

Faculty Chair/Directors Council  
June 26, 2009  
8:30 a.m. Collins Conference Room  
Meeting Notes

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- ✚ Nan and Mildred discuss budget for 2009-2010 – 107% above for the projection for last year. Will be a mid-year reduction
- ✚ Sections plan is approximately 1,745 - the reductions in classes have been between 100-124 courses for each semester
- ✚ Westec/Fire Technology/Stockdale/Arvin/Weill/Saturday classes partnerships will remain
- ✚ 2010-2011 – projected worse budget year
- ✚ Control the max list at the instructor level – off chair level – voted yes
  - Drop no shows
  - Communicate with students sooner rather than later
  - Communicate with students in program to discuss how to complete major – Sue Vaughn to follow-up.
  - Enrollment transactions – Chair decision
  - Hold to Max! – Chair/Dean decision
  
- ✚ We are not registering after census date
  - Roll call on reproduced/updated roll sheets (example: disqualified/probation students)
  
- ✚ Extra care for large enrollment courses
  - Large sections require pre-approval (census date)
  
- ✚ Reality – CRN Special for 1 student - No special CRN's – not late, not early

Message To Staff:

- ✚ Adjunct Orientation/Opening Day electronically
  - Reinforcing process
  - Start with chair – add, max, no special CRN's this year
  - Our roll sheet page – maybe luminous
  - Sue - Can we add back department chair signature?
  - Give credit to staff who called students
  - (research – roll call = retention)
  - Math Lab/Tutoring Summer/Fall/Spring



Concerns brought to the table:

- Why campus open on Fridays – open Saturdays?
- Raises for Chancellor & 3 campus Presidents
- Are other colleges & District Offices making same hard decision cuts
- Heating/Cooling

Bakersfield College  
Faculty Chairs/Directors Council  
July 17, 2009 8:30 a.m.

Meeting Notes

Discussion Items:

**Budget**

This week's news... the current tentative budget 2009-2010 was passed by the Board of Trustees. The first reductions from the BC campus equaled 2.6%. BC is expected to reduce an additional 5% from non-instructional dollars which will impact our categorical funds. The college reserve funds will be used as general funds to back fill this area to support categorical funds.

All programs will be affected because of the 50% law guidelines. In order to stay within these guidelines we currently have a total of (6) faculty positions and (1) temporary position. These positions include: nursing, welding, and fire tech. Currently, there are some coding errors with the 50% law in budget reporting that will be adjusted in banner to help with the compliance of this guideline.

Deans and department chairs will be working together to evaluate low enrollment courses for fall and spring scheduling. The Unit Plan retention data is a useful tool when planning schedules for fall and spring.

Full time instructors will meet their full load – overload will be reduced. The Continuing Ed fund is currently 1.4 million and changing, meaning it is less than last year.

**Eliminating Programs:**

John discussed the process in eliminating campus programs and said documentation is needed to justify why a program is not viable. A contingency plan for those students that need to complete the program must also be in place as part of the process.

**Scheduling spring 2010**

Mary Jane sent an email regarding the schedule for fall/spring. A brief overview: the week of September 14 schedule + will be open for assistants; Sept. 30 & October 2 deans to review schedule; October 8 spring schedule to be uploaded. Check the schedule Mary Jane sent for further details.

Department Assistants to be sure that schedule + has been changed after a schedule change form has been submitted, so that both schedule + and banner will match.

A reminder to faculty – do not add seats to classes – department chairs must authorize.

There are two scenarios that need to be considered when looking at both spring/summer semesters: 1. reduce because of money; 2. look at high waitlist courses so that we may think about adding these back to the schedule the following semester. **Action:** Follow-up on the waitlist button on the BC registration webpage should not be working.

Other details we should be considering: what is our primary mission, concurrent students, allowing students to repeat course.

The committee discussed the need to make scheduling decisions early, preferably before fall semester for spring & summer semester 2010. But a more feasible date is to give recommendations to President by December break.

Online classes should initially be discussed at the department level with the deans and chairs.

### **Announcement**

August 18 – Faculty Luncheon

Professional Development Training (Chairs)

Adjunct Orientation – focus on basic skills and working with basic skills

Students

Suggestions for specific topics for Professional Development Training:

Chairs workshop – working with students

Conflict Resolution

Banner Training

There was a suggestion that we encourage individual department meetings to take place after the luncheon by including it in the invitation/memo to faculty.

Also suggested that Amber prepare a news release to let the public know what BC's budget status is and what it means to students.

### **Safety/Flex Session**

Mildred reported that the Stress/Safety Committee developed a flex activity for faculty that will occur July 30 from 2-4 p.m. in the Forum. 1. "Shots Fired" a 20-30 minute video that talks about college safety. 2. Student in distress will be part of the discussion.

Emergency Flip Charts – in classroom and outside of buildings will be fixed because some are inaccessible at this time.

Faculty Chairs/Directors Council  
September 11, 2009  
8:30 a.m. – 10:30 a.m.  
Meeting Notes

**Adjunct Evaluations:**

A new contract was developed for the adjunct evaluation process fall 2008. Each new hire adjunct is to be evaluated each semester they teach for (3) years (totaling 3) evaluations. It is required by law that each adjunct is to be evaluated the 1<sup>st</sup> and 6<sup>th</sup> semester they teach. BC's priority is to be in compliance with the law and to get back on track for each adjunct faculty member that is already employed with BC.

The adjuncts that were employed by BC prior to fall 2008 will be grandfathered into the process by being evaluated every (3) years or every (6) semesters for every course they teach. In order to keep track of all the adjunct employees, Human Resources developed a direct access report that will be available to ODS users online. The report will include all faculty members and will be coded to indicate which faculty members evaluations are due each semester.

If an adjunct has not taught for a number of semesters, the evaluation process will pick up from the point where they are at in the cycle. The number of semesters absent from teaching is not relevant. The absence could amount to a number of years and the evaluation process would still follow the particular cycle the faculty member is in.

Nan reiterated that chairs/deans should let their instructors know to elaborate their responses when they are filling out the classroom observation forms. They did a great job, isn't sufficient. They need to reflect strengths, things they can improve on, etc. to give them appropriate feedback.

Patti also said it is important for those committee members that are observing the classroom to also fill out the observation for instruction materials review (syllabi and materials) form.

Abe addressed that a number of evaluations were sent to Human Resources that were misplaced. If the list reflects a faculty member needs to be evaluated and the information was completed and sent to Human Resources, the dean will need to forward any documentation for that faculty member to make adjustments to the access report list.

Question: What are the chairs/deans to do when an instructor has been given an unsatisfactory/needs improvement faculty evaluations. There is a special adjunct evaluation process that can be followed to evaluate that faculty member that is included in the contract.

**ACTION:** Vickie to send a list of all department chairs to Raj, so that ODS training will be scheduled for the purpose of the access report.

**UPDATE:** The list has been sent to Raj – September 11, 2009

A suggestion was given regarding accessing the adjunct report online that would enable everyone to receive a copy from Human Resources if someone is unable to access online. The report would have to be sent at the beginning of each semester. A note was taken for H.R. to work out the procedural details once the report has been modified to reflect the appropriate information.

The access report that still needs modifications will be listed under each department for an update on evaluations that are due for any particular semester. Raj demonstrated how the report will look when it is queried in the ODS database. The furthest column on the report is highlighted red to indicate the evaluations that have not been completed.

Ann Morgan left the meeting. She was listed on the agendas to discuss Unit Plan processes. Nan read she will be sending out an email to everyone regarding the update unit plan template. The Unit Plan template is designed to align the process and review information. The changes will also include hyperlinks and information regarding the elements needed for the new template. Ann is asking that everyone have the Unit Plans completed by October 31, 2009. She is asking for feedback on what types of training the group would want regarding the process.

Dennis Jorgensen expressed concern regarding the length of the template and Bill Moseley wanted to know why department chairs were not involved in the development of this new unit plan process and template.

A team was development that included instructional deans (Dan, Becky, Sandi, Hamid, Steve, and Sue) that met to discuss unit plans and the processes, but only minimal feedback was shared regarding the groups plans.

### **Student Code of Conduct:**

Mildred handed out a Referral Form. A sub group from FCDC worked on adjusting the language for the code of conduct form that involves an instructor. The VP's at all colleges are working on the same code of conduct protocol to establish consistency.

The referral form needs to be filled out by the faculty member to begin the process. This is an important form that may later be involved in a Level IV process, which deals with a formal hearing for a student complaint.

The form will be available online and once completed will be turned into the Dean of Students Office, where a meeting will be scheduled with the student(s) involved in the complaint. A list of student conduct examples are in the handbook, but these examples will also be listed online. All the necessary documentation as back up for the complaint must accompany the form.

Whenever an incident takes place, the faculty chair and the area dean, must be notified by the instructor filling out the form. The student handbook is currently being revised and updated to reflect the changed processes that were decided by all three colleges for the student complaint procedures.

A suggestion was made to follow the same language in the catalog as in the handbook, which currently is not consistent, specifically for the processes listed under disruptive behavior.

Questions were taken regarding the student code of conduct form that was passed around to the committee:

1. The name, address, telephone number, email at the top of the form – who is to fill out this portion?
2. Another suggested bullet points to explain the simple process of the complaint on the back of the form to guide the instructor filling out the report, especially on the type of incidents that would apply to be referred to the dean of student's office.

**ACTION:** Mildred will address all questions and suggestions to the sub group regarding the student code of conduct form.

### **Grade Issues:**

Congrats from Sue Vaughn to Joe Saldivar, and A.Todd for being the first to turn in their SWRDSTE report!

RD (report delayed) is in place of grades when the instructor hasn't included a grade for a student. During the Spring 2009 out of 22 sections, there were 105 RD grades listed, during the Summer 2009 out of 8 sections, there with 43 RD grades. The number was less, but the issue is that an RD grade reflects on many aspects of the campus. For example, a student's financial aid is delayed when their transcript has listed an RD grade in the course, their academic standing, and many calculations are inaccurate with the state reporting when RD grades are given.

Sue suggested implementing that all faculty chairs and deans, have their grades posted within 5 workdays after the last day of class OR within 2 weeks that grades are due for a class that is shorter AND during the 3<sup>rd</sup> week after the semester all RD grades will be changed to an F or NP if applies.

John indicated that all grading policies need to go through the Academic Senate before changes can be applied.

