

NEW COMMITTEE SITE

1

November 3, 2023

Aricia Leighton, Web Content Editor

AGENDA

2

1. Status
2. Training
3. Documents
 1. Internal vs External
 2. Archiving
 3. Migration



STATUS

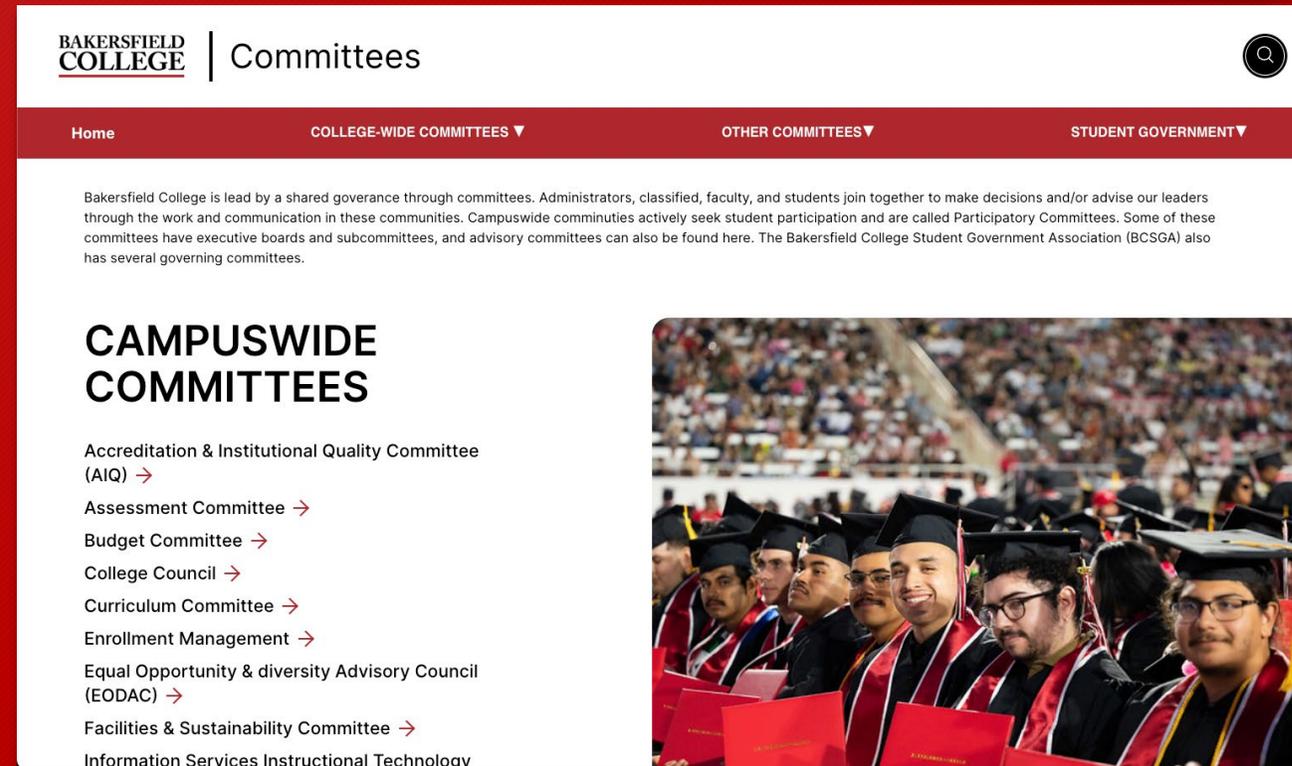
3

Committees: 41

Pages: 172+

Complete: 53%

Target: 11/15



The screenshot shows the Bakersfield College website's 'Committees' page. At the top left is the Bakersfield College logo, and at the top right is a search icon. Below the logo is the title 'Committees'. A navigation bar contains links for 'Home', 'COLLEGE-WIDE COMMITTEES', 'OTHER COMMITTEES', and 'STUDENT GOVERNMENT'. The main content area features an introductory paragraph about the college's governance structure. Below this is a section titled 'CAMPUSWIDE COMMITTEES' with a list of committees, each with a right-pointing arrow: Accreditation & Institutional Quality Committee (AIQ), Assessment Committee, Budget Committee, College Council, Curriculum Committee, Enrollment Management, Equal Opportunity & diversity Advisory Council (EODAC), Facilities & Sustainability Committee, and Information Services Instructional Technology. To the right of the list is a photograph of graduates in black and red regalia holding red diplomas.

TRAINING

4

- Flex week Spring 2024
- 2 Parts
- Beta Group in December

DOCUMENTS

5

INTERNAL VS EXTERNAL

6

- Who should see this?
- Is it required for Brown Act or Accreditation?
- Is this for public consumption?
- Is this a final or working document?

ARCHIVING

7



DOCUMENT MIGRATION - THE OLD SITE

8

Agenda

No file chosen

Files must be less than **10 MB**.
Allowed file types: **doc docx ppt pdf**.

Minutes (for THIS meeting)

No file chosen

This is where you will upload the minutes for this meeting (after the meeting is over). If you would like to include a previous meeting's minutes, please upload those as a supporting document.
Files must be less than **10 MB**.
Allowed file types: **doc docx ppt pdf**.

SUPPORTING DOCUMENT

Add a new file

No file chosen

Files must be less than **10 MB**.
Allowed file types: **doc docx ppt pdf xlsx xls pptx**.

Notes

