

**ACADEMIC SENATE of BAKERSFIELD COLLEGE**  
**November 8, 2017 – 3:30 p.m.**  
**Collins Conference Center**

APPROVED MINUTES

**PRESENT:** B. Braid, V. Diaz (EB), M. Fredenberg, M. Garrett (EB), L. Harding (EB), D. Hoffman (EB), S. Holmes (EB), Q. Jimenez, S. Johnson M. Jones, C. Kim (EB), D. Kimball, I. Kimbrough, K. Klopstein, A. Loken, R. Martinez, T. McAllister, S. McQuerrey, C. Newton, K. Nickell (EB), L. Peet, M. Ocean (EB), K. Rigby, D. Rosenthal (EB), L. Salcido (SGA), N. Stanifer, P. Whitney, J. Wojtysiak (EB)

**ABSENT:** K. Amin, G. Anderson, S. Baron, C. Dean, J. Giertz (EB), R. Grays, J. Huston J. Johnson (EB), B. Kelly, D. Koeth (EB), R. Marquez (EB), E. Menchaca (EB), G. Romo (SGA), G. Samples, R. Williams

**GUEST:** K. Freeman, T. Greenwood, N. Strobel, A. Thorson

## **I. CALL TO ORDER**

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

Group photo taken of the Academic Senate members by Kristin Rabe, Media Services Manager.

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

- Don Turney update- he has been transferred to Health South for physical rehabilitation and visitors are welcomed.
- Email from BC Archives identifying passing's :( refer to bc\_all):
  - Richard Wise (and wife Kathy Aiello-Wise)
  - Jesse Nieto
  - Jim Carden

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

### **a. Community College Association (CCA) Contract Language Changes & Proposed Changes**

Tom Greenwood, CCA President and Kathy Freeman, CCA Vice President held a presentation providing an overview of the CCA contract language changes and proposed changes, which have already been accepted and currently being implemented.

Highlights:

- Article 5: Faculty Area Chairs and Faculty Directors-the 2016 DC MOU becomes contract language
- Article 6: new language to streamline the faculty evaluation process.
- Article 7: Adjunct Security and Seniority Rights- Ed Code requires districts to negotiate adjunct faculty evaluation and seniority/rehire rights.
- Article 8: Faculty Assignment, Section D- Load Adjustments and Large Class sizes was revised

- Section 1: Maximum faculty load- exceptions can be made between faculty and president/designee
  - Article 11: Adjunct Faculty Compensation, Adjunct Office Hours- was removed
  - Article 12: Absences & Leaves, Sick Leave- clarified to reflect the 16-week semester
- The contract is posted on the [Academic Senate](#) website.

**Community College Association (CCA)** is the higher education affiliate of the California Teacher's Association (CTA), the largest and most influential professional association of educators in the state with more than 340,000 members. CCA has become one of the most powerful voices for community colleges at the state level, striving to improve the working conditions of our members and the quality of the community college system.

Nationally, CCA is affiliated with the National Education Association (NEA), the largest public employee association in the country with over 3.2 million members. Our statewide headquarters are in Burlingame, with regional offices throughout northern and southern California. *Visit the CCA website for more information:* <http://www.cca4me.org>

- Faculty Contracts: CCA Contract 2017-20
- Faculty Seniority List: FSA listing as of October 11, 2016

*To view these contracts, visit the KCCD HR website or use link above.*

The Kern Community College District has two bargaining units, and three-year employment contracts for the District chancellor and college presidents. Each bargaining unit has a separate contract with a union that represents all employees covered under that unit. For more information on a specific bargaining unit's contract and its provisions, please visit the KCCD HR website or use the link below:

<https://www.kccd.edu/human-resources/employee-contracts>

#### **b. Guided Pathways: Communication Plan, Phase II**

Andrea Thorson, Dean of Instruction provided an update on Guided Pathways (GP) and an outline of the *Communication Plan, Phase II*. The goal of this plan is to distribute information to the key individuals, in a consistent form to coordinate and minimize work with the BC Pathways

Highlights:

- Communication Tasks/Team responsibilities
- Important dates
- Program Video-Media Services has the skit and jingle; 2 minute max
- Brochures for individual programs
- Student to Student speech/Email samples

CCC MyPath will be utilized in the future.

Thorson asked for the Senate members to share information with the departments they represent and bring back any questions/comments/concerns to Senate.

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

There were no additions to the agenda.

