

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