CALL TO ORDER
The meeting was called to order at 3:36 p.m.; Quorum was met.

GOOD, WELFARE AND CONCERNS
- Kris Tiner received the Kern Music Award
- The Celebration of Life for Al Naso is scheduled for Sunday, March 22 at 2 pm in FA30

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 (passed by general consent)
Minutes of February 5, 2020
W. Ellis motioned to approve the minutes, M. Garrett seconded; motion passed unanimously.

Minutes of February 19, 2020
This item was tabled.
Standing Committee Appointments
There were no appointments to review.
Visit the Academic Senate Committee website to view the full committee list.

Screening Committee Appointments
Communication & Community Relations (Program Manager)
Todd Coston (Chair)
Cindy Collier (Faculty)
Stephanie Baltazar (Classified)
Kristin Rabe (Management)
Approved by E-Board 2/26/20

M. Garrett motioned to approve the appointments, A. Choate seconded; motion passed unanimously.

Charges
There were no charges to review; however below is a list of charges reviewed this past year:

Standing Committee Charges Reviewed and Approved 2019-2020

<table>
<thead>
<tr>
<th>Committee</th>
<th>Senate</th>
<th>College Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate</td>
<td>09/25/19</td>
<td>N/A</td>
</tr>
<tr>
<td>Accreditation &amp; Institutional Quality Committee (AIQ)</td>
<td>11/20/19</td>
<td>02/07/2020</td>
</tr>
<tr>
<td>Assessment Committee</td>
<td>09/25/19</td>
<td>10/04/2019</td>
</tr>
<tr>
<td>Bakersfield College Bookstore Advisory Committee (BAC)</td>
<td>11/20/19</td>
<td>12/06/2019</td>
</tr>
<tr>
<td>Bakersfield College South West Taskforce (Sept. 1, 2019 – May 15, 2020)</td>
<td>09/25/19</td>
<td>10/18/2019</td>
</tr>
<tr>
<td>Budget Committee</td>
<td>10/20/19</td>
<td>12/06/2019</td>
</tr>
<tr>
<td>Curriculum Committee</td>
<td>10/09/19</td>
<td>11/01/2019</td>
</tr>
<tr>
<td>Enrollment Management Committee (EMC)</td>
<td>09/25/19</td>
<td>10/18/2019</td>
</tr>
<tr>
<td>Equal Opportunity &amp; Diversity Advisory Committee (EODAC)</td>
<td>11/20/19</td>
<td>02/07/2020</td>
</tr>
<tr>
<td>Executive Board</td>
<td>09/25/19</td>
<td>N/A</td>
</tr>
<tr>
<td>Information Systems and Instructional Technology Committee (ISIT)</td>
<td>10/09/19</td>
<td>11/01/2019</td>
</tr>
<tr>
<td>Program Review Committee</td>
<td>09/25/19</td>
<td>10/04/2019</td>
</tr>
</tbody>
</table>

Standing Committee Charges in Process 2019-2020

<table>
<thead>
<tr>
<th>Committee</th>
<th>Last Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities &amp; Sustainability Committee</td>
<td>2015</td>
</tr>
</tbody>
</table>
UNFINISHED BUSINESS
A. **2020-22 BC Educational Master Plan** (Commiso)
   *Description:* The BC Ed Plan is reviewed every two years.
   
   This item was presented to members for review as a Second Read and will be voted on March 18th.

   Commiso shared highlights on the following areas:
   - Process & Timeline
   - External & Internal Environmental Scan- tables
   - Intersegmental approach for the Future
   - Equity & Completion Through Guided Pathways for the Future
   - Student Learning: Leveraging Academic Technology for the Future
   - Facilities and Infrastructure: Opportunities for the Future
   
   Visit the Senate website to view the entire plan: [https://committees.kccd.edu/bc/committee/senate](https://committees.kccd.edu/bc/committee/senate)

NEW BUSINESS
a. **Margaret Levinson Award** (Holmes)
   *Description:* The Academic Senate supplements the Margaret Levinson award by transferring funds to cover award expenses.

   Margaret Levinson Award is an annual award. This account has a set balance it must keep (initial corpus balance cannot be invaded), which was the starting balance of 12,000.00. The account currently has a balance of $18,836.22, but only 5% can be used, so $834.44, and the award amount, plaque & engraving cost is approximately $1,100.00.

   Transfer **$300.00** from F3200.5101 to F3305.5310 for the cost of award $1,000.00 + payroll taxes, plaque & engraving $100.00 + taxes
   
   *Approved by E-Board 2/26/20*

   This item was a First Read and will be voted on March 18th.

