

**Barstow Community College**

**ACADEMIC SENATE AGENDA**

**Special meeting**

**DATE: Thursday, August 15, 2013**

**TIME: 12:00 – 12:50 p.m.**

**PLACE: Room S9**

**CALL TO ORDER**

The meeting was called to order at 12:11 p.m. by President VanDenBerg. Members in attendance included President Sally VanDenBerg , Scott Bulkley, Dawn Howey, Nancy Nunes-Gill, and Sona Vartanian. Members absent were Rich Johnston and Gene Low.

Guests: Kim Young and Penny Shreve-Smith.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Scott Bulkley and seconded by Nancy Nunes-Gill. It was recommended by Scott Bulkley that we move items 7 to item 4 and since item 8 is a discussion item, then move to item 10. Motion carried unanimously.

**APPROVAL OF MINUTES**

A motion to approve the minutes of 11.20.12 and 5.8.13 was made by Dawn Howey and seconded by Nance Nunes-Gill. The motion carried unanimously.

**ELECTION OF OFFICERS**

The following officers are in place:

President: Sally VanDenBerg

President-Elect: Rich Johnston

Scott Bulkley made a motion to nominate Dawn Howey as Secretary. Motion was seconded by Nancy Nunes-Gill and passed unanimously.

Nancy Nunes-Gill made a motion to nominate Sona Vartanian as Treasurer. The motion was seconded by Dawn Howey and the motion passed unanimously.

### **DECISION ON REGULAR MEETING TIMES**

Regular meeting times were set as follows: Meet the first Thursday of each month, and hold the 3<sup>rd</sup> Thursday as a special meeting (as needed). Meetings to be held from 12:00 – 12:50 p.m. in S9. The motion was made by Nancy Nunes-Gill and seconded by Dawn Howey. The motion passed unanimously.

### **PUBLIC COMMENTS**

None

### **ACTION ON INSTRUCTIONAL PROGRAM REVIEW TEMPLATE**

A motion was made for discussion on the item by Scott Bulkley and seconded by Dawn Howey. The motion passed unanimously.

Kim Young presented the new Instructional Program Review Template for Senate consideration. In February, the IEC examined the Program Review and called a Program Review Committee. That committee met and submitted a template to the IEC. The changes are mostly for clarity. Now the Annual Update is incorporated into the Program Review Template. Nancy Nunes-Gill feels it is more “user-friendly” now. Sona Vartanian wants more time to review and time for faculty to review. Dawn Howey made a motion to review at a Special Academic Senate Meeting on August 29<sup>th</sup> after faculty has been presented with the document at the August 22<sup>nd</sup> Faculty Meeting. Motion was seconded by Scott Bulkley and passed unanimously. Item will be discussed at the 8.29.13 Special Meeting.

### **FOLLOW-UP ON APPROVAL OF SURVEY FORM FOR FACULTY EVALUATION OF ADMINISTRATORS**

A motion to table this item was made by Scott Bulkley and seconded by Nancy Nunes-Gill. The motion passed unanimously.

### **ACTION ON TRAVEL TO ACADEMIC SENATE TRAININGS**

A motion was made by Scott Bulkley to approve travel to the two conferences (Strengthening Student Success and Fall Plenary—including Area D meeting). The motion was seconded by Nancy Nunes-Gill and passed unanimously.

### **DECISION TO ASK STATE ACADEMIC SENATE TO COME TO BCC TO DO TRAINING**

A motion to table this item was made by Scott Bulkley and seconded by Nancy Nunes-Gill. The motion passed unanimously.

### **ADJOURNMENT**

A motion to adjourn was made by Scott Bulkley and seconded by Nancy Nunes-Gill. The motion passed unanimously. The meeting was adjourned at 12:54 p.m.

*\*minutes approved at 8.29.13 meeting*

**Barstow Community College**  
**ACADEMIC SENATE AGENDA**  
**Special Meeting**

**DATE: August 29, 2013**  
**TIME: 12:00 - 12:50 p.m.**  
**PLACE: Room S9**

**CALL TO ORDER**

The meeting was called to order at 12:06 p.m. by President VanDenBerg. Members in attendance included President Sally VanDenBerg, Scott Bulkley, Dawn Howey, Nancy Nunes-Gill, Rich Johnston and Gene Low . Members absent: Sona Vartanian.  
Guests: Kim Young.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Dawn Howey and seconded by Nancy Nunes-Gill. Motion carried unanimously.

