

ACADEMIC SENATE of BAKERSFIELD COLLEGE

April 26, 2017 – 3:30 p.m.

Collins Conference Center

APPROVED MINUTES

PRESENT: Anna Agenjo, Sarah Baron, Carl Dean, Victor Diaz, Michael Fredenberg, Matt Garrett (EB), John Giertz (EB), Ron Grays, Steven Holmes (EB), Bryan Hirayama (EB), Qiu Jimenez, Jennifer Johnson (EB), Shae Johnson, Bill Kelly, David Koeth (EB), Dan Kimball, Joyce Kirst, Kurt Klopstein, Ishmael Kimbrough, Alisha Loken, Richard Marquez (EB), Susan McQuerrey, Chad Newton, Kimberly Nickell (EB), Laura Peet, Klint Rigby, Deborah Rosenthal (EB), Lawrence Salcido (SGA), Mark Staller (EB), Kris Stallworth, Neal Stanifer, Phil Whitney, Reggie Williams, Christian Zoller

New Senators: Barbara Braid, Jeff Huston, Matt Jones, Teresa McAllister, Paul Beckwith, Glen Samples

ABSENT: Gayla Anderson, Di Hoffman (EB)-excused, Robby Martinez, Lisa Harding (EB)-excused, A. Todd Jones, Charles Kim (EB)-excused, Andrea Thorson (EB)

GUEST: Nick Strobel, Mark Osea, Jason Dixon, Corny Rodriguez [Senate President 2010-14], Jack Hernandez [Senate President 1989-91]

Annual Academic Senate Reception- the reception was held at 3:00pm to recognize past senate presidents, incoming and outgoing officers/senators.

CALL TO ORDER

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

GOOD, WELFARE & CONCERNS

There were no good and welfare items.

OPPORTUNITY TO ADDRESS THE SENATE

Starfish

Mark Osea, Counselor provided an update on the **Starfish** software that will be implemented sometime in Fall 2017. Starfish is a Hobson's product that allows institutions to use the software as a Case Management System (CMS) to track student activities and appointments across the campus. It will also work with our Early Alert system to troubleshoot student-related concerns. We currently use AccuSQL to track student visits to academic support services.

<https://www.hobsons.com/solutions#/student-success-and-advising>

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

REVIEW AND APPROVE THE MINUTES

Academic Senate Minutes of March 22, 2017

*****A motion was made to review and approve the Academic Senate Minutes of February 22, 2017, M/S: McQuerrey/Kirst; Motion passed unanimously.***

PRESIDENT'S REPORT

President Christian extends her warmest apologies for not being able to attend. She is traveling, but wants to assure you she would be here if it were at all possible.

Guided Pathways: Two Professors' Perspective on Why We Need the College GPS by Nick Strobel and Jessica Wojtysiak

[Senate Rostrum: Guided Pathways](#)

AP 3B1H1 Tobacco-Free Campus- did pass at Senate/College Council; did not get on DCC agenda as of yet.

BP 2010 Chapter 2 Proposals were submitted to DCC (to be shared at a later date)
Delegation of Authority to Chancellor & President

Evaluation of the District Chancellor

BP 7100 Chapter-7 Human Resources- most items were tabled at DCC (most items have been tabled since October)

Census Date: Faculty may add students after census day who were formerly on the waitlist, even if the waitlist has been discarded. It is recommended to keep a hard copy for such a reason.

Title V Grant- curriculum items will need to be signed off by Senate.

AP/CLEP-CSU standards not accepted needed to be accepted or justification to be sent to J.Fulks; report in packet.

Substitution: Collegial Substitution: If the situation requires payment for coverage, it must be preapproved by Vice President of Academic Affairs.

“Substitution: Collegial Substitution: If you plan to be absent, you must report the absence, you can contact someone who meets all min quals and agrees to sub collegially (for free) will be honored and must also notify the supervising administrator about who is covering the class.

Substitution: If the situation requires payment for coverage, it must be preapproved by the educational administrator for the area.”

Dual Enrollment: tracking recommendation/approved courses; 2 responses received. We want to get a look at the courses we want to offer/don't want to offer to be proactive for better discussions and planning

Campus Safety-Shots Fired (located **Inside BC**)

[Active Shooter Training Video](#)

Senate Fundraiser/Donation-form located on website

Senate Travel (reports located on website)

Fall/Spring Area A (Deborah Rosenthal)

Fall/Spring Plenary (Deborah Rosenthal/Mark Staller)

Equivalency (Mike Ivey)

Accreditation (Di Hoffman)

Equity Hiring (Bryan Hirayama)

Important Dates:

4/28 College Promise Announcement

5/12 Closing Day/Commencement

5/15-18 Summer Institute I

5/24 Leadership Matters Summit

8/16-17 Summer Institute II

8/17 Opening Day

Follow-up item to President's Report:

A concern was shared about the potential delay of implementing the Common Assessment Initiative and its impact on BC's current assessment, Accuplacer.

