

BAKERSFIELD COLLEGE

Faculty Handbook

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Section 1 - Welcome to Bakersfield College!

Bakersfield College (BC) first opened its doors on the Bakersfield High School campus in 1913, serving 13 enrolled students. In 1956, the college moved to its present location, serving 1,400 students. Today, the College serves over 16,000 students from diverse economic, cultural, and educational backgrounds. One of the distinguishing features of Bakersfield College is its rich history, accompanied by strong community roots. Generations of families have made Bakersfield College their preferred higher education choice. In 2013, Bakersfield College celebrated its centennial year and building upon these 100 years of excellence, Bakersfield College continues to contribute to the intellectual, cultural, and economic vitality of the communities it serves by assisting students to attain degrees and certificates, workplace skills, and preparation for transfer. Our rigorous and supportive learning environment fosters students' abilities to think critically, communicate effectively, and demonstrate competencies and skills in order to engage productively in their communities and the world. More specific details about BC's history are available through documents found on the campus website.

The most recent Accreditation Self Study, the Educational Master Plan and the Strategic plan is available at the following site:

- <https://www.bakersfieldcollege.edu/about>

Bakersfield College Mission

Bakersfield College provides opportunities for students from diverse economic, cultural, and educational backgrounds to attain degrees and certificates, workplace skills, and preparation for transfer. Our rigorous and supportive learning environment fosters students' abilities to think critically, communicate effectively, and demonstrate competencies and skills in order to engage productively in their communities and the world.

We will accomplish our mission by focusing on the following core values:

- **Learning:** We foster curiosity, inquiry, critical thinking, and creativity within a safe and rigorous academic environment so that we might be empowered to radically transform our community into one that gives voice and power to all people
- **Integrity:** We continue to develop and follow an ethical and moral consciousness which places the collective wellbeing and health above the self; this principles environment allows for open, constructive conversations and teaches us to trust each other's vision so that we will be useful and effective in providing support, resources, and encouragement.
- **Wellness:** We believe health and wellness to be integral and foundational elements, and we understand that a holistic education improves all aspects of the individual and the society including the mind, body, and spirit; through education, we will positively impact the health of the natural environment and the global community.
- **Diversity:** We insist that diversity be valued and promoted, recognizing that multiple

perspectives lead to a better education and knowledge of the world; listening and witnessing different experiences helps us to understand and contextualize power and privilege related to gender, race, class, religion, disability, and sexuality in terms of access and barriers to resources and opportunities.

- **Community:** We commit to the wellbeing of all members of our community; we maintain strong ties with the surrounding community, and we respond to their needs by serving as an open institution which engages all students, faculty, and staff; in our college, we have built and continue to build an environment in which all members participate as a community through democratic engagement.
- **Sustainability:** We recognize our responsibility for continuing and maintaining this institution, which has been shaped by over 100 years of resolute and tenacious labor and judicious foresight, so we unceasingly place our energies into imagining how we might sustain and renew our fiscal, human, and environmental resources into the future.

Meeting the Needs of College Students

As faculty members, however, you may be interested about the student population being served. In general, however, the typical Bakersfield College student is a Hispanic woman in her early twenties attending classes part-time during the day. Like her fellow students across the campus and across the country, this typical student undoubtedly works at least part-time, juggles a myriad of other life obligations, and probably lacks sufficient academic preparation.

In addition to these external characteristics, typical college students more routinely share other ancillary traits as well. Many of our students have little confidence in their ability because they have little experience in or even expectation about the academic arena. Since they do not know the system, even the logistical things such as arranging a good schedule or seeking a waiver or exemption can become barriers to success. At the same time, these adult working students also need to see the reason behind the learning: how will the course content help them in their jobs or to meet their goals? Motivation becomes something faculty members need to help the students master. In short, faculty members need to become more and more intentional and strategic about student engagement with the learning process. That is, faculty must become partners with students in assisting them to become active learners.

Attewell and Lavin (2007) explained that this shift in student needs and characteristics is a shift in expectations about college. In the past—when many of today’s educators were in school—students fit themselves into the academic life. Now, for most college students “a college education is something that has to be fitted into the rest of life” (Attewell & Lavin, 2007, B16). Thus we see more short-term classes, evening and weekend sessions, and online delivery with its promise of access 24/7. Not only do our students need to adjust to new challenges and tasks while attending classes, many faculty members need to adjust their expectations about the students who are sitting in their classrooms.

To engage and motivate students as well as dispense discipline knowledge requires flexibility and creativity from faculty. This shift in expectations is actually the paradigm shift from teaching to learning initially discussed by Barr and Tagg (1995). The basic premise now is to plan not what the faculty member will do in class each day, but what the students will do. These student activities are also now directly tied to student learning outcomes and assessments.

Lang (2007) makes it sound simple: “The best teachers are the ones who take the time to explain to the students why they are learning what they are learning.” Knowles, Holton, and Swanson (2005) suggest that the teacher nowadays becomes a facilitator or change agent who involves the students in the following elements of effective learning:

- Preparing the listener,
- Establishing a climate conducive to learning,
- Creating a mechanism for mutual planning,
- Diagnosing the needs for learning.
- Formulating program objectives (content) that will satisfy these needs,
- Designing a pattern of learning experiences,
- Conducting these learning experiences with suitable techniques and materials, and
- Evaluating the learning outcomes and re-diagnosing the learning needs (p.15)

As an instructor at Bakersfield College, you consistently attend to these elements of learning and student engagement every time you prepare a syllabus and step through a classroom door. You are the one who sets the learning agenda and the learning attitude that will be evident in the classroom. BC appreciates the education, expertise, and experience you bring to the campus and values the passion, commitment, and dedication you share with students. Taken together, this mastery of content and learning strategies become the art of teaching.

The Faculty Handbook: Overview & Purpose

However, there are other elements inherent in effective teaching: the logistic or mechanisms involved with classroom management and record keeping. To make the artistry work, the teacher needs to verify enrollments, so students get credit for what they learn. The teacher also needs to address such matters as copying materials, meeting standards, giving directions, following rules and procedures, submitting grades, being evaluated, parking without getting a ticket, knowing who to call to ask questions, and then asking questions. The mandates that must be addressed are spelled out in education code and then made operational through the district’s *Board Policy Manual* Kern Community College District Board Policy: <https://www.kccd.edu/board-trustees/board-policy-contracts>.