**APPROVAL OF THE MINUTES**

A motion to approve the minutes of 8.15.13 was made by Nance Nunes-Gill and seconded by Gene Low. The motion carried unanimously.

**PUBLIC COMMENTS**

Nancy Nunes-Gill inquired about the SLOAC. It was originally set up to be a shared-governance committee, but it is not set up that way now. Need to examine membership requirements.

Rich Johnston says he needs a catalog to work with as a counselor. The one available online needs to be updated. It serves as a contract between the students and the college so there is a high level of importance on this.

This item will be placed on the agenda for the next Academic Senate Meeting.

Scott Bulkley requested that the evaluation of administrators be placed on the agenda also for the next Academic Senate meeting

## **PRESIDENTS REPORT**

Deferred until regular Senate meeting.

## **DISCUSSION ITEM**

### **BCC Academic Senate Web Page**

President was contacted in regards to updating the webpage. College President wants the webpage to look professional.

Scott Bulkley discussed other Academic Senate websites and the Senate gave some suggestions for the website.

## **ACTION ITEM**

### **Approval of Template for Instructional Program Review**

- Scott Bulkley gave suggestions from his constituent group including the need for the previous Program Review to be included. As discussed, this will not be available electronically until after this year's cycle. Last year's information can be found at Barstow College website under OUTCOMES AND ASSESSMENT. However, current Program Reviews are not online.
- DCPs should be working with each department on their parts of the document. Kim Young commented that in areas where your department is doing well, they should be highlighted, especially in terms of funding requests.
- Scott Bulkely suggested that department level data be included in Program Review. It was also discussed that department-specific items be placed in the Program Review handbook (for clarification) rather than in the Program Review document.
- There is also a concern with receiving data, since currently there is no Institutional Researcher currently, or even in the past when that position was staffed. Nancy Nunes-Gill reports that Heather Caldon has been extremely helpful with gathering data.
- Hiring of positions was also discussed as it relates to the Program Review process.
- Scott Bulkely commented that the MOU regarding DCPs has been discussed with the district and is able to move forward.

Motion made by Nancy Nunes-Gill to approve the Program Review Template with changes noted (previous data provided, and review of PR handbook) and was seconded by Scott Bulkley. The motion passed unanimously.

## **ADJOURNMENT**

A motion to adjourn was made by Scott Bulkley and seconded by Nancy Nunes-Gill. The motion passed unanimously. The meeting was adjourned at 12:53 p.m.

**Barstow Community College**  
**ACADEMIC SENATE AGENDA**  
November 7, 2013

**DATE:** November 7, 2013

**TIME:** 12:00 to 12:50 p.m.

**PLACE:** Room S9

**CALL TO ORDER**

The meeting was called to order at 12:05 p.m. by President-Elect Rich Johnston. Members in attendance included President-Elect, Scott Bulkley, Dawn Howey, Nancy Nunes-Gill, Sona Vartanian, Rich Johnston and Gene Low. Members absent: Sally VanDenBerg.

Guests: None.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Gene Low and seconded by Scott Bulkley. At the request of President VanDenBerg, item 6.1 was tabled. The amended motion carried unanimously.

**APPROVAL OF THE MINUTES**

A motion to table the minutes of October was made by Scott Bulkley and seconded by Gene Low. The motion carried unanimously.

**PUBLIC COMMENTS**

Nancy Nunes-Gil noted the IEC will be providing a list of BAPs that were on the Full-time faculty-to-hire list. There may be another meeting needed, and prioritization of the positions. Scheduling may be difficult due to time constraints and holiday schedules.

**PRESIDENTS REPORT**

Given by Rich Johnston. President is currently at the Fall Plenary and will have information to provide upon her return. Kyri Freeman is unable to attend the Curriculum Institute, however a spot is being held. It was suggested that Kyri try to find a replacement within the Curriculum Committee. Conference is November 15<sup>th</sup>.

**ACTION ITEMS**

**Senate Mission and Purpose Statements**

Item tabled.

