

Log in to the Committees site at the <https://committees.kccd.edu>.

NOTE: YOU MUST USE <https://committees> (with an s)

If you use <http://committees> (no s) you will get an error message.

Click the “login” button at the top of the page.

[Bakersfield College](#) [Cerro Coso College](#) [Porterville College](#) [Login](#)

Welcome to the KCCD Committees Page!

District Office Committees

Hello and welcome! You've reached the web site containing all of the committees for the [Kern Community College District](#) and its campuses. Feel free to browse our public committee pages for up-to-date information. Keep in mind that you might need to [log in here](#) to view private committee content, or to make changes if you're a committee moderator.

Bakersfield College

Here you will find information about upcoming and archived Bakersfield College committee meetings. For more information, to submit committee information or to learn how to upload committee documents, please contact Shannon Musser at shannon.musser@bakersfieldcollege.edu. Thank you!

[View details »](#)

Cerro Coso College

Cerro Coso committee information is not available at this time.

[View details »](#)

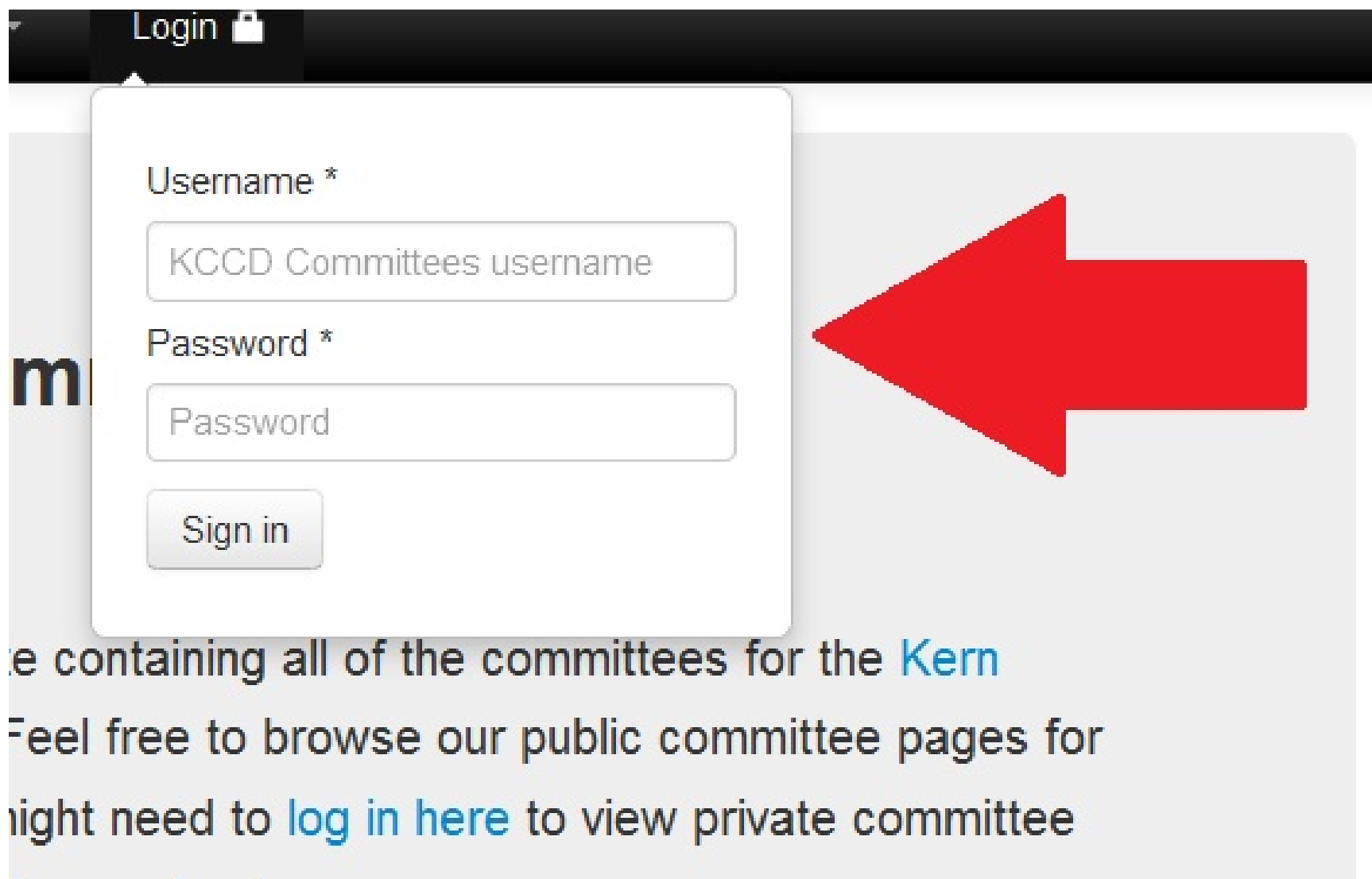
Porterville College

Porterville College committee information is not available at this time.