Response: The college does not have a contract with Accuplacer. Accuplacer is ordered by units and may be purchased on a "as needed basis". Currently, it is estimated that BC has enough units to carry through summer. If CAI is delayed through Fall, BC will simply purchase the necessary Accuplacer units.

AIQ (Staller)-*report submitted as written*

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

Staller announced the Strategic Direction report due date has been extended to the following Monday.

Accreditation and Institutional Quality Committee 2016-2017 Year-End Report

Report prepared by Mark Staller, AIQ Faculty Co-Chair

The AIQ Committee met bi-monthly for the 2016-2017 academic year. There were fourteen AIQ committee meetings held this academic year, with a final meeting scheduled for May 10.

The AIQ Committee has provided training for, supervised, and reported out on the Strategic Directions Reports for Fall 2016 and Spring 2017. Members of AIQ and the Strategic Directions Team will report out the results of the Spring 2017 Strategic Directions reports at the May 5 College Council meeting.

The AIQ Committee has also provided training for, supervised, and reported out on the BC Accreditation process. The Administrative Co-Chair (Lis Rozell) and the Faculty Co-Chair (Jason Stratton) of the BC Self Evaluation Report are "ex officio" members of AIQ, and they report out to AIQ the accreditation process and procedures as they unfold. AIQ will continue acting as a consulting body for the Self Evaluation Team in Fall 2017.

New Business for the 2017-2018 Academic Year will include:

- Appointment of a new Administrative Co-Chair for AIQ
- Selection of a new Faculty Co-Chair for AIQ
- Development of a Job Description for an Editor for the BC Self Evaluation Report to be selected early Fall 2017
- Initiation of a new three-year Strategic Directions Plan for 2017-2020

Assessment (Hoffman)-report submitted as written

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

Holmes thanked Di for her hard work through the software transition.

Assessment Committee year-end report to Academic Senate 16-17

By Di Hoffman (faculty co-chair)

All 6 year SLO assessment plans on website

- All 16-17 SLO assessment plans due by 5/12/17
- (Same method as last two years – complete excel worksheet to upload to website, or other format if already have one)

eLumen update

- All data in and approved by June (☺)
- Assessment committee to learn how to use eLumen in August
- Hoping to roll-out training in the fall for all faculty (if wanted)
- Goal is to convert to completing SLO assessments in eLumen for 17-18

Committee Projects

- Developed workplan – goals and activities specific to ensure committee is achieving all accreditation standards, committee charge and strategic initiatives

WILL start tackling all projects over summer and next semester

- Assessment Handbook (co-chair to develop rough draft)
- Assessment online training module
- Plan and hold Annual Assessment best practice charrette

Budget (Holmes)-report submitted as written

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

Budget Committee Meetings Year-End Summary 2016-17

September 26, 2016

- Members reviewed committee charge.
- It was determined that the Other Equipment Request forms from Program Review will be reviewed by a taskforce; not the Budget Committee.
- BAM Evaluation III Committee identified six topics for evaluation and made recommendations
 - Districtwide Budget Committee
 - Growth Allocations
 - Cost Drivers for DO Chargeback Mechanism
 - Banked FTES Allocation to Colleges
 - Reserves
 - Stabilization Mechanism
- FTES allocation was initially for 3% growth. BC is at 4.2% growth.

November 28, 2016 - All Campus Budget Meeting

- President Christian presented information on 5 year growth trend and projection, FON, state apportionment, categoricals and planning driving resource allocations.
- Academic President Holmes presented information regarding the Budget Allocation Model (BAM).
- CFO Burke provided the state fiscal outlook.

January 30, 2017

- Introduction of new VP of Finance and Administrative Services, Don Chrusciel.
- Introduction of new faculty representative, Teresa Mcallister.
- Members officially approve committee charge with a correction.
- Committee is a part of the team for Standard IIID Financial Resources.

February 27, 2017

- Long term projections were provided by the district office (DO). BC is projected to have \$2.2 million in revenue based on FTES growth. The projected numbers are conservative. The 36 new faculty positions would equal \$3.6 million. There are 55 total faculty positions when including replacements. The FON needs to be considered. There are positions being funded by restricted programs and categorical funding. BC will need to keep the FTES up.
- The DO is recommending 6 additional positions. Among those positions is a Business Manager which will absorb the duties of the removed Internal Auditor position.
- There is also a DO request for 4 additional IT positions.
- There was a question about carryover from this year and the status of the reserves as it relates to the minimum requirement. The minimum is 3% and BC has 8% in the reserves. District reserves are at 15%.
- The Budget Allocation Model is on the agenda for District Consultation.

March 27, 2017

- BAM

Curriculum (Johnson)—*report submitted as written*

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

Holmes thanked Jennifer Johnson for her hard work during the software transition.

Curriculum 2016-17 Year-End Report

BC Curriculum Committee Goals 2016-2017

Goal 1: Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum.