   Note: K. Nickel donated $450.00 of her award back to the fund.

b. **Senate Scholarship Award** (Holmes)
   *Description:* The Academic Senate awards two scholarships annually depending on its account balance F3200.5101. The Scholarship Committee selects one recipient for each scholarship and notifies the Senate for approval.

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Institution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship-Shelby Perlis</td>
<td>CSUFUL</td>
<td>$250</td>
</tr>
<tr>
<td>Scholarship-Annabelle Recinos</td>
<td>KCCD</td>
<td>$250</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$500</strong></td>
</tr>
</tbody>
</table>

   *Approved by E-Board 2/26/20*

   This item was a First Read and will be voted on March 18th.
c. Faculty Retiree Awards (Holmes)

Description: The Academic Senate awards retiring faculty with an honorarium of $100.00 from the F3200.5101 account.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Position</th>
<th>Dept</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duane</td>
<td>Anderson</td>
<td>Professor</td>
<td>Auto Cad</td>
<td>14 years, 8 months</td>
</tr>
<tr>
<td>Brent</td>
<td>Damron</td>
<td>Professor</td>
<td>Health/PE</td>
<td>25 years, 2 months</td>
</tr>
<tr>
<td>Phillip</td>
<td>Feldman</td>
<td>Professor</td>
<td>Academic Development</td>
<td>35 years, 9 months</td>
</tr>
<tr>
<td>Regina</td>
<td>Hukill</td>
<td>Professor</td>
<td>Mathematics</td>
<td>14 years, 3 months</td>
</tr>
<tr>
<td>Jeannie</td>
<td>Parent</td>
<td>Professor</td>
<td>ESL</td>
<td>19 years, 8 months</td>
</tr>
<tr>
<td>Gayle</td>
<td>Richardson</td>
<td>Professor</td>
<td>Business</td>
<td>38 years, 3 months</td>
</tr>
<tr>
<td>Valerie</td>
<td>Robinson</td>
<td>Professor</td>
<td>Business</td>
<td>14 years, 8 months</td>
</tr>
</tbody>
</table>

Total $700.00

Approved by E-Board 2/26/20

This item was a First Read and will be voted on March 18th.

Holmes shared a proposal he recommended to E-Board:

ACADEMIC SENATE RETIREE AWARD CRITERIA

The Academic Senate will gift $100.00 to a retiring member of the college upon the following criteria being met:

1. An individual has served at least 10 years of their employment at Bakersfield College as a tenured faculty member; and

2. The member has filed a written resignation for purposes of retirement with the Human Resources Department.

REPORTS

President’s Report
BC President/AS President-This meeting was cancelled.

District Consultation Council (DCC)- This meeting was cancelled.
Website: https://committees.kccd.edu/committee/district-consultation-council

College Council (CC)-No update
Website: https://committees.kccd.edu/bc/committee/collegecouncil

Board of Trustees (BOT):
Website: https://www.kccd.edu/board-trustees/meetings
Holmes reminded the March 12th meeting will be held on the BC campus.

District-wide Budget Committee (DWBC)-No update

Holmes informed Senate that Kenward Vaughn will be sitting on the Measure J Architectural committee.
There was discussion regarding children and guests being allowed in the classroom and to expect catalog language to be developed.
COMMITTEE REPORTS

AIQ (Commission)
Website: https://committees.kccd.edu/bc/committee/accreditation
No report

ACOMM (Wilson) - report submitted as written
Website: https://committees.kccd.edu/bc/committee/assessment
Assessment Committee Report 3/4/20

Training
• 7th SLO Symposium (2/7-2/8) for AC co-chairs, AC members, and faculty on various assessment topics
• Two workshops (2/19 & 3/4) by David Greenfield on syncing assessments between Canvas and eLumen

Accomplishments
• SLO/PLO review in eLumen (as of 3/1):
  • 306 courses and 19 programs reviewed by AC Members

In Progress
• 2019-20 assessment plans are being updated and posted to AC website
  • Status: 52 / 78 = 67% updated and posted to website
• Development and planning of ILO study for Spring 2020
• Re-map learning outcomes (SLO-PLO, SLO-ILO, SLO-GELO) for courses/programs revised effective Summer 2019
• Updates to Assessment Report prompt in Program Review

Future Work
• Closing of the loop by providing feedback to programs who submitted Assessment Report in Program Review
• Implement SLO-ILO and AUO-ILO integration with Dean Waller

BADV (McNellis) - report submitted as written
Website: https://committees.kccd.edu/committee/bookstore-advisory-committee

Summer Book Orders

Dear Friends and Colleagues,

We sent a copy of this on Friday last week, but we thought we would send this out again at the start of this week. Please note, you NO LONGER HAVE TO FILL IN AND EMAIL THE REQUISITION FORM – The form is web-based!

