

**ACADEMIC SENATE of BAKERSFIELD COLLEGE**

**April 11, 2018 – 3:30 p.m.**

**Collins Conference Center**

APPROVED MINUTES

**PRESENT:** K. Amin, C. Dean, M. Garrett (EB), M. Fredenberg, J. Giertz (EB), S. Holmes (EB), J. Huston, Q. Jimenez, M. Jones, B. Kelly, C. Kim (EB), D. Kimball, A. Loken, R. Martinez, R. Marquez (EB), T. McAllister (EB) [proxy for T.Bohan], S. McQuerrey, E. Menchaca (EB), K. Nickell (EB), C. Newton, M. Ocean (EB), L. Peet, D. Rosenthal (EB), S. Johnson, L. Salcido (SGA), G. Samples, N. Stanifer, P. Whitney, R. Williams, J. Wojtysiak (EB)

**ABSENT:** G. Anderson, S. Baron, T. Bohan, B. Braid, V. Diaz (EB), R. Grays, L. Harding (EB), D. Hoffman (EB), J. Johnson (EB), S. Johnson, I. Kimbrough, K. Klopstein, D. Koeth (EB), K. Rigby

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

The meeting was called to order at 3:32p.m; quorum was met.

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

Faculty passing's announced by the Archives:

- Carl Benjamin (Mathematics)
- Patsy Hudson (Child Development)
- Bev Keiper (Academic Development)
- Jeannie Rice (Allied Health)

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

2018-21 Strategic Directions--New Initiatives (Coston).

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

There were no additions to the agenda.

### **V. APPROVAL OF MINUTES**

Minutes of March 21, 2018--***TABLED***

### **VI. REPORTS**

#### President's Report

***Enrollment Management*** is in need of a volunteer to serve as faculty co-chair ***AB 705*** became effective on January 1, 2018. It obligates CCC's to implement its provisions by fall of 2019. Provisions: mandating the use of HS transcripts data (including GPA) in placement of English, ESL, Math and transfer level courses within one year. Holmes acknowledged that faculty (especially English) is frustrated with the early implementation of AB 705 by enabling incoming freshmen with a 1.9 GPA to enroll in English B1a despite data suggesting they would not be successful. However, he has been involved in extensive discussions in hopes of working towards a positive solution. Holmes shared that this will be a primary discussion at the statewide plenary.

**Holmes Recovers \$10 Million**- Holmes was acknowledged for his relentless persistence and brave efforts to secure a \$10 million one-time transfer from the District to BC for funds inappropriately siphoned off by the district over the past few years. These monies were intended for payroll growth, but now will go to the BC reserves.

**Budget Committee**-A joint resolution with College Council in support of District reserves cap at 18%, increase the campus reserves to a minimum of 5%. After this resolutions passes, the District will transfer a few more million dollars to BC

### **Committee Reports**

**Accreditation & Institutional Quality (Wojtysiak)**-report submitted as written  
**Academic Senate Report Prepared by Jessica Wojtysiak, Faculty Chair**  
**April 11, 2018**

*The Accreditation & Institutional Quality (AIQ) committee held its most recent meeting on Tuesday, April 10th, from 3:30 to 5:00 p.m. in Levinson 40. 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.*

*We've had a busy year! Please join us on Friday, April 20<sup>th</sup>, at the College Council meeting in Delano to celebrate the unveiling of the ISER. The institutional self-evaluation report (ISER) is a product of tremendous collaboration between teams of faculty, staff, administrators, and students. It will be submitted to the Board for approval and then delivered to ACCJC prior to our site visit in October.*

*We analyzed the data collected through the Spring 2018 Bakersfield College Services Survey. The quantitative results are attached to this report. The AIQ co-chairs will be conducting a thematic analysis of the comments, and we will bring those results to the next Senate meeting.*

*Strategic Directions reports were due on April 2<sup>nd</sup>. We have received almost all of the reports, and the AIQ team is working to support the completion of the outstanding reports. Report outcomes will be posted to the strategic directions website.*

*BC submitted the Annual Report and Annual Fiscal Report to ACCJC on April 2<sup>nd</sup>. Copies of the submissions are posted on the AIQ website.*

*Several BC programs earned the Bronze, Silver, and Gold Stars recognition due to the attainment of one or more of the following thresholds for economic mobility:*

- *An increase in earnings by 50% or more*
- *Attainment of the regional living wage by 70% or more*
- *90% or more are employed in a job similar to their field of study.*

*The letter of recognition containing the list of recognized programs is posted at the AIQ website.*