### **SLOAC Mission and Purpose Statements**

Motion to approve SLOAC Mission and Purpose Statements was made by Gene Low and seconded by Nancy Nunes-Gil. The Mission and Purpose Statements were presented by Nancy Nunes-Gil. All members were provided with copies of the statements. The motion to approve the SLOAC Mission and Purpose Statement was passed unanimously.

### **December Meeting Date**

A motion to meet Thursday, December 5<sup>th</sup>, 2013 was made by Scott Bulkley, and seconded by Gene Low. There may be a scheduling conflict with an unscheduled Best Practice meeting, but the Senate will meet at its regular meeting time.

### **Calendar**

Motion to approve the 2014-2015 Academic Calendar was made by Nancy Nunes-Gil and seconded by Gene Low. Motion passed unanimously.

### **DISCUSSION ITEM**

The lack of a final exam schedule even at this date of 11.7.13 is an issue. The Academic Senate have expressed frustration regarding two issues—the Final Exam Schedule, and College Catalog. It was suggested that the Final Exam schedule be posted when the schedule of classes is made available. When the schedule is provided to students, then the final exam schedule should also be provided. Regarding the College Catalog, the online version is inaccurate. Counselors have reviewed and submitted over 50 pages of corrections to the College Catalog over nineteen months ago, with no changes made to date. This presents many problems for students and counselors. Some changes were made October 29, 2013. Both items will be discussed as action items next meeting and a resolution will be drafted for discussion.

### **ADJOURNMENT**

A motion to adjourn was made by Nancy Nunes-Gill and seconded by Scott Bulkley. The motion passed unanimously. The meeting was adjourned at 12:49 p.m. Next meeting is tentatively scheduled for Thursday, November 21<sup>st</sup> at noon.

**Barstow Community College**  
**ACADEMIC SENATE AGENDA**  
December 5, 2013

DATE: December 5, 2013

TIME: 12:00 to 12:50 p.m.

PLACE: Room S9

**CALL TO ORDER**

The meeting was called to order at 12:11 p.m. by President Sally VanDenBerg. Members in attendance included President-Elect Rich Johnston, Scott Bulkley, Dawn Howey, Nancy Nunes-Gill, Sona Vartanian. Members absent: Gene Low.  
Guests: None.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Nancy Nunes-Gill, and seconded by Rich Johnston. Bulkley moved to table Item 6.2 and to move 6.3. and 6.4 up to 6.1. The motion was seconded by Sona Vartanian. The amended motion carried unanimously.

**APPROVAL OF THE MINUTES**

A motion to table the minutes of November was made by Scott Bulkley and seconded by Rich Johnston. The motion carried unanimously.

**PUBLIC COMMENTS**

None.

**PRESIDENTS REPORT**

Discussion of ranking of faculty position requests will be the priority and bulk of this meeting.

**ACTION ITEMS**

**Distance Education Committee Purpose and Mission Statement.**

A Motion to approve the Distance Education Committee Purpose and Mission Statement was made by Sona Vartanian and seconded by Dawn Howey. The DE Mission Statement was presented by Sona Vartanian. Motion passed unanimously.

**Barstow College DE Military Program Subcommittee Purpose Statement**

A motion to Dawn Howey Sona Vartanian

Approval of Barstow College DE Military Program Subcommittee Purpose Statement

Revised as:

*Under the direction of the DE Committee, develop policy and procedures and coordinate the implementation and marketing of the BCCOnline Program for Military Students and their dependents.*

Motion passed unanimously.

**Ranking faculty position requests**

Motion to approve the ranking of faculty requests was made by Rich Johnston Nancy Nunes-Gil

**DISCUSSION ITEM**

I. DISCUSSION ITEMS

1. Faculty Evaluation online and classroom observation forms
2. Adjunct faculty hiring processes
3. Role of AS in scheduling and course offerings

**ADJOURNMENT**

A motion to adjourn was made by Nancy Nunes-Gill and seconded by Scott Bulkley. The motion passed unanimously. The meeting was adjourned at 12:49 p.m. Next meeting is tentatively scheduled for Thursday, November 21<sup>st</sup> at noon.



Barstow Community College  
**ACADEMIC SENATE MINUTES**

**DATE:** February 6, 2014

**TIME:** 12:00 to 12:50 p.m.

**PLACE:** Room S9

**CALL TO ORDER**

The meeting was called to order at 12:05 p.m. by President Sally VanDenBerg. Members in attendance included President-Elect Rich Johnston, Scott Bulkley, Dawn Howey, Gene Low, and Sona Vartanian. Members absent: Nancy Nunes-Gill.