Last week at Academic Senate I mentioned BAC was working with IT to build our Book Requisition Form as a webform. BAC is super excited to let everyone know that the webform is working! With fortune, this should make book order submissions easier.

WHAT YOU NEED TO DO: Fill out the new Book Requisition Webform by March 1, 2020, or within 5 days once you receive your summer schedule.

Here is the direct link to the form
https://bakersfieldcollege.edu.formstack.com/forms/textbook_supply_requisition_form
N.B. None of us have a CRN yet. Just leave blank or put N/A in the form field.

Directions: To find the form without the link
1. Go to www.bakersfieldcollege.edu
2. Click “ABOUT US” tab
3. Click “College Committees”
4. Scroll down until you see Bookstore Advisory Committee
The Budget Committee held its second meeting of the Spring Semester on Monday, February 24, from 4:00 to 5:00 p.m. in A5. During the school year, we meet on the fourth Monday of each month. The Budget Committee’s charge reads:

The Bakersfield College Budget Committee is a governance committee that supports the college mission, goals, and values through comprehensive evaluation of data relevant to the college annual planning process for resource allocation.

Grant Funds Document
The BC Budget office compiled a listing of current grant funds at the request of the Budget Committee. The list is on the Budget Committee's web page and attached to this report.

- As a senate body, what further information do we want to see regarding grant funding?

Delano and PC Discussion
VP Mike Giacomini shared that this issue was taken off the table based on financial ramifications.

Districtwide Budget Meeting Report by Steven Holmes
Steven Holmes reported that the District is requesting two to three new positions in Business Services. One is grant-related and stems from a recent AUR which disclosed complaints made regarding grant processes. At the time of our meeting, the purpose of the other position(s) was unknown. Holmes also reported that the District Finance Committee discussed proposals to meet the District’s long term COP (Certificate of Participation) debt payment obligations using future unrestricted funds.

Parking Revenues Update
VP Mike Giacomini gave an update on parking-related finances. You can find the overview on the Budget Committee’s web page.