Question: What happens if an instructor is no longer working at BC? The student would bring all documentation from the course to the department chair and area dean to make an assessment regarding the grade. Dan indicated a process is in place called, a substitute instructor that instructs the chair and the administrator to decide what to do in Title V.

Sue will contact the Academic Senate to make presentation to the Board to make the grade change policy as soon as possible to commence spring 2010.

A motion to pass - Pam Boyles – Patti Ross seconded– motion passed – Sue will take the proposed grade change procedures to John Gerhold and the Academic Senate to the Board.

### **Debrief fall scheduling/New Processes:**

Multiple repeats – the exception form has reason – form was developed to keep track of student repeats.

Tom indicated the access be given back to the instructor on how many students can be added by adding the button back online, but limit the number of seats that can be added. The issue of communication when and how this is to be done needs to be figured out.

#### **Other Issues/Statements:**

1. Not by pass waitlist
2. Reduce Forms
3. Add button back online
4. Math Lab, Tutoring, Business Lab, Commons are exceptional areas that need specific instructions for processes.
5. How are we really managing our enrollment? By adding fewer classes or adding more classes at this point? An outcome of the current process is the communication between the faculty and department chair on how many seats has improved.
6. By restricting the seats the courses are filled to the max in the beginning of the semester. At that point the courses are reviewed to see how many seats can be added without going over the number of FTES.
7. If the students have been attending class from the beginning of class, then it would be reasonable to add them.
8. Question: What courses will be added for Spring 2010? These need to be addressed at the next FCDC meeting in October. Spring will have the same number of sections and low enrollments will have to be cancelled. It has been decided there will be a condensed summer session.

### **Budget:**

We are expecting reductions mid year. We are anticipating an allocation of additional money from the state owed to us. The reductions will not be such a big impact this year; however this is a one time allocation that will have to be implemented when working the 2010/2011 budget.

The categorical funds departments on campus have been working on a plan to implement the adjustments made from the budget reductions and any future reductions.

**ACTION:** The next meeting scheduled for October 9<sup>th</sup> will involve enrollment/spring/summer school 2010.

Bakersfield College  
Faculty Chairs/Directors Council  
November 13, 2009 8:30 a.m.

Meeting Notes

Mildred Lovato - Call to Order – 8:39 a.m.

Items of Discussion:

**Sign Language Interpreters:** There is a shortage of Sign Language Interpreters in our campus community and we have opened the following positions in DSPPS (2) 35 hr. (1) 30 hr. 3 (19) hr. One short term to hire interpreter has recently been hired, but there are different level of courses that may have more of a need in certain classes. The education plan of DSPS students will be reviewed for scheduling options for spring and upcoming semesters. Mildred thanked the faculty for their cooperation during the shortage and extended thanks to the interpreters that are currently helping.

Mildred also announced that Sharon Adams and Angelica Gomez are working with counselors and are aware of the problem with video taping that is currently offered because of the shortage.

**2010-2011 Faculty Positions – Voting:**

Presentations:

1. Allied Health – position – Nancy Perkins
2. Engineering – welding position – Dennis Jorgensen
3. FACE – Instructor – Pat Coyle
4. Math – Instructor – Delano – Mike Moretti
5. Communication – Instructor -Mark Staller
6. ESL – Instructor – Jeannie Parent
7. Social Science – History – Stephen Smith
8. Philosophy – Instructor – Delano – Reggie Williams
9. Foreign Language/ASL – Instructor -Tom Moran
10. EOP&S/Care – Primavera Arvizu

EOP&S position is a categorical funded program and the question was asked whether it should be included on the ballot for voting. The voting process is based on prioritizing (6) positions picked from the list of faculty positions. This year a motion was passed that (7) positions would be picked from the list. The FCDC membership voted to fill the EOP&S position as a categorically funded position as has been done in the past and remove it from the list of those to be voted on for priority listing.

Ballots handed out the committee for voting. Note: Mark Staller – proxy for A.Todd

The faculty position voting results will be presented to the President and posted by November 20, 2009.

**Student Illnesses H1N1 Update:** Mildred thanked everyone for their continued effort and awareness of campus illnesses. There may be a higher number of students calling in during the holiday and final weeks of the semester. The management of classes is based on individual faculty members and information should be addressed with students regarding absences due to illness.

Note: When Finals start Admissions are no longer able to take “w” grades unless they have a doctor’s excuse.

**Student Conduct/Complaint Referral:** Joyce passed out the new form for review and suggestions. Only formatting suggestions made. The content of the form is good. Remove - Respondent Name and include persons involved in the description of occurrence area. Keep ID number. The form is used for any type of complaint: grades, faculty, harassment etc. Then the Dean of Students office will distribute to the appropriate department/area. Any issues should be resolved at the lowest level possible.

There is a concern that some administrators may not agree that all complaints should be referred to the Dean of Student’s office. The question of this form can be further discussed with this committee and other committee’s to ensure this is the appropriate initial process for complaints. The purpose of the form serves as a historical timeline of those complainants that are filed through the Dean of Students office.

**Title 5 Regulations – Repeats - Sue Vaughn:**

A new set of Title 5 regulations are in affect October 29<sup>th</sup>, but the state hasn’t mandated them yet. The students are allowed (4) “w”. The system only allows the student to repeat class (1) time. They can take a class twice for bad grades and once more with instructor signature and approval. They can be interspersed with bad grades (for one class).

Regarding curriculum committee timeline – the Board needs to approve items before going into the BC catalog. Timeline for the curriculum was handed out. Any minor changes made to the form are placed on the golden rod, leaving pre-requisites off for voting. The Board will act on the changes submitted on February 4. Nan indicated that some changes are only sent through for the voting process once a year. Our district has approved to receive these changes on a monthly basis. The submissions of changes to the Board need to be arranged in order to respond to timely processing and voting. The materials that were previously used for a pre-requisite were not correct. Prerequisites – new guidelines were handed out that explain requirements for each subject.

Susan and Nan are to go over what the curriculum committee is expecting and Susan will come to an FCDC meeting in the future to discuss this. Student Learning Outcomes will also be discussed to the group to avoid any delays in the process.

**Enrollment/Exception (Transaction) Form:** Open registration is December 2<sup>nd</sup>. The students have one week after this date to turn their exception forms. Sue has developed a new form to fill out. More boxes for the most needed reasons. Sue passed out for review – Dean's signature is not needed. Another change made - once the census date has passed (30%) and it is a reinstate or transfer then A&R will automatically enroll them.

Assessment testing is being revisited for improvements of student retesting, which isn't recommended they take less than 30 days after the first attempt. There are forms available at the counselor's office. Mike, Scott, Jeannie, and Kimberly – to get forms.

**For good of the Order:**

What are some good ways of getting information to adjunct/faculty regarding the exception form:

1. Webpage is an efficient way of getting this done
2. Directions/instructions with the form
3. During adjunct orientation or during a department meeting with a presentation
4. Accountability – make sure they must know this at department meetings from department chairs

**Scheduling/Summer Fall:**

Working on timeline now, but summer and fall can be addressed separately. Each section will be driven by budgetary availability. Have conversations with faculty now regarding classes they are able to teach in the summer. Goals when deciding schedule for a reduced summer schedule are: Gen Ed ,degree, economic workforce development, etc. courses.

Sue -Summer schedule can be added online as soon as possible.

**For Good of Order Cont'd...** When will summer schedule be due? Nan will have to work with A&R, but some are working towards getting them put in before they leave at the end of the semester. People that are in the waitlist may not be eligible for a course. The system does not allow for specific prerequisites that have been met prior to being added to the waitlist. But if the student goes back into banner to register for another class then it may give them an error message.

Becki announced there are seats left on the rooter bus for anyone interested in going to the Canyons game - \$25.00 for seats. March of 2010 teachers seminar.

Bonnie announced Assessment Plans due in April. Don't forget to gather the samples – remind faculty. The request includes an expansion of program level assessments to the faculty that feel they really need to do them. We are allowing 1 year for review – example, people were looking at the commons. Is it really necessary? We are currently looking for a good name for this area.

Unit Plans – the plans are being read. Thank you for turning them in. Math made changes in their plan and they were good changes. Check out math as an example.

FCDC Meeting  
December 11, 2009  
Collins Conference Center  
Meeting Notes

Call to Order: 8:36 a.m. Nan

Skills List:

Curriculum Meeting re: Reading Levels 5 or 6

English/Math faculty worked together to organize descriptions of Reading Levels 5 and 6, which has gone through Academic Senate, Curriculum Committee, and now FCDC.

Level 5

Recommended Level 5 and Level 6 – the reading levels are not college level – the document assists faculty when they review curriculum as a guideline when including a basic skills requisites. Kimberly Van Horne handed out Level Guidelines, which are also posted in the Academic Affairs public folder.

If there is a change in a prerequisite it goes to the committee. Reading writing or math that is

a part of the prerequisite is brought to the Academic Senate Committee for recommended skill level changes. A review is shown that students do not need a particular skill level. For example,

Kris Toler did a study of students that are at a level 5 or 6 in Math BA course, which significantly

helps the student's success in the course. There is a document for a matriculation group that discusses guidelines regarding methods used in assessing student skill level.

There is a concern that students are not passing. A suggestion was made to review courses that students are not passing and review their prerequisites instead of requiring a pre-requisite for every course.

Pre-requisites/Clearance for Students:

Title 5 under matriculation regulations states if you have prerequisites they are to be followed for

every student. The procedure when student proves they can pass the course without the pre-requisite the dean and VP needs to authorize the clearance.

ENSL/English – Sandi has questions/concerns. Nan suggested Jeannie & Sandi meet to discuss best options for the counseling area.

Paper Savings Suggestions:

Nan discussed a survey that asks for suggestions on how to improve the campus at the last College Council meeting. This survey is a good opportunity to suggest any paper savings suggestions. One suggestion was made during the meeting that the syllabi could

be saved on a thumb drive where each department chair/dean can hold the information. The syllabi from faculty can be sent via email.

Archives:

Accreditation in 2012 upcoming...also BC Centennial Celebration is coming up. One person from each department is asked to volunteer to help with this event. The Archives department is putting together a book that features each department. You can contact Jerry Ludeke and she will give you names, contact info, and what to ask for. The volunteers can be recently retired faculty/staff members

Overview Spring, Summer, Fall:

Full Time Faculty Load:

.667 adjunct maximum POL

1.6 full time POL

Anything above and beyond amount will need approval from the dean of that department.

