

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