

ACADEMIC SENATE of BAKERSFIELD COLLEGE

February 13, 2013, 3:30 P.M.
Collins Conference Center

APPROVED MINUTES

PRESENT: Corny Rodriguez (EB); Nick Strobel (EB); Wesley Sims (EB); Kate Pluta (EB); John Gerhold (EB); Bill Kelly; Gayla Anderson; Christian Zoller; Kris Stallworth; Nancy Guidry; Kathy Freeman; Maria Perrone; Valerie Robinson; Julie Lowe; Brian Hirayama; Ron Grays; DeAnn Sampley; Brent Damron; Alex Henderson; Bernadette Towns; Lisa Harding; Marsha Eggman; Anna Poetker; Bernadette Towns; Danitza Romo;

ABSENT: Bill Barnes (EB); Michael Korcok(EB); Billie Jo Rice (EB); John Carpenter (EB); Kimberly Hurd (EB); Ron Kean (EB); Rick Brantley(EB); Kathleen Rush; Shane Jett; Jeannie Parent; Jason Stratton; Klint Rigby; Robert Martinez; Terry Meier; Susan Pinza; Patrick Fulks;

CALL TO ORDER

The meeting was called to order at 3:38p.m. vacuum

REVIEW OF THE MINUTES

A motion was made to approve the minutes of January 30, 2013. M/S/C: Gerhold/B. Kelly

REPORTS

President (Rodriguez)

- Faculty should have received an email regarding elections for Academic Senate Officers and Senators. The nomination period will conclude, Thursday, February 28 and elections will begin March 5.
- After sharing information with Porterville College Academic Senate President, Joel Wiens, about the Bakersfield College equivalency process and FLEX activities, Corny has been invited to attend the next Academic Senate meeting at Porterville College. Corny expects also to be invited to Cerro Coso.
- Charles Kim, Political Science, has been appointed the Academic Senate Executive Board, Member-at-large.
- Bakersfield College has submitted to the California Community College Chancellor's Office (CCCCO), certification of which AA-T and AS-T degrees will be offered. All areas in which Transfer Model Curriculum is available were submitted with the exception of Art History and Geography. Program Viability information was the primary factor in making this decision.
- After discussion with Nan Gomez-Heitzeberg about the Final Exam Schedule, Corny will schedule a meeting with Zav Dadabhoy and Sue Vaughn and report at the next Academic Senate meeting.
- District Consultation Council will not meet again until February 26, which is the next opportunity to address the online waitlist issue.
- Diversity Training will take place on February 22, for faculty chairs of screening committees.

Accreditation (Pluta)

Kate reported that the ACCJC report has been received and Bakersfield College has been reaffirmed. The Commission provided eight recommendations to the college and an additional four to the district. The College will need to provide a status report to the Commission by October 15, 2013 and plan for an accreditation team visit at that time. The letter listing the status and all recommendations can be found at <http://accreditation.bakersfieldcollege.edu/ACCJCletter.pdf>.

Budget (Rodriguez)

The Budget Committee met on Monday, February 11 to review the committee charge and budget criteria, discuss the governor's proposed 2013-14 budget and to hear a facilities and technology update from Sean

James. Corny explained that as more information becomes available regarding the direct impact to the Bakersfield College budget, Sean James will be invited to address the Senate.

ISIT (Strobel)

Nick sent a written report by email which can be found at <http://www2.bakersfieldcollege.edu/nstrobel/isit/feb2013.htm> . Nick spoke about the issue of requiring students to purchase clickers. Language in the Student Fee Handbook is unclear whether the college can require students to purchase hardware they could not use in other courses. Porterville and Cerro Coso colleges have purchased institutional clickers. Another option would be for each department to have a set of clickers. Having students rent the clicker may not be legal either. A task force will be looking at the pros and cons of the matter. Nick also spoke to the matter of Professional Development and how we can better utilize the tools we already have. A group will be attending a conference in April where they will receive training and then create a work plan for how training will be conducted on campus. This addresses Actionable Improvement Plan #2.

