

## ACADEMIC SENATE of BAKERSFIELD COLLEGE

February 27, 2019 – 3:30 p.m.

Library 149

UNAPPROVED MINUTES

**PRESENT:** Karimeh Amin, Richard (Alan) Bolar, Victor Diaz (EB), Olivia Garcia, John Giertz (EB), Lisa Harding (EB), Michelle Hart, Bryan Hirayama (EB), Steven Holmes (EB), Jeffrey Huston, Maryam Jalaifarahani, Qiu Jimenez, Jennifer Johnson (EB), Matt Jones, Keri Kennedy, Charles Kim (EB), Kurt Klopstein, Alisha Loken, Teresa McAllister (EB), Michael McNellis (EB), Erica Menchaca (EB), Kimberly Nickell (EB), Samantha Pulido (SGA Laura Peet, Nick Strobel, Heather Shaffstall, Kris Toler, Brent Wilson (EB), Phil Whitney, Jessica Wojtysiak (EB)), Bryan Russell (Proxy for Reggie Williams)

**ABSENT:** Gayla Anderson, Hunter Bishop (SGA), Angela Bono, Pam Boyles, (EB), Carl Dean, Shae Flores, Matt Garrett (EB), Ron Grays, Jennifer Jett, Bill Kelly, Pam Kelley (EB), Robby Martinez, Krista Moreland (EB), Chad Newton, Jeannie Parent, Deborah Rosenthal (EB), Glenn Samples, Reggie Williams

**GUEST:** Andrea Thorson

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### CALL TO ORDER

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

### GOOD, WELFARE AND CONCERNS

Holmes announced the services for Pam Christian, President Christian's mother, would be held on March 20 at St. Francis Church. Beginning with the rosary at 9:30am and services to follow at 10:00am. Holmes will arrange for flowers will be sent to on behalf of the Senate.

### OPPORTUNITY TO ADDRESS THE SENATE

#### [Bookstore Advisory Committee \(BAC\)](#)

Andrea Thorson, Dean of Instruction and Michael McNellis, Bookstore Committee Co-chair provided the Senate with a committee update.

The committee has several recommendations in which have universal consensus from our Vice President of FAS and BC administration and the Bookstore management team. Group is continuing to work on language negotiations including but not limited to a fair use clause. Faculty were forewarned to not voluntarily provide information on alternate sources unless a student asks a question. Concern was raised on restricting professors in the classroom is unhealthy.

#### *BC Bookstore Textbook Requisition Form*

Note that CRN's can be left off the form until they are received. To view the requisition form:

[Academic Senate Committee website](#)

**Bookstore Advisory Committee (BAC)**  
*Spring 2019 Report to Academic Senate*  
*Michael McNellis & Andrea Thorson, 2/27/2019*

**Fall 2018**

- *Reviewed the KCCD and Barnes & Noble Agreement*

**Spring 2019**

- *Article 12 of Agreement – CCA, BAC and Bookstore management all agreed that the clause containing the language of the bookstore being the “exclusive” seller and buyer of course materials means two things: 1) by “exclusive,” the meaning intends to say that any material that is sold for a profit must go through the bookstore, and any instructors’ self-authored (for which they do not charge money) handouts do not have to be sold through bookstore, provided that the faculty member does not copy and disseminate any copyrighted material in the handouts that violate “fair-use” laws. However, any class packets are encouraged to go through this process, as it checks for copyright violations. Any violations of copyrighted material are serious crimes and reflects poorly on the instructor and the institution. Language is being worked on regarding the legal meaning of what constitutes “fair-use” of copyrighted material and the BAC is developing educational presentations to better inform faculty of their professional obligations and responsibilities regarding fair-use and copywritten material. We may have a system to ensure items are not violating laws coming forward in the future, but at this time, if the professor is not selling the packet they do not have to have it reviewed by the bookstore copyright checking system.*

*Bookstore management and BAC have been working on solutions to the myriad of issues that have come to our attention. Below are a few solutions we have come to agreement thus far:*

