**ACADEMIC SENATE of BAKERSFIELD COLLEGE**

**October 23, 2019**

**Library 149-3:30 p.m.**

APPROVED MINUTES

**MEMBERS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| President | Steven Holmes | Present | Behavioral Sc./CJ | Karimeh Amin | Absent |
| Vice President | Victor Diaz | Present | Biology | Ashley Choate | Present |
| Secretary | Matt Garrett | Present | Business Mgmt.&Tech. | Phil Whitney | Present |
| Treasurer | Charles Kim | Present | Communication | Angela Bono | Present |
| ASCCC Rep | Lisa Harding | Absent | Engineering Systems | Maryam Jalaifarahani | Absent |
| Member-Large | John Giertz | Absent | English | Anthony Huffaker | Absent |
| AIQ Chair | Grace Commiso | Present | English | Paula Parks | Present |
| ACOMM Chair | Brent Wilson | Present | Education | Michelle Hart | Present |
| BADV Chair | Michael McNellis | Absent | EMLS | Jeannie Parent | Present |
| BCOMM Chair | Teresa McAllister | Present | FACE | Melissa Ysais | Present |
| CCOMM Chair | Jennifer Johnson | Present | Foreign Lang/ASL | Qui Jimenez | Absent |
| CCOMM Chair | Erica Menchaca | Present | Health/PE | Carl Dean | Absent |
| EMC Chair | Krista Moreland | Present | Industrial Tech | Ron Grays | Absent |
| EODAC Chair | Bryan Hirayama | Absent | Library/Academic Tech. | Faith Bradham | Present |
| EQ Chair | Michael Ivey | Absent | Math | Kris Toler | Present |
| FSC Chair | Pam Kelley | Absent | Math | Dillon Giblin | Absent |
| ISIT Chair | Pam Boyles | Present | Nursing | VACANCY |  |
| PDC Chair | Matt Jones | Absent | Nursing | Malissa Buggs | Present |
| PRC Chair | Kim Nickell | Absent | Performing Arts | Robby Martinez | Present |
| SC Chair | Rebecca Monks | Absent | Philosophy | Reggie Williams | Present |
| SGA Officer | Daniel/Harris | Present | Physical Science | Nick Strobel | Present |
| Adjunct Rep | Glen Samples | Absent | Physical Science | Wade Ellis | Present |
| Agriculture | Heather Baltis | Present | Social Science | Alan Bolar | Absent |
| Allied Health | Heather Shaftstall | Absent | Social Science | Olivia Garcia | Present |
| Art | Jeff Huston | Absent | Student Services | Kerri Kennedy | Present |
| Behavioral Sc/CJ | VACANCY |  | Student Services | Sarah Villasenor | Present |

**GUESTS:** No guests present.

**CALL TO ORDER**

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

**GOOD, WELFARE AND CONCERNS**

* Neal Stanifer doing well and is back to work.

**OPPORTUNITY TO ADDRESS THE SENATE**

There were no requests to address the Senate.

**ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**CONSENT ITEMS** *(One agenda item approvable in one action; for the purpose of routine items)*

1. Minutes
2. Faculty Appointments:
	* Standing
	* Screening Committees (N/A)
3. Committee Charges (N/A)

To view the consent items visit the [Academic Senate Committee website](https://committees.kccd.edu/bc/committee/senate)

**SENATE MINUTES** (Consent Item)

**Minutes of October 9, 2019**

***MSC: M. Garrett motioned to approve minutes with amendments, W. Ellis seconded; motion carried.***

**FACULTY APPOINTMENTS** (Consent Item)

**Standing Committee Appointments**

**Assessment**

Jeffrey Stambook, Counseling

**Commencement**

Cynthia Zamora, Counseling

**ISIT**

Fabiola Johnson, Counseling

Visit the [Academic Senate Committee website](https://committees.kccd.edu/bc/committee/senate) to view the full committee list.

***MSC: P. Whitney motioned to approve appointments, O. Garcia seconded; motion carried.***

**Screening Committee Appointments**

There were no appointments to review.

**STANDING COMMITTEE CHARGES** (Consent Item)

There were no charges to review.

**UNFINISHED BUSINESS**

1. Committee Calendar (Holmes)

*Description: Committee calendar to list meeting days, times and locations. This is an informational item.*

The calendar was reviewed and will be posted to Senate website and circulate when committee calls are made.

