

TAFT COLLEGE SENATE-OF-THE-WHOLE AGENDA  
MONDAY, NOVEMBER 5, 2018  
12:00PM TO 1:00PM,  
COUGAR ROOM

AGENDA

Call to Order

Public Commentary

**Action Items**

1. Approval of Minutes of October 1, 2018 Meeting (1 minute)
2. Math Faculty Retirement Replacement (10 Minutes)
3. Curriculum and General Education Committee Charter Updates (5 Minutes)

**Information/Discussion Items**

4. Distance Education Updates (5 Minutes)
5. Highlights of ASCCC Fall Plenary (10 Minutes)
6. Adopted ASCCC Resolutions (5 Minutes)
7. [AB 705](#) (7 Minutes)
8. [Guided Pathways](#) (7 Minutes)

**Open Forum for Announcements**

**Adjournment**

*The next meeting of the Academic Senate Council is Wednesday, November 21, at 12:00pm in the Cafeteria Conference Room. Next meeting of the Academic Senate-of-the-whole is Monday, December 3, at 12:00pm in the Cougar Room.*

To: Dr. Debra Daniels

From: Mathematics Department

Date: 10/9/18

Subject: Justification for Replacing Retiring Fulltime Mathematics Professor

The following is a summary of the full time math department teaching loads from Spring 2013 through Fall 2018. During the Spring 2013 semester, five (5) full time faculty members taught a total of 141 units the equivalent of 9.4 full time instructors. Another full time math faculty member was hired in Fall 2013, however the number of units taught by the six (6) full time faculty members increased from 141 to 156 the equivalent of 10.4 full time instructors. For Spring 2014 the six (6) full time faculty members taught a total of 152 units the equivalent of 10.1 full time instructors. For Fall 2014 the six (6) full time faculty members taught a total of 170 units the equivalent of 11.3 full time instructors. For Spring 2015 the six (6) full time faculty members taught a total of 166 units the equivalent of 11.1 full time instructors. For Fall 2015 the six (6) full time faculty members taught a total of 165 units the equivalent of 11.0 full time instructors. For Spring 2016 the six (6) full time faculty members taught a total of 165 units the equivalent of 11.0 full time instructors. Another full time math faculty member was hired in Fall 2016, however the number of units taught by the seven (7) full time faculty members increased from 165 to 184 the equivalent of 12.3 full time instructors. For Spring 2017 the seven (7) full time faculty members taught a total of 192 units the equivalent of 12.8 full time instructors. For Fall 2017 the seven (7) full time faculty members taught a total of 184 units the equivalent of 12.3 full time instructors. For Spring 2018 the seven (7) full time faculty members taught a total of 179 units the equivalent of 11.9 full time instructors. For Fall 2018 the seven (7) full time faculty members taught a total of 178 units the equivalent of 11.9 full time instructors.

|                          | 2013 |      | 2014 |      | 2015 |      | 2016 |      | 2017 |      | 2018 |      |
|--------------------------|------|------|------|------|------|------|------|------|------|------|------|------|
|                          | Spr  | Fall | Spr  | Fall | Spr  | Fall | Spr  | Fall | Spr  | Fall | Spr  | Fall |
| # of FT faculty          | 5    | 6    | 6    | 6    | 6    | 6    | 6    | 7    | 7    | 7    | 7    | 7    |
| Units taught             | 141  | 156  | 152  | 170  | 166  | 165  | 165  | 184  | 192  | 184  | 179  | 178  |
| Full time faculty equiv. | 9.4  | 10.4 | 10.1 | 11.3 | 11.1 | 11.0 | 11.0 | 12.3 | 12.8 | 12.3 | 11.9 | 11.9 |

During the Spring 2013 through Spring 2018 semesters adjunct math instructors taught an average of 33.8 units per semester, or the equivalent of 2.3 full time instructors.

The increase in the units taught is due to adding more transferrable level classes such as Math 1530 – Trigonometry and Math 2140 – Differential Equations and additional sections for transferrable classes such as Math 1540 – Precalculus, Stat 1510 – Statistics, and Math 1520—Finite Math. In addition, two new transferable courses are starting: Math 1505 in Fall 2019 and Math 1510 in Fall 2020.