[View details »](#)

Your login information is your full Bakersfield College email (including the @bakersfieldcollege.edu) and the password you use for Bakersfield College – computers, InsideBC, etc.

Enter that information, then click “sign in.”



The image shows a login form on a website. At the top, there is a black navigation bar with the word "Login" in white text next to a white padlock icon. Below this, a white login box is centered. It contains two input fields: "Username *" and "Password *". The username field has the placeholder text "KCCD Committees username" and the password field has the placeholder text "Password". Below these fields is a "Sign in" button. A large red arrow points from the right towards the "Sign in" button. The background of the page is light gray. At the bottom, there is text that reads: "e containing all of the committees for the Kern", "Feel free to browse our public committee pages for", and "might need to log in here to view private committee".

Login

Username *

KCCD Committees username

Password *

Password


Sign in

e containing all of the committees for the Kern

Feel free to browse our public committee pages for

might need to log in here to view private committee

Find the “add content” button – it should be in a gray bar at the top of the page.




The image shows a screenshot of a Drupal 8 user interface. At the top, there is a dark navigation bar with links: [Dashboard](#), [Content](#), [Structure](#), [Appearance](#), [People](#), [Modules](#), [Configuration](#), and [Reports](#). Below this is a gray bar containing [Add content](#), [Find content](#), [Organic groups](#), and [Content types](#). The [Add content](#) button is highlighted by a large red arrow. Below the gray bar is a dark bar with site names: [Bakersfield College](#), [Cerro Coso College](#), [Porterville College](#), and [Log out](#). The main content area has a light gray header with [SCD Committees](#). Below this is a large text field containing the email address shannon.musser@bakersfield.edu. Underneath the email field is a row of buttons: [View](#), [Edit](#), [Shortcuts](#), and [Devel](#). At the bottom, there is a section titled **Group membership:** with a list of links: [Accreditation Steering Committee](#), [Assessment Committee](#), [EODAC](#), [Program Review Committee](#), and [Levan Center for the Humanities Committee](#).

Select “meeting”

[Bakersfield College ▾](#) [Cerro Coso College ▾](#) [Porterville College ▾](#) [Log out](#) [My account](#) [L](#)


Add content

KCCCD Committees




[Article](#)

Use *articles* for time-sensitive content like news, press releases or blog posts.




[Basic page](#)

Use *basic pages* for your static content, such as an 'About us' page.




[Committee](#)

Create a *committee*, which serves as a group for members to publicly share documents, content, and meeting schedules.




[Committee Report](#)

A Committee Report is a semi-annual report from a committee that is shared with the college, College Council, Academic Senate and/or community.




[Document](#)

Documents can be used to post content to the web using this content type.




[Meeting](#)

Meetings can be used to post content to a committee page. These will contain the agendas, minutes, and supporting documents as well.



[Panel](#)

A panel layout broken up into rows and columns.



[Webform](#)

Create a new form or questionnaire accessible to users. Submission results and statistics are recorded and accessible to privileged users.

[Scholarship Committee](#)

[**Collegewide](#)

[Committee Chairs](#)

[Units of Mind](#)

Enter the date of the meeting. Click in the box to bring up a calendar, or type in the correct date.

Firefox | Create Meeting | KCCD Committees | +

https://committees.kccd.edu/users/shannonmuserbakfieldcollegeedu#overlay=node/add/meeting | Google

Tools | Best | LOOK AT | Daily Check | ALUMNI | Athletics Sites | DSPS/ASL | California State Univer... | Transfer | Content | Bakersfield C... | Content Report | Baker...

Reports | Navigation | Text Equivalents | Scripting | Style | Validators | Tools | Keyboard | Options

Dashboard | Content | Structure | Appearance | People | Modules | Configuration | Reports | Help | Hello shannon.musser@bakersfieldcollege.edu | Log out

Add content | Find content | Organic groups | Content types | Edit shortcuts

Bakersfield College | Cerro Coso College | Porterville College | Log out | My account | Log out

Create Meeting

KCCD Committees

DATE OF MEETING

Date

E.g., 09/23/2013

GROUPS AUDIENCE

Default

Administrator

Agenda

No file selected.

Files must be less than **10 MB**.
Allowed file types: **doc docx ppt pdf**.

