



BC Scholarship Committee Meeting Notes
Thursday 02/15/18
SGA Boardroom 1 p.m. – 2 p.m.

Members in Attendance

Jennifer Achan – Financial Aid Director / Committee Chair	Rebecca Bumpous – Financial Aid Tech / Scholarship Coordinator
Phil Feldman – Academic Development/Professor	Gurpreet Grewal – Professor Mathematics
Rebecca Monk – Professor English	Steven Holmes – Academic Senate (Guest)
Savanna Andrasian – Professor English	Walter Rivas – Financial Aid D.A. III (Minutes)

Members Absent

Julie Lowe	Gilbert Ayuk
Murad Zikri	

Inaccurate email; Rebecca’s first year overseeing the process

- The email notifying members that you each had over 5000 reviews to complete was inaccurate.
- Rebecca Bumpous has been working on cleaning up the system and has made adjustments in Academic Works.
- This is Rebecca’s first year overseeing the scholarship process from beginning to end.

Changes this year

- Last year the committee had one active member who reviewed close to 1000 applications by herself over the course of 6 weeks.
- We appreciate everyone’s help with the review process.
- This year the BC Scholarship Committee will review 34 scholarships (over \$76,000).
- We are also trying to ensure that more students receive scholarships (a “spread the wealth” concept).
- This year Financial Aid promoted the scholarship application along with the FAFSA and Dream Act applications. Workshops were held during the Fall semester. This year we have triple the applications from the previous year.
- You may see one applicant multiple times in different scholarship applications.

3/30/18 Deadline, BC Foundation's role

- The deadline to complete the review is 3/30/18. Once the recipients are picked, the information goes to BC Foundation to input the student names into the program.

Rebecca's role in checking criteria; the need for alternates (in case criteria is not met)

- Rebecca reviews the recipients to make sure they are meeting the criteria set by the scholarship description.
- We will also need alternates in case recipients are not eligible for a scholarship.

Streamlining of the process

- Rebecca has streamlined the process this year. Although in the past there have been challenges with the committee, we'd like to establish an open line of communication with all members. We welcome any suggestions for improvements to make this process easier for reviewers.
- The criteria for most of the scholarships in the BC Committee is very similar to GPA and units. Some criteria will include major, but the overall conditions are uniform across the board.
- The committee will be screening applicants for minimum qualifications.
- For some scholarships, the committee will screen the applicants, but the donor will pick the recipient.
- The students have already been pre-screened to a certain degree (making sure their applications are complete, if they meet the correct requirements).
- For example: the scholarships that Steve Holmes reviews are in the Political Science field. The pool of student applications is small enough that one person can review them.
- Student notifications will be sent out to the students when they are awarded. They are also invited to the BC Foundation Celebration for scholarships.

Department awards

- Department Awards are chosen by each department. The department then gives the recipient's name to Rebecca.

Reviewing process of the committee

- The committee will look at one person at a time, score the applicant, and then move on to the next. If the next applicant's score is better, Academic Works has a box that you can check so you are able to go back and make notes.

Letter of recommendations

- All student applications have a letter of recommendation from faculty/staff.

Navigating through Academic Works

- To open up the Academic Works application, you can click directly on the email link or you can click on https://kccd.academicworks.com/users/sign_in.

A screenshot of the Academic Works 'Opportunities' page. The page has a red header with the word 'Opportunities'. Below the header, there is a green box with a checkmark icon and the text: 'Signed out successfully. Be sure to clear forms, passwords, cache, and cookies in your browser if you are on a public computer.' Below this, there are two tabs: 'Applicants and Administrators' (selected) and 'References and Reviewers'. The main content area says 'Welcome!' and provides instructions for users: 'If you are an Applicant or Scholarship Administrator, please sign in using your Login and password. If you need help with your Login or password, please click on [trouble signing in](#).' Below the text is a large yellow button that says 'Click Here to Apply'. At the bottom of the page, there is a copyright notice: '© 2010 - 2018 AcademicWorks, Inc. All rights reserved.' and three links: '[Bakersfield College Home](#) | [Cerro Coso Community College Home](#) | [Porterville College Home](#)'.

- You can also access the system by:
 - Going to the Bakersfield College main page
 - Click Student Services
 - Click Financial Aid
 - Click Scholarships from the menu on the left hand side of the screen
 - Select “Click here for the Online Scholarships Application”

A navigation bar for the Bakersfield College website. It features the Bakersfield College logo on the left. To the right of the logo are four menu items: 'Admissions & Records', 'Programs & Classes', 'Student Services', and 'About BC'. A blue arrow points from 'Programs & Classes' to 'Student Services'. Above the navigation bar is a dark grey bar with icons and text for 'InsideBC', 'Catalog', 'Calendar', 'Directory', and 'BC Locations'.

