

**ACADEMIC SENATE of BAKERSFIELD COLLEGE**

**September 27, 2017 – 3:30 p.m.**

**Collins Conference Center**

UNAPPROVED MINUTES

**PRESENT:** Karimeh Amin, Victor Diaz, Michael Fredenberg, Matt Garrett (EB), John Giertz (EB), Lisa Harding (EB), Di Hoffman (EB), Steven Holmes (EB), Jeff Huston, Qiu Jimenez, Shae Johnson, Charles Kim (EB), Ishmael Kimbrough, Kurt Klopstein, Alisha Loken, Robby Martinez, Teresa McAllister, Susan McQuerrey, Erica Menchaca (EB), Chad Newton, Kimberly Nickell (EB), Laura Peet, Klint Rigby, Deborah Rosenthal (EB), Lawrence Salcido (SGA), Glen Samples, Jessica Wojtysiak (EB)

**ABSENT:** Gayla Anderson, Sarah Baron, Barbara Braid, Carl Dean, Ron Grays, Jennifer Johnson (EB), Matt Jones, Bill Kelly, Dan Kimball, David Koeth (EB), Richard Marquez (EB), Ganae Romo (SGA), Kris Stallworth, Neal Stanifer, Phil Whitney  
Reggie Williams

### **I. CALL TO ORDER**

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

### **II. GOOD, WELFARE AND CONCERNS**

#### **Colleague passing's-**

- Richard Wise, retired Biology and Physical Science Professor
- Kathy Aiello-Wise, retired Adjunct Faculty of Health/Safety/Nutrition

### **III. OPPORTUNITY TO ADDRESS THE SENATE**

#### Accreditation

Talita Pruetz, Communication Professor presented an **Accreditation Quiz Time** for the Senate that is located on the Senate website. Quiz answers:

- ACCJC= Accrediting Commission for Community and Junior Colleges; Sonya Christian is one of the nineteen ACCJC Commissioners.
- There are four major accreditation standards in the process with fourteen major subsections
- The ACCJC member institutions are expected to meet all accreditation standards at all times
- The Federal **Title IV** (not V) regulates institutional management of financial aid, externally funded programs, institutional investments and other uses of financial resources.
- Bakersfield College has received 0 sanctions!
- There are four phases: Internal/Self Evaluation, external evaluation, evaluation by the Commission, and Institutional self-improvement though follow up and midterm reports.
- BC's Financial Planning foundation: The BC Mission & Goals
- The Institutional Self Evaluation Report is due to ACCJC August 2018 followed by site visit that term.

- Program Review is the annual process used to inform resource and growth needs for each area of campus and is used for evidence for accreditation.
- The Accreditation and Institutional Quality (AIQ) Committee was formally the 2012 Accreditation Steering Committee.
- Other reports AIQ oversees: the Strategic Directions Report.
- The (QFE) Quality Focus Essay, a new component has been added to the process.
- The Accreditation visiting team can meet with anyone and peers who volunteer from other colleges help make up the visiting team.

**Accreditation website:** <https://www.bakersfieldcollege.edu/accreditation>

#### **IV. ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

#### **V. REVIEW AND APPROVE THE MINUTES**

Academic Senate Minutes of August 30, 2017

**\*\*A motion was made to approve the Academic Senate minutes of August 30, 2017, M/S/C; McQuerrey/Harding; motion passed unanimously.**