Next Meetings
- Monday, March 23 in A5
- Monday, April 27 (College-wide Open Budget Forum)
<table>
<thead>
<tr>
<th>Fund Type Level 2 Desc</th>
<th>Fund</th>
<th>Fund Description</th>
<th>Budget Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lottery Funds</td>
<td>LU001</td>
<td>Lottery - Unrestricted</td>
<td></td>
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<tr>
<td></td>
<td>LR001</td>
<td>Lottery - Restricted</td>
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<tr>
<td>Grant/Categoricals</td>
<td>CE004</td>
<td>BC Swimming Pool</td>
<td></td>
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<td></td>
<td>RP001</td>
<td>BC Federal Workstudy</td>
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<td>RP005</td>
<td>EOPS</td>
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<td></td>
<td>RP008</td>
<td>BC Disabled Students Prog &amp; Serv</td>
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<td></td>
<td>RP009</td>
<td>Project Care</td>
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<td></td>
<td>RP013</td>
<td>Hunger Fee Campus</td>
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<td></td>
<td>RP016</td>
<td>Veteran's Resource Center</td>
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<td></td>
<td>RP017</td>
<td>Campus Safety &amp; Sexual Assault</td>
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<td></td>
<td>RP021</td>
<td>CAFYES: Cooperating Agency Youth Ed</td>
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<td></td>
<td>RP024</td>
<td>Financial Aid Technology</td>
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<td></td>
<td>RP032</td>
<td>BUTTE-GLENN CCD</td>
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<td></td>
<td>RP113</td>
<td>RFA 199 Enrollment Growth ADNP</td>
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<td>RP117</td>
<td>RFA 199 CNA EXPANSION</td>
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<td></td>
<td>RP126</td>
<td>Hospital Council Grant</td>
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<td></td>
<td>RP131</td>
<td>Foster Parent Training (SP100)</td>
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<td></td>
<td>RP134</td>
<td>Child Dev Trng Consortium(TM100)</td>
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<td></td>
<td>RP140</td>
<td>BC - SDBC UC Merced</td>
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<td></td>
<td>RP142</td>
<td>BC - SDBC UC Merced 03-311-005</td>
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<td>RP148</td>
<td>RFA053- Veteran's Resource CTR Gran</td>
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<td></td>
<td>RP221</td>
<td>BC - Special Projects Funding</td>
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<td></td>
<td>RP230</td>
<td>ETR - WIA Programs</td>
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<td></td>
<td>RP251</td>
<td>BC-CSUB Collaborative GRA2960</td>
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<td>RP253</td>
<td>BC-CSUB Collaborative GRA1450</td>
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<td>RP256</td>
<td>Title V CDFA 84.031 (BC)</td>
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<td></td>
<td>RP280</td>
<td>Return to TITLE IV</td>
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<tr>
<td></td>
<td>RP302</td>
<td>Student Success</td>
<td>New Grant s/b RP384 for BC. RP302 belongs to rest of campuses &amp; DO</td>
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<tr>
<td></td>
<td>RP309</td>
<td>TANF</td>
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<td></td>
<td>RP323</td>
<td>GUIDED PATHWAYS</td>
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<td></td>
<td>RP346</td>
<td>BC Eisenhower Grant L2WS (01-02)</td>
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<td></td>
<td>RP350</td>
<td>CalWorks</td>
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<td></td>
<td>RP360</td>
<td>Student Development Fund</td>
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<td></td>
<td>RP361</td>
<td>Co-Curricular Fund</td>
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<td>RP380</td>
<td>MESA CCCP</td>
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<tr>
<td></td>
<td>RP382</td>
<td>Student Equity</td>
<td>S/B RP 384 2 grants got condensed to RP 384 for BC only belongs to Rest of campuses &amp; DO</td>
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<tr>
<td></td>
<td>RP384</td>
<td>SEA</td>
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<td></td>
<td>RP400</td>
<td>BFAP</td>
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<td></td>
<td>RP420</td>
<td>Project Workability Bakersfield</td>
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<td>RP434</td>
<td>BC Transcript</td>
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<td>RP495</td>
<td>Pell Administrative Allowance</td>
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<td>RP500</td>
<td>BC Parking</td>
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<td>RP510</td>
<td>BC Health Fees</td>
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<td>RP562</td>
<td>Title V COS Cooperative</td>
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<td>RP611</td>
<td>VTEA IC</td>
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<td></td>
<td>RP613</td>
<td>STRONG WORKFORCE PROGRAM</td>
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<td></td>
<td>RP614</td>
<td>Education Futures Grant 206 CLPCCD</td>
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<td></td>
<td>RP634</td>
<td>AEBG Adult Education Block Grant</td>
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<td></td>
<td>RP641</td>
<td>CCPT1 Wonderful (FRA Paramount)</td>
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<td></td>
<td>RP643</td>
<td>CCPT2 Roll Global (West Hills)</td>
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<td></td>
<td>RP645</td>
<td>Nat'l Endowment for the Humanities</td>
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<td></td>
<td>RP646</td>
<td>US Dept of Transp CNCF Grant</td>
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<td></td>
<td>RP648</td>
<td>Opportunity Institute</td>
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<tr>
<td></td>
<td>RP649</td>
<td>Center for Research and Dev (CORD)</td>
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<tr>
<td></td>
<td>RP652</td>
<td>College Futures Foundation 15-01640</td>
<td></td>
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<tr>
<td></td>
<td>RP657</td>
<td>Rancho Santiago Comm College Dist</td>
<td></td>
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<td></td>
<td>RP659</td>
<td>Cal-Soap</td>
<td></td>
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<tr>
<td></td>
<td>RP660</td>
<td>College Promise RFA 16-041-002</td>
<td></td>
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<tr>
<td></td>
<td>RP661</td>
<td>BC Innovation Award</td>
<td></td>
</tr>
</tbody>
</table>
The EMC last met on Feb 26th, and will next meet on Nar. 26th

**EMC OPEN FORUM**
- postponed and will now likely be held on Mar. 17th 2:30-2:30 pm. Location TBD
  - Please note, we are reserving a room now, and change the date.
  - We will send out emails once it’s confirmed
- We invite the campus committee, particularly those involved in scheduling, to stop by during this hour and share your successes and issues related to Enrollment Management.
- Data collected will help with the Enrollment Management Manual

**CODING IN SCHEDULING**
- Students often erroneously select locations (Weill, SW, etc)) or start times (latte start). It is often difficult for them to fix their schedule once the semester has started.
- We have been discussing how we may reduce these scheduling errors by:
  - Creating a one-page document explaining coding  
    - For counselors & outreach
  - Create one or more videos explaining coding  
    - For counselors & social media
    - We will reach out to SGA and counseling to discuss the video

**CURRENT DISCUSSION**
- We continue to work towards an enrollment management manual
  - Discussions of guiding programs in becoming more involved with enrollment management/scheduling
- We are discussing shifting the student mindset from ‘two semesters’ to viewing
college as year-round.
  o Since many students work, shifting to the mindset of year-round college may increase completion time and reduce withdraws.