Is there room to audit a course? People that have taken the course a number of years ago and would just like to take it again. Example: if they happen to have passed the course the first time they took it. Sue Vaughn mentioned if a student needs to repeat a course for vocation or to get into a grad school there are exceptions. The appropriate documentation from grad school or vocational school is needed to be accepted. These types of repeats can be taken and BC will still get funded.

Audit by regulation – if there is room in the course after it is full the instructor has to be willing to help student out and the student can sit in the class.

A co-hort was suggested for math in order to reserve these courses needed for graduation to students that are unable to move into the next semester. Example: students that take Academic Development Math that want to go into Math B50 are unable to do so because the classes are full.

Perhaps plans for a pilot section for fall to spring can be added: ACDV B78 that follows through each Math courses needed for one year. Nan suggested department discussions can begin for next fall.

Another suggestion was made for co-hort pilot for English B1A and other subjects. Example: Reggie indicated that students moving forward to B2 or Philosophy need this course as a pre-requisite to UC admission.

Suggestions:

Create a non-credit course (lab) situation for students in Math while they go to the next level math course.

Open enrollment for summer semester is April 29 and there are approximately 1600 sections planned for fall 2010 semester.

If students do not attend courses – please remind faculty to drop students that are not attending their classes before census date.

The library will have limited hours during summer school 9 to 6 p.m. with 1 librarian working during this time. The building will not be open in the evening and no workshops or orientation will take place.

Work with staff regarding data entry for schedules when Mary Jane sends out notices to the deans that schedule+ is open to make changes. There has been a problem with change forms not matching up with banner. Ask staff to make sure the changes are sent on change forms.

Good of the Order:

The BC Academic Development Program was submitted to the State Academic Senate and they won for an exemplary program for the state of California.

Recommendation Sub-Committee – Bonnie sent out email to everyone – Moodle will be used for online courses. The transition will be done Spring of 2011. If any faculty members have questions contact Bonnie or Bill Moseley. PC and CC will also be moving to Moodle.

Susan McQuerrey will join a meeting to discuss curriculum guidelines in the near future. Will there be help from IEC or curriculum for this process? Nan will talk with Susan about training and guidance for spring semester.

There has been a problem with faculty members sending students to the Counseling department to receive a Transaction Enrollment Form. If this happens, call the department and refer student to the department chair.

Bakersfield College  
Faculty Chairs/Directors Council  
May 7, 2010 10:30 a.m.

Meeting Notes

Nan Gomez-Heitzeberg - Call to Order – 10:45 a.m.

Items of Discussion:

**Waitlist Maximum/Button:** Nan reported a button will appear in Banner on the 5<sup>th</sup> day of instruction for fall semester. All students must be enrolled by census date. It is advised to run a roll sheet multiple days prior to this date for each course. Faculty should contact Sue Vaughn for any problems by giving her specific information regarding the registering issue. It is important to drop students from a course for attendance. Sue announced that waitlist's will be impacted for fall semester due to a 36% increase of enrollment from last fall. Nan announced that June and July is the time to review low enrollment classes and involve discussions with deans in order to reallocate and/or offer new sections prior to fall semester. The turnover waitlist number varies (there will be a 5 seat limit) with each course, specific questions should be addressed with Sue Vaughn. There will not be a button in Banner for the summer session.

**Time Blocks and Scheduling:** Deferred for next meeting. Mike Moretti not in attendance.

**DSPS-Deaf Services Update:** Angelica reported that the operation of DSPS has been reduced to approximately 41%, but the department has been maximizing their resources with language interpreters. DSPS has been looking at IEP's (Individual Education Plans) to develop a master schedule for fall. She said that staff has met with students to work on choosing classes that work toward completing their educational goals. The department will be providing language interpreter's to students to meet mandated accommodations. The end result is that approximately 6 to 7 deaf students with interpreters will be in various classes during the fall semester.

Angelica announced that the department is also working on a flex activity to take place a week before fall semester for instructors to learn how to address accommodations and the learning differences of their DSPS students.

**End of Year Wrap Up:** Nan asked if the committee thought it was necessary to continue to have two elected/appointed FCDC representatives, Brent Damron and Pam Boyles. A motion was made to approve continued representation first – Tom Moran – second

Becki Whitson. Motion was moved. There was a unanimous decision to have Brent and Pam continue to be the elected/appointed FCDC representatives.

Anna Agenjo announced that she will send out a workshop schedule for the Library. A meeting was held regarding basic skills funding for databases next year. There is still a question of where the resources for funding will come from. A decision still needs to be made regarding summer hours for the Library. An announcement is expected to go out to the public prior to graduation.

Past discussions have included rotating finals week schedule to switch and/or alternate T/R and M/W each year. Every year courses end up with the same day for finals. The current schedule has both benefit and problem issues for faculty members. The proposed changes would have to be decided by the Academic Senate and John Gerhold will forward the proposal to Corny Rodriguez for consideration. It is also noted that Sue Vaughn's timeline in order to receive the information in time for publication of admission sheets is October 1.

**Proposed Administrative Assignments:** A copy of the Proposed Instructional Administrative Assignments (2010-2013) had been emailed to committee members for review. Nan discussed that some of the assignments listed are atypical in their complexity and the reorganization is scheduled to take place July 1, 2010. One of the things considered when reorganizing assignments were the logistics on campus in terms of efficiency. Greg Chamberlain is requesting feedback on the proposal and he will make his final announcement regarding the assignments before the end of the semester.

Some classified employees will also be affected by the reorganization and will all be notified prior to May 15, 2010, which follows the 45 day notification requirement.

**For good of the Order:**

The FCDC calendar for the following year is being scheduled. Nan asked the committee if they would like to change the starting time from 8:30 a.m. to a later time at 9:30 a.m. The committee agreed to make the change immediately to the 9:30 a.m. start time and will continue to be held on Friday's.

Two tentative FCDC dates have been scheduled for June 11, 2010 and July 9, 2010 at 9:30 a.m. If no pending issues arise where the committee must meet, then the meetings will begin again next fall.

In addition, the following have been scheduled:

Faculty Chair Fall Orientation - Tuesday, August 17, 2010 10 a.m. to 2 p.m.

Adjunct Faculty Fall Orientation - Tuesday, August 17, 2010 6 p.m. to 8 p.m.

Bakersfield College  
Faculty Chairs/Directors Council  
September 10, 2010  
9:30 a.m. - 11:00 a.m.  
Collins Conference Center

Meeting Notes

1. Call to Order - Nan Gomez-Heitzeberg 9:35 a.m.
2. CurriCUNET Training - Janet Fulks

Janet is the Curriculum Chair that will be available to assist faculty chairs/administrators. Curriculum Chair Proposals - John won the award; the runner-up is Brent Damron. Faculty member responsible for their curriculum.

Catalog descriptions are not included -

Responsibility regarding reviewing proposal. The approval process is through CurriCUNET. Send Janet all disciplines for each department, you will find them in the catalog. Also, send names of adjunct and full time faculty, so Janet can include in system to have access.

Search by Discipline, click o.k. and every course numbers and titles are listed. The deleted courses are currently in the system, but will be delted. If the pencil isn't listed in Actions they can't change it. If they have a WR they can rewrite the course, clicking the course on this page will have a page with course and proposal type, BC Modified Course Proposal, hit o.k. brings up course. The course will be listed, on the right a course checklist will be listed.

Go to Outlook public folders, Bakersfield College, Curriclum Committee, Officially approval COR, open your department for a link in a Word document. Have faculty member check. They can copy and paste course content. All Curricunet questions are listed on the application for course approval. COR of the course they are taking - should be in binders. Don't use the information from the binder, because the latest official copy may not be filed. Always use the COR in public folders.

You will be logged off after an hour, click save often. After each section is finished you can see a list that is highlighted in red (official), black (needs approval). Just use word description in the catalog course description. The core mission is the areas where budgeted funds (KCCD) of indicating applicable for degree. Some of these titles will change, based on input from faculty. Those that have already completed their information in the system will not have to redo.

Stand Along - not a degree or a certificate , 4 courses in the same top code, most courses will be part of a degree or certificate. More menus will be added to choose degrees.

Curriculum committee back to deans, then vp, then president, to vice chancellor and then board of trustees. Once they have approved it is done.

Each piece of curriculum will highlight (boxes) anyone can look to see where in the approval process it is in.

Double check current catalog, orig. COR, check SLO, check transfer status, GE transferable all UC you have to evaluate them an essay (10) pgs. All info must be in syllabus (written work), special training in pre-requisites and advisories, program review within the next year - start this year to review before it is started, call Janet to go over (1 hr.), articulation agreement with UC I.a. explained certain courses will be articulated. For tran is no longer acceptable for a course.

Student Learning Outcomes - do not cut and paste from curriculum document. Place them one at a time and will be entered automatically. Assessment and Program review modules will see these when you have entered info. It will automatically enroll into the reports once you have entered it once.

"Student's will be able to... or demonstrate proficiency" each department will be different.

Assessments - this page will be deleted; Criteria for success - will be going to a different module.

Conditions for Enrollment - can ask Janet; don't change prerequisites until you have talked with her. There are regulations that must be discussed. Recommended will say advisory, what the course is, reading/writing, condition (and or and/or); other conditions can be described in the text box.

If you don't have a copy of the Official approved COR, use the catalog. The catalog will have the description and some of the questions that CurriCUNET will be asking.

More than 18 unit majors, will need to be justified in a summary (18-21) this will be addressed later (November/December). Check to see if there are a group of courses that can be combined. Any national licensing/certifications can be an exception, which would be mentioned in the summary.

Next week, Department Chairs will be receiving email to review proposals.

Action - All chairs should be at the maximum for emails

All credit courses are up to date. State chancellor's website program and course approval handbook.

Nan - take the time to discuss with faculty all programs. How does it fit, is it transferable, 1440, new equip, new faculty, financial , needs of dept. work into system.

Beginning at the semester - a.todd jones - The copy center takes a week or more. Would like to find solution. Can we add hours to center? Class packs are large copy jobs. Need a message to everyone letting them know in advance what the expectations are shared campus wide. Dept. chairs can reinforce. Disability statement was submitted two weeks prior to begin of semester. Adjuncts could receive the message with their Proffer agreements. Timeline - prior to leaving the semester. In the message, include the availability of email system to submit copy requests to copy center.

DSPS & Media - receiving syllabi - in order to take text to audio. Can be included in the message.

Faculty should not be using printers in buildings for big projects. The cost is larger for the campus if this is done.

LaMont from graphics and nans to faculty - email semester first week announcement.