Admissions & Records	Programs & Classes	Student Services	About BC
Student Services Home	English for Multilingual Students	Renegade Rip	Testing & Placement Center
Academic Calendar	EOPS/CARE/CalWORKS	Roughneck Review	Transfer Services
Academic Support	Financial Aid	Student Conduct	Tutoring
Athletics	Habits of Mind	Student Employment	Umoja ASTEP
Bookstore	Important Dates	Student Government	Veterans Services
Career Center	Library	Student Health Center	Work Experience
Child Care	Parking	Student Housing	Workshops
Counseling	Policies	Student Life	
DSPS	Renegade Pantry	Student Organizations	
		Student Success & Equity	

Home » Student Services » Financial Aid

Financial Aid

- About Financial Aid
- Board of Governor's Fee Waiver Program
- Scholarships

Financial Aid

Financial Aid Alert

Due to technical difficulties, some students experienced inaccurate accounts missing the BOG waiver causing higher out of pocket expenses to resolve the problem. **Students who are BOG ineligible and I** Please check your **InsideBC** message boards for any updates.

Scholarships

Online Automated Scholarship System

It's the fast and easy way to apply for the many scholarships offered by Bakersfield College, the Bakersfield Foundation, and many private donors.

With the BC Online Automated Scholarship System, you

- Fill out one simple and secure general Scholarship Application
- Are automatically considered for many of the Scholarships available at BC
- May be eligible for additional Scholarships by answering a few supplemental questions
- Can do a keyword search on all of the Scholarships available to review qualifications
- Have access to submit requests for Letter of Recommendation forms

Applying for Scholarships is as easy as 1...2...3...

1. [Click here for the Online Scholarship Application](#). DEADLINE FOR 2018-19 IS DECEMBER 1, 2017

- Academic Works is single sign-on (SSO), so you can use the same email and password that you use to sign on to your computer at work.
- On the first page of Academic Works, click on the References and Reviewers tab and log in.
- The following screen will list the scholarships assigned for you to review.

Adah Gay Memorial Scholarship (Incoming and Re-entry) Fall 2018	Reviews 01/08/2018 - 03/30/2018	Assigned Reviews: 0 of 2 Completed
Alice Heber Gordon Memorial Scholarship Fall 2018	Reviews 01/08/2018 - 03/30/2018	Assigned Reviews: 0 of 14 Completed
Bakersfield College Re-Entry Scholarship Fall 2018	Reviews 01/08/2018 - 03/30/2018	Assigned Reviews: 0 of 14 Completed
Bernice Braddon Scholarship (Freshmen) Fall 2018	Reviews 01/08/2018 - 03/30/2018	Assigned Reviews: 0 of 20 Completed

- When you click on one of the scholarships, it will take you to the applications in that particular pool.
- The next screen will provide you with the student's name. On the far right side of the screen you can click on the 'begin' button to review.

Alice Heber Gordon Memorial Scholarship [Opportunity Details](#)

Applicant	Assigned	Your Rating	Qualified	Actions
[Redacted]	02/21/2018	-	Yes	Begin
[Redacted]	02/21/2018	-	Yes	Begin
[Redacted]	02/21/2018	-	Yes	Begin

- Side by Side View

14 Reviews 1 ▶▶|

[Review](#) [Application](#) [Side-by-Side](#)

- You can view the student's application and your rating side by side. On the left side of the screen you will see the student's answers. On the right side you can rate them. You will also see Reviewer Notes.

General Application

Applicant Provided Information

1. First Name
[Redacted]

2. Last Name
[Redacted]

3. College-assigned email address
[Redacted]

4. Please provide your high school or transfer GPA. If you are NOT a High School Senior, enter in "0"
0.0

5. From which college/campus will you be receiving your degree and/or certificate?
Bakersfield College

6. Are you transferring to a four-year institution?
Yes

7. If yes, in which semester do you plan to transfer?
Fall 2019

8. What are your plans for the upcoming Fall semester?

Thank you for taking the time to assist with our scholarship process. Please contact the Office of Financial Aid if you have questions or need assistance at 395-4428.

Bookmark
 Mark this applicant in your list of evaluations so you can easily find them again.

* Bakersfield College Scholarship Committee Rubric

* Academics

* Personal statement

* References

Is this person a finalist?
 Yes
 No

Reviewer Notes

- As you scroll down the application you will see the applicant's references. You can click on the link and the system will open a page showing the references rating and comments.