- BC Services Survey results

*View the survey results located on the on the [Academic Senate](#) website.*

Assessment (Hoffman)-report submitted as written

**Assessment Year-End Report 4/11/18 by Di Hoffman (faculty co-chair)**

- *6 year SLO assessment plans were all updated and show that 100% of SLOs are assessed on an ongoing basis*
- *Reviewed over 100 course SLOs and program PLOs for curriculum in 17-18*
- *Assessment Flex training completed Dec17 and Jan18*
- *Conducted training with Assessment Committee on how to review SLOs & PLOs.*
- *eLumen update*
  - *Workshops in April 18 for faculty on entering SLO assessment data into eLumen*
  - *All SLOs mapped to ILOs in eLumen*
  - *All SLOs mapped to PLOs (as applicable) by the end of April*
  - *Planning of additional workshops in Fall – department coordinators, faculty*
- *Additional Committee Projects*
  - *Assessment Handbook – sent to Academic Senate 4/11*
  - *eLumen training handouts, videos – working with academic technology*
    - *Developed 4 handouts on eLumen tutorial site*
  - *Committee Website revamp - completed 4/3/18*
  - *Assessment roundtable on standing agenda for meetings (committee members share examples of what they are doing)*
  - *Work with PR to look at Program data able to pull from eLumen*
  - *Assessment Members training on reviewing SLOs and PLOs in eLumen*
  - *Map all SLOs to GELOs (as applicable) in eLumen*
  - *Conduct ILO assessment Fall 18*

Budget (McAllister)-report submitted as written

**Budget Committee Report to the Academic Senate**

*March meeting was cancelled due to scheduling conflicts, but the Budget Committee did approve via electronic email vote to support the following Resolution put forth by the KCCD Budget Committee, Subcommittee #2.*

**Resolution**

*The Bakersfield College Budget Committee fully endorses the KCCD Budget Committee, Subcommittee #2 recommendation to amend KCCD Board Policy 3A1A6 requiring a minimum District-wide unrestricted reserve of 15% and a cap of 18% of the total unrestricted district-wide expenditures.*

*Further, with the established district wide unrestricted reserve cap of 18%, the Bakersfield College Budget Committee fully endorses the Chancellor's request to amend KCCD Board Policy 3A1A6 requiring KCCD Colleges to maintain a minimum unrestricted general fund reserve of five percent (5%) of the total unrestricted college expenditures.*

Curriculum (Johnson/Menchaca) –report submitted as written

**BC Curriculum Committee Year-End Report 4/11/2018**

*This report summarizes the work of the committee to date as it aligns with the committee charge and goals.*

	Fall	Spring*	2017-18 totals*
Course revisions	106	18	124
New courses	35	5	40
Course Deletions	37	4	41
CA (new and modified)	7	6	13
AD-T	0	2 (pending)	2
AA/AS (new and modified)	15	11	26
Program/Cert deletions	0	1	1

**Note: Approved 89 courses in Fall 17 adding only Distance Education.**

*\*Number may change*

- *We currently have 29 ADT's approved by the Chancellor's Office with two pending.*
- *In addition to reviewing all curriculum, the committee identifies the following accomplishments:*
  - *Ensured communication to all constituents by requesting curriculum updates as a standing FCDC agenda item.*
  - *Updated forms for content review*
  - *Developed GE certificates*
  - *Developed the Curriculum Handbook (to be finalized by the end of the semester)*
  - *Developed eLumen training handouts and offered training during January 2018 flex week. We will repeat training in May 2018 as well as during Fall 2018 flex week.*
- *Continued work for the next AY*
  - *GE task force of curriculum members will be tasked with*
    - *reviewing/updating the GE approval rubric*
    - *reviewing/revising local GE courses*
  - *DE task force of curriculum committee members will be tasked with*
    - *reviewing/updating Distance Education form and approval process*
  - *Continue offering curriculum clinics and training as needed.*
  - *Finalize committee web site revision*

Enrollment Management (Koeth)-No report

Equity Opportunity & Diversity (Ocean)-TABLED 4/25

Institutional Systems & Information Technology (Marquez)-report submitted as written  
**End of Year Information Systems Instructional Technology (ISIT) Report**

Administrative Chair: Todd Coston

Faculty Chair: Richard Marquez

Fall 2017 Accomplishments:

- Committee worked on and updated Strategic Directions document
- Committee reviewed the ISIT Charge document
- Technology Requests Prioritization Process revamped giving BC employees the opportunity to address the ISIT committee to explain their technology needs included in Program Review.
- Prioritization of technology requests completed and document posted on ISIT website.
- 2017-2020 BC Technology Plan completed and published.
- Student Technology Needs Survey conducted.
- 2017-18 Committee Goals developed.
- Accreditation Standard IIIC questions reviewed at various meetings to share with membership what is included in the technology portion of our Accreditation Self-Study.
- Draft of Technology Master Plan completed.