Delano campus - spring schedule, sent to faculty chairs/deans. Received responses, it is open for change when reviewing courses. The meeting rooms will be adjusted, review the maximums. The majority are listed as STAFF - chance for input. It doesn't mean there are no instructors available - they may still need to be added. Delano/Staff listed is listed in the course. An email response from chairs/deans will work. Can make changes in red on the template he sends it.

Travel Expenses for faculty - agreement needs to be on file, only for full time faculty, travel scheduled on both campuses the same day will receive reimbursement, must be turned in within 30 days - it is board policy. Let faculty know about this agreement -

Waitlist/Adding Seats - stop addition button to waitlist. Doesn't allow you to add five people. Most of the issues were because of the stop addition button to waitlist. Not being able to see the seats. At the bottom of enrollment - reinstate, transfers, September 7 (census date) A&R can still accept.

October 15 - when making request for faculty position, how many degrees/certificates have been awarded in the program, ge or cte or transfer or esl basic skills, what was the average enrollment of the section, when you have multiple disciplines - break it down, how does it support the degree, what FTES for department, what is the adjunct pool, what are the success rates. Include in rationale when requesting faculty position.

Career pathways - CTE Event - on October 15 - work on later.

October 7 we are to receive them. Vickie to send forms to FCDC next week. Mon/Tues.

Scheduling missing month - extra time - the original plan before the semester planned - the first week of semester (schedule input), plan out a year, what are their preferences are, student needs, will look to changing July date - rolling schedule from last semester. Can we get the data sooner? The FTES/320 report july - will try to get the info out August.

Rich - communicated to contact him on his cell phone

SWRS

FCDC  
October 15, 2010  
Collins Conference Center

Note: Email ballot to Anna Agenjo

Reading Apprenticeship – started in 2007 – regarding students that are not reading where they should be. Prepared to tailor presentations for departments to your discipline, explaining techniques to help students improve reading. Held in fall. Need textbook of the course copied, to develop guideline for the workshop.  
Kim Nickell, Gloria Dumler, Susan Pinza – email them to get copies of instructional information for the workshops.

More generic workshop in January – Jack Pierce, Billy Jo Rice – two instructors that also present in their disciplines. 1 ½ to 3 hours can be used, it depends on the department need.

Time Blocks – Mike – Math department has timeblock concerns. Have the ability to

M/T 8 to 9

Proposed 8:15 to 9:25 a.m. doesn't affect classrooms or availability.

Proposed Start class at M/W 7:50 and 10:20 a.m. 90 minute twice a week

MTWR – 2:35 to 5:05

Proposed 1:00 – 3:35 p.m. – this affect anyone?

Examine and bring back any concerns to the next FCDC meeting

10 minutes passing periods are needed

Back to counselors and educational advisors – Sandy Sierra

Back on agenda for next week

Mike to give to SGA to find out student concerns

6 or 7 position retiring, FT faculty FON set for district number – replacements – the president makes a decision based on our recommendations. FT faculty number fluctuates.

Brent Damron

Hamid Eydgahi

11 votes -

Presentations:

Academic Development – Delano – only one replacement position FT – sections are increasing.

Allied Paramedic – career and technical education requirement. Dependent on funding – noncredit program – would like it to be credit courses – curriculum is state mandated. Is a career pathway – 9% growth over the next 10 years

Allied Health Rad Tech – Classified position – currently – indicates new position career pathways program – requested in past – have not been filled. National and state requirements changed requires FT. Two adjunct – 1 leaving in spring. Have to have had teaching experience, BA with teaching experience, future MS with teaching experience. Average enrollment 24 month program – June – may two years later – graduation – retention up above 95% regularly

Behavioral Science – Anthropology – FT tenure track – resignation – have a temporary two semester already budgeted. Only FT position in anthropology. Low cost position, transferable classes with discipline, USC/UC system requirement. 5 adjuncts in other positions – non with MS degree. 45 students in each section – max – have had double sections in the past. High FTE

Biology – Replacement faculty member – both Delano/main campus – one retired faculty member – 1 faculty we share with physical science. 1.0 load in Delano – with trends - ge, retention and success, multiple biology is above 22% most overload/adjuncts taught. 1. nursing, licensed vocnurs. 7 – 10 growing aa or as in sciences, biology first in filling classes.

Business BMIT – Programming – computer sciences curriculum, teaches high level computer, transfer course, quality issue, need full time not adjunct. STEM grant to develop programs currently

Delano – consistently teaching full load – adjunct – quality FT needed

Web Development – associate science in web development – bill teaches and some adjuncts. Maintaining program is difficult with less faculty. Six years retirement – Over a third  
Previous two years unfilled

Communication – FT faculty member – 80% of workload at the district – teaching less – requested full time temp for next semester.

Delano – communication – 8 classes currently equivalent of two full time faculty – difficult to find faculty – campus growing – more of a need.

Counseling – two positions – one retiring counselor – one left in 2008 that wasn't replaced. 2007 position – three counselor total student ratio 2,075 per counselor. Online probation workshops are being offered which works well, in addition face to face workshops in groups. Contact hours have increased. Quality counseling is a concern. 61 average age in the next 3-5 years will have retired except for two. Six adjunct have been lost – all classes are transferable.

EIT – CAD – FT funded position – replacement – 94 declared majors in CAD, 319 served engineering students in the department.

P/T engineering for position – programming position same for BMIT –

English – new position, every student comes through the English department – 2009 requirement in from B50 to 1A – English 50/50 full time and adjunct in the parttime depending on semester for the adjunct number. Lost 3 or 4 adjuncts recently. Still looking to fill classes in Delano with instructor.

ENSL – replacement for Patrice plummer – only one in Delano, need full time trained ESL, non so far, 78% second language in Delano, the demand of these courses will increase more.

Health and Physical Education – Exercise science specialization, state determine curriculum, 36 hrs to 54 hrs, will lose a number of sections, assistant coaches/adjuncts head coaches currently teach curriculum programs. Will lose some because of the increased hours. Not have assistant coaches working for us adjuncts. 18 courses strength and conditioning - \$38,000 will increase to \$58,000 – a full time person – won't have sections to offer.

Math – replacement – Carl Benjamin – retirement – just need replacement – retiring end of the year. May 2011..

Chemistry – Physical Science – teach classes that feed other science classes. Future will have a chemistry major – all engineering, biology, nursing go through science courses – limited – 1,000 students per year is the max we can teach. 24 per section students – have one instructor that teaches in Delano. New position

Social Science – Economic – replacement for Stephen Smith – faculty members are hard to find, allow to offer economic program –

History – increased in political science in history/waitlists are max, transfer,

Philosophy – Delano center – growing will continue grow, adjunct has resigned, he covered all adjunct courses, doesn't have a full time, 3300 students with FTES 20.5 – 82.8 – 64.7 retention, gained – can double in size. 26 full time positions right/many are adjuncts.

Political Science –

Adjunct – Classified employees – policy will be presented at consultation policy – having someone in two different bargaining units is the issue – FT classified for spring that will be teaching. Part time classified employees that teach courses should not be ongoing. FT classified is not covered in CCA. In extreme measures will it be considered.

Informational: State budget has been voted – may not have to make additional cuts/district/campus wide. Look at spring semester, courses with high enrollment numbers, room schedules, may be able to add up to 20 sections – before leaving this December have plans ready.

Unit Plans – just about all have turned them in.

Good of the Order – fair labors act, don't have to pay overtime rate, can't prohibit them from taking a position, who you assign – is up to the district.

CAS workshops – encourage students to attend. Vocational Ed, more tailored courses, going to classes are future plans. Rest of the semester – math, reading, writing. Send ideas what you would like to see offered.

FCDC  
November 19, 2010  
Meeting Notes  
Collins Conference Center  
10:30 a.m. - 12:00 noon

1. Call to order 10:40 a.m. - Nan Gomez-Heitzeberg
2. Nan announced additions to the agenda that include: retention rates, accommodations testing details, unit limits, dropping by census date, probationary and disqualified students, scheduling conflicts (timeblocks), adjunct evaluations
3. Accreditation training - Guest, Kate Pluta

Kate announced accreditation is for the self-evaluation study that benefits us by ensuring that we are offering the best student resources by how we conduct business through financial, leadership and governance committees, and human resources to name a few. We, as a college, have to demonstrate to the ACCJC accreditation site visiting team that we are conducting the best student resources as we have said we have done. It is important to begin documenting what we do every day in order to capture this information for historical purposes. For example, those that have department meetings on a weekly basis, those that are a part of a committee, should be documenting these events.

Kate discussed the Glossary of Accreditation Terms (handout)

Accreditation has two fundamental purposes:

- a. To assure the quality of the institution, and
- b. To encourage institutional improvement.

Accreditation provides both tangible and intangible benefits:

- a. It certifies to the public that an institution meets or exceeds specific standards of quality;
- b. It facilitates institutional eligibility to participate in Title IV student financial aid programs; and
- c. It provides a process of periodic self and peer review.

Accreditation information can be found at the website listed on the handout to the accreditation standards.

[http://www.accjc.org/faq\\_on\\_accreditation.htm](http://www.accjc.org/faq_on_accreditation.htm)

The website also includes information regarding ACCJC training sessions for community colleges to be better prepared for the accreditation process.

A part of the accreditation process is to review what practices are currently being practiced, and what can be implemented, or changed to improve the quality of our student services. Some of the information is reported in program reviews, but not everything. The site visiting team will require all the information and evidence to be in a central location (website) to review prior to the site visit. All committee minutes from various groups on campus such as, Curriculum, ISIT, and others will also need to be conveniently available.

The difference between the Accreditation Steering Committee (ASC) and the Self Evaluation Committee (SEC) is that ASC is driving the accreditation process as a resource. The SEC has two volunteers as co-chairs (1 administration and 1 faculty member) with 11 sub-committees (for each standard) that include staff, students, faculty, and administration that volunteer to serve on the committee in one way or another. These committees will coordinate the process of collecting and reporting on the 11 accreditation standards. The Academic Senate and College Council have approved the call for the two co-chair positions and interviews will take place next week. Kate encouraged the committee to announce to their departments committee participation is needed for accreditation.

Kate referred to the 11 standards (handout) that the SEC subcommittee volunteers would be serving on. For example, Kate referred to areas that the FCDC committee would be on, Instructional Programs and Student Support services. A suggestion was made to add SGA Student Government, under the Leadership and Governance group in College Council this morning.