Minutes (for THIS meeting)

No file selected.

This is where you will upload the minutes for this meeting (after the meeting is over). If you would like to include a previous meeting's minutes, please upload those as a supporting document.
Files must be less than **10 MB**.
Allowed file types: **doc docx ppt pdf**.

Under “groups audience,” select the name of the committee. It may appear under “default” or “administrator.”

The screenshot shows a web browser window with the URL `https://committees.kccd.edu/users/shannonmuserbakfieldcollegeedu#overlay=node/add/meeting`. The page title is "Create Meeting | KCCD Committees". The user is logged in as `shannon.musser@bakfieldcollege.edu`. The page has a dark sidebar on the left with navigation links like "Dashboard", "Content", "Structure", etc. The main content area is titled "Create Meeting" and contains the following sections:

- DATE OF MEETING**
 - Date**
Input field: `09/23/2013`
Example: `E.g., 09/23/2013`
- GROUPS AUDIENCE**
 - Default**
Dropdown menu: `- None -` (indicated by a red arrow)
 - Administrator**
Dropdown menu: `- None -` (indicated by a red arrow)
- Agenda**
 - File upload area: `Browse...` (button), `No file selected.` (text), `Upload` (button)
 - Text: `Files must be less than 10 MB. Allowed file types: doc docx ppt pdf.`
- Minutes (for THIS meeting)**
 - File upload area: `Browse...` (button), `No file selected.` (text), `Upload` (button)
 - Text: `This is where you will upload the minutes for this meeting (after the meeting is over). If you would like to include a previous meeting's minutes, please upload those as a supporting document. Files must be less than 10 MB. Allowed file types: doc docx ppt pdf.`

Under “Agenda,” you will have the opportunity to upload the agenda for the meeting. When possible, please convert this file to pdf (not all computers have the ability to open all Microsoft Word documents).

Bakersfield College ▾

Central Coast College ▾

Porterville College ▾

Log out

Create Meeting +

KCCD Committees

DATE OF MEETING

Date

09/23/2013

E.g., 09/23/2013

GROUPS AUDIENCE

Default

- None - ▾

Administrator

- None - ▾

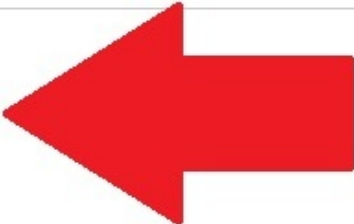
Agenda

Browse...

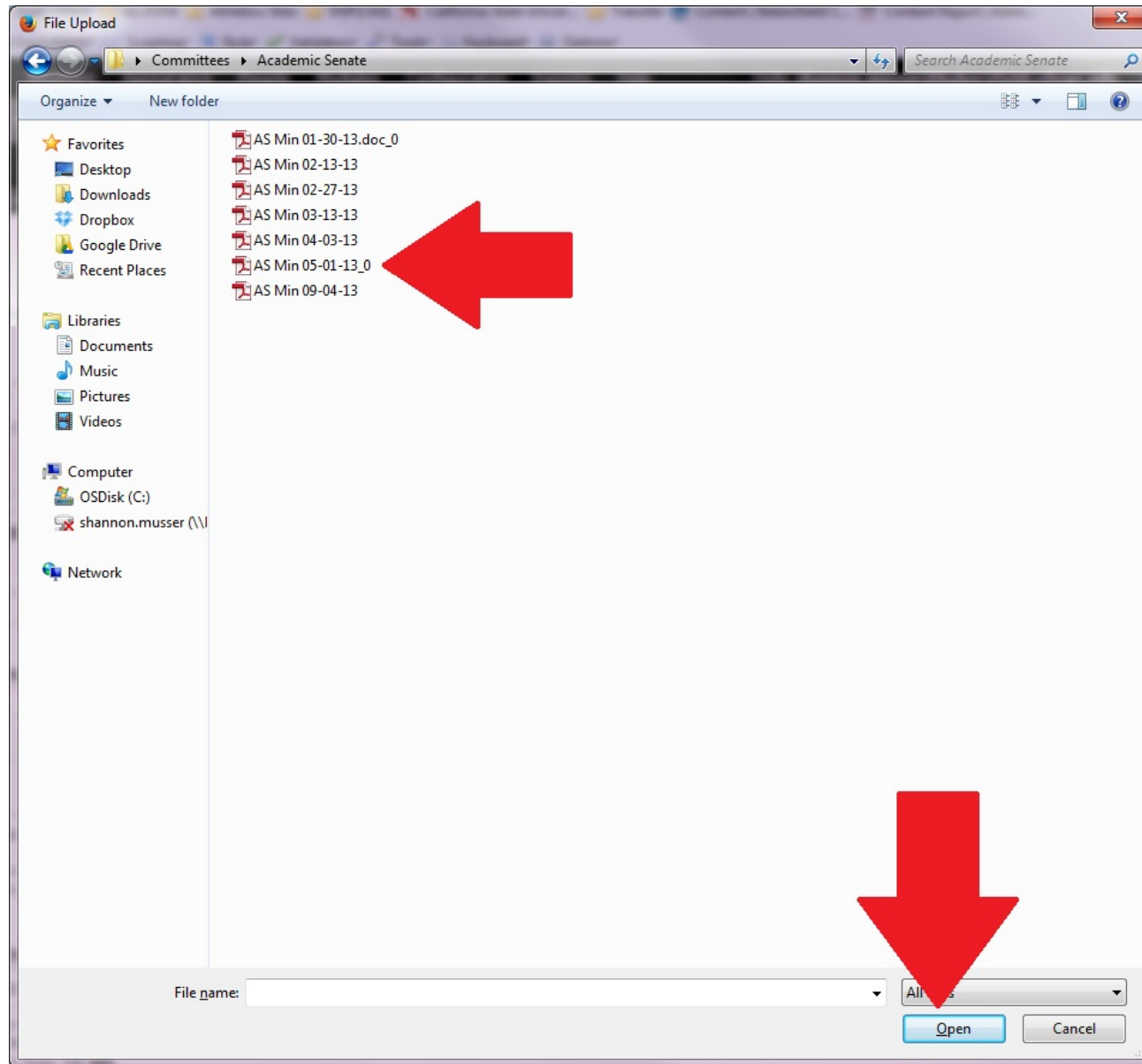
No file selected.