Goal 2: Address process issues that are relevant to the approval and renewal of curriculum.

Goal 3: Address technological issues that are relevant to the approval and renewal of curriculum.

Charge: The Curriculum Committee is a standing governance committee that functions as a vital subcommittee of the Academic Senate. The primary purpose of this committee is to ensure that curriculum is consistent with the mission of the college, addresses the needs of students and the community, and meets the requirements of law and regulation. Curriculum includes programs of study (degrees and certificates) and individual courses. As such, it must support strong transfer and vocational programs and include a strong general education program as the foundation upon which students will build.

Summary

- Currently have 27 ADT's approved by the Chancellor's office.
- The Baccalaureate program also revised their courses and program. At this point in time, course/program revisions are done on paper versus the electronic system.

	Fall approvals	Spring approvals	2016-2017 total
Revisions	97	60	157
New courses	77	18	95
Deletions	18	8	26
Certificate of achievement	11	0	11
ADT	2	0	2
AA/AS	1	1	2

- Transition to eLumen
 - Closure of CurricUNET access occurred by 3/24/17.
 - Awaiting additional training and completion of curriculum data upload.
 - Once upload is complete, the committee chairs will be able to develop training timelines and materials.
 - We anticipate curriculum training for committee members in Fall during flex week.

Respectfully submitted,
Jennifer Johnson, Faculty Co-chair, Curriculum Committee

Enrollment Management (Koeth) – *report submitted as written*
<https://committees.kccd.edu/bc/committee/enrollment>

Enrollment Management 2016-17 Year-End Report

Attendance: Sue Vaughn, Phil Feldman, Don Chrusciel (VP finance and administrative services), Laura Lorigo, Craig Hayward (BC Research office), Nan Gomez-Heitzeberg, David Koeth.

Call to Order-Meeting was called to order at 1:39.

Discussion - scheduling

Nan mentioned that Fred Trap (from the consulting firm that worked on the educational master plan) said that “lots of” students claim that they can’t schedule 12 units. Nan mentioned that many are part-time, maybe the inability to getting classes together is part of the issue. She wondered about real numbers. Craig said that we can do some charting to examine progress over time – would be interesting to see part-time versus full-time.

Sue - at beginning of semester, more students are considered full-time, as they drop courses, they are then considered part-time.

Nan – Pathways and the Promise – looking at scaling up - how many sections would be needed in math and English, how many seats per section? Is it possible to get the English and math courses in the same semester (STEM)? Liz Rozell was looking at Engineering majors – 45 to 50% are actually enrolled in something that would lead to an engineering

major. Looking at pathways and Ed plans would help give us some of the information to plan.

Phil asked about whether we could offer programs so that students can take courses morning, noon, night. Nan mentioned that it depends on the program, number of faculty, needs of the community and students.

Discussion – persistence/load/scheduling: What causes students to drop out of classes? What do we do to keep them enrolled in 12 units – life issues – job loss, job schedule changes, child care issues, etc...

Nan asked Craig - What would help the committee come up with strategies for course scheduling? Craig – we have a limited amount of time – find the burning questions – and explore those issues. Some possibilities:

365 registration – is labor intensive to register for a year at a time. Requires scheduling a year in advance.

Enrollment Management Projections are something to consider. Given our demographics and economic and budget issues, what would this look like?

Web based dashboard could be created – looking at fill rates and FTES, improving our metrics, rendering this so that it is available on demand. Can drill down to the course level.

Outreach, recruitment, yield analysis (% enrolling), FT/PT blend, we can look at enrolling more adult students, looking at K-12 trends (80% of our growth).

Nan – Enrollment caps will most likely be reinstated from the state in the future when the budget is tight. Strong Workforce Development will require us to think about scheduling with adults who are returning to add skills.

Sue mentioned the attrition issue. Whether in regular courses or in the prison population, attrition is an important issue to consider. Prisoners are sometimes transferred to another institution, and must drop courses.

Sue - Disqualification/probation – there are thousands of students who are in this category. Sue believes that we are taking steps to make things work more smoothly for students.

Nan – Wondered about how early the college registers – she asked Craig for his experience in this area. He said anecdotally - that at Irvine Valley College – shifted the registration date earlier. It seemed to help enrollment.

Discussion: Average student load – it’s about 9 units per student. “15 is full time” initiative – Craig mentioned that 12 units won’t get you done in 2 years. Sue: third year of an intensive outreach effort with education plans. Tracking who they are, and the numbers – number of growth is due to our strategies. Nan – We get them “in the door” and we need to track how many stay. Don – how many students know what they want to do “when they grow up?” Nan – State requirements and financial aid both require students to “march” through a degree, not allowing them to explore.

Discussion – 700 students transfer to CSUB. “They should transfer over as soon as they can” is the CSUB attitude. ADT degrees – Nan mentioned the value of the associate’s degrees. CSUB is not completely supportive of the ADT degrees. Cal State doesn’t want to accept all transfer degrees – chemistry does not match at all any more. Faculty to faculty discussions will be required to make sure that degrees will be accepted. We need to fix this or not assure students that they are “guaranteed.”