Guests: Kryi Freeman, Stephen Eaton

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Scott Bulkley, and seconded by Gene Low. The motion carried unanimously.

**APPROVAL OF THE MINUTES**

A motion to table the minutes of December was made by Scott Bulkley and seconded by Gene Low. The motion carried unanimously.

**PUBLIC COMMENTS**

Made by Stephen Eaton. A request to add an item to the March agenda regarding the soon to be vacated position of English Instructor. Should it be automatically filled or look at other options?

Made by Scott Bulkley. A concern regarding no item on agenda regarding ACCJC report. States that Academic Senate needs to review before it goes to the Board of Trustees.

By Dawn Howey regarding student clubs being told to come to Academic Senate for issues.

By Sona Vartanian regarding Middle College.

**PRESIDENTS REPORT**

President VanDenBerg discussed the shared governance handbook and possible changes. There are a few ASCCC meetings that need to be attended including one this weekend. President is asking for Academic Senate representatives to attend. Travel approvals will be added to the March agenda for upcoming sessions.

## **ACTION ITEMS**

### **1. Curriculum Committee report and possible writing of a resolution**

Motion to discuss the Curriculum Committee report was made by Dawn Howey and seconded by Rich Johnston. This item was presented by Kyri Freeman, Curriculum Committee Chair. There are two major issues: First, the Curriculum Committee approves new courses, substantial changes to courses, etc. Once the courses leave Curriculum Committee, they go to Dean of Instruction and are then sent to Chancellor's Office. Many items have been found to not have been sent to the Chancellor's Office, nor is there any communication between Chancellor's Office and originating faculty. There seems to be a lack of communication which could potentially lead to consequences. This could involve several courses. This issue will be placed on the Curriculum Committee agenda.

Rich Johnson made a motion to write a resolution regarding the policy of tracking Curriculum course changes and the motion was seconded by Gene Low. The motion passed 3-2 and will be discussed at the March meeting.

The second issue: There are three coordinator positions: DE Coordinator, Basic Skills Coordinator, SLOAC Coordinator. The issue has been raised whether these committee chairs should they be voting members of the Curriculum Committee?

One representative stated that If coordinators are signing off on Curriculum Committee issues—then they should be voting members. There are currently eleven faculty members on the Curriculum Committee.

Motion was made by Dawn Howey and seconded by Rich Johnson to put this item on March agenda to review

### **2. SLO Committee item approvals**

Gene Low motioned and Rich Johnson seconded to approve items a and b together. Motion passed.

The Academic Senate approved the mission and purpose statement ONLY as provided. The information in quotes ONLY—no other information is approved by the Academic Senate. Only the Mission Statement and the first paragraph of the Vision Statement were approved.

A motion to table item 2C was made by Sona Vartanian and seconded by Scott Bulkley. The issue was tabled and requested that specific clarification of the exact changes made be provided.

3. Any rewriting of Academic Senate portions of Shared Governance Handbook

A motion to table item 2C was made by Gene Low and seconded by Rich Johnson. The motion carried. Scott Bulkley asked that composition for all the committees be provided.

**DISCUSSION ITEMS**

A motion to table the discussion items and adjourn the meeting was made by Gene Low and seconded by Rich Johnson. The motion carried and the meeting was adjourned at 12:59 p.m.

## **Academic Senate Meeting**

**February 18, 2014**

**Present:** Scott Bulkley, Rich Johnston, Gene Low, Nance Nunes-Gill, Sally Van Den Berg

**Absent:** Dawn Howey and Sona Vartanian

**Guest:** Penny Shreve

**Called to order:** 12:15

**Agenda:** Scott moved to approve the agenda / second by Gene Low / all approved

### **Public Comment:**

Scott asked to put a future action item on the agenda – Title V Regulation to request agenda item to approve a timetable for submission of SLO's.

Nance shared that this request had been asked to be put on the agenda already in a previous email to Sally.

### **Motion on item 1: Scott moved / second by Gene**

Scott moved to approve Accreditation of the Gold Draft report – Scott, Rich, and Nance all shared that they had reviewed and shared that this report was accurate in the information with supporting data evident for review of the work that has been accomplished by the college.

