The Senate questioned if Flex time is allowed and Giertz replied that this topic is being discussed. However, Chairs that are receiving a stipend will not receive additional benefits.

The Executive Summary of the Grant Opportunity is located on the Senate website under the 9/28/16 meeting date.

***\*\*A motion was made to approve the IEPI Coordinated Leadership Development Funding Grant Proposal, MSC: Thorson/Kelly. Motion passed, no abstentions.***

**C. Participation Points (Holmes)**

The Senate held a discussion regarding assigning students participation points in class where participation is essential. Questions were asked, such as, when is this appropriate, is it allowed in any circumstance/context? Holmes will review the parameters of participation points with Executive Vice President and get back to the Senate with some clarification.

**Adjournment:**

The meeting was adjourned at 4:55p.m.

Respectfully Submitted,  
Tarina Perry