Don - New markets – facility side – Friday afternoon and Saturday – available for courses; also evening classes for working adults. He mentioned his experience in “evening college.”

Nan – Strong Workforce - external scan – jobs available, unemployment... The committee will take that part of the educational master plan and embed it in our strategic plan.

Meeting ended at 2:35 pm

EODAC (Hirayama)- report submitted as written
<https://committees.kccd.edu/bc/committee/eodac>
 Hirayama announced the EEO Plan is due June 1st.

EODAC 2016 – 2017 Year-End Committee Report

Chairs: Bryan R. Hirayama, Lesley Bonds, and Victoria Coffee

Seven meetings were held between Fall and Spring Semester (December and March meetings were postponed due to Fall scheduling and spring break in March)

Items of Business Completed for 2016 – 2017

- Reinstating the EEO Committee at the District Office
- Continue conversation at the state level for best practices for EEO and Hiring (Bryan)
- Climate Survey from 2015 – 2016 (Sohka)
- Submit the Strategic Directions document (Lesley)

Unfinished Business

- SSSP and Equity Committee
- Professional Development Trainings
- Hiring and Implicit Bias
- Safe Space (discussed but never moved forward)
- Cultural Competency
- Recommendations for EEO Plan Revisions (In progress)
- Work to improve the effectiveness of Diversity Trainings for Hiring Committees (perpetual and ongoing)
- Increase diversity amongst applicant pools through various methods (perpetual and ongoing)
- Recruitment Video Project (Halted and Removed from projects)

New Business Items for 2017 – 2018

- TBA by incoming Faculty Chair
- Professional Development Trainings
- Increase number of EEO Certifications across employee groups
- Increase level of participation campus wide on EODAC
- Implementation of EEO Plan recommendation and policies

ISIT (Marquez)-report submitted as written
<https://committees.kccd.edu/bc/committee/isit>

ISIT Committee Year End Report to Academic Senate

Goals (2016-17)

1. Review and prioritize technology requests from the Annual Program Review process, and evaluate and assess the new prioritization process.
2. Develop and implement a strategy for transitioning the remaining faculty to the Canvas platform and completing the migration from Moodle.
3. Review, evaluate, and summarize themes from both the student and staff annual technology surveys and communicate the information to the campus.
4. Prepare and approve the 2017-2020 campus Technology Plan.

Accomplishments

1. The technology requests gathered from the Annual Program Review process have traditionally been prioritized by the ISIT co-chairs and selected committee members. This year, however, the co-chairs developed a more effective process. Each department submitting a technology request was invited to present its needs to the entire ISIT committee, after which, each committee member participated in the prioritization process. The result was a quicker, more efficient, and more transparent prioritization of technology requests. The 2016-2017 prioritized list of technology requests is located on the ISIT committee website.
2. Prior to full conversion to Canvas, the ISIT committee hosted several campus-wide forums during the fall 2016 semester to provide information about Canvas and to gather questions and suggestions for the implementation team. Canvas is now in place and continues to be supported by IT: Matt Jones and Tracy Lovelace are currently the primary support contacts. Canvas training, both face-to-face and online, continues to be offered regularly. Workshop dates and time are published on the BC Professional Development webpage.
3. During the fall 2016 semester, students were surveyed about their technology needs and other issues. The same was done for faculty and staff during the spring 2017 semester. Upon completion of the surveys, a subcommittee of ISIT members evaluated the responses for trends and needs. This data is used in the prioritization of technology requests across the campus.
4. The 2017-2020 BC Technology Plan will be presented one final time at the next ISIT committee before submission to the administration.

Conclusion

The last ISIT committee meeting of the academic year 2016-17 will be on Monday, May 1, at 3:30pm. Most current department representatives have already volunteered for the next academic year; however, if your department is not represented, we encourage you designate a department representative.

Respectfully,
 Richard Marquez

Faculty Co-chair, ISIT Committee

Professional Development (Giertz)-report submitted as written
<https://committees.kccd.edu/bc/committee/pdc>

Professional Development Committee 2016-17 Year-End Report

By John Giertz-Faculty co-chair

PDC held monthly meetings from September 2016 to March 2017

Goals: The first three items are specific PDC goals

1. Provide focused professional development academies for each employee group (classified, faculty & management). (Strategic Direction 5.1)

This is being met as PDC began the first Professional Development Academy for Staff employees which consisted of training in various programs for Microsoft programs.

2. Develop a communication plan for disseminating professional development information. This is ongoing. Various methods are employed to ensure all faculty understand when and where professional development activities are occurring. There is now a regular newsletter which highlights the professional development activities published by Reese Weltman, Program manager for Professional development.

3. Develop a new employee orientation in conjunction with HR. (Strategic Direction 5.2)
 This remains unfinished and will probably continue to next year.

