

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 the 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.