Upload

Files must be less than **10 MB**.
Allowed file types: **doc docx ppt pdf**.



Click on “browse,” then find the correct file on your computer. Then, click “open.”



Click “upload” to attach the file to the meeting.

Bakersfield College ▾Cerro Coso College ▾Porterville College ▾Log out

Create Meeting +

KCCD Committees

DATE OF MEETING

Date

E.g., 09/23/2013

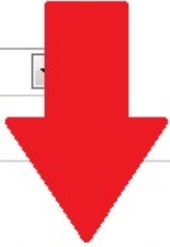
GROUPS AUDIENCE

Default

Administrator

Agenda
 MENU.docx

Files must be less than **10 MB**.
Allowed file types: **doc docx ppt pdf**.



Minutes are for the meeting with the date you selected at the top – you will usually not have the minutes when you create the meeting, and you will have to edit the meeting later to attach the minutes.

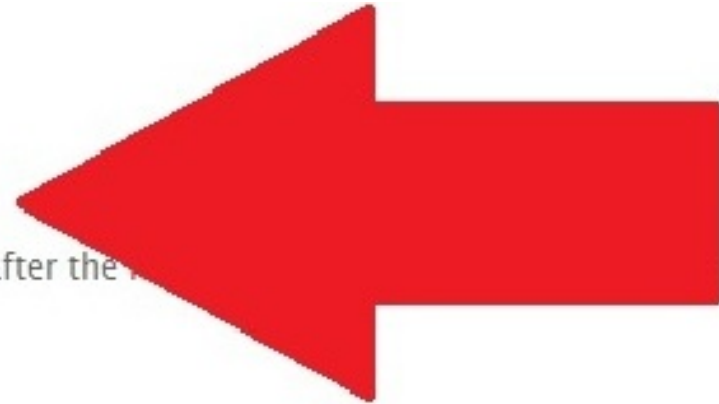
Minutes (for THIS meeting)

No file selected.

This is where you will upload the minutes for this meeting (after the meeting has ended) as a supporting document.

Files must be less than **10 MB**.

Allowed file types: **doc docx ppt pdf**.



You can attach supporting documents – including previous meeting minutes, reports or any other file that your committee members will need for this meeting.

Minutes (for THIS meeting)

No file selected.

This is where you will upload the minutes for this meeting (after the meeting has ended) as a supporting document.
Files must be less than **10 MB**.
Allowed file types: **doc docx ppt pdf**.



SUPPORTING DOCUMENTS

Add a new file

No file selected.

Files must be less than **10 MB**.

Allowed file types: **doc docx ppt pdf xlsx xls**.

For notes, you can add any additional information – if the meeting will be in a different location, if there are any major topics that will help you organize information later, etc.

Add a new file

No file selected.

Files must be less than **10 MB**.
Allowed file types: **doc docx ppt pdf xlsx xls**.



Notes

Click save, and you're done!

Publishing options

Published