One way the campus can integrate accreditation into what the campus does on a daily basis is to add Accreditation to weekly meetings. The ASC is working on developing a process (form) that will make it easier to capture information for campus communication and accreditation. The communication through this form will allow others to adopt a new way of implementing daily activities in classrooms, campus student service activities, etc. all of which will benefit students and encourage new ideas. A way to capture these new ideas is to develop focus groups (maintenance and operation staff focus group) for individuals that don't have the time or ability to participate in regular campus committees.

#### 4. Copier codes print limits - Pam Boyles

Pam communicated concern with faculty members using the hub copiers for high volume copying instead of taking them to the graphics center. Other committee members have also seen this. For example, the hub copiers are a combination printer and copy machine. When a high volume copy job is taking place and a faculty prints one sheet from their computer, it is necessary to wait until the large copy job is completed.

Another example is that proper communication regarding high volume copies were made to their department faculty members. However, recently when taking a job to the graphics center they were asked why they didn't do it from their hub copier. This sends a mixed message.

Bonnie has spoken to Monty in the IT department recently about getting codes for all the hub copiers on campus that can track the number of copies one department makes.

**Action:** Bonnie will check with Monty to see if it is possible to add a limit of copies to each code.

The cost for software that will track limits, user, number of copies, and print reports would be an additional \$20,000.

A suggestion was made to send out a bc\_all to the campus costly information and the significance of taking high volume items to the graphic center. Another suggested that the information could be added to class packets for new faculty members, which could be communicated at the beginning of the year.

Note: Graphic Center hours are 7:30 a.m. - 6:00 p.m. M-R and 8:00 a.m. - 12 noon Friday

#### 5. FCDC Meeting Schedule - Nancy Perkins

Nan mentioned that before the last meeting in May we will look at the FCDC schedule for the following the fiscal year. Nan asked for input from the committee for the best days and times to hold FCDC.

Nancy suggested that we stick to the schedule, because Friday is not working or we look at another date. Nancy asked if we can have the schedule early in December to review instead of May. There is not a master campus calendar and was suggested that we develop one.

**Action:** Nan has asked for the committee to bring suggestions on a day and time for the 2011-2012 FCDC schedule. FCDC schedule to be added on the agenda for the next meeting.

#### 6. Policy on full-time Delano faculty - Pam Boyles

There is currently one full time faculty in Delano that has experience teaching literature courses. BC doesn't have anyone on campus to teach 9 special literature courses we have available.

The policy states that faculty members are not to be rotated from the Delano campus to the BC campus for different courses. A committee member

expressed concern by stating that this policy affects full time faculty negatively because they don't have a chance to be on the main campus. They said there is no exposure to different students and there isn't an opportunity for a Delano faculty member to talk with other BC campus instructors. The students also lose learning experiences because it is the same faculty member teaching a variety of courses.

Bonnie stated that one of the reasons why this is an issue, is because Delano would lose the benefit of having a full time faculty member in Delano, which they were hired for. It has been a previous practice that Delano faculty would eventually become full time at BC, which was a growing concern.

The job announcements for faculty positions can include language stating the position is for both Delano and BC campus, meaning the faculty member would teach at both campuses. This places flexibility and it benefits both campuses.

A part of this discussion continued to be unresolved that included full time faculty that are hired for Delano teach there in an ongoing capacity. Nan announced we may need further discussion to determine:

1. What if someone has a particular expertise at BC or Delano and there is a need to fill a course?
2. How do we communicate this to the faculty community?

#### 7. Classified teaching as adjuncts - Becki Whitson ( alternate for Mike Moretti)

Becki said she wants to know why we have the current policy in affect? Were some discussions going to take place prior to a final decision? She expressed concern that there was no communication or discussion with the campus community and human resources. Those individuals affected have not been approached to make a decision to keep their classified or faculty assignment. Some are not affected by the policy, but every classified affected are being lumped within this law.

Many committee members expressed the same concerns about classified personnel in their own departments that teach as adjuncts in particular programs that don't have other faculty members available to teach their courses.

Nan shared information about the process that came up during a scheduled Consultation Council meeting this week. At that meeting discussion represented the liabilities that included an upward amount of \$200,000 extra per year for the district if KCCD were to continue allowing classified personnel to teach adjunct positions. The total amount included class prep time, office hours and other expenses. They have to be paid by the hours they actually work. A nonexempt person is a classified position we are at risk for these costs.

Each classified person affected will receive an individual letter and a meeting will take place between the VP's, President, and Vice Chancellor next Monday. The deans/chairs will have to communicate regarding the courses that will not be filled and look at all assignments. The classified employees affected will have a choice of what assignment they want to take (adjunct or classified) and a compensation packet will be offered to them.

Concerns with the analysis of this decision from the committee were: the communication process was poorly done from KCCD Human Resources to the campus community. A more humanistic approach was suggested that included earlier communication, meetings to discuss options, and the chance to voice opinions regarding the policy.

Bakersfield College  
Faculty Chairs/Director Council  
Friday, December 10, 2010  
10:30 - 12:00 p.m.  
Draft Minutes only

Present: **refer to list of names that's in Nan's custody**

Absent: **N/A**

Guest: Robert Torres

Recorder: Angela Craft on behalf of Vickie Turney

Call to Order: Nan called the meeting to order at 10:30 a.m.

Greg Chamberlain discussed the following topics:

Re-Appointed and Newly Appointed Faculty Chairs

Greg announced that the Chair elections and the interviews were complete. He also congratulated the following re-appointed Chairs for two more years of service:

- Kimberly Van Horne – Academic Development
- David Koeth - Art
- Joe Saldivar - Biology
- A Todd Jones - Communication
- Brent Damron – Health and Physical Education
- Jennifer Johnson – Nursing
- John Gerhold – Performing Arts
- Kenward Vaughn – Physical Science

Newly Elected Chairs for 2011/2012

- Barbara Braid - Counseling
- Liz Rozell, - Engineering and Industrial Technology
- Robert Torres - Social Science

Faculty Positions for 2011/2012

There are seven positions that are in the block of positions that represent separations. The seven that will keep us at our faculty operation number are

1. ACDV in Delano
2. ESL in Delano
3. Math - with a primary focus in lower level math
4. CAD (EIT) Drafting
5. Biology

6. English with a focus on writing rhetoric
7. Counseling

Then, prioritize six positions beyond that, with the hope that we can work towards reducing our faculty obligation number. Our goal for next year is to have six incremental positions beyond our faculty obligation number.

#### Prioritize positions

- History/Political Science split in Delano
- Economics
- Math
- Philosophy in Delano
- Computer Studies Programming
- Communication in Delano

Greg is 99.8 percent sure that we'll be hiring all of the first set of positions. He advised Chairs to start getting their committees together in order to post the job announcements for all 13 positions. There's some talk about getting the announcement out about these positions before Christmas, with the listing of the positions. If not, sometime in January. We will not know more about the six prioritize positions until we know more about the budget. We'll have to wait and see what happens. We need to be flexible.

In all of these things, there a couple of other caveats that he'll be discussing with the Deans and the Chairs in these areas. He asked Dennis Jorgenson to think about what needs to be done to increase productivity in the CAD position. Do we need new equipment, room changes? What can we do and still stay sound? It a great program, when students get jobs. What can we do to be a little more productive in that group?

He plans to have a little more conversation on a variety of these things and will provide this information in writing with little more explanation. He does look at all the information provided by the Deans, the V.P, ODS and other places. Many factors are looked at in the process.

Greg added that Cerro Coso and Porterville Colleges will also be hiring for smaller numbers and that they are also hiring not just their replacement positions, but a few incremental positions are being targeted at their campuses as well.

#### Academic Finalizing lists

Greg reported that Academic Senate Presidents, district wide, are working to help finalize a list. For this process, next time, we should even be to the point where they'll be a big ODS report that any of you can run, print out and let you look at the same data that's going to be looked at by the Dean, V.P, President, and Chancellor in approving these positions. This way we'll all be looking at the same data. Greg

explained what all he looks at and what all is involved in making the decision to hire a position.

Nan shared that she wanted members to know all the different factors that go into making the decision. She felt that it is a good step that the Academic Senate Presidents are now working on these criteria and that we can pull it for any position that's requested. Knowing this will allow Chairs will have that coming forward and can make that decision too within their area.

Council members shared their questions and comments.

### State Budget

Greg reported that there hasn't been clear indication coming from the incoming Governor, his campaign, or his folks about Community College, whereas the departing Governor was very upfront. He went to a Community College and agreed to support them. He added that he wasn't sure where the incoming Governor will put the emphasis.

There will be mid-year corrections to the Budget. Last week, at College Council, Greg announced that he didn't think we needed to make any mid-year adjustments here at B.C. of any significant because we didn't budget the growth money. We cut our budget to the higher percent of cuts than we actually ended up getting here.

The current Governor's recent proposal will not be addressed until the new Governor is in place. The latest we're hearing about statewide deficits are over \$20 Billion now. Greg is hopeful that we'll be o.k. in this year's budget. He doesn't think we'll have to make any drastic cuts in the spring. We will have to look very seriously at the 2011/2012 budget.

Vacancies of any sort for any position or any constituent group are being looked at very carefully right now. We don't want to be in a position where we're hiring a bunch of permanent position right now and then, in March, April or May have to start the layoff scenario again. Some positions that are essential are being filled on an interim basis, where we can have a little longer to look and see what things are happening. But it's not unlike a lot of districts around the state, we do not have a hard hiring freeze. There are some positions that we need and will replace. We know that some faculty are leaving, and they're not necessarily replaced the same way in the same department.

Greg ended his discussion with FCDC by telling the chairs how pleased he was with them and that they are doing a good job.

### Registration by census date – Sue Vaughn

Sue expressed her concerns with the reoccurring problem of non - registered students being in the class on the census date. As for the submitting of enrollment exception forms, students can get enrolled if it's a faculty error but A&R is getting forms from students who were on the waitlist and never made it in. This is a

reinstate. She commended about the email Pam Boyles' sent out to the English faculty at the start of the semester. It helped because A&R didn't receive any Enrollment Exception forms from the English Department. She asked members to talk to Pam about her email. Nan commented that it's a combination of educating our students but also educating our entire faculty that roll sheets are absolutely critical and must be checked.

Sue mentioned two problems:

1. The problem with faculty taking roll from the original class roster that's printed on the first day of classes.
2. Students who weren't attending but remained on the roll sheet the whole time and not dropped on the census date, when they should have been.

In all cases, when in doubt, drop. It is easier to reinstate students back to their original registration date than it is to drop them after census date.