CCA Update (Guidry)

Lora Larkin and Nancy Guidry will be meeting College President, Sonya Christian to discuss current issues and to maintain open lines of communication. Nancy asked that Senators continue to encourage faculty in their respective areas to consider serving as a CCA Officer.

SGA (Acosta)

Danitza Romo thanked those who participated in the Go and Grow Resource Fair. The Fair was well attended and SGA received many positive comments from students. Danitza also extended an invitation to the OXFAM America Hunger Banquet, March 8, 6:00pm – 8:00pm. The Banquet will allow attendees to learn about the poverty issues in Kern County and how to help. SGA's annual blood drive will be held March 12 & 13. Danitza asked faculty to mention the event to their students.

OPPORTUNITY TO ADDRESS THE SENATE

ADDITIONS TO THE AGENDA (*must be added with a 2/3 vote of members present*)

A motion was made to add as New Business Item E, Commencement. M/S/C: Anderson/Gerhold

COMMITTEE APPOINTMENTS

There were no committee appointments to approve.

UNFINISHED BUSINESS

Committee Charges Updates

A motion was made to approve the Accreditation Steering Committee charge with one revision to the title Executive Vice President, Academic Affairs and Student Services to the current title, Vice President, Academic Affairs. M/S/C: Sims/Gerhold

A motion was made to approve the Program Committee Charge as presented. M/S/C: B. Kelly/Rigby

NEW BUSINESS

BCOUGH Policy and Voting Results

Nick Acosta distributed a new version of the policy and the voting results from January 2013.

Bakersfield College Healthy Campus Initiative 100% Tobacco Free

Background

Bakersfield College is committed to providing a safe and healthy environment for its students, employees, and visitors. In light of findings of the U.S. Surgeon General that the use of tobacco products and the exposure to secondhand smoke are significant health hazards, it is the intent of this policy to establish a tobacco-free environment on grounds controlled by Bakersfield College.

Policy

The use of "Tobacco Products" is prohibited on all property and in all indoor and outdoor spaces controlled by Bakersfield College. The use of "Tobacco Products" is prohibited in all vehicles owned by Bakersfield College, and at any event or activity that is held on campus property. All Bakersfield College students, employees, visitors, and contractors are required to comply with this policy, which shall be enforced at all times.

For the purpose of this policy, "Tobacco Product" is defined to include any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered, for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body. However, this does not include a cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

Enforcement guidelines

The success of this policy relies on the consideration and cooperation of all Bakersfield College employees, students, and visitors. The College President or his/her designee will be in charge of overseeing all regulations and procedures which are deemed necessary to implement this policy; including but not limited to, provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement.

The Department of Public Safety will be charged with creating procedures for successfully enforcing this policy. Public Safety Officers reserve the right to ticket any violators who do not comply with the new policy; the ability to ticket policy violators is granted under Assembly Bill 795. Tickets will be processed by the Business Office and money collected from ticketing will be dispersed between the Department of Public Safety, Student Cessation Programs, and Policy education.

The College President or his/her designee is responsible for creating appropriate disciplinary actions for students who violate this policy. In addition, the Department of Public Safety will work in conjunction with the Student Conduct Office and refer students who violate this policy to the appropriate staff for disciplinary action. Any Bakersfield College employee who violates this policy will be referred to their immediate supervisor by the Department of Public Safety.

Cessation

Bakersfield College is committed to providing a safe and healthy environment for its employees, students, and visitors. Therefore, students interested in ceasing the use of "Tobacco Products" will have the ability to access free cessation services from the Student Health and Wellness Program. Bakersfield College employees should consult their healthcare provider for more details on quitting "Tobacco Products". For additional, help quitting the use of "Tobacco Products", contact the California Smokers' Helpline at 1-800-NO-BUTTS.

SGA is hoping to have the policy implemented for the next academic year. SGA will be presenting the policy and asking for support from the Academic Senate, CSEA, CCA, College Council and administration. A motion was made by Harding and seconded by Sampley to support the policy. Discussion followed with concern regarding safety of students having to cross streets to smoke. There was a request for clarification, before voting, on whether smoking would be allowed in cars in college parking lots or the sidewalks surrounding the campus.