Additional business actions the PDC accomplished this year.

4. Adjustments to the scholarship budget forms to ensure better documentation and more equitable distribution of funds

5. Assessment and approval of software recommendations for tracking all flex and professional development activities.

6. Helping to secure the Institutional Effectiveness Partnership Initiative grant of \$50,000 to help in developing leadership for the Pathways Initiative

ON going for next year:

1. Tracking software. The next step is for the ISIT committee to evaluate the software.

2. Continuing development of academies for faculty

Program Review (Nickell)-report submitted as written
<https://committees.kccd.edu/bc/committee/programreview>

Program Review Year-End Report for 2016-17

April 26, 2017

Kim Nickell, faculty co-chair

Charge

In support of the College's mission, the Program Review Committee (PRC) facilitates an annual, systematic self-assessment of institutional effectiveness for instructional, student

services, administrative and operational areas. PRC provides training, feedback, commendations, and recommendations related to the program review process. The committee contributes to "Closing of the Loop" by disseminating resource allocation requests to responsible committees. The committee reports to College Council annually at its last meeting of the calendar year.

Program Review Committee (PRC)

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

Goals for 2016-17

1. Train all incoming committee members of the Program Review process
 2. Provide campus wide workshops for completing AU and Comprehensive Review and new forms for budget, ISIT, Facilities, the new "Other Resources" and staffing requests
 3. Use feedback from the review cycle and spring PRC survey to streamline process as we look toward using eLumen.
- PRC is happy to report that we got an influx of new committee members! Because of this, we held a training/norming session to go through the program review process and the approach to reading and commenting on AU's and Comprehensive submittals.
 - PRC presented a summary report
 - PRC had a successful workshop in spring 2016 and a highly attended drop in workshop in fall 2016 to help with the 2016-17 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.
 - PRC reviewed the charge. It was approved through Academic Senate and College Council
 - PRC reviewed 70 instructional programs including the baccalaureate, 8 "other" programs, 10 administrative units, 8 student affairs units, and 12 academic affairs units across the College.
 - Of the completed reviews, 83 were Annual Updates and 21 were Comprehensive Reviews.
 - 1 admin unit, 2 student and academic affairs programs did not submit a review.
 - Looking to the future:
 - PRC is again using the feedback provided through the review process and survey to update and streamline the program review cycle.
 - AU and Comp packets will be given to admin., deans and dept. chairs before the close of the semester
 - The committee chairs will be developing training sessions and timelines
 - Looking forward to the transition to eLumen.

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)-*report submitted as written*

Senate Funds Year-End Report 2016-17

2/13/17

Academic Senate/RetdStudt- <u>working account</u> (#5101)	\$10,407.52
Academic Senate (#0210)	\$21,931.90
Margaret Levinson Award (#5310), only 5% can be used of \$15,441.22=	\$772.06
Shirley Trembley Award (#5510), only 5% can be used of \$86,418.06=	\$4,320.90

1/26/17

Academic Senate/RetdStudt- <u>working account</u> (#5101)	\$10,112.02
Academic Senate (#0210)	\$21,931.90
Margaret Levinson Award (#5310), only 5% can be used of \$15,421.22=	\$771.06
Shirley Trembley Award (#5510), only 5% can be used of \$86,418.06=	\$4,320.90

12/22/16

Academic Senate/RetdStudt- <u>working account</u> (#5101)	\$9,732.12
Academic Senate (#0210)	\$21,905.99
Margaret Levinson Award (#5310), only 5% can be used of \$15,383.20=	\$769.16
Shirley Trembley Award (#5510), only 5% can be used of \$86,316.03 =	\$4,315.80

10/26/16

Academic Senate/RetdStudt- <u>working account</u> (#5101)	\$8,184.52
Academic Senate (#0210)	\$21,997.58
Margaret Levinson Award (#5310), only 5% can be used of \$15,323.10=	\$766.15
Shirley Trembley Award (#5510), only 5% can be used of \$86,316.03=	\$4,315.80

8/26/16

Academic Senate/RetdStudt- <u>working account</u> (#5101)	\$6,477.71
Academic Senate (#0210)	\$21,590.11

Margaret Levinson Award (#5310), only 5% can be used of \$15,004.73= \$740.54
 Shirley Trembley Award (#5510), only 5% can be used of \$84,953.32= \$4,247.66

Foundation Account

Retiree/Scholarship (Senate)

Retirees F3200	\$100 each x15 = \$1,500.00
Scholarship F3200	\$400 each x2 = \$800.00

Donations/Fundraising

Margaret Levinson F3305	#4 new members
Retiree/Scholarship (Senate) F3200	#7 new members
Fundraising-shirts F3200	\$2596.84 gross profit
	*credit charge costs, etc.

Secretary (Garrett)

Garratt was thanked for sending out Senate summaries following the meetings.