It has also been increasingly difficult to find qualified adjunct mathematics faculty and most of our current adjunct faculty have full time jobs during the day and teach one or two classes in the late afternoon or evening. One of our adjunct faculty members is over 80 years old and so may only be available for another 10 or 15 years! This problem is further exacerbated with AB 705 because most of our adjunct faculty teach non-transferrable courses.

One of our full time faculty members will be beginning a reduced workload assignment during the 2019-20 academic year and the overload units taught by that faculty member will need to be absorbed by the other full time or adjunct faculty members. This would be very difficult without replacing our retiring full time faculty member. Other activities that would be severely limited would be the flexibility to substitute for and/or observe each other or to develop additional activities to support the implementation of AB 705.

The data clearly supports the need to replace our full time retiring mathematics faculty member.

## Curriculum and General Education Committee Charter

### Mission of Taft College

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through Career Technical Education, transfer programs, foundational programs, and student support services. Taft College provides an equitable learning environment defined by applied knowledge leading to students' achievement of their educational goals.

In supporting the mission of Taft College, the Curriculum and General Education Committee is charged with overseeing the academic quality and content of the curriculum. To fulfill this assignment, the committee will initiate specific strategies to promote academic breadth, depth and integrity, and to facilitate innovation in the programs offered to students.

### Role of the Curriculum and General Education Committee:

The Curriculum and General Education Committee, a standing committee of the Academic Senate and Taft College, makes recommendations to the West Kern Community College District Board regarding:

- \_ New credit and non-credit courses and programs
- \_ Modifications to existing credit and noncredit courses and programs
- \_ Graduation requirements including general education requirements

The Curriculum and General Education Committee charge also includes these academic and professional matters as identified in Education Code 53200(c):

- \*Curriculum, including establishing prerequisites, co-requisites, and advisories and placing courses within disciplines
- \* Degree and certificate requirements
- \* Perfected education program development
- \* Distance Education
- \* Standards on student preparation

### SPECIFIC RESPONSIBILITIES:

1. Review and evaluate proposals to initiate or change courses and programs;
2. Assure that curriculum is well developed, clear and complete, and that its supporting documents adequately supplement the proposal;
3. Make recommendations to assist individuals to strengthen their course or program proposals;
4. Evaluate the impact of a curriculum proposal on the resources and other curricula of the college;
5. Initiate activities that promote enhancement of the learning process;
6. Provide guidelines and criteria for the development of new courses and programs;
7. Review and revise procedures associated with curriculum development;
8. Encourage and facilitate innovation in the curriculum;
9. Assure that assessment is built into the curriculum proposal;
10. Ensure student learning outcomes align with program and institutional outcomes;
11. Assure that the curriculum offered is complementary and integrated; and
12. Vice President of Instruction sends recommendations to the Board of Trustees upon passage of curriculum items.

**MEMBERSHIP REPRESENTATION:**

The Curriculum and General Education Committee consists of

Co-chairs:

Vice President of Instruction-non-voting

Vice President of the Academic Senate

The following shall be voting members of the Curriculum committee:

Division Chairs (6) or designee

Counseling Representative

Articulation Officer

Director of Admissions and Records **or designee**

Student Learning Outcomes Coordinator

The following shall be non-voting members of the Curriculum committee:

Vice President of Student Services

Associate Student Representative & PTK Representative

Instructional Assistant

~~Learning Outcomes Technician~~

Instructional Technician- Curriculum (Ex-Officio member)

Distance Learning Coordinator

**Dean of Instruction** - CTE Director

~~Director of Dental Hygiene~~

**Total: 18**

**MEMBERSHIP AND MEETING POLICIES:**

**Quorum** is based on 50% + 1 of voting membership.

It is the responsibility of each member of the Curriculum and General Education Committee to attend each meeting and adhere to the College Code of Conduct.

**MEETING SCHEDULE**

Regular, monthly meetings on the second Monday of the month at noon during the academic year for a length of time to be determined by the committee with additional meetings during in-service at the beginning of each semester.

**Relationship with Other Committees**

The Curriculum and General Education Committee reports to the Academic Senate. The Right to Appeal the recommendations of the committee can be made directly to the Academic Senate.

The Curriculum and General Education Committee relies on two sub-committees to focus on specific tasks or issues.

The Technical Review sub-committee reviews submissions for the Curriculum and General Education Committee to ensure accuracy of information, technical errors, relationships to other programs or degrees, proper library and support services, etc.

The Student Learning Outcomes Assessment Steering Committee (SLOASC) reviews SLOs to ensure quality, alignment to program and institutional outcomes.