Nan shared that she plans to have a time when FCDC can talk about some of the forms that we use and where they come from. Title 5, a code or board policy. So chairs will have an understanding of how these things fit together.

#### Request to Accept Prerequisites form – Sue's hand out

Sue discussed the form with members and shared how the directions on the back of the form had disappeared. She also provided information about the form's origin and took the responsibility for A&R processing it for all other kinds of reasons. This should not have been happening because we're not operating in Title V regulations.

#### Title 5 Code of Regulations – Sue's handout

Sue discussed the prerequisite obligations under (1) under Policies for Prerequisites, Co requisites and Advisories on Recommended Preparations in section 55003 in the handout.

Members shared their comments and recommendations on what they'd like to see changed or added on the Request to Accept Prerequisites form. Nan asked Sandy Sierra and Sue Vaughn to exchange emails about the steps that we need to go through to make sure that we get this into the system. The Math department will be going through a process much like English. Nan asked Mike to get this clarified with the Educational Advisors and Counselors so they'll know the process.

#### Math Time Block – Mike Moretti

Mike shared how changing the 8:10 time block to 8:15 a.m. would help students with families and faculty get to class on time. Nan explained that 16 week time blocks, developed by the Academic Senate and Administrative Committee, had strong

representation from the Sciences, at that time. Math was on the committee too. Those were the time blocks submitted to the State. She also mentioned that there are two things she'll need to figure out. One is reporting to State that we're shifting things around and the other is any backward programming within our system. That we're calculating the minute's right and we have that done. She couldn't say that this would be done in time for the fall semester but she will do her homework, so that come January, before we get going for our first classes, she'll have the information that needed to move this forward.

#### Early/ priority registration – Joe Saldivar

Joe proposed that students with priority registration be allowed to register for just 14 units. And after open registration begins, to take whatever classes they want. This would allow students to prioritize which classes they want and would allow students who are trying to get into classes to add those classes. He wanted to present it to Academic Senate. Committee members discussed and shared their comments. Nan announced this item is up for discussion at Academic Senate.

#### Accreditation - Nan Gomez-Heitzeberg

Nan asked members to give some thought who might want to participate. She thought it would be easier for those people who are researching than doing the self-evaluation this year. She shared that Kate Pluta has put in a tremendous amount of time organizing the information that a committee will get. Standard 2C, which is for Library, would get a guide for getting the information together and for writing the self-evaluations. For every one of the eleven Standards, there will be a very organized set of information. And then, also, we're looking at how we can develop a template so we can capture that information easily. We're also building into the process, which is the charge of the Steering Committee. Nan asked the committee to look into these places. Talk with the ISIT.

We're also incorporating the governance committees or operational committees that would provide this information. It will not be as honest as it has been in the past, because of all the work that Kate and committee is doing. She asked members to give it some thought to not only the usual suspects or the unusual suspect but people that you know who are capable but haven't, for whatever reason, stepped up to participate. Let's see if we could get some expertise on those committees and also some new faces, so they'll be some people follow up.

#### 2011-2012 FCDC Meeting Schedule - Nan Gomez-Heitzeberg

Vickie sent out the meeting schedule for 2011 – 2012. Referring to meeting dates, Fridays seems to work best with everyone's schedule. Nan proposed that there be two dates in the summer. She said that it is highly unlikely if we would need them but she'd rather get them on the schedule now rather than later. The meeting dates would be the second Friday in June and the second Friday in July. Everyone was asked to put these dates on their schedule now.

One member proposed to change next year's meeting start time to 8:30 a.m. Others on the committee agreed to 8:30 on scheduled Fridays. For the spring 2011 semester, committee members agreed to hold the meetings on Fridays at 9:30 – 11:00 a.m.

#### Reminders – Nan Gomez-Heitzeberg

- Faculty Chair Evaluations - If you haven't had a Faculty Chair Evaluation, your Dean will be working with you. Nan explained the process. Chair duties are not evaluated as part of the Mode B process. Vickie will be working with HR to see that it's correct.

- Mode B evaluations for spring. Start getting your committees ready and working with your dean, so that you get that setup. It's been reported from faculty and deans that there are still some colleagues who don't understand the concept of how difficult it is to schedule meetings. When you get your committees together, emphasize the complexity of getting everybody together and the importance of getting them together to complete the process.

#### Definition of non-participation- Nan Gomez-Heitzeberg

Nan explained that she thinks that this is an Academic Senate discussion about if we're going to have a rule that applies to everybody. It's a recommendation that would move forward from Academic Senate. The confusing information is whether to drop students who are not attending classes on the first day or to drop all non-attendees from the roll on each day. This is confusing information from A&R and conflicting forms. Nan will talk to Sue about the wording.

#### For the greater good – Nan Gomez Heitzeberg

- Critical information - Nan announced after today's meeting, she'll send out an email to inform Chairs that January 3<sup>rd</sup> is the first date that we can roll schedules for summer and/or fall. Next year's calendar will go to the Board of Trustees on Thursday, December 16<sup>th</sup>. Chairs who always rolls their schedules because their classes are pretty much the same every semester, can send Mary Jane an email, so she'll know to roll your schedule for summer and/or fall.

**At the close of the meeting, Joyce Ester distributed a hard copy of a handout to committee members. When I asked for a copy, she responded that she'd send it by email.**

Meeting adjourned at 12:01 P.M.

Bakersfield College  
Faculty Chairs/Director Council  
Friday, January 28, 2011  
9:30 a.m. –11:30 p.m.  
Unofficial Minutes

Attendees: Anna Agenjo , Primavera Arvizu, Pam Boyles, Gregg Cluff, Nancy Coyle, Pat Coyle , Brent Damron, Stephen Eaton, Joyce Ester, Hamid Eydgahi, John Gerhold , Nan Gomez-Heitzeberg, Dennis Jorgensen, Bill Kelly, Richard McCrow, Tom Moran, , Mike Moretti, Dan O'Connor, Joe Saldivar, Stephen Smith, LaMont Schiers, Jennifer Johnson, Sue Vaughn, Kimberly VanHorne, Reggie Williams, Becki Whitson

Recorder: Angela Craft subbing for Vickie Turney.

Call to Order: Nan called the meeting to order at 9:30 a.m.

## **Debrief**

### Spring Semester Start-up

- **Beginning Enrollment:** Members discussed their concerns about the waitlist, forms, adding students, and increasing seats. Nan and Sue addressed their questions and concerns.
- **Bookstore:** Members discussed the problems they encountered with their textbook orders. They also shared what areas they'd like to see addressed in the Bookstore. LaMont Schiers provided a detailed explanation for the problems, and reassured members that his department is working on resolving them so that this kind of thing doesn't happen again. Nan reported that requests for proposals from companies would be reviewed by the Board at their next meeting. And that they plan to look at the proposals and make a decision on whether to keep the Bookstore at each one of the campuses in our district as is, or to have a company that specializes in colleges and universities come in and run the Bookstores. This would be true for all three campuses.
- **Language Arts Building Elevator:** Nan provided a brief history about the elevator problems in the L.A. building and shared that the expected repair time would be about 6 weeks or less. She also thanked the Chairs for their willingness to make the necessary room changes. Members commented and discussed their concerns.

## **Budget**

How the Budget has affected us? - Nan Gomez-Heitzeberg, Executive V.P.

Nan discussed where have we been and where we are, in terms of the number of sections that we've offered. She shared that in 2008 we started off in spring with 1,948 sections and the next year it was 1,727 and this year it was 1,729. And in the summer of 2008, we had 490, then 414, and 333. So, when

we hear budget and workload reduction, that's a really good example of our efforts to manage the enrollment. We saw more students in the classes that we did offer. If we are looking at another workload reduction, which means the State is going to fund us for fewer students, one of the possibilities we need to have is more discussions about the number of sections and which sections we're going to offer because we will not be able to serve all of the students that come to our door. She added that when planning for next summer, we need to plan for the same number of classes that we had last summer for each department. But we are going to look to make sure that they are those "four mission classes" in preparing students for transfer first because they fit under CTE to be successful in collegiate courses which are English, Math, ESL and ACDV.

#### State Legislators Meeting Follow-up Report– Pam Boyles, Kimberly Van Horne, Thomas Moran

- Thomas Moran reported that Last year we were cut \$370 million. This year Governor Brown has stated that we will be cut \$400 million which is a little more than last year. Proposed students' fees will go from \$26 to \$36. Governor Brown has opted not to not cut K-12. He feels that they've been over burdened with cuts already. We're hoping that the Legislators, Democrats and Republicans, will agree to put a measure on the ballot in June that will give taxpayers an opportunity to say yes, we agree to continue the temporary tax increases. If voters don't get that opportunity or do get that opportunity and vote no, our cuts will be \$800 million or more than double what they were last year.
- Kimberly Van Horne discussed that she asked the Legislators to take the fee increases and do a couple of things: To have a policy that the fees increases are moderate and predictable and that maybe we can take the increases of \$100 million to offset the \$400 million cuts. She added that the committee members shared KCCD's efficiencies in serving the community and its impact on the sections. The important points are what is success, and do not let the State Legislator and Legislators define what success is. And that there's a need for more discussion on what success means.
- Pam Boyles discussed the importance of passing prop. 98 and shared information about KCCD's reserves. Members commented and discussed their concerns. Nan felt that it would be helpful for the committee to have "Talking Points." Sue Vaughn agreed to send them out to the committee via email.

La Mont Schiers informed the committee that Tom Burke would be on campus on Friday, March 4<sup>th</sup> at 10:30 a.m. – 12 p.m. in the Forums to make a presentation and to talk. Everyone will have a chance to come and hear directly how the District has handled the situation this year, how we're looking to take on next year, and the projections of what the State is facing.

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She reminded members that last year Corny Rodriguez came and talked about the Diversity portion because the Academic Senate had determined that the chair for the EODAC Committee would be the Diversity Representative for all of the committees but not sit on the committees. That's when Chairs were asked to choose someone outside of their department.

We will not be meeting on February 25<sup>th</sup>. The soonest we can have Corny come is in March. Nan will be talking to him about setting up a meeting just with the Chairs that have postings, so that they could get that done and out of way and move on with their meetings. The HR representative will still meet with each committee separately in order to go over the compliance issues. Corny Rodriguez and Matthew Morgan, the new EODAC Faculty Chair, will team up during the transition.