Frustration levels rise when it takes too much time to find the right form or to determine what office the completed form needs to be returned to. To make things more challenging, although

every campus addresses all these mechanical aspects of teaching, no two places will do so in the exact same way. So even if you have been teaching for years and years, knowing all the processes and routines you must address at Bakersfield College may be new to you. If these logistical matters become overwhelming, they can even start to undermine the artistry each teacher is able to master.

The purpose of this Faculty Handbook, therefore, is to provide answers and overviews about these logistical aspects of teaching that cannot be ignored. This Handbook explains processes and procedures and even provides access to necessary forms. The goal is that this Handbook will anticipate your questions, so you can find answers when you need them. Whether your question is about your paycheck, a field trip you are planning, or how to secure a substitute, the answer will hopefully be in here. Of course you can always ask your Department Chair and/or your Area Dean for help too.

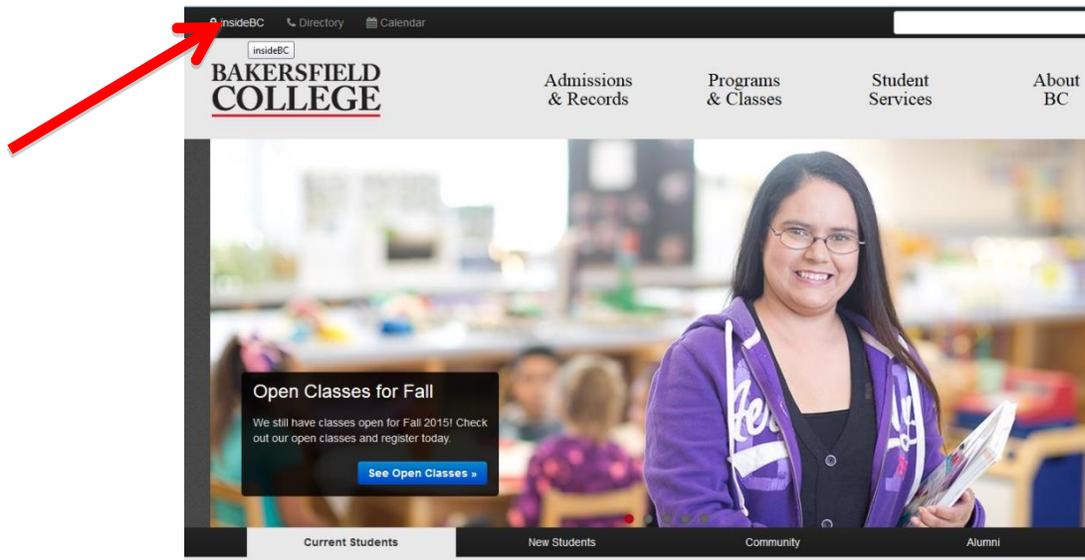
Once you master these more mechanical aspects of teaching, you can devote your time and energy to exploring the other opportunities on campus, whether it is attending a campus workshop or participating in a collaborative project. Many of these options are supported by efforts through Staff Development, Foundations of Excellence, Assessment, and the Basic Skills Initiative. Most of these opportunities are announced via campus e-mail—along with reminders about crucial deadlines and necessary regulations. Do you have a campus e-mail account? If not, you can look up how to secure one in the Handbook!

This is a living document; your feedback on aspects of the Handbook that you found helpful and recommendations for improvements are welcome and should be shared with your chair and/or dean.

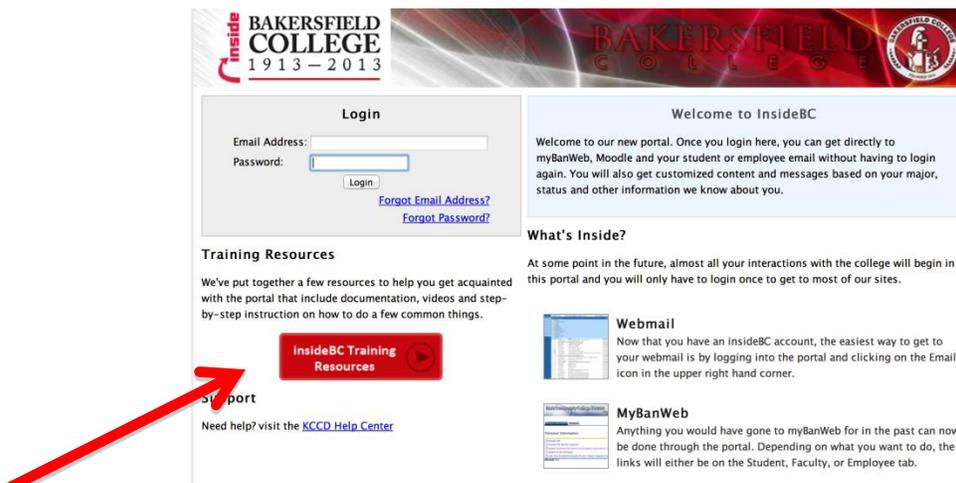
Additional Resources – The Luminous Portal “InsideBC”

In addition to this handbook there are also additional resources to aid you in the management of your classroom teaching, these resources are found on the portal “InsideBC”. The portal is an interactive web environment tailored for higher education. There are many resources on the “InsideBC” portal, specifically under the employee and faculty tabs. A training video is located on the log in page of the portal and it highly recommended that you take a moment to view this short video.

- Go to the BC Homepage www.bakersfieldcollege.edu
- Click on InsideBC



- View training video



Section 2 – Professional Expectations

Congratulations on becoming a member of the Bakersfield College Faculty. As a faculty we take great pride in our institution and the quality of education we are able to provide. Our expectations of our students are high as we strive to create and uphold educational standards that will assist our students in their personal and academic endeavors. As faculty members, we are expected to plan instructional and non-instructional activities that are appropriate to the level and purpose of the course, and to use media aids, the library, and other relevant resources to enhance student learning. Where possible, we should utilize alternative instructional delivery approaches to enhance student access to education. In order to accomplish this, faculty members must endeavor to communicate with both students and staff in a professional manner as well as maintain their expertise within their subject area.

