

Bakersfield College  
Faculty Chairs/Director Council  
Friday, October 14, 2011  
8:30 a.m. – 10:00 a.m.  
Collins Conference Center  
Unofficial Minutes

**Present:** Angelica Gomez, Sue Vaughn, Nancy Perkins, Kenward Vaughn, Dan O'Connor, Joe Saldivar, Primavera Arvizu, Anna Agenjo, A. Todd Jones, Tom Moran, Greg Cluff, Bill Moseley, Liz Rozell, Jeannie Parent, Robert Torres, Kimberly Van Horne, Reggie Williams, Becki Whitson, Stephen Eaton, Mike Moretti.

**Absent:** Nan Gomez-Heitzeberg, Joan Wegner, Richard McCrow, David Koeth, Tim Capehart Brent Damron, Jennifer Johnson, Joyce Coleman, Joyce Ester, Barbara Braid, Pam Boyles, Hamid Eydgahi, Cindy Collier, LaMont Schiers, Pat Coyle, John Gerhold, and Bonnie Suderman.

Recorder: Danielle Hillard

**Curriculum Training**

William (Bill) Moseley started the meeting with his concerns about the representation at the Curriculum meetings. He stated that not every department has representation at the committee meetings and that has to change. There are a lot of courses that need to be approved, around 70-80 courses for the spring. Nancy Perkins wanted to know when will the classes be available to the departments. Kimberly Van Horne also had questions about a class for the spring. Bill Moseley asked for them to send him an email about specific request and he would address at a later time.

William (Bill) Moseley conducted a brief CurriciNet training for the faculty chairs on the proper way to utilize the software correctly. Bill presented the training through a PowerPoint presentation titled, "How Not to Fail" for Curriculum. He covered password change, proposals started, how to update, revise, delete and create a new proposal. Bill addresses update vs. revision. The revision function is the only choice for Curriculum Review for a course. Update should only be used on SLO, topical outline, textbooks and method of instruction. Review of basic courses before submitting is not being done. This step has to be done to reduce the workload of corrections that ends up in the Curriculum office on Janna Oldham's desk.

Greg Cluff asked, What if you submit, but find that you need to update, can you? Bill Moseley went through those steps. Kenward Vaughn wanted a better noting process in CurriciNet. Bill Moseley stated there is not a way, not designed for that. Bill Moseley closed the presentation by asking those who still need help with CurriciNet to email him and he can work with them one on one. The floor was turned over to Kenward Vaughn, David Koeth and Sue Vaughn.

**Waitlist Sub-Committee**

Kenward Vaughn presented on behalf of his group by asking two questions: 1.) How do we standardize the waitlist process? 2.) Reduce the size of the waitlists? Sue Vaughn passed out handouts with some possible solutions to the waitlist concerns. Kenward went on to state that students will get a message letting them know when the waitlist is full but to check back since students may drop off. The list will be cut in half at a certain point. January 5<sup>th</sup> and June 5<sup>th</sup> were two dates proposed at cut dates to the list. Reggie Williams suggested that the June 15<sup>th</sup> date proposed needed to be in line with the January 5<sup>th</sup> date proposed to push out the timeline. Thomas Moran is frustrated with the number of students on a waitlist are not a problem for his department. Sue Vaughn addressed this by stating the guidelines would apply but leave room for special circumstances like Thomas and Reggie's areas. This would be done through an approval by the Dean of their department as it is stated on the handout. They know that the changes would work for most but understand that on a case by case basis, some departments would not need to make the suggested changes to their waitlist. Greg Cluff took issue with whether or not EVP Gomez-Heitzeberg and Administrators vs. Chairs/Deans look at the waitlist to determine their need for classes? A few chairs chimed in to debate this. Dan O'Connor asked Sue Vaughn if the waitlist process was complete. Sue replied that the handout was to spark feedback on the direction of this process, not to set this as to final process.

**Action item:** Dan O'Connor asked Sue Vaughn to send the handouts electronically and for the chairs to send the handouts to their instructors for feedback to discuss at a later meeting.

### **Chair Issues**

Michael Moretti had concerns about the extra duty days depending on summer school instruction. He did not want to discuss at the meeting. He asked for anyone with concerns to email him in order for the process to be fair for all. He also addressed that the book order forms should be done by the chair on one order form. Why have two forms, Word vs. Excel? Nancy Perkins thought it was not necessary. Some chairs took issue with every instructor ordering their own books, can cause problems. Kimberly Van Horne stated that the bookstore under ordered her department's books cutting the instruction time for students. Thomas Moran stated that Barnes & Noble should conform to what BC instructors want as oppose to what or how they conduct business.

Dan O'Connor asked for these ideas to be collected and presented. Thomas Moran volunteered to be the point person for this book order issue and will contact Laura Lerigo.

Meeting adjourned.

Next Meeting:  
October 28, 2011  
8:30am – 10:00am  
Collins Conference Center