[View](#)[Edit](#)[Group](#)

About the Committee

Charge

The purpose of the Senate is to provide the means to represent the "Senate Association" in the formation and implementation of policy on academic and professional matters.

In implementing policies, the Senate will represent the Senate Association" to the President of the College and to the Board of Trustees with respect to academic and professional matters {so called 10+1 issues} and exercise the powers granted by the California Education Code and the Board of Governors.

The Senate shall assume primary responsibility in the areas of curriculum and academic standards as specified in the California Education Code.

Senate By-laws also dictate, to some degree, the manner in which the above charge shall be accomplished.

The Academic Senate Charge document was reviewed and approved on September 13, 2023

Meeting Times

Every other Wednesday, 3:30-5 p.m

Next Meeting

Academic Senate Meeting - November 8th, 2023

[Agenda](#)

Last Meeting

Academic Senate Meeting - October 25th, 2023

[Agenda](#)

Supporting Documents:

- [VI_A_AS Unapproved Minutes 10_11_2023](#)
- [VI_B_10_25_2023 Academic Senate Standing Committees](#)
- [VI_B_10_25_2023 Appointments for Task Forces, Liaisons, other groups](#)
- [VI_B_10_25_2023 Faculty Appointments for Screening Committees](#)
- [VI_C_ACOMM_Assessment-Committee-Charge with Eboard updates \(10-6-23\)](#)
- [VI_C EMC Committee Charge - Recommended by EMC - 10_12_2023](#)
- [VII_A_AS President Report 10-25-2023](#)
- [VII_B_10_25_23_VP Report for AS](#)
- [VII_B_ASCCC Resolutions for Area Meetings DRAFT v6.2](#)
- [VII_D_CCA Report Oct 25](#)
- [VII_E_Assessment AS Report 10-25-23](#)
- [VII_E_BC Budget Committee Report 10-25-23](#)
- [VII_E_2023 10 25 Safety Advisory Committee Report to Academic Senate](#)
- [VII_F_Report on BC Early College 10_25_23](#)
- [VII_F_Racial Climate Task Force Report to Academic Senate Oct 25-23](#)
- [VIII_AS_10_25_23_ISER update](#)
- [IX_A_Equivalency Committee Procedures Updates](#)
- [IX_B_BC-Educational Master Plan -2023-28v2 Proposed Revisions \(10-20-2023\)](#)