All approved the document

### **Motion on item 2: Scott moved / second by Rich**

Scott questions the # of assessment – assessment method – suggested to be able to select more than one form of assessment type. Penny shared as we transition to TracDat the paper form will be used however once in TracDat faculty will need to submit each assessment method individually and the goal was to prevent additional work. A consensus was determined to add an addendum with instructions for faculty who chose to use more than one method of assessment.

Scott moved to approve the form with #6 (or see addendum) / second by Gene – Penny will provide the addendum and it will then be mailed out for all to view.

All approved the new SLO form

**Motion to table remaining items on the agenda** – Rich moved / second by Gene – all approved

**Motion to adjourn the meeting** – Gene moved / second by Scott

**Meeting Adjourned at 12:56**

Barstow Community College

**ACADEMIC SENATE MINUTES**

**DATE:** March 6, 2014

**TIME:** 12:00 to 12:50 p.m.

**PLACE:** Room S9

**CALL TO ORDER**

The meeting was called to order at 12:07 p.m. by President Sally VanDenBerg. Members in attendance included President-Elect Rich Johnston, Scott Bulkley, Dawn Howey, Gene Low, Nancy Nunes-Gill and Sona Vartarian.

Guests: Rodolfo Doque, Faculty; Gustavo Bento, Faculty, Sue Nylander, Faculty, Alec Bawden, Faculty, and Jacob Batarseh, Faculty.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Scott Bulkley, and seconded by Gene Low. The motion carried unanimously.

**PUBLIC COMMENTS**

Scott Bulkley commented that he was happy to see so many new faces at the meeting. Sona Vartarian inquired about the Middle College Program, and was it ever passed through Senate for approval. The Calendar Committee provided the Senate with the calendar for review.

**ACTION ITEMS**

**Travel to Senate trainings**

There were several upcoming trainings discussed including CTE Regional Meeting, Curriculum Meeting, Area D Meeting, Spring Plenary, Faculty Leadership, and Curriculum Institute. Scott Bulkley made a motion to send Sally Vandenberg to Spring Plenary and Faculty Leadership Academy. Motion was seconded by Dawn Howey and the motion passed unanimously.

**DISCUSSION ITEMS**

- 1. Enrollment management issues**
  - a. Possible committee formation**
  - b. Role of Academic Senate in scheduling and course offerings**

A motion was made to table the above discussion item by Sona Vartarian and seconded by Nancy Nunes-Gill. The motion to table passed unanimously.

**2. Faculty Evaluation online and classroom observation forms**

Sona Vartarian discussed the Chancellor's Office and their request for Distance Education Policies and Procedures regarding Regular Effective Contact on faculty evaluations. Scott Bulkley stated that this was a negotiable item with BCFA.

**3. Adjunct faculty hiring processes**

A motion was made to table the above discussion item by Sona Vartarian and seconded by Gene Low. The item was tabled.

**4. Melanie Hanson's retirement**

The Academic Senate suggests that the position of English Faculty which will be vacant after Dr. Hanson's retirement be filled as soon as possible.

**ADJOURNMENT**

A motion to adjourn the meeting was made by Gene Low and seconded by Rich Johnson. The motion carried and the meeting was adjourned at 12:55 p.m. Next meeting is tentatively scheduled for March 11<sup>th</sup>, 2014.

*Approved 5.1.14*

Barstow Community College

## **ACADEMIC SENATE MINUTES**

**DATE:** March 25, 2014

**TIME:** 12:00 to 12:50 p.m.

**PLACE:** Room S9

### **CALL TO ORDER**

The meeting was called to order at 12:09 p.m. by President Sally VanDenBerg. Members in attendance included Sally VanDenBerg, Scott Bulkley, Dawn Howey, Gene Low, Nancy Nunes-Gill and Sona Vartarian.

Guests: Kim Young and Kyri Freeman

### **APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Scott Bulkley, and seconded by Gene Low. Included in the motion was the request to move the Action Item IV: Textbook Policy to the Discussion Agenda. The motion carried unanimously.

### **PUBLIC COMMENTS**

The Regular and Effective Contact Policy approved by the Distance Education Committee was discussed by the DE Coordinator, Sona Vartarian.

Action items requested for next meeting include the previous Academic Senate Minutes and the 2015-16 Academic Calendar for approval.