Nick indicated that the public safety would enforce the policy in the college parking lots; however, Public safety would utilize a tiered-citation system that would include a warning for the initial offense. The law, AB795 allows fees of up to \$99 for citations. Students who violate the policy will be referred to the Dean of Students. Employees will be referred to their immediate supervisor.

It was noted that this agenda item was not a voting item, but rather a discussion item. The motion was withdrawn. Senators were asked to share the policy with their respective areas, gather feedback and be prepared to vote at the next Academic Senate meeting.

A recommendation was made that notice is given to the college community the semester prior to implementation. It was also recommended that the policy be shared with students during orientation.

Auditing Courses

The Education Code allows for students to audit courses and the option is also listed in the Bakersfield College catalog. For the past three years, the practice has been forbidden by Vice President of Academic Affairs, Nan Gomez-Heitzeberg due to course impaction. Auditing courses is a beneficial component to student success by allowing students to keep their skills current in areas such as Math, Music, Library Research, and American Sign Language. The Academic Senate should assert its role related to “standards or policies regarding student preparation and success.” It may be necessary to draft a resolution asserting the practice of auditing courses falls within the Senate purview in order to restore it as an option for students under appropriate circumstances. There was a question about where audit students would fit in the priority registration hierarchy. It was noted that each instructor has the option to add the student to the class. It was suggested that guidelines be established to ensure the practice was used to enhance student success.

Academic Senate President, Corny Rodriguez indicated he would take the matter forward to discuss with administration and report back at the next Academic Senate meeting. The Senate can determine what action, if any, would be taken at that point.

Change in the Definition of a Program

Kate Pluta provided the following information for Senators to review.

Recommended Changes to the Definition of a “Program” at Bakersfield College

Recommendation: for the purposes of the Annual Program Review, define an instructional “program” according to the definition in Title 5 of the California Code of Regulations.

Historical Definition of “Program” at Bakersfield College

The Unit Plan, used through the 2010-11 academic year, defined instructional units as historically grouped disciplines, sometimes based on like subjects, sometimes based on campus location and affected by reorganizations. For example, for many years, Philosophy was grouped with Social Science because both offered classes in the Humanities Building and shared a division chair and later a department chair. In a later reorganization, some departments that had been part of larger groups were determined to be big enough to stand alone, e.g., Philosophy and ESL. Other disciplines remain part of larger groups. For example, the Behavioral Science department includes five disciplines: Sociology, Psychology, Criminal Justice, Human Services, and Anthropology.

When the Unit Plan was modified to become the Annual Program Review beginning in the 2011-12 academic year, the same discipline groupings were used. As a result, the Annual Program Review did not always focus on programs but rather on historical clusters.

After undergoing the accreditation self-evaluation and site visit process, the definition of “program” has come under review. At a December 2012 meeting of the co-chairs of Accreditation Steering Committee, Assessment Committee, Curriculum Committee, and Program Review, along with the current and incoming presidents, the group decided to recommend that the definition of program be determined by Title 5 language instead of historical groupings. The Program Review Committee reviewed the issue at its January 15, 2013 meeting and agreed to take the matter forward to Academic Senate, College Council, and FCDC.

References on Defining a “Program”

Barclays Official California Code of Regulations

(This database is current through 1/11/13 Register 2013, No. 2)

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 1. Programs, Courses and Classes

☞ [Article 1. Program, Course and Class Classification and Standards](#)

☞ **§ 55000. Definitions.**

(m) "Educational program" is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

http://weblinks.westlaw.com/result/default.aspx?action=Search&cfid=1&cnt=DOC&db=CA-ADC&eq=search&fmqv=c&fn=top&method=TNC&n=1&origin=Search&query=CI%28%225+CA+ADC+S+55000%22%29&rlt=CLID_QRYRLT7881133511271&rltdb=CLID_DB74600133511271&rlti=1&rp=%2Fsearch%2Fdefault%2Ewl&rs=GVT1%2E0&service=Search&sp=CCR-1000&srch=TRUE&ss=CNT&sskey=CLID_SSSA57600133511271&tempinfo=FINN&vr=2%2E0#ID34BD4205C7411E2A00EE7F91C5B908E