Academic Senate Minutes of September 13, 2017

**--Tabled**

#### **PRESIDENT'S REPORT**

eLumen/Canvas update

*Report by Bill Moseley:*

*The implementation of Canvas continues to improve. This semester, our focus was the selective implementation of LTIs, which are external learning tools often created by publishers. The process of LTI implementation involves a brief review for FERPA compliance, and possibly the approval of a FERPA agent agreement with the LTI owner. There is no formal process for this, so these are handled as they come, but we are working on formalizing the process with the DO, which we hope will allow us to be even more responsive to instructional needs. eLumen: The eLumen launch has been delayed for a bit, because during the data migration it was discovered that a number of serious anomalies existed in the data that we were bringing into eLumen from CurricuNet. Because eLumen is a new system, and one that will serve a number of important roles for the campus, the implementation team believed that it was critically important that the data was cleaned up before launch. The curriculum committee has revised its process to allow the curriculum approvals and development to continue to happen this fall, and also to assure an easy transition to eLumen when the data is corrected. Canvas and eLumen Integration: BC has been granted an IEPI (Institutional Effectiveness Partnership Initiative) PRT (Partnership Resource Team) visit through the CA Chancellor's Office to help us develop our systems and integration of Assessment and Teaching through the connection of Canvas with eLumen. This connection will allow automation and connectedness between our teaching platform and our assessment platform, which will save time and effort in data entry by faculty. This will allow faculty to focus on the most relevant parts of teaching and assessment: The reflection on the results of*

*the data, and the fine-tuning of teaching practices to better support learning. The first PRT visit will be on Oct. 4, and will include a team of experts in such systems sent to us by the state, as well as leadership from Instructure (Canvas) and eLumen. Both companies are already exploring a formal partnership around the possible connections of these two platforms. The BC Technology Plan is posted to the Senate website and is under review by College Council. This is an informational item.*

#### ASL Classified Teaching Opportunities

This item was reviewed at the BC campus level and now being reviewed at the District level.

#### (DCC) District Consultation Council

District-wide IT proposal was shared. This will be posted to the Senate website.

#### Senate Vacancies

The Vice President position was vacated and we are seeking a nominee to complete the 2018 term. The C's & B's are vague in regards to the Officer vacancies, unlike Senator Vacancies which establish a clear process. The present Senators were asked if anyone was willing to fill the position and complete the term. A suggestion was made to send out a nomination call to all senators; however, quorum was met and the majority of the elected senators were present and therefore agreed to proceed with a motion.

***\*\*A motion was made to approve Victor Diaz as Vice President, M/S/C: Samples/McAllister; motion passed with one abstention.***

#### (AIQ)ACCREDITATION & INSTITUTIONAL QUALITY (Wojtysiak)-report submitted as written

A recommendation was made for Senate to co-host the fourth Accreditation Forum.

#### ***Accreditation and Institutional Quality (AIQ) Committee***

*Academic Senate Report*

*Prepared by Jessica Wojtysiak, Faculty Chair*

*September 27, 2017*

*The Accreditation & Institutional Quality (AIQ) committee held its first fall meeting on Tuesday, August 29<sup>th</sup>, from 3:30 to 5:00 p.m. in Levinson 40. The committee has met every two weeks since.*

*The charge of AIQ reads:*

- 1. Ensure accreditation is an on-going process by guiding preparation of the self-evaluation, midterm, and follow-up reports.*
- 2. Review and monitor collection of evidence and progress on Actionable Improvement Plans, accreditation recommendations, and institutional effectiveness indicators.*
- 3. Inform, engage, and involve the college community in accreditation and institutional effectiveness.*

4. *Review and monitor evaluation activities to ensure they result in integrated, meaningful, and sustained college improvement.*

*AIQ reviewed and voted to approve this charge.*

*Accreditation*

- *AIQ is overseeing the ongoing ISER effort, which now includes the communication engagement team.*
- *With the ISER team leads, Liz Rozell & Jason Stratton, AIQ co-hosted the first accreditation forum on Standard I on September 26<sup>th</sup> at 3:30-4:30 pm at the Levan Center and Delano. The PPT used for the forum is available through the AIQ website: <https://committees.kccd.edu/bc/committee/accreditation>.*
- *AIQ approved the distribution of a district climate survey. The survey was distributed by Jason Stratton via email.*

*Strategic Directions*

- *Fall updates are due on **Thursday, November 9<sup>th</sup>**. For the fall updates, please include your action plans for all initiatives that are not yet completed.*
- *AIQ will be hosting a workshop in October to aid in the crafting of these reports. More information will be forthcoming.*
- *We are working to plan the next cycle of Strategic Directions.*

**ASSESSMENT** (Hoffman)

--Tabled 10/11

**BUDGET** (VACANCY)

--Tabled 10/11

**CURRICULUM** (Johnson/Menchaca)

--Tabled 10/11

**(EMC) ENROLLMENT MANAGEMENT** (Koeth)

No report.