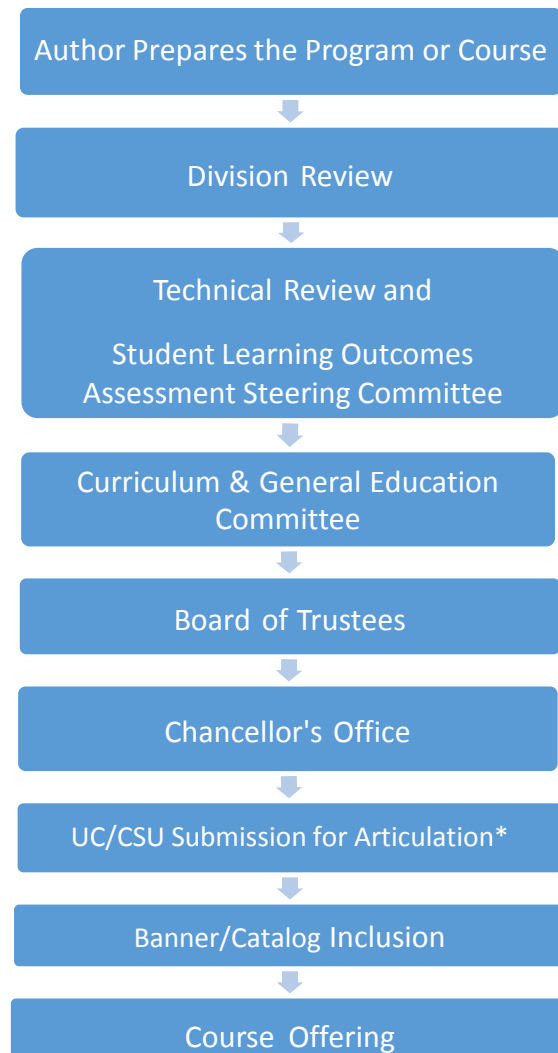
**Self-Evaluation:**

The Curriculum and General Education Committee shall:

- Review/evaluate their performance at the end of each academic year
- Review/evaluate the Committee Charter at the beginning of each academic year

**District Curriculum Approval Process:**

The following chart designates the responsibility, review, and approval process that has been approved by the Board of Trustees (new flow chart not yet approved by the Board) and is in Taft College's Administrative Procedure (AP 4020):



**(Dates to be added to the document upon vote)**

**Signature of Academic Senate President:** \_\_\_\_\_

**Date Approved by the Academic Senate:** \_\_\_\_\_

**Signature of the President/ Superintendent:** \_\_\_\_\_

**Date Reviewed by the Governance Council:** \_\_\_\_\_

**Date adopted by the Board of Trustees:** \_\_\_\_\_

## ACADEMIC DEVELOPMENT COMMITTEE

Wednesday, October 3, 2018

3:00 COUNSELING CONFERENCE ROOM

**1. Approve September minutes**

Minutes approved by Diane, seconded by Danielle.

**2. Recap of ASCCC AB 705 Meeting (9/20 San Bernardino)**

Lori shared her takeaways from the Sept. ASCCC AB705 meeting. Brief discussion ensued on the following points: "Historical data" from where? RP Group? Datamart? Counselors should provide "as much information as possible". What about for students who choose not to see a counselor? Where will they get info and will they understand it?

**3. CAPP as it pertains to basic skills**

Start thinking about what we want high school students, staff, and parents to know.

**4. First month of fall semester lab usage report**

Math lab usage increase of 255, writing lab increase of 1305. Implications for next fall with full AB 705 implementation? Concerns are staffing and space.

**5. Basic Skills Program Review**

We have met two of our basic skills program review goals from last year: 1) English faculty in labs and 2) Pilot an embedded tutor in online English 1000.

Additional item not on agenda- Online tutoring update. We have been using Cranium Café and just found out (two weeks ago) that CC tutoring is not included in the OEI Consortium contract. Lori has reached out to Heather at Conexed to find out how much it would cost to add this piece. Worldwide Whiteboard is free, but then tutoring staff would need to be trained all over again and there would be a gap in services.





## **BUDGET COMMITTEE MINUTES**

October 12, 2018, 8:00 a.m. to 9:30 a.m.