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

Minutes of October 25, 2017- **TABLED**

Meeting November 22, 2017- *cancelled*

## VI REPORTS

### PRESIDENT'S REPORT:

- ***Participatory Governance Survey-Deadline 11/8***
- Campus Safety: ***DPS Survey-Deadline 11/9***
- Equivalency update – explanation of how equivalency works in terms of the hiring process. The candidate would request equivalency at the time of applying for a position and they are reviewed by the Equivalency Committee at that time.
- Waitlist purge will go into effect the day of Census (after we take the census count)
- ***CSEA Adjunct Faculty*** update- making progress toward a blended rate for classified staff who qualify and wish to also teach adjunct
- Dual Enrollment Task Force update-***Grade Distribution***: a few years ago when IR was centralized to the district office, the ODS data once available to all faculty became restricted. Your department chair should have access to ODS. In particular, chairs should be able to run a “Grade Distribution Trend” report. Within the “Grade Distribution Trend, a tab for “Detail Lookup” will allow the drilling down to actual classes per course.
- BP Chapters 1-7/BP 2430-2437 Proposed Changes- table of contents of all the policies are listed in the packet and the [Academic Senate](#) website.
- Election update department chair ballots will be sent out once several departments have updated their voting membership

### COMMITTEE REPORTS:

#### **(AIQ)ACCREDITATION & INSTITUTIONAL QUALITY** (Wojtysiak)

*TABLED 11/29*

#### **ASSESSMENT** (Hoffman)-*report submitted as written*

***Assessment Committee monthly (November) report to Academic Senate 11/8/17 by Di Hoffman (faculty chair)***

*Committee met on 10/23/17:*

- *eLumen – status – courses mostly in, programs in, but need to be worked on. Plan to roll out basic training on assessment and curriculum Spring 2017*
  - *eLumen will replace excel forms for data entry of SLO assessments*
- ***IEPI update***
  - *Sent proposed budget in for tech resources and faculty training*
  - *Training for super users and faculty to begin early spring 2018*
  - *Need 4 more faculty volunteers*
- ***Action Plan update:***
  - ***Assessment committee Nov workshops:***
    - *16-17 SLO assessment, mapping, planning status – will meet with chairs once we have data*
    - *PLO assessments – reviewing documents to develop synthesis of data and develop instruction guide and modifications for next year*

- *Nov Dept training – reps asking dept feelings/thoughts/research regarding best practice for assessment timeline*
- *Approved 38 course SLO's, 2 New PLO's*
- *Assessment Handbook – being reviewed, completion date - end of semester*

### **BUDGET (VACANCY)**

*TABLED 11/29*

### **CURRICULUM** (Johnson/Menchaca)-report submitted as written

*Curriculum Committee Report to Academic Senate November 8, 2017 11-8-2017*

*Activities to date (Sept. - November 2, 2017):*

- *Conducted training on course revisions/new courses/COR requirements- on September 7, 2017.*
- *Conduced training on program development/revision on September 21, 2017.*
- *Approved changes to committee goals and committee charge at Augusts 31, 2017. Awaiting college Council approval.*
- *To date, the Committee has approved 17 new courses, 31 courses revisions and 3 programs. There are an additional 50 courses in our approval queue. The Last day to submit courses or programs for fall 2017 is November 13.*
- *Approved 90 courses for DE changes only. (This allows for scheduling flexibility, meeting the needs of students on waitlists.)*
- *Increased communication to constituents: o Curriculum update will be a standing FCDC agenda item. o Provide email updates to constituents. o Curriculum Committee page has been updated and resources have been added. Work plan for the semester*
- *Primary focus will be on eLumen implementation along with the necessary faculty training. Training will occur during January flex.*
- *Ensure the review/revision of courses that have expired or are approaching expiration are completed by November.*
- *Continue to assist faculty in the development and modification of programs.*
- *Continue to assist faculty with the creation ADT's through to CCCCCO approval.*
- *Continue to assist faculty through the process of course C-ID approval.*
- *Continue to ensure all courses reviewed by the Committee have SLO's and objectives.*
- *Continue offering curriculum clinics and training as needed. Respectfully submitted, Jennifer*

*Johnson and Erica Menchaca Liz Rozell, Faculty Co-chairs, Curriculum Committee*

*Administrative Co-chair, Curriculum Committee*

### **(EMC) ENROLLMENT MANAGEMENT** (Koeth)-report submitted as written

*Members present: David Koeth • Michelle Pena • Pamela Kelley • Phil Feldman • Sue Vaughan*

*• Steven Watkin • Manny Mourtzanos*

1. *Confirm Recommendations for Revised Committee Charge The Enrollment Management Committee (EMC) will review, monitor, and evaluate all aspects of the enrollment life-cycle for Bakersfield College students. The EMC shall: • Review and provide recommendations for student access, recruitment, persistence, completion,*

and lifelong learning through diverse programs and services. • incorporate a systematic, comprehensive, research-driven and collaborative inquiry about on-going enrollment trends, activities and initiatives. • share information, urge best-practice and optimize student success, the college's priorities and the community's needs.