ASCCC Representative (Rosenthal)

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

ASCCC Region A Spring Meeting Highlights

Thank you

I would like to thank senate for voting for allowing me to be their representative. I realize there may be other faculty that are more knowledgeable than myself so I greatly appreciate this opportunity. I am learning a great deal about the California education system and the geography of CA. I have been teaching 29 years, however California is much different than what I am accustomed to.

I am aware last fall there was some disappointment when I asked a grant to be approved so quickly. It was presented to senate in a hard copy much sooner. Unfortunately, I was substitute teaching at a high school that day. Please understand that I had intended to present it orally much sooner right after the plenary meeting and that I had nothing but benefits for the college in mind.

Doing What Matters

'suggestion that there is more representation at local meetings "Doing What Matters." There is very little faculty representation and decisions should have faculty voice. (I do not know the status of KCCD representation.)

<http://doingwhatmatters.cccco.edu/ResourceMap/Central.aspx>

<http://doingwhatmatters.cccco.edu/>

Curriculum

The chancellor is pushing curriculum towards Chief Information Officer (CIO) and asked senate not to be surprised. Riverside has curriculum training in Riverside this summer; July 12-15. They have asked to send Curriculum specialist, CIO, and a team. Intent of certification is these processes are completed at local districts. The goal is to help move approval of courses that are not ADTs. (This does not involve ADTs or non-credit yet.) There is not enough staff and it takes months to get a control number.

ACCJC

'has limited ability; one baccalaureate per school; waiting for secretary of education to lift the ban.

Bills on table

<http://www.asccc.org/legislative-updates> (scroll to bottom)

- Integrated k-14 system; mandatory grades 13/14 for California
- Interns should be paid
- Increase colleges with baccalaureate 15 to 30
- You will use HS transcripts for multiple measures

Misc.

- Academic Senate membership roster; demographic information about senate was asked for. Apparently, photos are being looked at to determine the demographics at each college.
- Fall, 2017 AP policy will be adopted for general education from Chancellor's office. Local colleges can up the values for majors. It is asked that there are no conflicts.

Call for statewide service

There are many committees you can volunteer for. Some only meet once?

<http://www.asccc.org/content/application-statewide-service>

Resolutions word document

<http://www.asccc.org/events/2017-04-20-150000-2017-04-22-230000/2017-spring-plenary-session>

Scroll down; resolutions; resolutions

Please look at resolutions. Contact me if you would like one pulled. That means it will not automatically be passed, but be debated and then voted on. If a resolution is not pulled it will be passed. Please e-mail me with the reason. E-mail me if you have any opinion on how to vote for any of the resolutions.

Resolutions per Area A

'not very exciting. Please submit "hot-item" issue resolutions to make this more fun for me.

- *3.01 S17 Revise the Paper *A Re-Examination of Faculty Hiring Processes and Procedures*
- *3.02 S17 Support for Marginalized Students
- 3.03 S17 Support for Students with Deferred Action for Childhood Arrivals (DACA) Status**
- 5.01 S17 Sustainable Funding for Inmate Education Programs**
- *6.01 S17 Support for AB204 (Medina, January 23, 2017)
- *7.01 S17 Improve the Basic Skills Funding Formula
- 7.02 S17 Online Training for College Staff to Support Formerly Incarcerated Students**
- *9.01 S17 Update to The Existing *SLO Terminology Glossary* and Creation of a Paper on SLOs
- *9.02 S17 Adopt the Revised Paper *The Course Outline Of Record: A Curriculum Reference Guide*
- *10.01 S17 Disciplines List – Public Safety
- *10.02 S17 Faculty Internship Minimum Qualifications in Disciplines Not Requiring a Master's Degree
- *10.03 S17 Review Experience Definitions for Disciplines Not Requiring A Master's Degree

- *10.04 S17 Review Experience Requirements for Disciplines Not Requiring A Master's Degree
- *10.05 S17 Equivalency Resources for Local Senates
- *11.01 S17 Using Savings from Adopting Canvas
- 11.02 S17 Expansion of the Online Course Exchange**
- 17.01 S17 Local President Sign-Off on Grants and Initiative Plans**
- *17.02 S17 Adequate Support and a Designated Point Person for Formerly Incarcerated Students

*on consent = not pulled = will be automatically approved if not pulled

Pulled from consent = will be debated and then voted on at plenary session

*Deborah Rosenthal, Bakersfield Representative
AASCCC Spring Plenary Session, April 20-22,
2017,*

All Resolutions passed. The final resolutions are not posted but can be found at:
<http://www.asccc.org/events/2017-04-20-150000-2017-04-22-230000/2017-spring-plenary-session>

In a few days the final resolutions should be posted at:

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

Resolutions of special interest, include, but are not limited to:

6.04 S17 Oppose Limiting the Local Implementation of Multiple Measures

Whereas, AB 705 (Irwin) would modify the Seymour-Campbell Student Success Act of 2012 to require colleges to use high school coursework, self-reported grade point average, and grades or guided self-placement to place students into courses in mathematics and English, even if these methods have been found not to be the most effective at meeting the needs of the local community. . .