**(EODAC) EQUAL OPPORTUNITY & ADVISORY COUNCIL** (VACANCY)

We have made a recommendation to the college president and are waiting on the official appointment.

**(ISIT) INFORMATIONAL SERVICES INSTRUCTIONAL TECHNOLOGY** (Marquez)

--Report tabled 10/11

**(PDC) PROFESSIONAL DEVELOPMENT** (Giertz)-report submitted as written

**PROFESSIONAL DEVELOPMENT COMMITTEE REPORT 9/27/17  
BY John Giertz, PDC Co-Chair**

*Flex week numbers were 132 slots for flex activities opening week. This is down from previous years, but I will have to go back to the previous records to provide more detail. It is a concern because we did have less opportunity for various flex activities due to the increased number of large scale events.*

*The PDC committee is also examining short videos from Lynda.com in order to build a catalogue of "Best Videos" for all employees. We should have our initial 15 to 20 by next month.*

*The California Colleges Professional Learning Network (PNL):*  
<https://prolearningnetwork.cccco.edu/>

**(PRC) PROGRAM REVIEW** (Nickell)-report submitted as written  
**Report to Academic Senate**  
**September 27, 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*

- *PRC is happy to report that we have new committee members!*
- *We are in the process of a training/norming session to go through the program review process and the approach to reading and providing feedback on AU's and Comprehensive submittals.*
- *PRC had a successful drop-in workshop on Sept. 6, 2017. Attendees from several departments came with laptops, forms, and questions. A variety of questions were posed, including questions about all the forms. How to address the Equity piece was another topic of interest. Timelines for due dates, where to send the finished product, and why programs should do an early read submission were also part of the discussion.*

*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.*

### **VICE PRESIDENT (VACANCY)**

No report

**TREASURER** (Kim)

An announcement of the shirt fundraiser will be sent out in the next few weeks. Monthly payroll deductions or donations are also accepted for the Margaret Levinson and the Shirley Trembley award accounts.

**SECRETARY** (Garrett)

Summaries are emailed to faculty after each meeting.

**(ASCCC)ACADEMIC SENATE CALIFORNIA COMMUNITY COLLEGE** (Rosenthal)

--Report tabled to 11/29

View the ASCCC Legislation website for updates: <http://www.asccc.org/legislative-updates>

**(CCA)COMMUNITY COLLEGE ASSOCIATION** (Greenwood)

No report.

**(BCSGA)STUDENT GOVERNMENT ACTIVITIES** (Romo/Salcido)**Renegades at the Fair**

Renegade Booth at the White Pavilion Thursday, September 28<sup>th</sup> 3pm-10pm. BC Special fair ticket prices: \$9 Adult admission, \$4 Child admission, \$28 Carnival wristband

**VII. FACULTY APPOINTMENTS**

Standing Committee Appointments

<b>Curriculum</b>
Brynn Schock (Student Services) Member-at-Large

***\*\*A motion was made to approve the Faculty Standing Committee appointment, M/S/C: Harding/McQuerrey; motion passed unanimously.***

Screening Committee Appointments

There were no screening committee appointments to review.

**IX. UNFINISHED BUSINESS****A. Catalog Rights** (Holmes)

Description of Catalog Rights/Continuous Enrollment: Students graduating within five (5) academic years of initial enrollment shall have the option of completing either: (a) the degree requirements of the College catalog in effect at the time of initial enrollment; or (b) any set of revised degree requirements published in a subsequent Bakersfield College catalog. Students graduating more than five (5) academic years after initial enrollment must adhere to the specific degree requirements in effect in any Bakersfield College catalog within the five-year period prior to the students' graduation.