1. *Bookstore will accept written authorization from the department chair and/or dean regarding book orders for unofficial courses. (e.g., late start classes, new hires not fully in the system, orders before bookstore receives enrollment feed from District.)*
2. *When professors inquire about book status as to what capacity the bookstore ordered for their classes, the bookstore will divulge all of the following: a) the number of copies they ordered of the book title for each section for that instructor, b) the total number of sections that need the title, and c) the maximum enrollment capacity for each of those sections course.*
3. *Bookstore processes will include emailing the professor and cc’ing the Chair if the textbook they ordered has a new edition and the professor has ordered an older one. Faculty will respond to the email in a professional timeframe to ensure ordering and student needs are met. “Professional timeframe” refers to three business days, which is consistent with our other professional and timely responses expectations. If a professor fails to respond within three business days the bookstore will continue with the order as originally requested, unless the bookstore noted they were unable to secure an adequate number of books for students. In that case, the bookstore will order the new edition.*
4. *The bookstore will place verbiage (bookstore book title sticker that is commonly placed over or under the book titles) on used books or rental books that have one-time use codes. This verbiage will disclose the fact that the code may or may not be active. They have also agreed to have posters/signage in the bookstore that notifies students of this fact.*
5. *The BAC will ensure the faculty understand the benefits of committing to a title for more than one semester. BAC is creating a process that will ensure a greater amount of copies are ordered for professors who commit to at least four semesters of a given title. Options like rentals are improved in these cases. None of these notifications will violate any Academic Freedom rights of faculty.*

6. *Bookstore staff will get trained by Angela Medina to ask that faculty speak with Bernadette or Angela to inquire about book ordering capacities and in-stock numbers in effort to ensure accurate communication of information.*
7. *The BAC will help ensure that the deadlines are met for all orders on all courses that are scheduled and known. BAC will also help faculty understand the delays involved in older editions or out of print editions.*
8. *Instructors teaching late start classes will be encouraged but not required to use books that the bookstore currently has in stock in order to ensure students have books at the start of the course. This will not violate the CCA contract that upholds faculty right of selecting textbooks.*
9. *Faculty will ensure any book listed as "required" on the syllabus is reported as "required" to the bookstore so they can adequately prepare for the need. This include APA/MLA type references books.*
10. *Book requisition forms will be used for faculty members' book orders for Summer 2019, and may be used for subsequent semesters depending on how well the system works.*
11. *BAC is in the process of establishing a general policy regarding what material should go to bookstore and what does not, as well as what materials instructors may distribute for free in the classroom. Part of this process includes oversite from department chairs and deans. Also highlighted will be language on the purpose of coursepacks and the various ways in which instructors can "get written permissions" for copyrighted material.*
12. *Faculty can inform students that if they ordered online and 48 hours has passed since the order was placed, students are free to pick up textbooks in the bookstore by going to the online order pick-up line. If 48 hours has not passed, students are welcome to wait in the regular in-store line to pick-up their books or items. [Added 3.12.2019: During non-rush hours should a student who placed a weborder find the book in the store, the student can use either the in-store or online-order line to purchase the book and get the weborder cancelled; but during rush hours, the student would have to use the weborder line.]*
13. *Inform faculty members that using out-of-print books causes problems for bookstore and students.*
14. *We are working with SGA to draft tips for students, such as BAC would suggest student's do not pay for two-day shipping, etc.*
15. *Just as faculty may not direct students to purchase books outside of the bookstore, such as providing amazon links on a syllabus, the bookstore similarly cannot direct any student to use amazon or other website to purchase material, with the exception of materials with access codes that are not available or sold separately from the publisher and cannot be obtained by the bookstore. This is why we encourage instructors to verify book status with the bookstore. This does not however prevent you from answering a question from a student who asks you if they can purchase the material somewhere other than the bookstore.*

## **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

## **APPROVAL OF MINUTES**

January 30, 2019-**ACTION**

**MSC: R. Bolar motioned to approve the January 30 minutes, N. Strobel seconded; motioned carried.**

## **REPORTS**

### **President's Report**

- BC President/AS President
- District Consultation Council (DCC)  
District Office AUR's are online and available for review:  
<https://www.kccd.edu/about/annual-district-unit-reviews>
  - Business Services
  - Facilities
  - Educational Services
  - Economic and Workforce Development
  - Human Resources
  - General Council
  - Information Technology
  - Institutional Research

Total additional budget request is \$1,263.714 million and the following requested positions were not vetted through the process:

1. Purchasing/Contracts Manager
2. Enterprise Res Plan Analyst I
3. Enterprise Res Plan Analyst I
4. Department Assistant III
5. Data Warehouse Developer
6. Functional Training Specialist
7. HR Director
8. HR Specialist
9. HR Technician

- College Council (CC)
- Board of Trustees (BOT)
- Budget
- Campus Safety

### **Committee Reports**

AIQ(Wojtysiak)-submitted as written

**Academic Senate Report**, Prepared by Jessica Wojtysiak, Faculty Chair

*The Accreditation & Institutional Quality (AIQ) committee met most recently on Tuesday, February 12, from 3:30 to 5:00 p.m. in Library 160. During the school year, we meet on the second and fourth Tuesday of each month. 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.