Spring 2018 Accomplishments:

- Student Technology Needs Survey results compiled and reviewed for trends.
- Faculty Technology Needs Survey conducted.
- Currently evaluating results of Faculty Technology Needs Survey for trends.
- Committee received a presentation on Strategic Directions and worked on the Technology portion of the document.
- Monthly presentations from DSPS to discuss accessibility issues, government mandates, and technology needs.
- Continued discussion of Accreditation Standard IIIC – Technology
- Worked on the development of the District IT Committee, which would gather and prioritize technology requests across the KCCD. The ISIT Committee co-chairs will be members of this committee. The first scheduled meeting is Tuesday, May 1, 2018.

Prepared by Richard Marquez

Professional Development (Giertz) –report submitted as written

**Professional Development Final Senate Report, 2017-2018**

I. Opening week totals:

Sessions: year total 106

Individual attendees: 784

Total attendance (Including multiple sessions 1,458.

Comparison between fall and spring opening week:

**FALL** 2017

Sessions: 52

Individual Attendees 314

Total Number: 700

**SPRING** 2018

Sessions 54

I.A. 470

Total Number: 758

*II. Scholarships: Scholarship awards have slowly increased over the past several years and have become the number one single largest budget item. Our process is unfortunately slow and we have been working to streamline wait time for monies to be approved and awarded.*

*Total amount awarded \$2,900.00*

*Average amount awarded \$414.28*

*III. PDC is finishing its 3 year plan and hopes to approve it at our May meeting. We should be presenting it to the Senate next fall. We are also finishing our Strategic Directions and should approve that at our May meeting*

Program Review (Nickell)-report submitted as written

***Final Report to Academic Senate for 2017-18; April 11, 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 met for 2017-18***

- 1. Trained all incoming committee members of the Program Review process*
  - 2. Provided campus wide workshops for completing AU and Comprehensive Review and new forms for budget, ISIT, Facilities, the new "Other Resources" and staffing requests*
  - 3. Used feedback from the review cycle and spring PRC survey to streamline process as we look toward using eLumen.*
- PRC held a training/norming session for the committee members to go through the program review process and how to approach reading and commenting on AU's and Comprehensive submittals.*
  - PRC offered workshops to assist in the completing of the 2017-18 program review cycle*
  - PRC reviewed 109 (of 112) program reviews, which included:*
    - 10 Admin Units- all Annual Updates*
    - 13 Student Affairs-1 Comp (Counseling) 12 Annual Updates*
    - 13 of 14 Academic Affairs-All Annual Updates*
    - 11 of 12 Other Areas-1 Comp (English for Multicultural Learners) 10 Annual Updates*
    - 1 Baccalaureate-Annual Update*

- 61 of 62 Instructional-16 of which were Comprehensive Reviews and 45 Annual Updates.
- PRC presented summary reports to College Council and Admin Council in December 2017
- Submitted final PRC Strategic Directions report for 2015-18 cycle.
- Looking to the future, the Program Review Committee:
  - is again using the feedback provided through the review process and survey to update and streamline the program review cycle.
  - is attending several eLumen training workshops
  - is working to create templates of Program Review forms within the eLumen test app
  - The committee chairs will be developing training sessions and timelines for the 2018-19 cycle
  - Will offer training and workshops for the upcoming Program Review cycle. This will include eLumen training for those who want to pilot it in the 2018-19 cycle.

*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.*

## **Officer Reports**

### **Vice President** (Diaz)

View the Spring Plenary Resolutions at <https://www.asccc.org/resources/resolutions>

### **Treasurer** (Kim)-report submitted as written

#### **2017-18 Academic Senate Treasurer Year-End Report**

#### **4/10/18**

BC Academic Senate/Retd. Studt. Account (F3200.5101)	\$13,662.00
NEW BC Academic Senate (#F3300 0210)	\$22,020.19
M. Levinson Account (#5310) \$16,554.06 but only 5% can be used so,	\$827.70
S. Trembley Account (#5510) \$87,813.47 but only 5% can be used so,	\$4,390.67

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#### **2/7/18**

BC Academic Senate/Retd. Studt. Account (F3200.5101)	\$12,720.16
NEW BC Academic Senate (#F3300 0210)	\$22,020.19
M. Levinson Account (#5310) \$16,399.06 but only 5% can be used so,	\$819.95
S. Trembley Account (#5510) \$87,813.47 but only 5% can be used so,	\$4,390.67