Other collegial activities include ongoing curriculum review and revision and assessment of course Student Learning Outcomes (SLO's); active participation in annual Program Review, retention and institutional research activities, faculty departmental meetings; and participation in faculty governance committees, and participation in and recruitment/articulation with schools and colleges. Faculty members must neither conduct personal business, which interferes with contract responsibilities nor use District or College personnel, facilities or equipment for personal business. Finally, faculty members must adhere to College and District policies and procedures. All professional expectations are listed in the Bargaining Agreement: *Professional Expectations*.

The current agreement between the Kern Community College District and the Kern Community College District Community College Association/California Teachers Association/National Education Association shall be referred to as the Bargaining Agreement and can be found at the following site: <https://www.kccd.edu/board-trustees/board-policy-contracts>.

Departmental Meetings

Professional expectations for faculty include attendance and participation at department meetings. Refer to the CCA Bargaining Agreement: *Professional Expectations*.

Committee Participation

The Academic Senate announces openings for campus committees each spring semester. Many committees seek a representative from each department on campus. Being involved is a great way to meet colleagues and to serve your department and campus. The more faculty who are involved, the greater the faculty voice and input on important issues. You can view the list of committees on the Committees web page: <https://committees.kccd.edu/bc/>

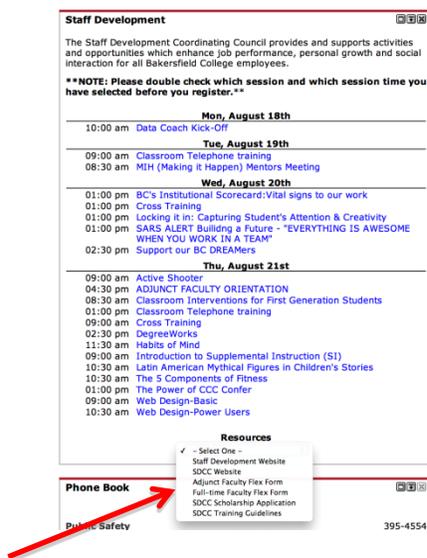
Flex Obligations

Flex provides a way for the State of California to fund activities designed to improve the quality of instruction/performance at both the individual and the institutional levels. Flex obligations are professional development activities that occur outside of the regularly scheduled teaching day.

Full time faculty members are required to complete a minimum of twenty-four (24) hours of flex training each year. Your pay for these hours is included in your regular paycheck. If hours are not reported and approved, absence forms need to be filed. Adjunct faculty who teach at least three (3) units during a regular semester, can report two (2) hours of flex-credit for that semester; however, it is not required. If you submit a Flex Activity Report Form, pay for your two hours of flex credit will be attached to the last check for each semester. These hours are reported to the State to assure compliance. Failure to complete necessary hours may result in loss of pay or notice on faculty evaluations. End of semester/year flex reports may be accessed through InsideBC and are submitted directly to the Area Dean. For more information regarding Flex, refer to InsideBC, the Staff Development Channel.

➤ **Accessing Flex Reporting Forms**

Go to Employee Tab and look in the Staff Development Channel



Office Hours

Office hours need to be posted on your office door/board. Full time faculty members are required by contract to conduct five (5) office hours each week, to be scheduled for the convenience of students. Adjunct faculty will provide one half hour of student contact for each class taught. Student contact time can be met through a variety of ways such as providing supervision in an open lab, hosting office hours, using online meeting software like CCC Confer, or meeting with students face to face on campus. Your schedule (which includes the day and time each class meets along with your office hours) is also submitted each term to your Department Chair and Dean.

Academic Freedom

As discussed within the collective CCA Bargaining Agreement, education in a democracy depends upon earnest and unceasing pursuit of truth and upon free and unrestricted communication of truth. As such, faculty members shall be free to exercise academic freedom, including freedom

of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts. It is imperative that faculty members acknowledge that in the exercise of academic freedom they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making interpretations and judgments, to respect the freedoms of other persons, to exclude irrelevant matters from classroom discussions and instructional exercises, and to make appropriate distinctions between statements of fact made as faculty subject-matter specialists and opinions made as private citizens.

The College recognizes the fundamental right of faculty members to be free from any censorship or restraint, which might interfere with each faculty member's obligation to pursue the truth and maintain intellectual integrity in the performance of routine teaching functions. The faculty must take great care not to infringe on anyone's academic freedom or intellectual property. This includes the careful use of materials to be reproduced for classes and the respectful observance of all intellectual property rights including the copyrighting of materials.

Student Learning Outcomes (SLO)

It is the responsibility of faculty members to ensure that any course they teach conforms to the approved curriculum for that course. The Chair of your department will provide a copy of the approved elements for each course as determined by the College Curriculum Committee. This information will include such elements as the course content outline, course goals, Student Learning Outcomes (SLO's) for the course, specific writing requirements (if applicable), and other requirements for testing and evaluation (if any have been specified for the course). The remainder of the course elements is to be determined at the discretion of the faculty member.

If you need a copy of the approved course outline for any course you are teaching, speak to your Chair and/or Dean. You may also obtain a copy online via CurricUNET. Refer to the following ~~for~~ directions on accessing CurricUNET.

Obtaining Course Curriculum via CurricUNET

All Bakersfield College curriculum is readily available to all faculty and is located online at www.curricunet.com/kccd/. You may access CurricUNET from InsideBC, faculty tab:

- From the insideBC portal under the Faculty tab, go to Quick Links channel-click on CurricuNet

Quick Links	
» Bakersfield College Home	
Accreditation	
» Accreditation Follow Up Report	
» Faculty/Staff Directory (PDF)	
Forms & Records	
Adjunct Faculty Flex Form	
Full Time Faculty Flex Form	
Business Card Order Form	
Board Policy Manual	
Update Phone/Address	
Substitute Teaching/Proctor Form	
	On Campus
	Employee Services
	Academic Calendar
	BC Bookstore
	BC Media Services
	BC-T.I.P.D.
	Committees
	CurricUNET
	Disability Conference Presentation
	Faculty Websites
	Great Teachers Seminar
	Habits of Mind
	Intranet
	KCCD CCA
	Making it Happen
	Update Directory Information

- Once you're at the CurricUNET page, you must log on using your BC username and BC password. If you are unable to access the system, please contact your Department Chair. Note: you can search courses without logging in.