To view the committee calendar visit the [Academic Senate Committee website](https://committees.kccd.edu/bc/committee/senate)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Other Notes** |
| **Budget Committee** | **Accreditation & Institutional Quality Committee** | **Academic Senate** | **Curriculum Committee** | **Assessment Committee** |  |
| Meets 4th Monday of each month4-5 PM, A5 | Meets 2nd and 4th Tuesday of each month3-4 PM, L215  | Meets every other Wednesday3:30-5 PM, Levan Center  | Meets 2 Thursdays of each month2:30 - 4 PM, L160 | Meets 2 Fridays of each month10:30 - 12 PM, L160 |  |
| **Information Services Instructional Technology** | **Professional Development Coordinating Council** | **Bookstore Advisory Committee** | **Enrollment Management Committee** | **College Council** |  |
| Meets 1st Monday of each month4:00-5:30 PM, L149 | Meets 2nd Tuesday of each month2:00-3:30 PM, L160 | Meets every Wednesday11:15-12:15pm, Levan Library  | Meets 3rd Thursday of each month3:00-4:30PM, L189 | Meets 1st and 3rd Friday of each month8:30-10:30 AM, Levan Center |  |
|  | **Program Review Committee** | **Facilities & Sustainability Committee** | **Equivalency Committee** | **Faculty Chair and Dean Committee** |  |
|  | Meets 1st and 3rd Tuesday of each month3:30-5:00 PM, L160 | Meets 1st Wednesday of each month1:00-2:00 PM, L160 | Meets 3rd Thursday of each month1:00-2:00PM, TBD | Meets 2nd and 4th Friday of each month8:30-10:30 AM, Levan Center |  |
|  |  | **Safety Advisory Committee** |  |  |  |
|  |  | Meets 2nd Wednesday of each month9:00-10:00 AM, TBD |  |  |  |

**NEW BUSINESS**

1. No items to review.

**REPORTS**

**President’s Report**

**BC President/AS President**

* BC Southwest Center opened (located on the CSUB campus).
* The Vet Center is on schedule for the Dec. 10th opening.
* The Admin building is also on schedule for Dec. 2020.

**District Consultation Council (DCC)**-

DCC website: <https://committees.kccd.edu/committee/district-consultation-council>

* A District-wide Accessibility Task Force has been created.
* The District Unit Reviews (2019-20 AURs) are underway.
* Board Policy chapter 4 is currently under review.

**College Council (CC)-** no updates to report.

College Council website: <https://committees.kccd.edu/bc/committee/collegecouncil>

**Board of Trustees (BOT)-**no updates to report.

BOT website: <https://www.kccd.edu/board-trustees/meetings>

**District-wide Budget Committee (DWBC)-**no updates to report.

**Committee Reports**

**AIQ**(Commiso)-*report submitted as written*

AIQ website: <https://committees.kccd.edu/bc/committee/accreditation>

The report is ten pages; to view the entire report, please visit the [Academic Senate Committee website](https://committees.kccd.edu/bc/committee/senate)

Highlights:

The District Climate Survey takes place every 3-years. The last survey took place in 2016. The survey schedule is as follows:

Oct 28 – Email from presidents go out

Oct 29 – Email with link to survey

Oct 29-Nov 30 – Survey Period

November 11 – First Reminder Email

November 20 – Second Reminder

November 28 – Final Reminder

November 30 – Survey Closes

The survey is divided into four sections:

Section I: Demographics

Section II: Employee Relations, Engagement & Job Satisfaction

Section III: Diversity and Inclusion

Section IV: Overall

It is important to complete the survey as it is used as a reference to justify hiring at the DO level.

Note: The following areas are not grouped with the District services.

* BC Instructional Technology
* BC Budget Office
* BC HR

**ACOMM** (Wilson)

ACOMM website: <https://committees.kccd.edu/bc/committee/assessment>

# Wilson reported that the feedback received is a request for more training. They will be offering several 3-hour drop in eLumen trainings near the end of the semester.

**BADV** (McNellis)

BADV website: <https://committees.kccd.edu/committee/bookstore-advisory-committee>

No report due.

*Email: 10/21 from Michael McNellis*

*BAC is working hard to ensure every faculty member has submitted their Spring 2020 book orders.*

**BCOMM** (McAllister)

BCOMM website: <https://committees.kccd.edu/bc/committee/budget>

McAllister reported they are working on the Program Review Report, reviewing the Budget charge and Budget Decision Criteria.

Holmes reported that there is a moratorium on travel limits faculty to one conference per year.

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

CCOMM website: <https://committees.kccd.edu/bc/committee/curriculum>

*Recap from last academic year:*

* *Fully online catalog published this summer*
* *Updated graduation competency language to align with AB705*
* *Updated placement charts to comply with AB705 changes*
* *New English and Math courses approved to comply with AB 705*
* *Spring 2019 Addendum released*

*Activities to date:*

* *Offered “The Basics of noncredit” workshop during flex week*
* *Provided committee training at our first committee meeting on September 5, 2019.*
* *Conducted eLumen workshop on September 12, 2019 focused on providing assistance to faculty who were updating or creating curriculum.*
* *Reviewed committee goals and committee charge. Approved by committee at the September 19, 2019 meeting.*
* *Reviewing the Curriculum handbook.*
* *Continued communication to constituents:*
	+ *The list of out -of -date courses needing revisions were provided to Chairs/Deans. Revisions have begun.*
	+ *Provide updates to FCDC as a standing FCDC agenda item.*
	+ *Canvas Page for Curriculum Committee has been developed with curriculum resources. All faculty were invited to access the canvas page.*