Resolved, . . . to allow colleges the flexibility to identify and use the best multiple measures and assessment for placement instruments for their unique student populations.

6.2 S17 Opposition to AB 387 (Thurmond)

Whereas, AB 387 would require health care entities to pay allied health students minimum wage spent completing clinical training . . .

Resolved, ASCCC oppose AB387 and communicate opposition to California State Legislature.

6.3 S17 Opposition to AB 847 (Bocanegra)

Whereas, Assembly Bill 847 (Bocanegra) would require local academic senates with CCC to post their membership roster on their college websites and provide demographic data on gender and race or ethnicity of its members to the public upon request

Resolved, ASCCC oppose unless bill provides sufficient protection for the privacy of faculty members regarding demographic information

17.2 S17 Adequate Support and a Designated Point Person for Formerly Incarcerated Students

Resolved, ASCCC recommend local senate work with their college administrators to designate and publicize a point of contact for formerly incarcerated students to help them connect with appropriate support services at the college.

Thursday, April 20, First Breakout Session

The Common Assessment: What to Expect in the Next Six Months and Beyond

There is a "fair use" concern concerning the previous ESL questions written for the common assessment. The ESL portion of the common assessment has to be rewritten. The date has therefore been pushed back because even though math and English will be ready ESL must also be complete. The "inside" projected timeline for when the common assessment is complete will not be shared now. The pilot testing will continue this fall, but the assessment can't be used until it has been given provisional or probation approval is given.

Thursday, April 20, Second Breakout Session

Educational Program Development, AB 1985, and the QRTF: What Are They, What Has Been Done, and What's Next?

Please see your representative for a private recap of this session.

CCA (Freeman)

May 1, 2017

Dear Senators,

Last fall CCA Executive Council was asked some questions about the amount of pay substitutes should receive. A Nov. 30, 2016 letter to Senate on behalf of CCA Exec Council explained that substitute pay varies depending upon whether the substitute is teaching or proctoring and the length of the substitution. The letter noted the different rates for substitutes, where this information could be found in the contract, and attached the "Verification of Substitute Teaching or Proctoring for Pay" form. It also stated that if a pay problem for a substitute occurs, faculty should contact Michael Harvath, BC grievance officer.

On April 26, 2017, Matthew Garrett, Senate secretary, sent out a Senate recap that stated the Senate had reached an agreement with Executive Vice President Nan Gomez-Heitzeberg regarding substitute pay. This recap stated:

"Nan has agree to allow faculty to step in to substitute for a class on short notice, but only if that substituting faculty

(1) meets all min. quals to teach the class, (2) is not already on the clock, and (3) does not get paid to substitute; paid subs are also available but will require advanced planning and dean approval."

If this recap is correct, such an agreement would violate our current faculty contract which states that substitutes, whether regular or contract, shall be paid. Article 11, Sect. J., Hourly

Substitute Pay, states the following:

Article 11, Section J. Hourly Substitute Pay

- 1. Substitutes, whether regular or contract, shall be paid an hourly rate as cited in Article Eleven, Appendix E at the end of this Article.*
- 2. When a substitute (not for part of load), whether regular or contract, takes full responsibility for a class for more than two (2) consecutive weeks, the Basic Faculty Salary Schedule for Overload, and Other Non- Contract services shall be applied retroactively, upon recommendation of the College President and the Chancellor with approval by the Board of Trustees.*

3. *When a regular or contract staff member substitutes in intersessions/summer for more than one (1) full week, the Basic Faculty Salary Schedule for Overload, and Other Non-Contract Services shall be applied retroactively upon recommendation of the College President and Chancellor with approval by the Board of Trustees.*

If a faculty member requests a substitute due to illness or personal emergency, and a dean denies this request, CCA recommends that the faculty member cancel class that day and notify students of the class cancellation. If faculty members have substituted under an approved arrangement and have not been paid, they should contact Michael Harvath, BC grievance officer.

CCA Executive Council also would like to gently remind you that Senate has no authority to negotiate agreements regarding faculty substitutes since this does not fall under the purview of the 10+1 professional and academic matters. For matters involving working conditions, the faculty union is the bargaining representative. Thank you for your support of a strong faculty union.

Sincerely,

Kathy Freeman, KCCD CCA President

Student Representative (Lawrence Salcido, SGA Senator)

<https://www.bakersfieldcollege.edu/osl>

A little about our BCSGA Vice President:

bcsgavice@bakesfieldcollege.edu

Major: Psychology, Philosophy, and American Sign Language

Lawrence is a returning student after dropping out for five years. After returning he has maintained on the Dean's List, has gotten involved in student organizations, and now in student government. He enjoys learning how the student government works and figuring out how to make it more effective.