**AB 1809/Funding Formula Compliance**

As reported to the Senate in November, 2018, AIQ is preparing a document to demonstrate the alignment of BC's college-level performance goals with the Chancellor's Vision for Success goals as mandated by AB 1809. The Chancellor's office has provided a template to guide the alignment project, and we are working to demonstrate how our college-level indicators, particularly Strategic Directions and our Institutional Set Standards, align with the Vision for Success goals. Drafts of our progress are available at the AIQ website. The result of this effort will be brought to Academic Senate for approval later this semester.

**Spring Institutional Projects Document**

Each semester, AIQ provides an institutional projects document outlining special projects which fall outside of the college's standard processes. The document provides information on the scope and direction of the project, the individuals leading the project, and likely scheduling to enable governance committee members to gather information about the projects and support informed decision-making. The Spring 2019 institutional projects document and survey are available on the AIQ website: <https://committees.kccd.edu/bc/committee/accreditation>

**Assessment (Wilson)-N/A**

Currently dealing with faculty's requirement to complete assessments. How reporting will be done in a different manner. This is something that is reviewed every six- years. The data is required to be entered into the eLumen system.

**Bookstore (McNellis)-N/A**

**Budget (McAllister)-N/A**

**Curriculum (Johnson/Menchaca)-report submitted as written**

**Curriculum Report to Senate**

**Ongoing Activities:**

- Continue to review/recommend curriculum for BOT approval
- Communicated with faculty when revisions are needed for curricular submissions
- Worked with individual faculty on program and course development
- Adjusted curriculum workflows in eLumen to improve efficiency in this implementation process
- Provided updates to FCDC as a standing FCDC agenda item
- Updated Curriculum Committee page
- Evaluating and adjusting eLumen workflows and processes to facilitate efficiency of curriculum review.

**Activity update since October**

- Working with Department chairs to identify courses with ITV as a DE modality. This will be most helpful for our dual enrollment offerings.
- Responding to Academic Senate request for draft language regarding the Dean's role in the curriculum approval process
- Approved 94 courses and 7 programs in Fall

- *Committee chairs or committee members are participating in AB705 implementation task force and/or the GE Taskforce.*
- *AB705 status: Math and English have courses that are approved or in the approval process to be offered Fall 2019. These courses include a blended version (traditional transfer course with a co-requisite (math and English) and a standalone co requisite (English)*
- *By the end of the semester, complete the Curriculum handbook recommended changes, which includes clarifying and documenting curricular processes.*
- *Committee Co-chairs are participating in the catalog redesign process. Per President Christian, we are aiming to have the catalog entirely online.*

EMC (Moreland)-report submitted as written

*Enrollment Management Committee (EMC) Report to Academic Senate  
Feb. 13 2019 by Krista Moreland*

**The EMC is currently engaged in the following**

- Updating/Revising how the EMC views and conducts enrollment management at BC due to...
  - *Expansions of locations and student population (increasing dual enrollment, rural initiative, prison education)*
  - *Increasing populations (student and staff)*
  - *New data software for analyzing enrollment trends*
  - *New budget formula*
- *We are formulating the update of the EMC by*
  - *Education committee members on enrollment management (see below)*
  - *Gathering input from 6 key committees on campus (EAC, SGA, AS, CC, FCDC, SALT) and gathering input from the committee at large (counselor input)*
- *We are working towards educating EMC members on enrollment management since most (2018-2019) are new to the committee*
- *We are educating EMC members by*
  - *Research*
  - *Presentations on aspects of enrollment management by committee members and outside experts, such as presentations of facilities usage and calculating FTES (and terminology).*
- *We are working towards yearlong scheduling planning*
  - *We will be moving to yearlong scheduling in the future (after new software is adopted)*
  - *So now we'll work on devising yearlong scheduling plans to identify potential issues and potential solutions before we go live*
  - *This work is expected to continue until the end of the semester*

EODAC (Hirayama) –report submitted as written

**EODAC Report**  
February 24, 2019

*Chairs for the committee scheduled and met for a special meeting this month to catch up from January workload and get moving on a few of the projects set by the committee. The entire committee met Friday February 22<sup>nd</sup>. There was a full agenda and a number of projects were discussed including submitting questions to HR for hiring members to consult. They need to be housed in HR for confidentiality purpose. These questions are written with equity and diversity as the driving force. The committee has also created a few recommendations for hiring committee. These recommendations will be shared with Academic Senate concerning hiring committee and practices therein. The committee is in the preliminary stages of a recruitment video and are meeting with Kristin and Manny to discuss the logistics. This video would highlight the strengths of the college to attract more interest from applicants in all employee groups. We are also asking for Senate Representatives to encourage joining the committee from all areas. An increase in our committee will impact the projects of the committee that impact all of us. There are other projects being discussed in the committee that are in their infancy stage, but we look forward to the months ahead.*