- Under Search, Click on Courses

- Handbook
- SAM Code Definitions
- Special Characters
- State Chancellor's Minimum
- Qualifications
- TOP code definitions - (Taxonomy of Program)
- Search**
- Courses**
- Programs
- Course Assessments
- Program Assessments
- General Ed Assessments

- Click on the drop down arrow to select Bakersfield College and your Discipline. Enter the course number and then hit OK.

Under the Actions column many versions for the course may appear. Click on the **active**  for the most current Course Outline of Record (COR). This will generate a printable PDF.

Actions	Department	Course Number	Title
	Bakersfield College	ENGL B60	Basic Writing Skills *Active*
	Paula L. Parks		
	Bakersfield College	ENGL B60	Basic Writing Skills *Historical*
	System Loaded	KCCD	KCCD

Syllabus

The course syllabus constitutes a contract between the student and the faculty member. As such, the faculty member should be careful to be both clear and specific as to what is expected of the student in the course and of what the student may expect from the faculty member. In this manner the syllabus will determine the rights and duties of both the student and the faculty member. The syllabus must minimally include the following elements:

- Name of instructor/Contact information (Office phone number/email address)
- Course objectives/Student learning outcomes
- Course content outline
- Weekly schedule of assignments
- Required textbook
- Performance evaluation methods
- Course grading
- Attendance policy
- Office hours/Office location
- Availability of tutoring
- Services/Accommodations available for students with disabilities

Syllabus Statement for Students with Disabilities

Syllabus Statement for Students with Disabilities

The following statement must be used in your syllabus:

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Student Programs & Services located at Student Services Building, 1st Floor, Counseling Center (661-395-4334), as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Syllabus Statement – Recommendation for Delano Campus:

"Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Student Programs & Services (661-720-2000), Delano Campus, Room 1001, as soon as possible to better ensure such accommodations are implemented in a timely fashion."

Please feel free to contact DSP&S at 395-4334 for more information or assistance.

Teaching Online Courses

Faculty Resources for faculty teaching online courses are available through the Extended Learning Department at (661) 395-4635. It is also recommended that all online faculty have read the Online Courses Faculty Handbook.

Course Enrollment

It is the responsibility of faculty members to maintain accurate course records. This includes but is not limited to taking roll, ensuring all students attending class are registered, updating class rosters prior to the census dates, and the timely posting of grades. Prior to the start of each semester, the Office of Admissions and Records provides information and time frames to ensure accurate records. It is essential that instructors accurately tend to this information. Keeping accurate records will keep the College in compliance with state funding requirements and audit criteria.

The following sections provide instructions that will assist you in maintaining accurate records.

Class Roster/Roll Sheets

You should print your class roster the day of your first class meeting. At Bakersfield College we do not allow students to crash classes on the first day; students are added to classes using the wait list system (see "The Waitlist" section below). The instructor **may** drop students who do not show up the first day of class. It is recommended that you drop students the same day the class meets to allow students to roll from the waitlist. It is recommended that you take roll every class meeting for the first few weeks. Drops and new Adds from the waitlist happen each evening when the system is updated. Because new students are added to your classes from the waitlist system, it is recommended that you re-print your roll sheets for each class period ~~daily~~,

at least until census date. If you are not able to print your own class roster, ask your Department Chair or Department Assistant for a copy of your roster or access to Banner.

Accessing BANWEB through InsideBC

- Log in to InsideBC
- Click on the Faculty tab
- In the Banner Self-Service Channel (located top left box), click on Banner Self Service



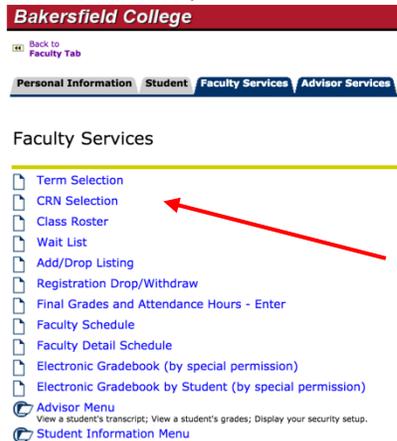
- Click on Faculty & Advisors



- Click “term selection” then select the current term from the drop down button. Submit.



On this screen, Click CRN Selection (Course Reference Number)



On this screen, choose the CRN from the drop down menu and submit.

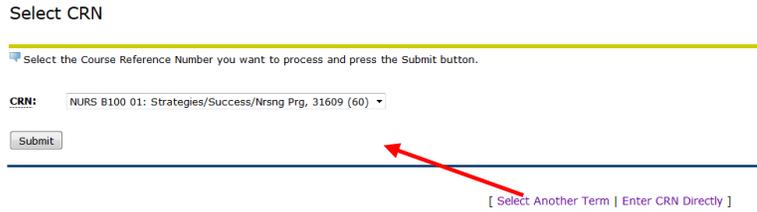
Select CRN

Select the Course Reference Number you want to process and press the Submit button.

CRN: NURS B100 01: Strategies/Success/Nrsng Prg, 31609 (60) ▾

Submit

[Select Another Term | Enter CRN Directly]



From this menu, you have many options.

- Faculty Services
-
- Term Selection
 - CRN Selection
 - Class Roster
 - Wait List
 - Add/Drop Listing
 - Registration Drop/Withdraw
 - Final Grades and Attendance Hours - Enter
 - Faculty Schedule
 - Faculty Detail Schedule
 - Electronic Gradebook (by special permission)
 - Electronic Gradebook by Student (by special permission)
 - Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.
 - Student Information Menu
-
- RELEASE: 8.7

➤ To access and print your class roster - Click on "Class Roster". The following screen will appear.

Personal Information Student **Faculty Services** Advisor Services Employee Finance

Detail Faculty Class List

Welcome to the Faculty Class List by CRN Display.

If the word "Confidential" appears next to a student's name, directory information cannot be released.

You may click on the student's name to view his/her address and phone information.