Members Present: Brock McMurray, Bill Devine, Amanda Bauer

Members Absent: Sharyn Eveland, Geoffrey Dyer, Sheri Horn-Bunk, Jessica Grimes, Brandy Young, Whisper-Lynn Null

Guests: Justin Madding, Recorder

The Budget Committee meeting of October 12, 2018, was called to order by Brock McMurray at 8:25 a.m.

### **1. Minutes**

Budget Committee did not have sufficient attendance for a quorum. This item was tabled to next meeting.

### **2. 19/20 Budget Development Calendar**

McMurray said that this item will be circulated by email for approval by the committee. The 19/20 Budget Development Calendar will go to Governance Council on October 26, 2018, then to the Board on November 14, 2018.

### **3. Budget Update**

McMurray said that the 18/19 budget has been updated in Banner and the Cognos reports are current.

### **4. APR Funded Items Update**

McMurray provided a current list of the 17-18 APR Non-Personnel Resource Allocation Funded Items. He said that this will be a growing list.

### **5. Review of Committee Evaluations and Goal Setting**

Budget Committee did not have sufficient attendance to have an effective discussion of the evaluations, or to set further goals. This item was tabled to next meeting.

### **6. Other**

The meeting time of Budget Committee will be changed to 8:10 a.m.

Meeting adjourned at 8:35 a.m.

Respectfully submitted by:

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Justin Madding

**TAFT COLLEGE CTE COMMITTEE**  
**SUBCOMMITTEE OF THE ACADEMIC SENATE**  
**Thursday, 10/04/18**  
**12:30PM-1:30PM in Room S11**

**Minutes**

**Attendees:** John Eigenauer, Tori Furman, Kristi Richards, Becky Roth

**Welcome**

Tori thanks all for attending. John and Becky note that their names do not appear on sign-in sheet as members. Tori confirms she will reach out to Office of Instruction confirming most recent list of members and update sign-in sheet.

**Approval of Minutes**

No changes on minutes so automatically approved

**Information Items (10 minutes)**

1. 2018-2019 Budget & Project Updates Tori shares that the grant budget analysis is still underway. Should have final numbers to share after October 17<sup>th</sup> meeting between Jessica Grimes and Amanda Bauer. Tori shared the interest is that once a remaining amount is identified, will reach out to Faculty to complete Funding Request Form.
  - a. SWF3-Local
  - b. SWF- Regional
  - c. Transitions
  - d. Perkins
2. Marketing Video Updates Tori reminded group of the four programs selected for videos (Criminal Justice, Dental Hygiene, Energy Technology, and Industrial Health & Safety) and that students, faculty, and industry partners are scheduled to be recorded on campus on the evening of October 16<sup>th</sup>.
3. CTE Data Request Form Update Tori re-capped that the CTE Data Request Form was shared via email with the entire senate and that no feedback was receive so that CTE will proceed as is.

**Action Items (10 minutes)**

4. CTE Funding Request Form Tori reiterated that CTE intends on having some grant funds available for CTE Faculty to request to use for allowable projects. The group reviewed the form presented and agreed that attaching documentation outlining allowable expenses and metrics for the grants would be helpful. The voted to move forward with making this an electronic document (PDF Filler) available online.
5. CTE Committee Monthly Topic Schedule Tori acknowledged that last year the CTE Committee was new and getting a feel for things. It was evident that there were topics to discuss at various times in the term. She presented the CTE Monthly Topic Schedule. The group took a few minutes to review the timeline and discussed the topics in January through May. Becky Roth mentioned moving CTE Program Review & Goal Forms from February to March and it was agreed that the conversation

with begin in February but will conclude in March with recommendations made to CTE Administration regarding projects and funding needs. No formal action taken.