**Item Notes:** • David Koeth facilitated a discussion to update various portions the Committee charge, including: o Membership: to include a classified staff member, student, and a sufficient number of faculty representatives to comply with standards for a governance committee. Titles on the previous revision (dated 11/5/2010) are either obsolete or have changed. o Charge: Minor grammatical changes were changed since the draft created at the last meeting. No significant changes were made to the content of the proposed charge. o Communicates with: ♣ Academic Senate ♣ College Council, and ♣ The college community o Reports to: ♣ College Council and ♣ Academic Senate • David revised the draft Charge accordingly • Consensus among members present was reached. • David will circulate to the committee for broader Committee review and approval. David will subsequently submit the Committee-approved charge to Academic Senate for review and action.

2. Review of current enrollment data, numbers and goals (Michelle Pena) a. Fall 2017 Enrollment Update Report b. Current Enrollment Report  
**Item Notes:** • Michelle presented data on current enrollment for the Fall 2017 semester o Adjusted Sections: 2,071 o Census Enrollment: 61,466 o Fall FTEs: 7,442.7 (not including small pockets of contract education. • The vast majority of Inmate Education and Dual Enrollment FTEs have been inputted. • Sue noted that some late-start courses are still pending. • 5,300 enrollments dropped since Census Day (as of today)
3. Review of 2017-18 FTES Goal (Manny Mourtzanos) a. Bakersfield College: 15,923 FTES (reflecting needed growth of 1,848 FTES)  
**Item Notes:** • FTES Target for 2017-18: 17,191 (includes growth plus bank replenishment) • Sue noted that the need to replenishing the FTES bank (1,269) seems to be calculated twice. • Assuming 17,191 is the actual FTES target (please see note above questioning if replenishing FTES is calculated twice), the Fall 2017 FTES provides 43.3% of progress toward goal.
4. Review of 2017-18 FTES Goal (Manny Mourtzanos) a. Bakersfield College: 15,923 FTES (reflecting needed growth of 1,848 FTES)  
**Item Notes:** • FTES Target for 2017-18: 17,191 (includes growth plus bank replenishment) • Sue noted that the need to replenishing the FTES bank (1,269) seems to be calculated twice. • Assuming 17,191 is the actual FTES target (please see note above questioning if replenishing FTES is calculated twice), the Fall 2017 FTES provides 43.3% of progress toward goal.
5. Open Discussion and Other Items Item Notes: • Michelle: Partnering with Pathway groups and Affinity groups to promote students registering for more units (closer to 15 units) o Steve: Proposing two (2) Pathway Registration events (Nov. 29 and Dec. 6) to target continuing students who haven't registered for the Spring semester. ♣ One more

event on December 9 to target new (incoming) students for the Spring semester. • Michelle: Curriculum Committee recently approved many classes to offer courses via online and hybrid. Promoting these sections will support meeting enrollment goals • Michelle: Explore the growth of Dual Enrollment section which have very high retention rates Sue: Noted that our general retention (based on FTES comparison from year to year) is improving. • Steve: Not all students in a Dual Enrollment section at high schools are registered with BC. How can we increase the return rate on students' D.E. application? o Sue: A part of the problem is tied to students not completing the BC Assessment process (or do not qualify). • Michelle: Recommended doing a Registration Event in the Spring (similar to Steve's events above) to promote Summer registration. • Michelle: Recommended the idea of partnering with faculty (especially those teaching online courses) to contact students about registration dates, process and opportunities. • Sue: We can run a report to identify which students haven't registered (or are under-enrolled) to encourage them to do so (or to register for additional courses). • David: Messages to students needs to succinct and consistent across the campus. • Steve: We can ask faculty to make an announcement in class or at final exams (give faculty a script to make the announcement).

**(EODAC) EQUAL OPPORTUNITY & ADVISORY COUNCIL** (Ocean)-report submitted as written

**Equal Opportunity & Advisory Council (EODAC)**

Report to Academic Senate 11/8/2017

By Mia Ocean, Faculty Chair

The EODAC website is under construction

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

We are in the process of updating the committee membership and will share any changes with Faculty Senate as we finalize our roster. We have our first meeting of the year scheduled for November 17<sup>th</sup> from 11-12:30pm where we will begin to discuss a focus and goals for the academic year.

In the meantime, in my role of Faculty Chair for the committee, I am meeting with Sheila Shearer and Dena Rhoades to discuss the employee accommodation process and compliance with the Americans with Disabilities Act as well as compliance with district policy tomorrow November 9<sup>th</sup>. If any faculty senators are aware of individuals who have had experiences with the process that might be relevant, I would appreciate they share them with me.