COMMITTEE DOCUMENTS

Governance and other documents associated with a committee, **but not pertaining to a specific meeting**

[Show row weights](#)

FILE INFORMATION	OPERATIONS
<p>+  as-2022-23-Guidelines-For-Change-to-Proposals-to-The-Academic-Senate-202201.pdf (83.94 KB)</p> <p>Description</p> <input type="text" value="Guidelines for Changes"/> <p>The description may be used as the label of the link to the file.</p>	<p>Remove</p>
<p>+  Constitution-Bylaws-Spr2022-cleanfinalb.pdf (279.49 KB)</p> <p>Description</p> <input type="text" value="Constitution & Bylaws (April 2022)"/> <p>The description may be used as the label of the link to the file.</p>	<p>Remove</p>
<p>+  Standing_and_ScreeningCommittees-appointment_processes-final.pdf (129.67 KB)</p> <p>Description</p> <input type="text" value="Standing and Screening Committees appointment processes"/> <p>The description may be used as the label of the link to the file.</p>	<p>Remove</p>

Add a new file

No file chosen

Files must be less than 300 MB.
Allowed file types: txt doc docx xls xlsx pdf ppt pptx rtf.

RESOURCES

Resources to help committee, **but not pertaining to a specific meeting**

Add a new file

No file chosen

Files must be less than 300 MB.
Allowed file types: txt pdf doc docx ppt pptx xls xlsx rtf.

Links

B I                                                                    

matters as it relates, in particular to the following areas:

1. Curriculum, including establishing prerequisites and placing 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.

Members

Officers & Executive Board

Role	Name
President 2 year term, ending Spring 2025	Erica Menchaca
Past President 1 year term	Nick Strobel
Vice President 1 year term, ending Spring 2024	Matthew Andrasian-Jones
Secretary 1 year term, ending Spring 2024	Paula Parks
Treasurer 1 year term, ending Spring 2024	Teresa McAlister
Academic Senate for California Community Colleges (ASCCC) Rep 2 year term, ending Spring 2025	Lisa Harding
AIQ Chair 3 year term, ending Spring 2025	Grace Commiso
Assessment Chair 2 year term, ending Spring 2025	Rebecka Zepeda
Budget Chair 2 year term, ending Spring 2024	Steven Holmes
Curriculum Chair 2 year term, ending Spring 2025	Michelle Hart
Curriculum Chair	Scott Dameron

Documents

Attachment	Size
 Guidelines for Changes	83.94 KB
 Constitution & Bylaws (April 2022)	279.49 KB
 Standing and Screening Committees appointment processes	129.67 KB

Joining Academic Senate Meetings

Regular Meeting Dates: Fall - 8/30/23, 9/13/23, 9/27/23, 10/11/23, 10/25/23, 11/8/23, 11/29/23, Spring - 1/31/24, 2/14/24, 2/28/24, 3/13/24, 4/3/24, 4/17/24, 5/1/24

Meeting Time: 3:30-5 p.m.

Location: CC 231 or Renegade Event Center (check agenda for details)

[Public Comments for Senate Meetings \(Standing Rule\)](#)

[Opportunity to Address Request](#) (3 hour prior to meeting deadline for posting documents)

[Agenda Item Request](#) (4 working days before meeting deadline)

[Proxy Voting Form](#) (bring filled out form to the meeting)

Recordings of Senate Meetings

Recordings of past virtual or hybrid meetings are available on the ["Video Recordings of Academic Senate Meetings" page](#).