**Best Practices**  
Recommendations from EODAC (February 2019)

Selection Committee Composition and Modus Operandi

*Recommendation 1: When considering selection committee make-up for tenure-track faculty positions, EODAC highly encourages committees to consist of no less than one faculty member from outside of the discipline, department, or area being hired for.*

*Recommendation 2: Look at EODAC's suggested Interview Questions housed in HR and adopt and adjust as necessary. Collaborate with EODAC to create equity and diversity-minded questions.*

*Recommendation 3: Before conducting interviews with candidates, the committee should meet to identify the themes and areas the committee is looking for from candidates for each of the interview questions.*

ISIT (Boyles)-N/A

PDC (Giertz)-report submitted as written

**Professional Development Committee Senate Report, Feb 20, 2019**

*Flex week totals and comparisons. We are down from last spring. The strongest attended flex activities continues to be sessions for new hires.*

**SPRING 2018**

*Sessions 54, Total Numbers attending all sessions. This is not the total number of individual people: 758*

*Spring 2019*

*Sessions 38, Total Numbers attending 500*

*Scholarships: We have only awarded two. There has been some confusion regarding the web location of the P.D.C., but that is being addressed.*

The president has approved a new position to head up professional development activities, and Bill Moseley is hoping this position will be filled this spring.

Submitted,  
John Giertz, Co-Chair Professional Development Committee

PRC (Nickell)-N/A

### **Scholarship (Monks)**

Response of scholarship applications turned out more than doubled over last year.

### **Officers' Report**

Vice President (Diaz)-N/A

Treasurer (Kim)-report submitted as written

#### **2018-19 Academic Senate Treasurer Mid-Year Report**

##### **2/19/19**

BC Academic Senate/Retd. Studt. Account (F3200.5101)	\$14,949.97
NEW BC Academic Senate (#F3300 0210)	\$20,407.16
M. Levinson Account (#5310) \$15,259.20 but only 5% can be used so,	\$762.96
S. Trembley Account (#5510) \$77,024.56 but only 5% can be used so,	\$3,851.23

##### **10/20/18**

BC Academic Senate/Retd. Studt. Account (F3200.5101)	\$13,748.74
NEW BC Academic Senate (#F3300 0210)	\$21,594.63
M. Levinson Account (#5310) \$15,792.11 but only 5% can be used so,	\$789.60
S. Trembley Account (#5510) \$82,038.84 but only 5% can be used so,	\$4,101.94

##### **9/10/18**

BC Academic Senate/Retd. Studt. Account (F3200.5101)	\$13,940.00
NEW BC Academic Senate (#F3300 0210)	\$21,839.03
M. Levinson Account (#5310) \$15,868.88 but only 5% can be used so,	\$793.44
S. Trembley Account (#5510) \$82,989.97 but only 5% can be used so,	\$4,149.50

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##### **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

##### **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**



<i>BC Academic Senate/Retd. Studt. Account (F3200.5101)</i>	<i>\$9,648.88</i>
<i>NEW BC Academic Senate (#F3300 0210)</i>	<i>\$21,112.31</i>
<i>M. Levinson Account (#5310) \$15,504.63 but only 5% can be used so,</i>	<i>\$775.23</i>
<i>S. Trembley Account (#5510) \$84,200.81 but only 5% can be used so,</i>	<i>\$4,210.04</i>

Secretary (Garrett)

Meeting summary emailed to faculty following the meeting.

ASCCC Rep (Rosenthal)-N/A

CCA (Greenwood)-N/A

Student Government Activities (Bishop/Pulido)

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

Samantha Pulido introduced herself as the SGA Vice President. She reported the Senate is currently meeting with groups regarding the Early College effort. Another key focus is extending hours in the library around finals time.