### **ACTION ITEMS**

#### 1. Due date for SLO submissions

A motion to discuss the SLO submission due date was made by Gene Low and seconded by Dawn Howey. The SLO Coordinator presented the current due dates, however Academic Senate was never consulted regarding the change. The importance of Academic Senate in the process was stressed. The SLO Committee has recommended the due date for SLO submission as the day that final grades are submitted. Since many instructors use final exams in their SLO data, it was recommended that the due date be later, after final grades are submitted. Currently, there is a Board Policy referencing when Part-Time Faculty are required to submit their SLOs. It is the position of the Academic Senate, that there be no division between full and part time faculty, and that ALL faculty should have the same due date.

The Academic Senate recommends a due date of 2 weeks after final grades are due for the submission of SLOs. This would apply to all faculty, both full and part time and is effective with the Spring 2014 SLO submissions.

Four members voted in favor, one abstained, and there were no objections. Motion carried.

2. Response to Melanie Hanson's retirement

A motion to discuss the retirement of Melanie Hanson was made by Scott Bulkley and seconded by Gene Low. The Academic Senate recommends to Administration to immediately replace the Full Time English Faculty position. The motion passed unanimously.

3. Previously presented resolution regarding Curriculum Committee

A motion to discuss the retirement of Melanie Hanson was made by Dawn Howey and seconded by Gene Low. There is an issue with a stall in courses—courses that have been approved by the Curriculum Committee, but are not being forwarded to the Chancellor's Office. The Academic Senate has drafted a Resolution (14.1) that will go to the Barstow College President.

A motion was made to send Kyri Freeman, Curriculum Committee Chair to the Curriculum Institute. The motion passed unanimously.

4. Previously submitted Textbook Policy

Moved to discussion agenda.

## **DISCUSSION ITEMS**

1. Previously submitted Textbook Policy

Scott Bulkley presented that this was not a collaborative project. The Academic Senate was presented with two different Textbook Policies for approval. The main issues are in regards to number 11: For cases where full time faculty of a particular discipline disagree about a main textbook. Kim Young from the Viking Bookstore presented the Textbook Committee's version of the Policy and stated her understanding of the discussion process. After a lengthy discussion, this item was tabled and no action was taken.

Discussion items 2-4 were tabled and the meeting was adjourned at 12:57 p.m.

2. Enrollment management issues

- a. Possible committee formation
- b. Role of Academic Senate in scheduling and course offerings

3. Faculty Evaluation online and classroom observation forms

4. Adjunct faculty hiring processes



5. Reports from Senate committees.

**ADJOURNMENT**

The meeting was adjourned at 12:57 p.m.

Barstow Community College

**ACADEMIC SENATE MINUTES**

**DATE:** April 3, 2014

**TIME:** 12:00 to 12:50 p.m.

**PLACE:** Room S9

**CALL TO ORDER**

The meeting was called to order at 12:10 p.m. by President Sally VanDenBerg.

Members in attendance included Scott Bulkley, Dawn Howey, Gene Low, Nancy Nunes-Gill and Sona Vartarian.

Members absent: Rich Johnston

Guests: Rodolfo Doque, Faculty, and Kyri Freeman.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Gene Low and seconded by Nancy Nunes-Gill. The motion carried unanimously.

**APPROVAL OF THE MINUTES**

A motion was made to table the approval of the minutes by Scott Bulkley and seconded by Gene Low. The motion carried unanimously.

**PUBLIC COMMENTS**

Sona Vartarian inquired again about the Middle College and the existence of programs that have not been approved by the Academic Senate. Ms. Vartarian also inquired about the Administration Evaluations.

Scott Bulkley referenced that some items on the agenda listed as action items need clarity on what action exactly is to be taken.

**ACTION ITEMS**

**Textbook Policy**

A motion was made to move this item to the Discussion Agenda.

**Distance Education committee—Regular and Effective Contact Policy**

A motion to approve the Regular and Effective Contact Policy was made by Nancy Nunes-Gill and seconded by Gene Low. The motion carried unanimously.

**Curriculum Committee update**

A motion was made to move this item to the Discussion Agenda.

### **Approval of 2015-16 Academic Calendar**

A motion to approve the 2015-16 Academic Calendar was made by Gene Low and seconded by Scott Bulkley. The motion carried unanimously.