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SB1440 and meeting next week - Update

On Monday, if not before, Nan plans to send out a list of the Discussion Discipline groups that will be happening in the afternoon after the SB1440 Presentation. John Gerhold announced that Michelle Pilate, VP Statewide Academic Senate will be present to answer questions and that he, and Janet Fulks would be giving a power point presentation on SB1440. There will be no FCDC meeting in February. Committee members were encouraged to come to the workshop because other colleges will be attending.

In closing, Nan shared that Vickie Turney is due to return to work on February 14th. Bonnie Suderman is on the road of recovery. Dan O'Connor is covering her area until she returns.

Next meeting is scheduled for Friday, March 25<sup>th</sup> at 9:30 a.m.

Meeting adjourned at 11:16 a.m.

Bakersfield College  
Faculty Chairs/Director Council  
Friday, March 25, 2011  
9:30 a.m. -11:30 p.m.  
Minutes

**1. Upcoming assessment events - Bernadette Towns**

Bernadette encouraged staff and faculty to attend work shops scheduled to discuss program level assessment techniques the week of March 28 (Monday - Thursday). Free pizza will be given away to those who attend.

She also announced an 'Assessment Showcase' to take place on April 27<sup>th</sup>, 4 to 6 p.m. in the huddle on campus. The showcase will allow each department to be represented through the exchange of ideas of regarding course and program level assessment. She would like to see every department on campus be represented. She is asking each department to put together a science board exhibit with the course and program level assessment information. There will be jazz music and a wine tasting activity. All full time/adjunct faculty, and staff, is encouraged to participate. The science boards are due to her or Bonnie Suderman by April 12.

**2. 2011-2012 College goals/College Council - Primavera Arvizu & Corny Rodriguez**

Corny discussed a work group that was established to recommend college goals for next year and how they are being met for this year. The group is requesting feedback from FCDC regarding what college goals have been met. A copy of the College Goals handout was passed out for discussion:

1. Student Success - How have we encouraged student excellence by addressing basic skills at all course levels, researched various prerequisites, placement and retention methods, and use results to improve student success in your area?

Sue - Admissions and Records have been holding to the set pre-requisites for all courses.

Pam and Kimberly - The CAS workshops have reached out to vocational on campus, in order to address more specific basic skills needs, and to teach these skills through scheduled workshops. This group is looking into expanding study skills with discipline courses next fall.

Mike - Found errors in the placement process for Math.

Pam - There is a better way to check for problems regarding English course placement verification through a program report that was created by KCCD.

Tom - Commented on the campus making progress as it has been outlined regarding student success.

Sandi - The Counseling department is working closer with the Math & English departments regarding pre-requisites and other student success items. Also, Student Excellence through CTE has conducted a workshop for undecided students. The Counseling department will also hold their own presentation to invite all undecided students to look at their goals on April 8.

Kimberly - Stated she is looking into developing and reinstating a more structured writing center to address this need for the students. This development is in an informal discussion phase at this point.

Kenward - Suggested a way to address student success and achieving it may be through building basic skills into courses & prerequisites.

Pat - He has instituted Friday morning seminars with faculty to address problems in the FACE department.

Jennifer - Her department has established an assessment & readiness retention program where students participate (while in the program) in order to pass a course.

Kimberly - She has received data back from the Academic Development counselor showing success rates are higher when students are seen by the counselor. This method has also shown success with retention.

Sue - Announced a script has been fixed regarding implementing the policy for high school seniors to be fully matriculated several days before open registration.

Jeannie - The full time ESL Tutor has seen many students coming to them for help.

2. Communication - Have we developed a protocol with procedures and training that ensures all College constituents receive and use the information essential for their work, study or participation in campus processes?

Sue - The 'Decision Making Document' being a good starting point for campus communication.

John - As a campus, we have been trying to get messages to key point people, such as department chairs, information as a way to communicate.

Pam - Representatives at College Council are a good idea and she has been receiving reports. However, it is unknown if all reps are reporting information to everyone.

Nancy - In response, she said she does receive frequent communication through the FCDC list\_serve.

Joyce Ester - Commented that communication has been a point of discussion as an issue within all levels of the campus.

3. Oversight and Accountability - Have we established mechanisms and training to ensure employees understand their role in the college and the concept of accountability, both individually and collectively, a positive express of which is "Renegade pride". Provide training to college wide committees, departments, programs, and staff/student organizations on how to effectively utilize the Decision Making Document (DMD) and participate in a year end evaluation of the plan and training?

Pam - Commented on the diversity training this year being different. She said that diversity information and other important information, such as reporting absences, should be received campus wide. She would like to see that we get this type of information through a flex activity each semester.

Kimberly - In response, she said she has received valuable information regarding the processes of the campus and district by attending Leadership Academy.

John - Said accountability has been implemented regarding curriculum through CurriCUNET and complimented Janna Oldham on working hard through the transition of this program.

Pam - Asked if the Staff Development Coordinator received reassigned time?

**Action: Corny will get back to Pam regarding the answer to her question.**

Corny and Primavera announced they will be accepting feedback regarding the other (4) 2010-2011 College Goals listed on the handout.

### **3. Results classified votes - Nan Gomez-Heitzeberg**

Nan announced the voting results have been sent to the President. The President may have questions regarding the position requests. He will put together a priority selection list. FYI - the classified voting process will be the same as it is for faculty positions.

#### **4. Textbook order forms/online textbook ordering - Joe & Becki**

Joe was unaware that textbooks orders needed to be confirmed through the department chair prior to the bookstore placing the order. He has concerns regarding where the procedure came from and where we go from here.

Becki said she reviews online textbook ordering, takes a copy, prior to forwarding them to the bookstore. Her concern is there isn't a signature line for approval from the dean, but understands they now are to receive a copy.

Pam said as the department chair for her area, she approves the book order forms and sends them to the bookstore. She said this has been the process for as long as she can remember.

Jennifer said she reviews the book orders, keeps a copy, and sends them to Laura in the bookstore. She has been familiar with the process that requires chair approval prior to placing orders.

Nancy said her department developed an internal process to put together textbook ordering. Every text book comes through email, and then approval is received, put in one file, and then sent to the bookstore. The format of the form is a problem. She uses a separate form for summer and fall semester.

Kenward commented the bookstore is trying to develop a process that works for everyone.

Bill asked what the timeline is for the April Board of Trustees meeting to accept a recommendation for outsourcing the bookstore. The timeline is unknown at this time. He suggested an online form/with approval queue to make it easier for everyone to order textbooks.

LaMont said the department is shifting to an electronic process whether the campus bookstore stays in house or is outsourced. He understands the challenges of the process, and a master list was created in Excel, to organize book order requests. The book store will send a confirmation of the order back to the department. He and the bookstore are accepting suggestions from everyone on making changes to the form.

#### **5. Due dates for Assessment Plans and Unit Plans - Jennifer Johnson**

Jennifer said she didn't recall receiving a planning calendar for the assessment plans and unit plans. She said she would like to know the date when they are due.

Nan said an announcement was made in College Council back in the fall of when assessment plans are due. She said unit plans are due in October

**Action - Vickie to get confirmation from Bonnie and Bernadette regarding the due dates.**

John said there is a one page assessment form for those working on program review that discusses program outcomes in the IEC public folder.

LaMont announced as an FYI - the assessment and unit plans will be linked with planning and we are anticipating this to happen sometime in October.

Nan said the Accreditation Steering Committee held to include Assessment co-chairs, Curriculum co-chairs, and IEC co-chairs, to talk about how they can be linked throughout the year, rather than organizing the information once a year.

## **6. Budget - summer/fall schedule - Nan Gomez-Heitzeberg**

Nan said we may lose approximately 14 million and should look at planning for the worse case scenario. We are looking to move from a current model to a student success model. The State Chancellor wants to have a definitive definition as to what a district student success model is.

On the Academic Senate page it states the State Chancellor's office put together a task force that is moving forward to present a plan and a definition of student success within the next 2 years. The topics of discussion at the meeting also included funding, student success at the end of the semester, instead of only at census date, and changing the census date all together.

We are in worse case scenario and will be in the disaster scenario -

1. We should have a district wide plan for all three scenarios.
2. We plan to move a 10% reduction into next year and an additional 5% reduction, if we are in a worst case scenario. We are using College level reserve and a funding match from the district office in order to address reductions for the next year. Will there be lay offs? None of the faculty/educational administrators received a March 15 notice. However, continuing education (overload, summer school, adjunct) will be reduced the next year.
3. The workload reduction is unknown at this time - we are working on a 2008-09 13,383 budget.
4. We will be following the college core mission - 24 classes more classes will need to be cut for summer school at this point. We (deans/department chairs) need to review courses again for summer school.
5. Fall semester - we will wait to hear what the workload reduction will be.
6. This discussion will be continued in April

**Action: Add to the agenda for April 29 - summer/fall semester**

Nan said by next week all high enrollment, high waitlisted courses will be reviewed.

Sue said registration begins April 13 for fall registration. She asked if we could look into restricting courses, instead of cancelling. It would keep students from registering into the class.

Nan said deans/chairs should review that full time have a full load, review required transfer courses in the department, and look to adjuncts to teach alternative courses.

Bill said he developed a three tier system. First tier is the less critical - looking at fewer adjuncts, Second tier- is to restrict enrollment for courses that are likely to be cut, and Third tier - is to maintain courses with full time faculty.

Brent asked why there are night courses? Nan said the classes must be parceled out to serve different segments of our population.

Nan said the State Chancellor's office Barry Russell, in Academic Affairs, sent figures for 2009-2010 classes. Transfer was 73.5% and Basic Skills 13.6%, and CTE courses out of that total is approximately 59%.

**Action: Nan will forward the email to FCDC with the exact figures.**

Dennis has heard some students will register for courses, get financial aid, and attend one or two classes, and never show up again. They just register for classes in order to get the money.

**Action: Nan will ask Joan Wegner to attend the April FCDC meeting to discuss the new process for financial aid.**

## **7. Exception forms - Sue Vaughn**

Sue handed out a copy of the 'Exception Form' from admissions and records. The new form allows an opportunity to use an alternative pre-requisite for a course. The 'Repeat Petition Form' is used for when the student enrolls in a course for the second time, doesn't succeed and is asking to repeat it for a third time.

Pam said a similar form is used in the English department. The backside lists questions for the students to review and answer why they are not able to

succeed. However, the instructor is unaware the student has repeated the course when they are in the classroom.

Joe will go over transcripts with the student. He enters a verbal contract with them and asks they produce passing grades for one semester, prior to approving a repeat course for the third time. He said many have not returned to complete the process.