## **FACULTY APPOINTMENTS**

### **Standing Committee Appointments**

<b>Curriculum Committee</b>
John Hart (EMLS) to replace Jeannie Parent
Michael McNellis (Philosophy) to replace Bryan Russell
<b>Scholarship Committee</b>
Alicia Skipper (Communication)
Wayne Cooper (Physical Science)
Thomas Moran (ASL)
Wade Ellis (Physical Science)
Silvet Holcomb (Math)
Michael Larson (Engineering & Systems)
Ashley Choate (Biology)
Jacklyn Krause (ASL)
Christie Howell (Behavioral Science)
David Rohac (Behavioral Science)
<b>Assessment Committee</b>

Malissa Buggs (Nursing) Member-at-Large
Peter Le Grant (Philosophy) Replacing Tanya Silva
<b>Bookstore Committee</b>
Fabiola Butcher (Communication)
<b>EMC Committee</b>
Pat Smith (Behavioral Science) Replacing Patrick Fulks
Jennifer Jett (English)

<b>Equivalency Committee</b>
Helen Acosta (Communication)
<b>EODAC Committee</b>
Magdalena Gogacz (Philosophy)
<b>ISIT Committee</b>
Tanya Silva (Philosophy)
<b>AB 705 Phase II Team</b>
Lora Larkin (Psychology)
<b>Curriculum Gen Ed Sub Committee</b>
Michael Korcok (Communication)
<b>C-ID: Elementary Teacher Education FDRG</b>
Erica Menchaca (Education)

***MSC: R. Bolar motioned to approve the faculty appointments, A. Loken seconded; motioned carried.***

Planning Taskforce for BCSW

- Jason Stratton – faculty co-chair
- Kirk Russell – library rep
- Marissa Marquez – transfer rep
- Charles Kim – Center rep

Admin co-chair will be Billie Jo Rice

Facilities Taskforce for BCSW

- Jason Stratton – faculty co-chair
- Charles Kim- Delano rep

Admin co-chair will be Manny Mourtzanos

***MSC: P. Whitney motioned to approve the faculty appointments, A. Loken seconded; motioned carried.***

#### Staff Parking Study Workgroup, Spring 2019

Charge: To analyze Bakersfield College's parking for both students and faculty/staff. To ensure the College is taking care of both constituent groups with the resources that are available today and will be available upon the completion of Measure J.

#### Proposed Workgroup Members

William Potter – M&O Administrator  
 Stephen Waller – Instructional Administrator  
 Jason Dixon – Faculty  
 Helen Acosta – Faculty  
 Kristin Rabe – Classified Staff

By the end of the Spring 2019 semester, the group will present findings on current usage and proposed future usage of parking to the Facilities & Sustainability Committee.

***MSC: N. Strobel motioned to approve the faculty appointments, P. Whitney seconded; motioned carried.***

#### Screening Committee Appointments

##### **DO VC of Workforce & Development**

Jennifer Johnson (Faculty)

##### **VP of Instruction (4 Faculty)**

Michael McNellis (Philosophy Faculty)  
 Nick Strobel (Physical Science Faculty)  
 Jennifer Johnson (Nursing Faculty)  
 Steven Holmes (Political Science Faculty)

##### **English (Inmate Education)**

Andrea Thorson (Administrator)  
 Jennifer Jett (Department Chair)  
 Gloria Dumler (Faculty)  
 Shane Jett (Faculty)  
 Patricia Smith (External Faculty)

##### **Nursing**

Carla Gard (Administrator) Corny  
 Rodriguez (Administrator)

Jennifer Johnson (Department Chair)  
 Jamie Mendiola (Faculty)  
 Debbie Kennedy (Faculty) Stephen  
 Tavoni (External Faculty)

### **Physical Science/Physics**

Stephen Waller (Administrator) Andrea  
 Thorson (Administrator) Kenward  
 Vaughan (Department Chair) Richard  
 Darke (Faculty)  
 Timothy Plett (Faculty)  
 Gilbert Ayuk (Faculty)  
 Brent Wilson (Faculty)

***MSC: P. Whitney motioned to approve the faculty appointments, A. Loken seconded; motioned carried.***

### **UNFINISHED BUSINESS**

**A. Report of the Task Force on Public Safety (Holmes)-***ACTION*****  
 This item is moving forward to the BOT.

**B. Academic Calendars 2020-21/2021-22 (Holmes)-***ACTION*****  
***MSC: P. Whitney motioned to approve the academic calendars, A. Loken seconded; motioned carried.***

**C. Senate Constitution & Bylaws (Holmes)--***TABLED*****  
*Description: Review and update the C's & B's periodically. The full document is located on the [Academic Senate](#) website.*

**D. Faculty Retiree Award Criteria (Holmes)- ***TABLED*****  
*Description: Establishing criteria for faculty who retire in an administrative position.*

### **NEW BUSINESS**

**a.** None

### **ADJOURNMENT**

The meeting was adjourned at 4:28 p.m.  
 Meeting minutes recorded by T. Perry