Add content

- Basic page
- Committee
- Committee Report
- Document
- Meeting
- Panel
- Webform

Content

[+ Add content](#)

Title
 Type
 Author
 Published
 Vocabulary

OPERATIONS

<input type="checkbox"/>	TITLE	TYPE	AUTHOR	PUBLISHED	UPDATED	OPERATIONS
<input type="checkbox"/>	Student Learning Outcome Assessment Plans	Basic page	brent.wilson@ba...	Yes	10/31/2023 - 14:22	edit delete
<input type="checkbox"/>	SGA Department on Student Organizations Meeting - November 3rd, 2023 new	Meeting	nicole.alvarez@...	Yes	10/31/2023 - 10:26	edit delete
<input type="checkbox"/>	Academic Senate	Committee	Anonymous (not verified)	Yes	10/31/2023 - 10:21	edit delete
<input type="checkbox"/>	Curriculum Committee new	Committee	Anonymous (not verified)	Yes	10/30/2023 - 16:10	edit delete
<input type="checkbox"/>	Facilities & Sustainability Committee Meeting - November 1st, 2023 new	Meeting	rachel.salazar@...	Yes	10/30/2023 - 15:42	edit delete
<input type="checkbox"/>	Facilities & Sustainability Committee Meeting - October 30th, 2023 new	Meeting	rachel.salazar@...	Yes	10/30/2023 - 15:42	edit delete
<input type="checkbox"/>	Curriculum Committee Meeting - November 2nd, 2023 new	Meeting	enelson@bakersf...	Yes	10/30/2023 - 13:54	edit delete
<input type="checkbox"/>	Equivalency Committee Meeting - November 2nd, 2023 new	Meeting	kvan@bakersfiel...	Yes	10/30/2023 - 11:48	edit delete
<input type="checkbox"/>	Accreditation Meeting - September 14th, 2023 new	Meeting	miranda.warren@...	Yes	10/30/2023 - 09:52	edit delete
<input type="checkbox"/>	Accreditation Meeting - October 12th, 2023 new	Meeting	miranda.warren@...	Yes	10/30/2023 - 09:49	edit delete
<input type="checkbox"/>	Accreditation Meeting - May 11th, 2023 new	Meeting	miranda.warren@...	Yes	10/30/2023 - 09:42	edit delete
<input type="checkbox"/>	Accreditation Meeting - April 13th, 2023 new	Meeting	miranda.warren@...	Yes	10/30/2023 - 09:42	edit delete
<input type="checkbox"/>	Accreditation Meeting - March 9th, 2023 new	Meeting	miranda.warren@...	Yes	10/30/2023 - 09:41	edit delete
<input type="checkbox"/>	Enrollment Management Committee Meeting - October 23rd, 2023 new	Meeting	miranda.warren@...	Yes	10/30/2023 - 09:37	edit delete

Committee Resources

Forms for participating in a Senate meeting are in the "Joining Academic Senate Meetings" section.

- [Standing Committee Request Form](#)
 - [Standing Committee Appointment Process](#) (est. Fall 2021, rev. Fall 2022)
 - [Screening Committee Appointment Process](#) (est. Fall 2021, rev. Spring 2022)
- [Participatory Governance Meeting Times 2023-2024](#)
- [Task Force, Ad Hoc, Liaison & Other Committees Request](#)
- [KCCCD Board Policy & Contracts](#)
- [Academic Senate for California Community Colleges \(ASCCC\)](#)
 - [ASCCC Leadership Resources](#)
 - [ASCCC Local Senates Handbook 2020](#)
 - [ASCCC Participating Effectively in District and College Governance \(2020\)](#)
 - [ASCCC Scenarios Illustrating Effective Participation \(2020\)](#)
 - [Text of AB1725 \(Vasconcellos, 1988\)](#)
 - [California Community Colleges: Principles and Leadership in the Context of Higher Education \(Spring 2009\)](#)
- [California Laws & Codes](#)
- [Department Chairs Effective July 1, 2023](#)
- [Legal Basis for the Academic Senate](#)
- [Governance Committee Relationship to Academic Senate](#)
- [Standing Committee vs. Governance Committee in the DMD](#)
- [Committee Charge Required Elements](#)
- [Committee Representative's and Senator's Role \(Delegate vs Trustee model\)](#)
- [Ins and Outs of the 10+1 and Other Faculty Rights \(Fall 2022\)](#)
- [Participatory Governance Committee vs. Academic Senate Committee](#)