### Discussion Items (35 minutes)

6. CTE Program Updates/Needs/Project Ideas  
Tori prompted group for updates on student performance and needs within each area. John Eigenauer commented that it is difficult to provide that insight without talking to those that have the information. Tori agreed and communicated a longing for increased participation and dialogue so that we can address needs. John proceeded to present a strategy for bringing that information back to the committee. He suggested that committee members take a program or group of programs and meet with the appropriate faculty member to present information and collect feedback. He clarified that someone (CTE) would need to prepare the information to be presented so that committee members could do this. Tori offered to put together a Faculty Resource Packet that outlines the goal of the visit, contain spreadsheet with allocation amounts, details about grant metrics and allowable, as well as the Funding Request Process. The group then walked through each area identifying who on the committee could have the conversation with the appropriate faculty within the program area. Some ideas included: John Eigenauer connecting with Vickie K in DH as well as Kanoe B., David L. and Adam B. to discuss Business-related programs like Customer Service, General Business, Information Technology & Management, Management, & Administrative Services. Tori could connect with Kanoe B. and Applied Tech regarding Energy, Safety, & Welding. John mentioned Becky for ECEFS and Mike J. for CJA. Tori mentioned that she believed Sam Aunai, former CTE Director, was included on the weekly Division Chair meetings with the VPI, where this type of information was shared regularly. Group mentioned this is something that should be reconsidered.
  - a. Court Reporting
  - b. Criminal Justice
  - c. Customer Service
  - d. Dental Hygiene
  - e. Disabilities Studies- **Create Advisory Committee**
  - f. Early Care Education and Family Studies- **ECEFS Permitting**  
Becky reiterated the interest in educating students on the permitting process. She noted that the conversation occurs in the classroom but that a workshop would be ideal. She also mentioned the opportunity for TC to become a school that administers permits like KCSOS. Becky will be attending a conference where she will collect more information on this topic. Tori asked if she would like to present a concise idea/plan to the CTE Committee in December and Becky confirmed.
  - g. Energy Technology
  - h. General Business
  - i. Industrial Health & Safety
  - j. Information Technology & Management
  - k. Journalism
  - l. Management
  - m. Administrative Services
  - n. Welding

**TAFT COLLEGE CTE COMMITTEE  
SUBCOMMITTEE OF THE ACADEMIC SENATE**

**Thursday, 10/04/18**

**12:30PM-1:30PM in Room S11**

o. OTHER: **Bilingual Certification/Testing**

John and Kristi inquired about this item. Tori clarified that this certification is similar to a Typing Test that validates the students ability to in fact communicate verbally and written in a different language. This certificate would be a standalone service. Much more information is needed to consider. John recommended that we invite Julian Martinez to be involved in future discussions.

7. Sustainability & Grant Opportunities

Tori shared that this will be a standing agenda item in the event that any CTE grant opportunities come along to ensure faculty voice in the application planning, including sustainability and impact.

**Other/Open Forum for Announcements (5 minutes)**

Next meeting not 11/1 but 11/8 as it occurs on Fall Plenary. Tori will need out reminder as date approaches.

**Adjourn Meeting**



**OFFICE OF THE VICE PRESIDENT OF INSTRUCTION  
CURRICULUM AND GENERAL EDUCATION COMMITTEE**

Minutes of the Curriculum and General Education Committee Meeting  
September 28, 2018, 10:30 a.m. to 12:00 p.m., in the Cougar Room.

*Members Present:* S. Balason, K. Carlson, J. Chaidez, D. Daniels, T. Furman, V. Jacobi, J. Martinez, M. Mayfield, W. Null-ASB Representative, M. Oja, J. Rangel-Escobedo, J. Strobel, and B. Young

*Members Absent:* D. Vohnout

*Guests:* T. Payne

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The next meeting of the Curriculum and General Education Committee will be held on **Friday September 28, 2018 from 10:30 am -12:00 pm in the Cougar Room.**

**AGENDA**

- I. APPROVAL OF MINUTES:** From the August 2018 Curriculum & General Education in-service meeting

*On a motion by J. Rangel Escobedo, seconded by, M. Oja, and unanimously carried by all, the Minutes from August were approved.*

- II. Approval of Curriculum and General Education Charter Revisions**

*On a motion from K. Carlson, seconded by J. Strobel, and unanimously carried by all, revisions to the C & GE charter were approved to move forward to the Academic Senate.*

- III. CONSENT ITEMS:**

**A. Course Revisions:**

1. MATH 1540 Precalculus Mathematics
2. PHIL 1501 Introduction to Philosophy
3. STAT 1510 Elementary Statistics
4. PHYS 2221 General Physics

**B. Course Inactivations:**

1. IES 1053 Principles of Ergonomics
2. IES 1067 Guide to Industrial Hygiene
3. IES 1050 Hazardous Materials
4. IES 1052 Respiratory Protection
5. IES 1054 Permit Required Confined Space

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6. IES 1058 OSH for Construction Industry
7. IES 1061 OSH for General Industry
8. IES 1059 Trainer course for Construction

*On a motion by M. Mayfield, seconded by K. Bandy, and unanimously carried by all, the consent items were approved to move forward to the next District Board meeting held on October 10, 2018.*