As an FYI Sue stated that the student gets the form from Admissions and Records and has to take it through the process of getting the proper signatures for approval on repeating the course. It places the responsibility of trying to get signatures for approval on the student as a motivation tool to finish the process. She said each department can request a stack of the form, but they will also accept the old forms.

Tom commented if courses are held to title v pre-requisites they have to be followed. He has students that are overqualified for level 1 and level 2 language courses, but they have to prove these skills before moving forward. This follows another method of communicating the student can pass the course.

In addition, any communication to the student regarding the number of units they need should be referred to the Counseling department.

Sue is accepting any input for changes on the form. A&R have seen a challenge when a student is on a waitlist and didn't get into the class by census date. In this case, these forms will not be accepted without the Dean and Executive Vice President's signature.

Including this information in a training session would be a helpful way of communicating to all faculty/chairs/ and deans. Gregg suggested having a handout to give to the faculty, chairs, and adjuncts at the seminar in August.

Nan on behalf of LaMont - Fire Drills: If there is a fire drill, leave the building and please communicate to the faculty and chairs in each department. A First and Second Responders list is being revised and will be sent out to everyone soon.

#### **8. College Council - student success - Nan Gomez-Heitzeberg**

Greg sent out information regarding student success and how we are to serve the students we have now. A Basic Skills forum and AB1440 Transfer Model Degree workshop was held on campus to work toward this. A Basic Skills Initiative team was developed to produce a list of projects in order to move forward to develop a plan. He is accepting FCDC feedback and this can be done

through the College Council representative to review which plan is the most viable.

**Action: Nan will have Greg send out another email regarding this information. And find out if it is posted in public folders.**

Another example of focusing on student success has come through basic skills funds, CSUB STEM grant, supplemental instruction, professional development and various other activities.

**Next Meeting:**

The next meeting is scheduled Friday, April 29, 2011 at 9:30 a.m. - 11:00 a.m. in the Collins Conference Center

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Nancy - In response, she said she does receive frequent communication through the FCDC list\_serve.

Joyce Ester - Commented that communication has been a point of discussion as an issue within all levels of the campus.

3. Oversight and Accountability - Have we established mechanisms and training to ensure employees understand their role in the college and the concept of accountability, both individually and collectively, a positive express of which is "Renegade pride". Provide training to college wide committees, departments, programs, and staff/student organizations on how to effectively utilize the Decision Making Document (DMD) and participate in a year end evaluation of the plan and training?

Pam - Commented on the diversity training this year being different. She said that diversity information and other important information, such as reporting absences, should be received campus wide. She would like to see that we get this type of information through a flex activity each semester.

Kimberly - In response, she said she has received valuable information regarding the processes of the campus and district by attending Leadership Academy.

John - Said accountability has been implemented regarding curriculum through CurriCUNET and complimented Janna Oldham on working hard through the transition of this program.

Pam - Asked if the Staff Development Coordinator received reassigned time?

**Action: Corny will get back to Pam regarding the answer to her question.**

Corny and Primavera announced they will be accepting feedback regarding the other (4) 2010-2011 College Goals listed on the handout.

### **3. Results classified votes - Nan Gomez-Heitzeberg**

Nan announced the voting results have been sent to the President. The President may have questions regarding the position requests. He will put together a priority selection list. FYI - the classified voting process will be the same as it is for faculty positions.

#### **4. Textbook order forms/online textbook ordering - Joe & Becki**

Joe was unaware that textbooks orders needed to be confirmed through the department chair prior to the bookstore placing the order. He has concerns regarding where the procedure came from and where we go from here.

Becki said she reviews online textbook ordering, takes a copy, prior to forwarding them to the bookstore. Her concern is there isn't a signature line for approval from the dean, but understands they now are to receive a copy.

Pam said as the department chair for her area, she approves the book order forms and sends them to the bookstore. She said this has been the process for as long as she can remember.

Jennifer said she reviews the book orders, keeps a copy, and sends them to Laura in the bookstore. She has been familiar with the process that requires chair approval prior to placing orders.

Nancy said her department developed an internal process to put together textbook ordering. Every text book comes through email, and then approval is received, put in one file, and then sent to the bookstore. The format of the form is a problem. She uses a separate form for summer and fall semester.

Kenward commented the bookstore is trying to develop a process that works for everyone.

Bill asked what the timeline is for the April Board of Trustees meeting to accept a recommendation for outsourcing the bookstore. The timeline is unknown at this time. He suggested an online form/with approval queue to make it easier for everyone to order textbooks.

LaMont said the department is shifting to an electronic process whether the campus bookstore stays in house or is outsourced. He understands the challenges of the process, and a master list was created in Excel, to organize book order requests. The book store will send a confirmation of the order back to the department. He and the bookstore are accepting suggestions from everyone on making changes to the form.

#### **5. Due dates for Assessment Plans and Unit Plans - Jennifer Johnson**

Jennifer said she didn't recall receiving a planning calendar for the assessment plans and unit plans. She said she would like to know the date when they are due.

Nan said an announcement was made in College Council back in the fall of when assessment plans are due. She said unit plans are due in October

**Action - Vickie to get confirmation from Bonnie and Bernadette regarding the due dates.**

John said there is a one page assessment form for those working on program review that discusses program outcomes in the IEC public folder.

LaMont announced as an FYI - the assessment and unit plans will be linked with planning and we are anticipating this to happen sometime in October.

Nan said the Accreditation Steering Committee held to include Assessment co-chairs, Curriculum co-chairs, and IEC co-chairs, to talk about how they can be linked throughout the year, rather than organizing the information once a year.

## **6. Budget - summer/fall schedule - Nan Gomez-Heitzeberg**

Nan said we may lose approximately 14 million and should look at planning for the worse case scenario. We are looking to move from a current model to a student success model. The State Chancellor wants to have a definitive definition as to what a district student success model is.

On the Academic Senate page it states the State Chancellor's office put together a task force that is moving forward to present a plan and a definition of student success within the next 2 years. The topics of discussion at the meeting also included funding, student success at the end of the semester, instead of only at census date, and changing the census date all together.

We are in worse case scenario and will be in the disaster scenario -

1. We should have a district wide plan for all three scenarios.
2. We plan to move a 10% reduction into next year and an additional 5% reduction, if we are in a worst case scenario. We are using College level reserve and a funding match from the district office in order to address reductions for the next year. Will there be lay offs? None of the faculty/educational administrators received a March 15 notice. However, continuing education (overload, summer school, adjunct) will be reduced the next year.
3. The workload reduction is unknown at this time - we are working on a 2008-09 13,383 budget.
4. We will be following the college core mission - 24 classes more classes will need to be cut for summer school at this point. We (deans/department chairs) need to review courses again for summer school.
5. Fall semester - we will wait to hear what the workload reduction will be.
6. This discussion will be continued in April

**Action: Add to the agenda for April 29 - summer/fall semester**

Nan said by next week all high enrollment, high waitlisted courses will be reviewed.

Sue said registration begins April 13 for fall registration. She asked if we could look into restricting courses, instead of cancelling. It would keep students from registering into the class.

Nan said deans/chairs should review that full time have a full load, review required transfer courses in the department, and look to adjuncts to teach alternative courses.

Bill said he developed a three tier system. First tier is the less critical - looking at fewer adjuncts, Second tier- is to restrict enrollment for courses that are likely to be cut, and Third tier - is to maintain courses with full time faculty.

Brent asked why there are night courses? Nan said the classes must be parceled out to serve different segments of our population.

Nan said the State Chancellor's office Barry Russell, in Academic Affairs, sent figures for 2009-2010 classes. Transfer was 73.5% and Basic Skills 13.6%, and CTE courses out of that total is approximately 59%.

**Action: Nan will forward the email to FCDC with the exact figures.**

Dennis has heard some students will register for courses, get financial aid, and attend one or two classes, and never show up again. They just register for classes in order to get the money.

**Action: Nan will ask Joan Wegner to attend the April FCDC meeting to discuss the new process for financial aid.**

**7. Exception forms - Sue Vaughn**

Sue handed out a copy of the 'Exception Form' from admissions and records. The new form allows an opportunity to use an alternative pre-requisite for a course. The 'Repeat Petition Form' is used for when the student enrolls in a course for the second time, doesn't succeed and is asking to repeat it for a third time.

Pam said a similar form is used in the English department. The backside lists questions for the students to review and answer why they are not able to

succeed. However, the instructor is unaware the student has repeated the course when they are in the classroom.

Joe will go over transcripts with the student. He enters a verbal contract with them and asks they produce passing grades for one semester, prior to approving a repeat course for the third time. He said many have not returned to complete the process.

As an FYI Sue stated that the student gets the form from Admissions and Records and has to take it through the process of getting the proper signatures for approval on repeating the course. It places the responsibility of trying to get signatures for approval on the student as a motivation tool to finish the process. She said each department can request a stack of the form, but they will also accept the old forms.

Tom commented if courses are held to title v pre-requisites they have to be followed. He has students that are overqualified for level 1 and level 2 language courses, but they have to prove these skills before moving forward. This follows another method of communicating the student can pass the course.

In addition, any communication to the student regarding the number of units they need should be referred to the Counseling department.

Sue is accepting any input for changes on the form. A&R have seen a challenge when a student is on a waitlist and didn't get into the class by census date. In this case, these forms will not be accepted without the Dean and Executive Vice President's signature.

Including this information in a training session would be a helpful way of communicating to all faculty/chairs/ and deans. Gregg suggested having a handout to give to the faculty, chairs, and adjuncts at the seminar in August.

Nan on behalf of LaMont - Fire Drills: If there is a fire drill, leave the building and please communicate to the faculty and chairs in each department. A First and Second Responders list is being revised and will be sent out to everyone soon.

#### **8. College Council - student success - Nan Gomez-Heitzeberg**

Greg sent out information regarding student success and how we are to serve the students we have now. A Basic Skills forum and AB1440 Transfer Model Degree workshop was held on campus to work toward this. A Basic Skills Initiative team was developed to produce a list of projects in order to move forward to develop a plan. He is accepting FCDC feedback and this can be done

through the College Council representative to review which plan is the most viable.

**Action: Nan will have Greg send out another email regarding this information. And find out if it is posted in public folders.**

Another example of focusing on student success has come through basic skills funds, CSUB STEM grant, supplemental instruction, professional development and various other activities.

**Next Meeting:**

The next meeting is scheduled Friday, April 29, 2011 at 9:30 a.m. - 11:00 a.m. in the Collins Conference Center