Committee Co-chair Job Descriptions

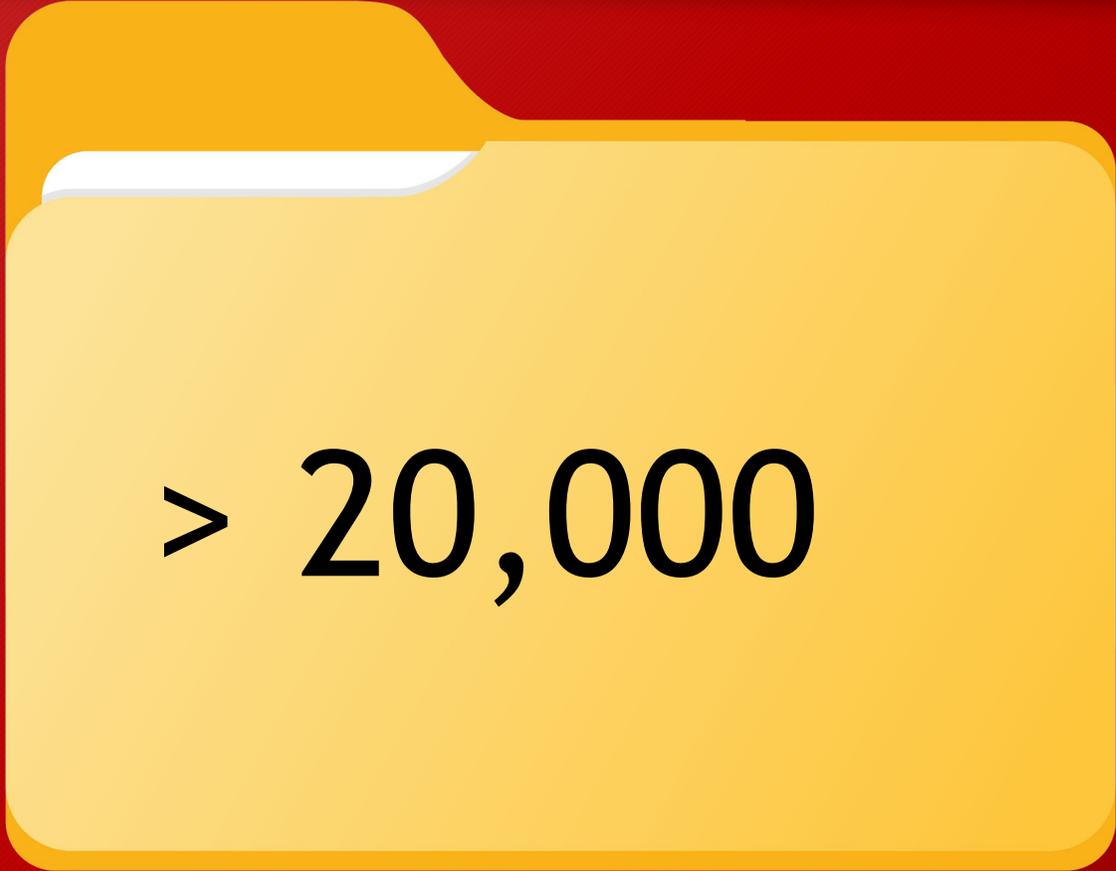
- [General Committee co-chair job description](#) (rev 2020)
- [AIQ Committee co-chair job description](#) (rev 2017)
- [Assessment Committee co-chair job description](#) (rev 2022)
- [Curriculum Committee co-chair job description](#) (rev 2017)
- [EODAC co-chair job description](#) (rev 2017)
- [ISIT Committee co-chair job description](#) (rev 2010)
- [Professional Development co-chair job description](#) (rev 2017)
- [Program Review co-chair job description](#) (rev 2017)
- [ASCCC Delegate role and responsibilities](#) (rev 2022)