 *• Adjusted curriculum workflows and processes to improve efficiency of curriculum review*

*Work plan for the semester*

* *2019/2020 will be the “Year of the Program”. This means that the committee chairs will be working with departments to complete modifications to their program(s). Modification may be necessary if a program has deleted/added courses or a program does not match the approved program on file at the State Chancellor’s Office.*
* *Assist faculty with the development of noncredit courses.*
* *Continue evaluating and adjusting eLumen workflows and processes to facilitate efficiency of curriculum review.*
* *Continue to communicate to faculty the regulations and processes associated with curriculum development.*
* *Continue to assist faculty in the development and modification of programs.*
* *Continue offering curriculum clinics and training as needed.*
* *Continue online catalog refinement (v2.0)*

*Special thanks to the Academic Senate for the committee calls and to all Department Chairs for encouraging faculty participation. The 2019-20 Curriculum Committee has representatives from all departments except Industrial Technology!*

*Respectfully submitted,*

*Jennifer Johnson and Erica Menchaca Billie Jo Rice,*

*Faculty Co-chairs, Curriculum Committee Administrative Co-chair, Curriculum Committee*

The Senate questioned: “If you develop a course that is non-credit is there any issue with this?”

Johnson responded: “There are lots of categories that this type of course can fall into, so it depends on the details.” There was further discussion on this topic.

**EMC** (Moreland)

EMC website: <https://committees.kccd.edu/bc/committee/enrollment>

No report due.

**EODAC** (Hirayama)

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

No report due.

**ISIT** (Boyles)-*report submitted as written*

ISIT website:<https://committees.kccd.edu/bc/committee/isit>

*ISIT Report to Academic Senate
October 9, 2019*
*Pam Boyles, faculty co-chair*

*Notes from October 7, 2019 ISIT Meeting*

* *The committee reviewed and revised the ISIT 2018-19 Charge (see attached).*
* *The committee reviewed the Employee Survey, including a brief discussion about creating a trend chart to show the changing results from year to year.*
* *The committee reviewed the Student Survey Questions and made a few changes; the survey will be administered this fall (end of October/early November).*

*Academic Technology Updates: Tracy Lovelace notes that two Kung Fu Canvas workshops are coming up soon (time to earn some badges!)*

*Technology Support Services General Updates:*

* *Wifi phase 2 remains in process (green space, excluding the stadium).*
* *BC Southwest center will begin instruction October 21 (week 9 of the semester) at the new location on the CSUB campus. The 19 new classrooms (2 of which are computer labs) will be used for approximately 18 months, at which time the 3-story building will be complete and the modulars will be removed (creating additional parking space*
* *District Technology Advisory Committee (DTAC) is reviewing its purpose and may undergo some changes, including who prioritizes the requests (including creating a prioritization process). Initially the VPs at the 3 campuses were uninterested and so DTAC was created, but now they are interested.*

*Next Meeting: November 4, Monday (L-149)*

**PDC** (Jones)

PDC website: <https://committees.kccd.edu/bc/committee/pdc>

No report due.

**PRC** (Nickell)

PRC website: <https://committees.kccd.edu/bc/committee/programreview>

No report due.

**OFFICER REPORTS**

**Vice President** (Diaz)

No report.

**Treasurer** (Kim)

No report.

**Secretary** (Garrett)

Meeting summary emailed to faculty following the meeting.

**ASCCC Rep** (Harding)

Holmes reported he joined Harding for the *Area A Meeting* via zoom. He reported that Eloy Oakley was present for the meeting and there was extensive discussion regarding online college and the student funding formula.

**CCA** (Boyles)

Boyles reported the MOU for the 13-week Spring 2020 schedule for Biology (BC Campus courses only) is still in development. There has been a verbal agreement, but the actual MOU has not been signed. In addition, she reported there will be an updated contract circulated shortly and the changes to look for are regarding Mode A and Unsatisfactory evaluations.

**BCSGA** (Daniel/Harris)

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

Harris announced the following events are being held on campus:

* Homecoming 10/19
* Undocumented week of action
* Rudy Salas Power Lunch 10/21
* Distinguished Speaker: Paula Green 10/23
* Distinguished Speaker: Dr. Samuel H. Sternberg 10/24
* Power Lunch: TBD

**ANNOUNCEMENTS**

* BCSW Opening
* Dr. Paula Green 10/23
* Area A Meeting 10/11
* Fall Plenary 11/7-9
* Open Budget Forum 11/25

**ADJOURNMENT**

The meeting was adjourned at 4:27 p.m.

Meeting minutes recorded by T. Perry