California Community Colleges Chancellor's Office

Program and Course Approval Handbook, 5th Edition – Draft

http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook_5th%20Ed_DRAFTv1%2023%2013.pdf

Program Definition

An educational program is defined in Title 5, section 55000(g), as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education." In practice, however, the Chancellor's Office approves only associate degrees and those credit certificates that community colleges wish to award to students and which will be listed on transcripts. Respectively, all noncredit programs require Chancellor's Office approval.

The types of educational programs that must be submitted to the Chancellor's Office for approval are the following:

Credit Programs

- Associate Degrees – traditional A.A. or A.S. and A.A.-T/A.S.-T
- Certificates of Achievement that require 18 or more semester units (or 27 or more quarter units)
- Certificates of Achievement that require 12 to fewer than 18 or more semester units (or 18 to fewer than 27 quarter units)

Noncredit Programs

All noncredit programs that receive state funding must be submitted to the Chancellor's Office for approval. These include:

- Course sequences in Career Development and College Preparation (CDCP) that lead to Certificates of Completion or Certificates of Competency for which enhanced funding as enacted by SB 361 is requested
- Adult High School Diploma (including courses for which enhanced funding as enacted by SB 361 may be requested)

The Academic Senate for California Community Colleges

Program Review: Setting a Standard

adopted spring 2009

<http://asccc.org/sites/default/files/Program-review-spring09.pdf>

Two relevant sections: Defining a "Program" (12-15) and Is General Education a "Program"? (16-19)

The issue of how Bakersfield College defines a program arose during the Accreditation Team visit. The change will affect the program review process for areas with more than one discipline. Non-instructional areas will not be affected. Program Reviews would now be submitted by each discipline area; however, those areas part of General Education may be grouped for program review, curriculum and assessment purposes. While the factor of additional work needs to be considered, the people most able to discuss a program's curriculum, certificates, degrees, need for additional faculty and staff, as well as strengths and

weaknesses, would be the discipline experts who develop the curriculum, teach the classes, and work with majors.

Senators were asked to share this information with faculty in their respective departments, discuss the potential impact and be prepared to vote on the matter at the next Academic Senate meeting.

Support for Institutional Researcher on Campus

Senators reviewed an email from Kate Pluta listing college research needs that were previously met by the Institutional Researcher. There is concern about how the research needs will be met without this position. For example:

- Annual Program Review (process, forms, website, access, data, data analysis, process analysis and evaluation)
- ASC (research capabilities part of committee charge; developing Self Evaluation process survey)
- Actionable Improvement Plan #1 Standard 1.B. Institutional Effectiveness
- Strategic Plan (updating, leading Strategic Plan Work Group)
- Benchmarks and Data Strands in Strategic Focus document
 - SLOs/Assessment
 - ARCC
 - Operational Data
 - Perception Surveys/CCSSE
- ACCJC Recommendations
- Other?

Academic Senate President shared this concern with College President, Sonya Christian and Vice President, Academic Affairs, Nan Gomez-Heitzeberg. It was noted that Michael Carley has been working with Porterville and Cerro Coso colleges since November on their program review process.

Commencement

Gayla Anderson, on behalf of the Commencement Committee, asked Senators for assistance in developing a process within their respective areas to identify which student will carry the Discipline Sign during graduation ceremonies. Amber Chiang will help departments identify which students are graduating. Also, faculty are needed to help organize these student on the day of graduation. Gayla also noted that a Graduation Fair will be held April 10 where class rings, photos and the Centennial Medallion will be available for purchase.

GOOD AND WELFARE

There were no additional comments or questions for the Academic Senate.

ADJOURNMENT at 4:51p.m.

Respectfully Submitted,
Jennifer Marden