References for Conducting Meetings

- [Parliamentary Procedure at a Glance August 31, 2021](#)
- [Robert's Rules of Order - Quick Reference](#)
- [Brown Act Presentation - Grant Herndon \(Schools Legal Services\) January 14, 2020](#)
- [Parliamentary Procedure - Grant Herndon \(Schools Legal Services\) January 13, 2021](#)

SINGLE FOLDER

14



> 20,000

NEW SITE FOLDER STRUCTURE

The screenshot shows the 'modern campus' CMS interface. The top navigation bar includes 'Dashboard', 'Content', 'Reports', 'Add-Ons', and 'Setup'. The main content area is titled 'Pages (12)' and shows a breadcrumb trail: home > _resources > assets > documents. A table lists the following folders:

Name	Status	Modified
academic-senate		10/12/23, 10:44 AM
accessibility-and-ada-taskforce		10/24/23, 11:47 AM
accreditation		10/24/23, 5:32 PM
administrative-structure-review-task-force		10/30/23, 10:29 AM
administrative-council		10/25/23, 4:55 PM
assessment-committee		10/31/23, 3:06 PM
budget		10/31/23, 12:25 PM

 Name	Modified	Modified By	File size	Sharing	Activity
 (2) Missing BPs & APs from Chapter 7 from ...	August 18, 2017	Arcia Leighton	166 KB	 Shared	
 (Addendum A) - Excerpt of COBRA.docx	September 7, 2021	Arcia Leighton	14.4 KB	 Shared	
 (Proposed) Education Planning Requiremen...	April 26, 2021	Arcia Leighton	104 KB	 Shared	
 (Proposed) Education Planning Requiremen...	May 5, 2021	Arcia Leighton	104 KB	 Shared	
 (SIGNED) End of Year Committee Report - S...	May 8	Arcia Leighton	121 KB	 Shared	
 _Academic Senate	October 9	Arcia Leighton	767 items	 Shared	
 _Accessibility and ADA Task Force	October 20	Arcia Leighton	24 items	 Shared	
 _Accreditation and Institutional Quality Co...	October 20	Arcia Leighton	727 items	 Shared	
 _Administrative Structure Review Task Force	October 20	Arcia Leighton	41 items	 Shared	
 _Adminisitrative Council	October 20	Arcia Leighton	79 items	 Shared	
 _Assessment Committee	October 20	Arcia Leighton	15 items	 Shared	
 _BC Winter Intersession Task Force	October 20	Arcia Leighton	0 items	 Shared	
 _Bookstore Advisory Committee	October 20	Arcia Leighton	2 items	 Shared	

FILE NAMING RULES

17

- Maximum filename length is 128 characters
- No spaces
- No periods other than the one before the file extension
- No special characters such as !@#\$%^&*(){}[]<>|~
- This leaves:
 - Upper or lower case letters A-Z
 - Numbers 0-9
 - Hyphens -
 - Underscores _

NAMING GUIDELINES 2017-18

18

- [cc-2017-18-agenda-20171006.pdf](#)
- [cc-2017-18-f-bp-2430-deleg-of-auth-20171006.pdf](#)
- [cc-2017-18-g-program-pathway-mapper-20171006.pdf](#)

NAMING GUIDELINES 2017-18 (cont.)