[Enrollment Exception Form \(.pdf\)](#)

[DOWNLOAD CLASS LIST TO EXCEL WORKSHEET](#) or view [PRINT-FRIENDLY ROLL SHEET](#)

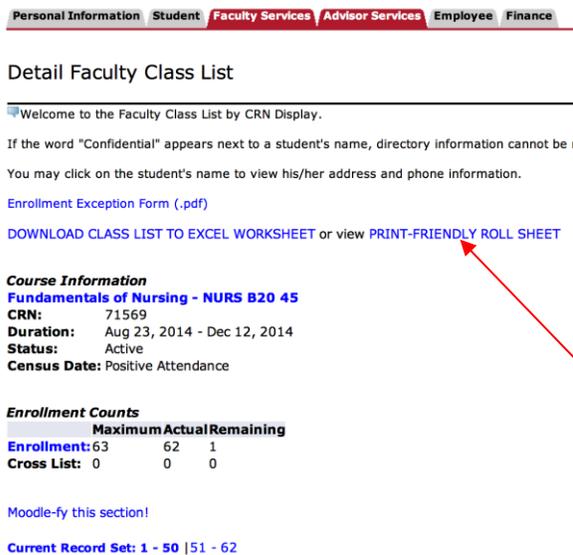
Course Information
Fundamentals of Nursing - NURS B20 45
CRN: 71569
Duration: Aug 23, 2014 - Dec 12, 2014
Status: Active
Census Date: Positive Attendance

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	63	62	1
Cross List:	0	0	0

[Moodle-fy this section!](#)

Current Record Set: 1 - 50 | 51 - 62



At this point you can either print the "print-friendly roll sheet" OR you can download the roster to an excel spreadsheet. Both options are at the top of the page.

Class Size

The number of seats per each class section is determined by the Department Chair, the area Dean, and by the physical limitation dictated by the actual classroom. The number of seats

available for your course is listed on the same page where you printed your class roster (Enrollment List counts). Faculty members cannot go over the set class size BUT Faculty can add seats to the class. The “Add Seats” button will be available after the first meeting of the class. If you and your classroom can accommodate up to 5 additional students, just press the button and select the number of seats you want to add. Students can only be added to class using the waitlist process.

The screenshot shows a navigation bar with tabs: Personal Information, Student, Faculty Services, Advisor Services, Employee, and Finance. Below the navigation bar, the page title is "Detail Faculty Class List". A message states: "Welcome to the Faculty Class List by CRN Display." Below this, a red icon indicates "There are no students registered for: 71570 NURS B201A Learning Lab, section 01." The "Course Information" section lists: Learning Lab - NURS B201A 01, CRN: 71570, Duration: Aug 23, 2014 - Dec 12, 2014, Status: Active, and Census Date: Positive Attendance. The "Enrollment Counts" table is as follows:

	Maximum	Actual	Remaining
Enrollment:	60	0	60
Cross List:	0	0	0

At the bottom of the page, there is a link "Moodle-fy this section!" and a footer with navigation links: [Term Selection | CRN Selection | Final Grades | Faculty Detail Schedule | Wait List | Add/Drop Listing | Registration Drop/Withdraw]

When a class size at the end of a semester is unreasonably low as a pattern, the faculty member and the supervising educational administrator will discuss future scheduling.

Class Cancellation

Once the semester class is underway, there may be times when the faculty member will need to cancel a class meeting (illness, car accident, etc.). The CCA Bargaining Agreement: Professional Expectations states that the faculty member shall not combine, cancel or change meeting times or places of classes or activities without the permission of the College President or designee. Therefore, to meet the terms of the bargaining agreement, at the beginning of each semester you should receive specific instructions from your Department Chair regarding the emergency contact and class cancellation notification procedure. Notification procedures will vary according to the location of the teaching assignment, the time of day, and the day of the week. Typically, notices will go to a Department Assistant who can then post a notice to students. If unable to contact a Department Assistant, Contact your Dean’s Office or BC Public Safety and Security Office (661-395-4554).

Course Cancellation

The Dean, after consulting with the Department Chair, may cancel a section with low enrollment.

Record Keeping

Census Dates

Census dates are the documented calendar times for determining the actual enrolled student population for the college. It is the census date enrollment numbers which are used by the State

to determine college funding. Therefore; the State Education Code requires that accurate records be maintained.

Census dates are listed on your class roster. **State regulations require instructors to drop all students who are not actively participating by 11pm on the day before Census date.** It is important to keep accurate records and to be mindful of accurate enrollments at census date.

Course Information
Pharmacology - NURS B22 45
CRN: 71575
Duration: Aug 23, 2014 - Dec 12, 2014
Status: Active
Census Date: Sep 08, 2014
20% Date: Sep 07, 2014
60% Date: Oct 31, 2014

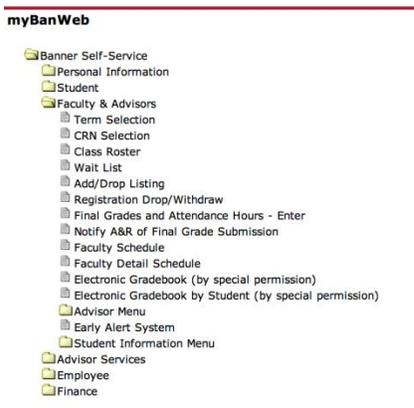
Dropping Students for Non-Attendance

Faculty members may drop students who do not show up for the first day of class on the first day of class. Once the semester is underway, the College catalog states that instructors may drop a student from a course when absences number the equivalent of two weeks of class recorded from the first day of instruction. If particular circumstances warrant and can be justified academically, faculty members may drop students after less than two weeks of absences.

Final Grades

To enter final grades for a course, follow the Accessing BANWEB through InsideBC directions.

- Click “Final Grades & Attendance”



Read the instructions carefully; enter your grades using the drop down button. When complete, click the “Submit Grades” button on the bottom of the page. This will save all of your data. If you need to, you may continue to make changes.

College policy is that grades must be submitted to A&R within 72 hours after completion of each final. When you submit grades you are attesting to the accuracy of your class roster. If there are compelling reasons for late submission of grades, you must contact your Department Chair and Area Dean.

Positive Attendance Hours

Courses requiring documentation of positive attendance hours are labeled on the BanWeb final grade-reporting site. On the right side of the page on which you have entered course grades, there is a column for positive attendance hours.

Final Grades

Rec. #	Student Name	ID	Credits	Registration Status	Grade	Rolled	Attend. Hours 0 - 152.00
1	Student Name	@00000000	7.500	**Web Registered**	None	N	A box will appear here to enter positive hours 

Determine the number of hours required for your course. This is listed in the college catalog with the course description. Subtract the number of hours the student has missed from the total hours for the course. This is the positive attendance hours to be entered.