EODAC (Hirayama)
Website: https://committees.kccd.edu/bc/committee/eodac
No report

ISIT (Boyles)-report submitted as written
Website: https://committees.kccd.edu/bc/committee/isit

ISIT Report to Academic Senate-February 19, 2020
Pam Boyles, faculty co-chair
Notes from February 10, 2020 ISIT Meeting

Program Review—Technology Requests:
  • The committee reviewed the ranked list of prioritized ISIT requests (from Nov. 26 voting).
  • The committee discussed ties and ways to deal with ties.
  • The committee discussed changes to ISIT request process, such as merging requests for a room (from all program requests connected to that room) and to ask programs to prioritize their requests when multiple requests are made.

Program Review—Review of Assessment Question:
  • The committee reviewed the current program review assessments of technology. The next program review cycle (2021) will be made available this spring so that programs will have an opportunity to begin conversations before summer break. Programs that have received technology would be expected to complete the assessment question(s).

Technology Plan:
  • Todd walked the committee through the initial draft of the 2020-2023 Tech Plan. Feedback is needed prior to the ISIT meeting in March. ISIT reps are encouraged to review the Educational Master Plan and its relation to technology.

Next Regular Meeting: March 9, Monday (L-149), 4 to 5:30 pm

PDC (Jones)
Website: https://committees.kccd.edu/bc/committee/pdc
No report

PRC (Nickell)- report submitted as written
Website: https://committees.kccd.edu/bc/committee/programreview

Program Review Report to Academic Senate March 4, 2020
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 and future planning 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 and by improving our own processes. The committee reports monthly to Academic Senate and annually to College Council and Administrative Council at their last meetings of the calendar year.

2019-20 Goals
Create an annual update that is relevant to hybrid programs that encompass both instructional and non-instructional elements
Include Program Mapper in the Program Review process.
Refine the eLumen Program Review
Comprehensive Program Review in eLumen

Work for Spring 2020:
Feb. 18th was a workday for Program Review to get the 2020-21 cycle out by the end of April 2020.
The PRC web page has been updated with the documents from the 2018-19 cycle.
The PRC is working toward making all eLumen reports for the 2019-20 cycle accessible and posted on the PRC web page.

OFFICER REPORTS
Vice President (Diaz)
No report

Treasurer (Kim)- report submitted as written
2019-20 Academic Senate Treasurer Mid-Year Report

2/11/20
BC Academic Senate/Retd. Studt. Account (F3200.5101) $15,009.43
NEW BC Academic Senate (#F3300 0210) $23,645.52
M. Levinson Account (#5310) $18,836.22 but only 5% can be used so, $838.44
S. Trembley Account (#5510) $89,269.88 but only 5% can be used so, $4,165.26

9/10/19
BC Academic Senate/Retd. Studt. Account (F3200.5101) $11,703.61
NEW BC Academic Senate (#F3300 0210) $21,917.60
M. Levinson Account (#5310) $16,768.76 but only 5% can be used so, $838.44
S. Trembley Account (#5510) $83,305.27 but only 5% can be used so, $4,165.26
3/5/19
BC Academic Senate/Retd. Studt. Account (F3200.5101) $11,881.64
NEW BC Academic Senate (#F3300 0210) $21,281.02
M. Levinson Account (#5310) $15,902.98 but only 5% can be used so, $795.15
S. Trembley Account (#5510) $80,324.78 but only 5% can be used so, $4,016.34

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

Secretary (Garrett)
Meeting summary emailed to faculty following the meeting.

ASCCC Rep (Harding)
No report

CCA (Boyles)
No report

BCSGA (Daniel/Harris)
Student Event’s Calendar: https://www.bakersfieldcollege.edu/studentevents
The following letter from Connor Harris was summited as written:

Dear Mrs. Perry, The Honorable President Holmes, The Honorable Secretary Garret, The Honorable Treasurer Kim, and all other Honorable members of Academic Senate, I have resigned due to personal issues and other reasons. I hope to someday come Back to BCSGA and possibly be 2nd on Academic Senate again. Sitting on Academic Senate was A great experience and very informative. I am hoping some way I can get my name thing that we each have in front of us at meetings from someone to keep as a memento. I really loved being on Academic Senate and hate to leave. I hope everyone is doing well. Maybe I’ll have one of you as a professor soon. This is the last time I will be using this letterhead to address any members of SGA and/or Academic Senate. I will always remember the big things that went on in the meetings. I hope you all are doing well. I am no longer senator #01.

ANNOUNCEMENTS
None

ADJOURNMENT
The meeting was adjourned at 4:54 p.m.
Meeting minutes recorded by T. Perry