#### **9/11/17**

BC Academic Senate/Retd. Studt. Account (F3200.5101)	\$9,648.88
NEW BC Academic Senate (#F3300 0210)	\$21,112.31
M. Levinson Account (#5310) \$15,504.63 but only 5% can be used so,	\$775.23

S. Trembley Account (#5510) \$84,200.81 but only 5% can be used so, \$4,210.04

### Foundation Account Summary

Senate: Retiree/Student Scholarship (5101)

- Retirees: \$100 each x8=\$800.00 (\$1,300 last year)
- Scholarships: \$400 each x2=\$800.00 (same as last year)
- Shirt Fundraiser: 85 shirts sold/\$1,140.00 raised (net)
- #42 members donating (#7 last year)

Margaret Levinson

- #9 members donating (#4 last year)

### Senate Banner FOAPAL

Supplies 4313	Budgeted	\$100.00
	Actual	\$85.79
	Available	\$14.21
Travel 5220	Budgeted	\$2,500.00 + *\$6,500.00
	Actual	\$8966.01
	Available	-\$33.99
*President's Office transfers funds to cover travel		
Food/Meetings 5230	Budgeted	\$150.00
	Actual	\$84.46
	Available	\$65.54
Institutional Dues 5300	Budgeted	\$4,000.00 + *\$722.00
	Actual	\$4721.64
	Available	\$0.36
*Transfer from reserves		

Visit the [Academic Senate](#) website for information on donations and fundraisers.

Secretary (Garrett)- no report

Meeting highlights are emailed to all faculty following the meeting.

ASCCC Representative (Rosenthal)- no report

Community College Association Representative (Greenwood)-no report

See update under President's Report.

Student Government Activities (Romo/Salcido)

SGA Senate: **Faculty and Staff Professional Development Resolution**

The full version of the document is located on the [Academic Senate](#) website.



- **Student Event's Calendar:** <https://www.bakersfieldcollege.edu/studentevents>

## **VII. FACULTY APPOINTMENTS**

- **Standing Committee Appointments**  
There were no standing committees to review.
- **Screening Committee Appointments**  
**Math Instructor (revised)**  
Stephen Waller (Dean)  
Regina Hukill (DC)  
~~Kurt Klopstein (Faculty)~~  
Carol Smith (Faculty) \*  
Mark Osea (External Faculty)

*\*new member*

*Committee originally approved by EBoard 1/17/2018; Senate 1/24/2018*

***M/S/C: S. McQuerrey motioned to approve the faculty appointments, N. Stanifer seconded; motion carried.***

## **VIII. UNFINISHED BUSINESS**

- A. Senate Constitution & Bylaws (Holmes)--TABLED**  
*Description: Review and update the C's & B's periodically. View the full document on the [Academic Senate](#) website.*  
--No update; committee is reviewing resources.
- B. Senate Strategic Directions (Wojtysiak/Holmes)-TABLED**  
*Description: Senate 2015-18 SD report out (due 4/2); Senate 2018-21 SD new initiatives (due 3/2).*

## **IX. NEW BUSINESS**

- a. **2018 BC Annual Report to ACCJC (Holmes)**  
This report was prepared by Craig Hayward.
- b. **2018 BC Fiscal Report to ACCJC (Holmes)**  
This report was prepared by Don Chrusciel.
- c. **Accreditation ISER (Holmes)**  
First Read; voting item at the next meeting.
- d. **EMC Proposed Charge (Koeth)**  
First Read; voting item at the next meeting.
- e. **BC Equivalency Procedures (Holmes)**  
First Read; voting item at the next meeting.

- f. BC 2018-21 Strategic Directions (Coston)  
Todd Coston presented the BC 2018-21 Strategic Directions New Initiatives. This was a First Read; voting item at the next meeting.
- g. BC Faculty Assessment Handbook (Hoffman)  
This is a First Read; voting item at the next meeting.
- h. Faculty Retiree Award Criteria (Holmes)-**TABLED**  
*Description: Establishing criteria for faculty who retire in an administrative position.*

#### **X FUTURE EVENTS**

Board of Trustees at BC (Levan Center)	4/12
Spring Plenary	4/12-14
Leadership Inst.	6/14-16
Curriculum Inst.	7/11-14

**View the Statewide Academic Senate (ASCCC) <http://www.asccc.org>**

#### **XI ADJOURNMENT**

The meeting was adjourned at 4:52 p.m.  
Digitally signed by T.Perry  
Meeting minutes recorded by T. Perry