Example:

Say the course is a total of 54 hours and meets 1.5 hours twice a week. If the student is absent 2 times (3 hours) then $54 - 3 = 51$. Enter 51 for the positive attendance hours.

Assigning a “W” Grade

A grade of “W” is assigned to students who drop after the initial drop date, but no later than the 60% date of the course. These dates are listed on your course roster. These “W” grades will be seen on the final grade roster; it is not a grade the faculty member literally enters on the form.

Assigning an “I” Grade

An “I” (Incomplete) grade may be assigned to students who have completed 75% of the course work and the instructor is willing to give additional time (up to 2 semesters) for the student to complete all necessary assignments for the class. Prior to assigning an “I” grade the instructor must notify the student. Incomplete grades are to be used for compelling reasons only (accident en route to final, etc.) and the student should not be failing at the time the incomplete is granted.

At the time an “I” grade is entered the instructor will be required to enter the grade to be issued if the missing work is not completed and the date by which the work must be made up. Although college policy allows an instructor to give the student until the end of the term, one year later, to complete the work, most instructors find it advisable to allow a shorter time period. When all outstanding work has been completed, the instructor will then submit a Supplementary Report of Student’s Grade card.

“RD” Grade

Instructors are required by state regulations to enter grades for all enrolled students. An “RD” grade is assigned by A&R when an instructor leaves a student’s grade blank or fails to submit grades by the time A&R staff must roll grades.

Any “RD” grade that has been issued is to be resolved within three weeks of the notification to the faculty chair and dean by submitting a Supplementary Report of Student’s Grade card to A&R. If that is not submitted, Banner will automatically change the “I” to the alternate grade that the instructor entered when grades were submitted.

Grade Change

To issue a grade change, complete the Supplementary Report of Student’s Grade card and forward to A&R. The majority of grade changes are due to inaccurate calculation of student’s grade, or data entry error during the grade reporting process.

Posting Grades

Instructors are required to maintain student confidentiality regarding student enrollment and any graded records. The Family Educational Rights and Privacy Act (FERPA), state law, and Kern Community College District Board Policy protect student records. If you opt to post student grades using student generated IDs, you must scramble the list so that the students are not in alphabetical order. Do not use student names.

Copies of the Bakersfield College FERPA policy are available in the Office of Admissions and Records.

Miscellaneous

Policy for Repeating Courses

BanWeb prevents students who have a combination of one W grade and one F, D, or NP for a specific class from registering for a third attempt at taking the class. Your Department Chair may sign waivers, allowing a repeat of the class. The college may not receive state funding for students provided a waiver to repeat the course. These decisions are handled on an individual basis.

What Attendance Records are Required?

The State Education Code assigns legal responsibility for accurate attendance and grading records to each classroom instructor. When you submit grades you are attesting to the accuracy of your class roster.

Attendance records are legally required for each course. The final documentation for grades and attendance are to be taken to A-7 in A&R at the end of each semester.

Suggestion: keep your records for one year.

Class Breaks

California Education code permits a ten-minute break for each whole clock hour of instruction. **Break periods must occur within the instructional hour and they may not be accumulated and taken as a block at the end of the class session.** Holding to the scheduled class hours is the professional expectation of all faculty members.

Field Trips: Required and Optional

Field trips require pre-approval from the Area Dean. Discussing your field trip ideas with your Department Chair and Area Dean in the planning stages can facilitate deciding whether to work for a mandatory or an optional field trip. If the field trip is a mandatory experience it is included in the instructional hours of the class and must be included in the approved curriculum course description as listed in the college catalog. An optional field trip is one the instructor arranges outside of class hours. If it is an optional experience, alternate ways to obtain a comparable experience MUST be developed for students who cannot participate. Field trips can be valuable educational experiences, but several factors must be considered before a field trip is approved:

- The educational value
- The cost of the trip and the arrangements made to cover the cost so there are no disparities in access
- The liability to the college for including the field trip as an instructional activity

Out of Class Assignments

When assignments are given to attend a musical, theatrical, political, faith based or other event to observe and write a report or prepare a presentation based on observations gained from attendance several things need to be considered:

- Cost of the event and impact on access. It is expected that a range of activities with different costs would be arranged for students, including some no-cost options such as special passes or free nights or days, etc.
- When looking at options consider several choices occurring at different times so that time conflicts due to work, other classes or family can be accommodated.
- When there is only one time option include it in syllabus so students can arrange their schedules accordingly.

Refer to the CCA Bargaining Agreement : *Professional Expectations* and KCCD Board Policy. The faculty member shall provide for supervision of students at events or field trips throughout the activity.

Out of state travel requires prior KCCD Board approval. Students must complete travel forms with emergency contact numbers prior to travel.

Off campus assignments may be voluntary or involuntary—where students assume personal responsibility for travel arrangements. Students must complete travel forms with emergency contact numbers prior to any school-sponsored trips. Where applicable, faculty members must provide for supervision of students at events or field trips throughout the activity.

Notification to the Department Chair and Area Dean is required to assure that the necessary forms are completed, and that BC's exposure to liability issues are reduced or avoided. Forms must be approved and on file with the Dean at least a week prior to the event.

If a field trip is a required part of the course, it must be noted in the official course outline and must be announced to students as they enroll. Optional field trips can enhance a class, but student participation cannot be mandated; for these field trips, it is important to have an alternative assignment available. It would be prudent to discuss your field trip plans with your Department Chair and Area Dean while still in the planning stages.

Guest Speakers

The College recognizes that discussion of public issues on the campus plays a significant role in promoting the education of its students and in preparing them for intelligent participation in society. Guest speakers are at the discretion of the instructor but **must have prior approval** from the Area Dean.

Guest speakers do not remove the instructor's responsibility for managing the class; the instructor must be present during the class time and ensure that the appropriate classroom environment is maintained.

Curriculum

The mission of the Bakersfield College Curriculum Committee is to ensure that the curriculum is consistent with the mission of the college, addresses the needs of students and the community, and meets the requirements of law and regulation. The curriculum includes programs of study as well as individual courses. It must support strong transfer and vocational programs and include a strong general education program as the foundation upon which students will build.

The Curriculum Committee reviews and recommends changes in and/or approval of courses on the basis of the requirements of applicable sections of Title 5. These requirements include such items as grading policy, units and hours, intensity, prerequisites, difficulty and level. Other considerations include: the clarity and completeness of the course outline, appropriateness of the course to the program or discipline presenting it, and appropriateness to the mission of the college.