**Charge:**

The primary purpose of the Equal Opportunity and Diversity Advisory Committee (EODAC) is to actively assist the college in shaping the college's cultural and institutional policies and practices that demonstrate a commitment to diversity for all students, employees, and the community at large. The EODAC is responsible for educating and orienting the college about the issues and concerns related to diversity while helping to create an inclusive, engaging, and conscious college culture through: Providing recommendations to Bakersfield College and the

*Kern Community College District for creating and/or amending policy and procedures that impacts, supports, and promotes the EODAC's Committee charge*

- *Creating, editing, and reviewing Bakersfield College's Diversity Statement and diversity policies, plans, or reports from the Kern Community College District*
- *Reviewing collected data regarding equity in achievement for all student groups, while conscious of traditionally underrepresented student groups, and work alongside other committees, taskforces, projects, and other entities and offices on campus to develop effective strategies to promote student retention, progression, and completion of courses*
- *Promoting attitudinal and institutional changes regarding diversity and diversity issues*
- *Delivering diversity trainings for students and employees, both new and returning employees, to promote awareness, action, and in some cases change in the way the college addresses diversity*
- *Being an active voice for students and employees at both Bakersfield College and the Kern Community College District regarding diversity*

*In relationship to Equal Employment Opportunity, the EODAC will impact this process by:*

- *Assisting the Equal Employment Opportunity Officer to achieve and maintain an open recruitment process that encourages and promotes a diverse workforce*
- *Ensuring the delivery of diversity workshops to screening committees to inform committee members about issues dealing with diversity both at the college and district level*
- *Assisting the Equal Employment Opportunity Officer to provide inclusiveness in trainings to employee screening committees that promotes the District's values of having a diverse workforce*
- *Helping edit job announcements for new positions at Bakersfield College to ensure Equal Employment Opportunity language that is inviting and inclusive*
- *Recommending recruitment and retention strategies that contribute to a diverse workforce*

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

*TABLED 11/29*

**(PDC) PROFESSIONAL DEVELOPMENT** (Giertz)

*TABLED 11/29*

**(PRC) PROGRAM REVIEW** (Nickell)

*TABLED 11/29*

**OFFICER REPORTS:**

**VICE PRESIDENT** (Diaz)

No report

**TREASURER** (Kim)

Shirt order deadline is November 10<sup>th</sup>.

Fundraiser and donation details are located on the [Academic Senate](#) website.

**SECRETARY** (Garrett)

Meeting summaries are emailed to faculty after each meeting.

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

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)

Students Event Calendar: <https://www.bakersfieldcollege.edu/studentevents>

**VII. FACULTY APPOINTMENTS**

Standing Committee Appointments-

There were no appointments to review.

Screening Committee Appointments-

There were no appointments to review.

**IX. UNFINISHED BUSINESS**

a. **Accreditation Survey 2017** (Holmes)

*Description: annual campus-wide survey that includes district services.*

***N. Stanifer motioned to approve the Accreditation Survey, S. McQuerrey seconded, motion carried.***

b. **Guided Pathways Self-Assessment Work Plan (Wojtysiak)**

*Description: Guided Pathways Self-Assessment Tool is an award program with a potential of 2.4 million over five year span.*

***N. Stanifer motioned to approve the GP Self-Assessment work plan, S. McQuerrey seconded, motion carried.***

c. **Senate C's & B's** (Holmes)

*Description: review Senate Constitution and Bylaws every three years.*

***TABLED***

**X. NEW BUSINESS**

c. **Joint Resolution w/College Council** (Holmes)

*Description: develop a joint resolution between the Academic Senate and College Council to address the policy changes.*

Holmes informed the Senate that DCC (District Consultation Council) did not implement the changes that were recommended and accepted, various items were



not vetted through proper levels (Title 5 violation), the changes listing on the agenda were not following the Brown Act.

**FIRST READ**

***S. McQuerrey motioned to delegate approval of the resolutions to the Executive Board, C. Newton seconded, motion carried.***

**XI ANNOUNCEMENTS**

11/8: Survey deadline for Participatory Governance

11/9: Survey deadline for DPS safety

11/9: BOT meeting

11/10: Order deadline for Senate shirt fundraiser

11/10: Campus Closed-Veteran's Day

11/23-24: Campus Closed-Thanksgiving Holidays

11/28: Participatory Governance workshop

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

11/6: Exemplary Program Award

12/15: Board of Governors (BOG)

12/22: Hayward Award

2/1: NBFFF Award

2/5: Stanback-Stroud Diversity Award

**XII ADJOURNMENT**

The meeting was adjourned at 4:57 p.m.

Digitally signed by T.Perry

Meeting minutes recorded by T.Perry