19

- File name: cc-2017-18-agenda-20171006.pdf
Appearance: cc 2017 18 agenda 20171006.pdf
- File Name: cc-2017-18-f-bp-2430-deleg-of-auth-20171006.pdf
Appearance: cc 2017 18 f bp 2430 deleg of auth 20171006.pdf
- File Name: cc-2017-18-g-program-pathway-mapper-20171006.pdf
Appearance: cc 2017 18 g program pathway mapper 20171006.pdf

Last Meeting

AUGUST 30, 2023

Agenda:

[08 30 2023 Academic Senate Meeting Agenda.pdf](#)

Supporting Docs:

[AS Unapproved Minutes 04 19 2023.pdf](#)

[AS Unapproved Minutes 04 26 2023.pdf](#)

[AS Unapproved Minutes 05 03 2023.pdf](#)

[AS Unapproved Minutes 05 18 2023.pdf](#)

[Academic Senate Treasurer Report 2020 2023 Fall 2023.pdf](#)

[IX A 1 AB928 TaskForce v3.pdf](#)

[IX A 2 AB1705 TaskForce v4.pdf](#)

[IX A 3 DistanceEducation TaskForce v3.pdf](#)

[IX B Board Policy Changes Proposed AP 8900 Temporary Fill Time Facultyu.pdf](#)

[IX C Approved AS ES Calendar 2023 24.pdf](#)

REDUNDANT FILES

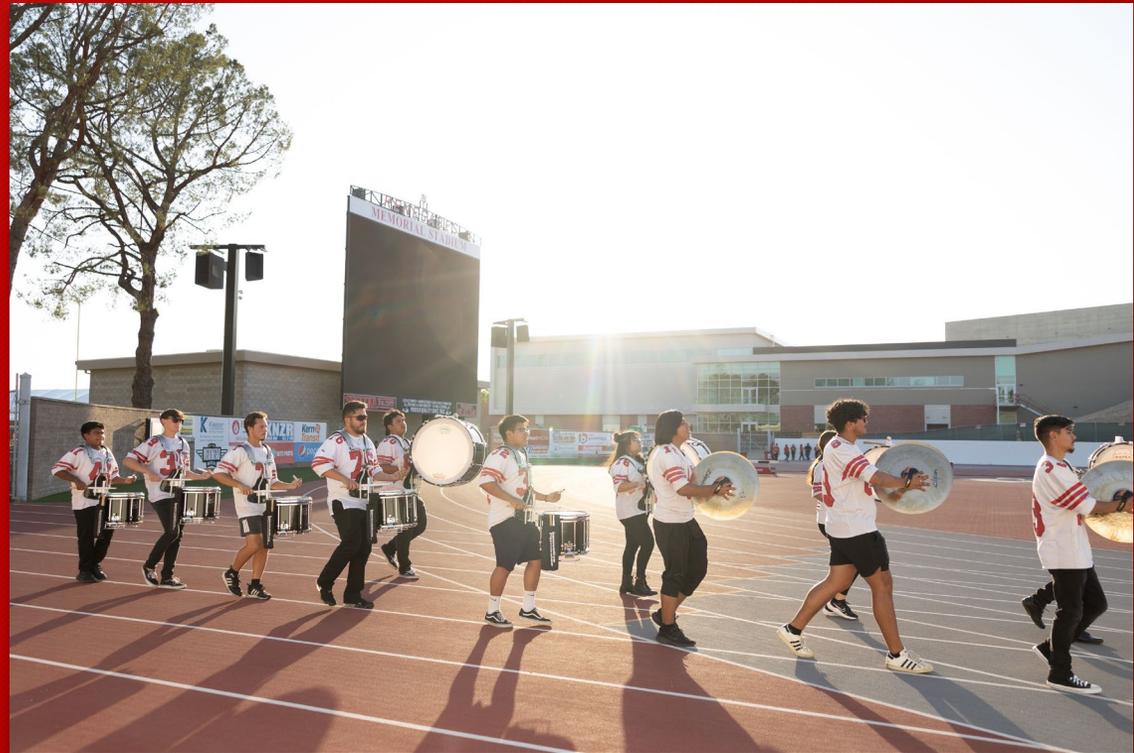
21

- Filename.pdf
- Filename_0.pdf
- Filename_1.pdf

MARCHING ORDERS (Summary)

22

- Look for Training in 2024
- Organize files
- Rename files



QUESTIONS

23