Prior to making any changes/revisions to your course SLO's or content outlines, consult your Department Chair.

Grievance

Student Complaints against Faculty Members

When students file complaints against faculty members, the complaints shall be resolved through the Student Complaint or Discrimination Complaint policies. An official complaint must be in writing and signed by the student. The College Catalog and the Student Handbook both review the student grievance policy. If you have questions, talk with your Chair or Area Dean.

Complaints against Faculty Members That Are Filed by Individuals Other Than Students

When individuals other than students file complaints against faculty members, the appropriate administrator shall confer one-to-one with the faculty member within ten (10) working days. The faculty member shall be notified that (1) a complaint has been made and (2) he or she is entitled to representation from the bargaining unit. All such complaints shall be in writing and signed by the complainant. If the matter is not settled at the Vice President level, the College President or designee may take steps leading to personnel action according to Board Policy and/or law. (Refer to the Bargaining Agreement: *Personnel Files and Complaints – Appendix A* for implementation guidelines of employee dismissals/disciplinary action). All faculty members have the right to CCA representation in meetings with College or District administration where faculty reasonably believe that such meetings may lead to disciplinary action.

This section provides a brief overview of the grievance process. Please refer to the CCA Bargaining Agreement: *Grievance* for the specific details regarding the grievance process. The purpose of the grievance procedure is to secure, at the lowest possible administrative level, and as rapidly as possible, equitable solutions to problems affecting the compensation or working conditions of unit members and the Association. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

No reprisals of any kind shall be taken by the District or by any member or representative of the administration or the Board against any one filing a grievance, any party interest, any bargaining unit member, the Association, or any other participant in the grievance procedure because of such participation.

Definitions & Conditions of Grievance Processing

A “Grievance” is a claim by one or more unit member(s) or the Association that there has been a violation, misinterpretation, or misapplication of a specific provision(s) of the CCA Bargaining Agreement: *Grievance*. (Informal and formal grievances are defined in the Bargaining Agreement: *Grievance*.)

The process: An individual filing a grievance may be accompanied by an Association representative at both the informal and formal levels of grievance processing; forms in the grievance process that are personally delivered shall be evidenced by a signed receipt. The Association shall be given copies of any written responses to grievances under this Agreement, and the scope of the Grievance is limited to that stated on the *Formal Statement of Grievance* form.

Time Limits: The time limits specified at each level should be considered the maximum, and every effort should be made to expedite the process; the time limits may, however, be extended in writing by mutual agreement. If a bargaining unit member fails to comply with the established time limits at any time during the formal grievance process, that process will be terminated. However, the individual filing a grievance will have one opportunity to re-file the original grievance within thirty (30) days of the missed deadline.

Again, please refer to the Bargaining Agreement: Grievance to ensure that you follow proper policy and procedure regarding the grievance process.

Faculty Absences

Policies

When possible, faculty members should report absences in sufficient time to provide proper substitution in the classroom, as deemed appropriate in consultation with the Department Chair and Dean. **Before arranging a substitute, permission must be received.** Faculty members should not combine, cancel, or change meeting times or places of classes or activities without permission of the College President or designee.

The KCCD/CCA Bargaining Agreement: Absences and Leaves states:

*Full time faculty shall be entitled to ten (10) days' leave of absence for illness, injury, or quarantine per year. **Each day is defined as a contract day performed during term.** A day shall be granted for each additional twenty (20) days of assignment under contract or the major portion thereof. Six (6) days each year may be used for **personal necessity leave**; Three (3-in state) to five (5-out of state) days may be granted for **bereavement**, funeral arrangements, or attendance of an immediate family member or close personal associate.*

If a faculty member misses a contract day, a full day of sick leave will be charged, regardless of the number of hours of the assignment and the nature of the assignment.

If a faculty member misses part of the day's assignment, sick leave will be charged at the proportion that the assignment missed is to a full day's assignment. For example, if a faculty misses 2 out of 4 assignments that day, one-half (1/2) of a day shall be charged to the faculty member's sick leave balance.

Faculty members working less than full time shall earn sick days proportional to their assignment. Faculty members will earn sick leave for teaching extra pay, extended day, continuing education and summer session classes to be used only for those classes.

Detailed information on the allowable types and use of leaves can be found in the Bargaining Agreement: *Absences and Leaves*

Sick Leave Accrual

Unused leave (for full time assignment) shall be accumulated. Full-time Faculty earn sick leave for extra pay (adjunct or full time overload) at one (1) hour of leave for each sixteen (16) through eighteen (18) hours taught. Adjunct Faculty earn sick leave at one (1) hour of leave for each seventeen (17) hours taught. Sick leave shall be credited upon the completion of a course, but may be used during the course taught. Refer to the Bargaining Agreement: *Leaves and Absences-Appendix A.*

Absence Reporting Process/Forms

Full Time Faculty

An **Academic Absence Report** is to be completed for each absence and submitted to a Department Chair or Area Dean upon return to duty.

Accessing the Form can be done through InsideBC:

- Go to Employee tab inside Employee Forms channel



- Complete the form on line and then print and submit to your Dean

Academic Absence Report						
Identification Number		Employee's Name <i>(Please Print)</i>				
I HEREBY CERTIFY THE FOLLOWING ABSENCE(S) (Employee must immediately complete this form upon return to duty.)						
Employee's Signature			Date	Department/Office		
C O D E	(J)	Jury Duty		Date(s)	Code	Hours
	(S)	Sick Leave				
	(P)	Personal Necessity _____				
	(WC)	Workers' Compensation _____				
	(B)	Bereavement (State Relationship) _____				
	(U)	Unpaid _____				
(O)	Other (Identify) _____					
Supervisor's Signature			Date	College President's/Designee's Signature		Date
<small>4/2009 Original to: KCCD Human Resource/Payroll Office Copies to: College Human Resources and Employee DO/HR Records Retention Code—Class 3, Disposable Records [Form should be destroyed during the third (3rd) year after the fiscal year in which service was completed.]</small>						

The Bargaining Agreement: Absences and Leaves states:

If a faculty member misses a contract day, a full day of sick leave will be charged, regardless of the number of hours of the assignment and the nature of the assignment.