28. Recommendation 1: Please provide the name and email address of an individual who can provide a letter of recommendation on your behalf. (This person should not be related to you, must be from a faculty/teacher, and must be from two different people.): i

→ Professor [Redacted] (Score: 100.0)

29. Recommendation 2: Please provide the name and email address of an individual who can provide a letter of recommendation on your behalf. (This person should not be related to you, must be from a faculty/teacher, and must be from two different people.): i

→ Professor [Redacted] (Score: 85.0)

What happens as you complete a review

- As you complete each review, that student application will go to the bottom of the list. You can always go back and make any edits or additional notes. The tab color will be different with an "update" button.
- If you have any questions, you can contact Rebecca Bumpous.

Scholarship description tab

- Each scholarship has a description tab showing the dollar amounts, how many awards are available along with the description, and criteria set up by BC Foundation. Some scholarships will have special instructions or requests by the Donor. Click on the Opportunity Details on the top right side of the screen.

Alice Heber Gordon Memorial Scholarship

 [Hide Details](#)

Description

The Alice Heber Gordon Scholarship is awarded to returning students based on merit. The BC Scholarship Committee makes the selection. A 3.0 GPA or better is suggested.

Reviews Due By

03/30/2018

Opportunity Deadline

12/01/2017

Number of Awards

1

Award

\$500

Ranking and evaluation measures; multiple appearances of student names

- The ranking of each student application will be based on the weighted score from the committee.
- Please feel free to discuss with the committee if there are any other measures (grammatical errors in answers, higher GPA, for example).
- There are 10 points in the rating scale.
- You can always make comments on the reviewer notes.
- You may see some students more than once because they're listed in different scholarships, depending on the application condition.

Application answers (GPA, major, the district-wide effect)

- Some applications will have different GPA answers. The first one is entered by the student, the second one on the latter part of the application is imported by Banner. That is a cumulative GPA (under the "Imported Applicant Information section, Question 6. Cumulative GPA and Question 7. GPA in Major").
- First-year college students may be inputting their high school GPA, so there may not be a GPA to report.
- Some students may have entered a different major in their application, but the student may not have changed with Financial Aid or Admissions. For instance, the system may say the student's major is Biology but they are taking English as part of their courses.
- The applications answers may sound a little confusing because of the district-wide set up. Bakersfield College is working with Academic Works to have college-specific questions by next year.

Issues related to archiving in the system

- Every year, the system will archive the previous year's application. However, because the college is still somewhat new at using Academic Works (district-wide), the archiving was not

done until this year. A student's previous year application appeared in a scholarship because it met the criteria from a previous year.

- As a reviewer, if you see a student's name and you know they are no longer here (and it's not a transfer scholarship), it may have been caused by the archiving issue. Rebecca will still screen the student and has been screening them so they won't drop into the scholarship pool.
- Rebecca is still in the process of cleaning up the applications and pre-screening to make sure the committee is only reviewing current students.

Different application timeframes, effect on archiving

- BC Financial Aid opened the scholarship application window while also promoting the FAFSA applications.
- However, the other two colleges in the district had different start dates and deadlines. The window for the other two colleges was open for a shorter amount of time (their applicant pool is much smaller than BC).
- The timing issue with the district did not work fully for us to Archive correctly. Hopefully, the patch will be available for next year when each college will be able to archive and run its processes independently.

Full-time scholarship coordinator, notification process, Foundation Celebration Ceremony

- Financial Aid is in the process of hiring a full-time scholarship coordinator who will be able to focus on Academic Works, Banner, Raiser Edge and Sage (the accounting system). So we expect the process to be easier by next year.
- Academic Works (AW) is user friendly, students will be notified via the system (email), and they are invited to the Foundation Celebration Ceremony.
- BC Foundation program lists the names of all the recipients.
- This year the ceremony will be a BBQ style party, less formal and more fun for students. In previous years, once the student's name was called, the student had the option to leave the ceremony, which caused a lot of interruptions (and made it long).
- Reviewers will also be invited to the Donor dinner hosted by Foundation. The dinner is set to be a meet-and-greet so that Donors who attend can meet the recipients. This is a more formal function.

302 total scholarships; reviewing smaller scholarships pools first

- Altogether there are 302 scholarships this year.
- The committee may want to start with reviewing the smaller scholarships (those with fewer applications).
- With the bigger pools, the committee can communicate as to how to execute the reviews. Committee members may recognize a student's name if they are taking their classes.
- The 34 scholarships reviewed by this committee are more general as opposed to field-specific scholarships (like Steve Holmes and Political Science).

Academic Senate and Committees

- Academic Senate gives two scholarships, which are given to the scholarship committee to decide. Steven Holmes decides the Political Science scholarships.
- Out of the 302 scholarships, 270 have been identified and assigned to committees. Thirty of them did not have specific donors or committees. These are assigned to the BC Scholarship Committee.
- Steven Holmes will look into getting more members and reviewers for the committee.