Involvement:

- Improve communication between the BCSGA and Faculty
- Help BCSGA Senators communicate more effectively with the student body that they represent
- Make real change on campus before his end of term
- Look really cool while doing all that

Goals for the Term in Office:

- Student Learning Alliance
- American Sign Language Club
- BC Renegamers
- Extra-Life Charity

FACULTY APPOINTMENTS

STANDING COMMITTEE APPOINTMENTS

*****A motion was made to approve the Facilities & Sustainability Committee and the BC Pathways Renegade Roadmap/Implementation Team, M/S/C: Stanifer/Kelly; Motion passed unanimously.***

SCREENING COMMITTEE APPOINTMENTS

Math

Regina Hukill (Department Chair)
David Meyers (Faculty)
Andrea Tumblin (Faculty)
Richard Marquez (English Faculty)
Stephen Waller (Dean)

Librarian-revised

Kirk Russell (incoming Faculty Chair)
Sondra Keckley (Faculty)
Mindy Wilmot (Faculty)
Paula Parks (English Faculty)
Bill Moseley (Dean)

Dean of Instruction

This item was placed on **HOLD**

*****A motion was made to approve the Screening Committee appointments, M/S: McQuerrey/Kirst; Motion passed unanimously.***

*****A motion was made for the Executive Board to approve screening committee during the summer session on behalf of the Senate, M/S: Kirst/Whitney; motion passed unanimously.***

UNFINISHED BUSINESS

- a. **Senate Strategic Direction Spring 2017** (Holmes)
Description: Annual Senate Strategic Direction Report due Spring/Fall.

***** A motion was made to approve the Senate Strategic Directions report, M/S: Stanifer/Thorson; motion passed unanimously.***

- b. **Admin Structure Proposal** (Holmes)
Description: Annual Admin Structure Review; proposal raised concern with Senate regarding addition of two (2) dean positions.
<https://committees.kccd.edu/node/3357>

College Council approved the proposal with the exception that Admin would open up instruction to Senate for discussion

- c. **District-wide Committee Representation** (Marquez/Holmes)
Description: There was a discussion on whether BC gets a weighted vote in district-wide decisions or should BC/PC/CC all have equal votes. The consensus was for BC to receive a “weighted” vote.
 -No update.
- d. **Catalog Rights** (Pena/Holmes)
Description: Michelle Pena asked the Senate to endorse the restriction of Catalog rights to three years. The Senate responded with a request to move this to four years. Pena will pitch this to the sister campuses and follow-up with Senate.
 -No update.
- e. **Guided Pathways** (Holmes)
*Description: detailed description is located on the website link:
<https://www.bakersfieldcollege.edu/president/aacc-guided-pathways>*
 -No update.
- f. **Ethics Point Task Force** (Holmes)
Description: A Task Force was created to address concerns about the BP Ethics Point and its process of complaints and anonymity.
 -This item is being addressed by CCA and can be removed from the agenda.
- g. **Dual Enrollment Task Force** (Holmes)
Description: A Task Force was created to develop policies/procedures for Dual Enrollment. Draft handbook and Task Force Recommendations have been posted to the Senate website: <https://committees.kccd.edu/bc/committee/senate>
- Klint Rigby was thanked for his extensive work as the lead on Dual Enrollment.
- h. **BP Chapter 2-Board of Trustees** (Holmes)
 This item is to be reviewed at the May 24 DCC meeting.
- i. **BP Chapter 7-Human Resources** (Holmes)
 This item is TABLED at DCC.

INDUCTION OF NEW REPRESENTATIVES

Holmes welcomed the new Senators:

1. Matt Jones
2. Paul Beckworth
3. Barbara Braid
4. Teresa McAllister
5. Jeff Huston
6. Glen Samples

NEW BUSINESS

a. **Institutional Review Board-IRB** (Holmes)

Description: The intent of an IRB committee is to have a consistent process for vetting and responding to research requests. IRB committee members at this institution will guide such processes as publishing internal research, collaborating on research with outside institutions, assisting in the completion of graduate work for employees and with undergraduate research with the purpose of protecting research participants and providing information and/or data as necessary. Furthermore, as some institutional grants (e.g., NSF) may require inclusion of an institutional Federalwide Assurance Number (FWA), our committee will be able to provide assurance of our certification that our institution has an active IRB in place.

First Read; ***E-Board approved 3/29/17***

The Senate questioned if we aligned with CSUB.

b. **Engineering & Industrial Technology (EIT) Reorganization Proposal** (Holmes)

Description: proposal to change the organizational structure of the EIT Dept.

First read; ***E-Board approved 3/29/17.***

Correction: the author of the written proposal is Jason Dixon.

c. **Academic Senate/E-Board Calendar 2017-18**

Informational item

d. **Officer/Executive Committee List 2017-19** (Holmes)

Informational item

e. **Faculty Department Chair List 2017-19** (Holmes)

Information item

f. **Academic Senate Orientation**

Informational item: Fall Aug 30- first meeting

ADJOURNMENT

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

Digitally signed by T.Perry

Meeting minutes recorded by T.Perry