### **DISCUSSION ITEMS**

A motion was made by Dawn Howey and seconded by Gene Low to table the discussion items until the next meeting.

- 1. BAPs (funding request) for faculty hiring**
- 2. Enrollment management issues**
  - a. Possible committee formation**
  - b. Role of Academic Senate in scheduling and course offerings**
- 3. Faculty Evaluation online and classroom observation forms**
- 4. Adjunct faculty hiring processes**
- 5. Reports from Senate committees not mentioned above**
- 6. Textbook Policy**
- 7. Curriculum Committee Update**

### **ADJOURNMENT**

A motion to adjourn the meeting was made by Dawn Howey and seconded by Gene Low. The motion carried and the meeting was adjourned at 12:58 p.m.

*Approved 5.1.14*

Barstow Community College

## **ACADEMIC SENATE MINUTES**

**DATE:** May 1, 2014

**TIME:** 12:00 to 12:50 p.m.

**PLACE:** Room S9

### **CALL TO ORDER**

The meeting was called to order at 12:05 p.m. by President Sally VanDenBerg.

Members in attendance included Sally VanDenBerg, Scott Bulkley, Dawn Howey, Gene Low, and Nancy Nunes-Gill.

Guests: Rodolfo Duque, Zhenying Jiang, Gustavo Bento, Penny Shreve, and Stephen Eaton.

### **APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Scott Bulkley, and seconded by Rich Johnston.

Included in the motion was the request to move Action Item 8: Assign discipline equivalencies as forwarded from Human Resources to #1. Also to move Action items 3, 4, and 6 to the Discussion Agenda. The motion carried unanimously.

### **OFFICER'S REPORTS**

President VanDenBerg reported that the voting for Academic Senate Reps will take place this month, before the end of the term.

### **PUBLIC COMMENTS**

Kim Young discussed the Textbook Policy. Stephen Eaton discussed the Bridge Program and Middle College. Dr. Jiang discussed concerns over the lack of Department Chairs and the need to re-establish the positions.

Action items requested for next meeting include the previous Academic Senate Minutes and the 2015-16 Academic Calendar for approval.

### **ACTION ITEMS**

1. Assign discipline equivalencies as forwarded from Human Resources

A motion was made to discuss the discipline equivalencies by Scott Bulkley and seconded by Dawn Howey.

The following committees were set up for discipline equivalencies:

**Math:** Sally VanDenBerg and Rodolfo Duque

**English:** Sue Nylander, Christie Firtha, Melanie Hansen, and Dennis Conrad as an alternate

**Psychology:** Gustavo Bento, Lynna Heiden, and Rich Johnston

The motion carried unanimously.

2. Approval of textbook policy

A motion to discuss the textbook policy was made by Dawn Howey and seconded by Rich Johnston. After discussion without resolution, a motion to table the approval of the textbook policy was made by Dawn Howey and seconded by Rich Johnston. Three members voted yes, one voted no. The motion carried.

3. Membership of SLOAC committee [presented by SLOAC coordinator]

Moved to Discussion Agenda.

It was discussed that the SLOASC is not a shared governance committee. Scott Bulkley feels that the committee membership should be mainly faculty and the current proposal calls for 67% of the members as administrators. No action was taken.

4. Duties and rules in SLOAC

Moved to Discussion Agenda.

5. Clarification of "Administrative Units" as used in SLOAC

Tabled.

6. Addition of retention to SLOAC form

Moved to Discussion Agenda.

7. Program Review Addition [presentation by Dean Shreve]

- a. Discipline Information for Multi-Discipline Programs:
- b. More unified process for disciplines to put information in the program review forms and process
- c. To formalize the questions and pathways currently used for asking disciplines for information for multi-program reviews, so information is more usable.
- d. Informational *and requesting Senate recommendations for improvement*

Tabled.

8. Formation of committee to study enrollment management

Tabled.

**DISCUSSION ITEMS**

1. Evaluation survey results pertaining to Academic Senate
2. Faculty Evaluation online and classroom observation forms
3. Adjunct faculty hiring processes

**ADJOURNMENT**

A motion to table the remaining action items and Discussion Agenda was made by Scott Bulkley and seconded by Dawn Howey. The meeting was adjourned at 1:00 p.m.