**IV. NEW BUSINESS:**

**A. Course Revisions:**

1. BUSN 2900 Business Capstone

*On a motion by M. Mayfield, seconded by J. Martinez, and unanimously carried by all, the new BUSN course was approved to move forward to the next Board meeting held on October 10, 2018.*

2. IES 1500 Occupational Safety and Health Compliance
3. IES 1532 Industrial Hygiene
4. IES 2000 Occupational Safety & Health Capstone
5. IES 2065 Trainer Course in Occupational Safety and Health Standards

*On a motion by J. Rangel-Escobedo, seconded by K. Carlson and unanimously carried by all, course revisions were approved to move forward to the next District Board meeting held on October 10, 2018.*

**B. NEW COURSES:**

1. EDCU 1520 Introduction to Elementary Education for the Contemporary Educator
2. STSU 1525 Transfer Planning
3. STSU 1550 Funding a Transfer Plan
4. MATH 1510 College Algebra for Liberal Arts

*B.1. On a motion by K. Bandy, seconded by J. Rangel-Escobedo, and unanimously carried by all, the new EDUC course was approved.*

*B. 2 & 3. On a motion by J. Martinez, seconded by M. Mayfield, and unanimously carried by all, two new STSU courses were approved.*

*B. 4. On a motion by M. Oja, seconded by J. Strobel, and unanimously carried by all, the new MATH course was approved. All four approvals will move forward to the next District Board meeting held on October 10, 2018.*

**C. Program Revision:**

1. Liberal Arts Area of Emphasis: Math and Science

*On a motion by J. Rangel-Escobedo, seconded by K. Bandy, and unanimously carried by all, the program revision was approved to move forward to the next District Board meeting held in October 10, 2018.*

**D. Policy Revision**

1. AP 4020 - Program Curriculum and Course Development

*On a motion by M. Mayfield, seconded by M. Oja, and unanimously carried by all, the Policy Revision was approved to move forward to the Academic Senate.*

**V. DISCUSSION ITEMS**

**A. Guided Pathways/Meta Majors**

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*A discussion was had regarding Guided Pathways/Meta Majors. J. Strobel handed out a rough draft of the Meta Majors project being discussed. She clarified “Meta Majors” are an option on CCC Apply, as well as informed the group there is no rush to implement a new system. A brief discussion was had regarding student confusion when it comes to looking for a “Meta” Majors. J. Strobel let the group know the purpose of the Student Friendly site is to help students drill down and specify the Major they want to declare. Academic Records is in the process of creating a pilot site, additional research will help with the development of the site. Records office will continue to work on it and bring it to a future C & GE meeting.*

**B. Textbooks on COR**

*The group briefly discussed the need to list all books on COR’s. M. Oja shared her concerns with students using random textbooks. This item will be discussed at our next C & GE meeting.*

**VI. INFORMATIONAL ITEM:**

1. Program Status, please see the table below:

| <b>Program</b>                            | <b>Tech Review Approved</b> | <b>C &amp; GE Approved</b> | <b>Board Approved</b> | <b>State Approved</b> | <b>Revisions</b>                   |
|---|-----------------------------|----------------------------|-----------------------|-----------------------|------------------------------------|
| <b>*AA-T Elementary Teacher Education</b> | 2/24/2015                   | 3/9/2015                   | 4/8/2015              |                       | Returned to Division for Revisions |
| <b>AA-T Sociology</b>                     | 1/16/2018                   | 2/6/2018                   | 3/14/2018             | Under Review          |                                    |
| <b>AS Engineering</b>                     | 1/16/18                     | 2/6/18                     | 3/14/18               | Approved              |                                    |
| <b>AS Dental Hygiene</b>                  | 1/16/18                     | 2/6/18                     | 3/14/18               | Approved              |                                    |
| <b>AS Energy Technology</b>               | 2/20/18                     | 3/6/18                     | 3/14/18               | Approved              |                                    |
| <b>AS Physical Science</b>                | 3/13/18                     | 4/3/18                     | 4/11/18               | Approved              |                                    |
| <b>*ADT – Economics</b>                   | 4/24/18                     | 5/3/18                     | 6/13/18               | Under Review          |                                    |

**\* New Program**

**VI. NEXT MEETING: October 26, 2018 @ 10:30 am in the Cougar room.**

VJ:nl