To maintain catalog rights, the student must maintain continuous enrollment during the five (5) year period. Continuous enrollment means the student must earn a grade of "A", "B", "C", "D", "F", "NP", "P", "I", "IP", "RD", or "W" in at least one course each

academic year. For the purposes of continuous enrollment, an academic year begins with the summer semester and includes the following fall and spring terms. Petitions for exceptions should be directed to the Executive Vice President, Academic Affairs. Catalog rights apply only to Bakersfield College graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns, or in other ways it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained. (2017-18 Bakersfield College Catalog page 36)

There was some discussion over concerns that less than 40% of students complete in six years.

***\*\*A motion was made to approve the establishment of Catalog Rights to five years, M/S/C: Garrett/Fredenberg; motion passed with the addition of a friendly amendment to review this amount of time once again next year.***

B. **Senate Goals** (Holmes)

*Description: annual review of the Academic Senate Goals. Current goals listed below:*

**Bakersfield College Academic Senate Goals 2017-18**

1. Focus on improving Student Success. #1, #4, #5
- ~~2. Develop a process for the determination of appropriate class sizes. #1, #5, #6~~
3. Foster a sense of community and improve collegial consultation & communication in college and district communities. #6, #10
4. Embed Accreditation, Assessment, Curriculum, Equity and Program Review into the culture of the college. #1, #7, #9
5. Develop, ~~and~~ focus ~~and~~ review on processes regarding grants ~~and~~ new initiatives including Pathways ~~&~~ ~~and~~ Dual Enrollment. #1, #2, #4, #5, #6, #8

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Pursuant to Title 5 of the Administrative Code of California, Section 53200, the Academic Senate is a faculty organization whose primary function is to make recommendations with respect to academic and professional matters as it relates, in particular to the following areas:

1. Curriculum, including establishing prerequisites and places courses within disciplines;
2. Degree and certificate requirements
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;

7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
  8. Policies for faculty professional development activities;
  9. Processes for program review;
  10. Processes for institutional planning and budget development;
- + Other academic and professional matters as mutually agreed upon.

Voting item; the following is a list of recommendations from the Executive Board:

- Remove Goal #2
- Revise Goal #5

**\*\*A motion was made to approve the recommendation to remove Goal #2 and revise Goal #5, M/S/C: Rigby/Garrett; motion passed unanimously.**

C. **Senate Charge** (Holmes)  
--Tabled

D. **Senate C's & B's** (Holmes)  
--Tabled

E. **Guided Pathways** (Holmes)  
*Description: detailed description is located on the website:*  
<https://www.bakersfieldcollege.edu/president/aacc-guided-pathways>

No update.

F. **Dual Enrollment Task Force** (Rigby/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>*

No update

G. **BP Chapter 2-Board of Trustees** (Holmes)  
This item is on the DCC agenda. No update.

H. **Senate Program Review Report** (Holmes)  
This report is due October 5<sup>th</sup>. This is an informational item.

I. **Senate Strategic Directions Report** (Holmes)  
This report is due November 9<sup>th</sup>. This is an informational item.

## X. NEW BUSINESS

- a. **Assessment Charge** (Hoffman)
- b. **Curriculum Charge** (Johnson)
- c. **Enrollment Management Charge** (Koeth)



- d. **Equivalency Charge** (Ivey)
- e. **Senate Charge** (Holmes)
- f. **Election Announcement/Timeline**-informational item

#### **ANNOUNCEMENTS**

ASCCC Area A meeting, Oct. 13<sup>th</sup>

ASCCC Fall Plenary, Nov. 2-4<sup>th</sup>

CCLC Shared Governance Workshop, Nov. 28<sup>th</sup>

#### **ADJOURNMENT**

The meeting was adjourned at 4:43 p.m.

Digitally signed by T.Perry

Meeting minutes recorded by T.Perry