If a faculty member misses part of the day's assignment, sick leave will be charged at the proportion that the assignment missed is to a full day's assignment. For example, if a faculty misses 2 out of 4 assignments that day, one-half (1/2) of a day shall be charged to the faculty member's sick leave balance.

Adjunct Faculty

An **Adjunct Faculty and Academic Extra-Pay Absence Report** is to be submitted for each absence from an extra pay class upon return to duty.

Accessing the Form can be done through InsideBC as listed above, except click on Absence Report (adjunct).

Adjunct Faculty and Academic Extra-Pay Absence Report						
Identification Number		Employee's Name (Please Print)				
I HEREBY CERTIFY THE FOLLOWING ABSENCE(S) (Employee must immediately complete this form upon return to duty.)						
Employee's Signature		Date	Department/Office			
C O D E	(S) Sick Leave		Date(s)	Code	Hours	
	(O) Other (Identify)					
Supervisor's Signature		Date	College President's/Designee's Signature			
			Date			
<small>7/2008 DO/HR Records Retention Code—Class 3, Disposable Records (Form should be destroyed during the third (3rd) year after the fiscal year in which service was completed.)</small>						

Notification Procedure

When absences occur, each department or area will have its own specific procedures to follow. There may also be variations for day and evening classes. Be sure you verify with your Chair and Dean what the notification procedures are for your area at the start of the semester. Typically, the faculty member will contact the area support staff or the Department/Dean’s Administrative Assistant so that notices can be posted in the classroom. Instructors may post instructions regarding assignments or changes in schedules. An instructor alerting students about the absence prior to being gone does not eliminate the need to follow the correct notification procedure.

Notification numbers for off campus classes:

- **Arvin High School:** 661-395-4202
- **Delano Center:** 661-720-2000
- **Northwest Center:** 661-395-4029
- **Weill Institute:** 661-395-4202
- **WESTEC:** 661-395-4204
- **Contact Public Safety and Security Office:** 661-395-4554

Substitute policy

Paid substitutes must be authorized and approved by the Area Dean prior to the substitute’s service being arranged. Faculty may NOT “trade” classes with a colleague to cover an absence.

Anyone in charge of a class during an assigned faculty member's absence must meet minimum qualifications for teaching within a discipline at BC and be on record with the KCCD payroll/human resource office.

Section 3 – Resources for Faculty

Academic Calendar

The Bakersfield College/Kern Community College District academic calendar is approved by the Board of Trustees and can be located in InsideBC → Employee tab → in the quick links channel.

Quick Links	
» Bakersfield College Home	On Campus
Accreditation	Employee Services
Accreditation Follow Up Report	Academic Calendar
» Faculty/Staff Directory (PDF)	BC Bookstore
Class Schedule	BC-T, I.P.D.
Current Schedule	Board Policy Manual
Final Exam Schedule	Business Card Order Form
Important Dates	Campus Emergency Procedures
Assessment Dates	Campus Map
Orientation Dates	College Catalog
Discounts	CSEA
Apple Store	Disability Compliance Presentation
Campus E-Store	Faculty Websites
College Buys	Adjunct Faculty Flex Form
Dell	Full Time Faculty Flex Form
Six Flags	Intranet
	Update Phone/Address
	Making it Happen

Final Exam Schedule

- The final exam schedule is also located in InsideBC → Employee tab → quick links channel

If there are compelling reasons for changing the time/date for a final exam, contact your Department chair and Area Dean **before** doing so. **Any changes to the final exam time must be approved prior to the week of finals.** Also remember that significant learning activities must take place during the final exam time, so just dropping off an out-of-class final or giving students their grades is not sufficient. For greater detail, consult your Chair and/or Dean.

Library Services

The Grace Van Dyke Bird Library provides access to information in a variety of ways and formats. There are more than 70,000 books and 250 periodical titles in the collection. Using the Library webpage as a starting point, students are given access to the Library catalog and several periodical databases as well as guidance to useful Internet sites. To access these services from an off campus site use your employee ID number. The Reference Librarians are available during Library hours to assist library users with research needs. Book/reference material (including Books-on-Reserve) requires a BC ID Card. Workshops and tours are available with prior arrangements. More information is available on the Library website, which can be accessed from the BC Homepage,

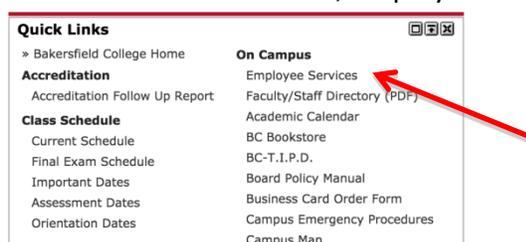


Computer Commons: Just a few steps below the main entry of the Grace Van Dyke Bird Library is the Computer Commons. This area houses numerous computers that provide students and faculty with Internet access as well as word processing capability. Printing requires a Gades Card.

Media Services

Media Services offers a variety of equipment and services for any instructional need. BC Media Services acquire and maintain multimedia equipment for use or loan to faculty to support instructional technology in the classroom. Video Production services from script to final product are also available as well as consulting and training. All video related materials must be closed captioned to be used in the classroom – this is Kern Community College District Board Policy. If you have any questions or need further guidance please contact Kristin Rabe, Media Services Manager at 395-4516 or go the Media Services Site. To access the web site:

➤ Go to the InsideBC, Employee tab → Employee services.



➤ Click on Technology & Media Services.



Graphics Center

The Graphics Center is located on the first floor of the Student Services Building. Below is a sample of the variety of services for Bakersfield College employees. Other available services include color copies, NCR forms, business cards, and creative services. For detailed requirements and more information, visit the graphics center web page, <https://www.bakersfieldcollege.edu/graphics>. You can also access the web page from the employee services link on the employee tab on InsideBC.

BAKERSFIELD COLLEGE

Admissions & Records Programs & Classes Student Services About BC

Home - Employee Services - Graphics Center

Graphics Center

- Business Cards
- Community Services
- FAQs
- Photocopy Request
- Services
- Ticket Request



Graphics Center

The Bakersfield College Graphics Center is a full service print shop that, besides serving the College, also designs and prints for the community and other off-campus customers. The Graphics Center is located on the Panorama campus, on the first floor of the Student Services Building, next to the Mailroom. QUESTIONS? Call the Graphics Center at (661) 395-4729.

Creative Services from conception to fruition: The Bakersfield College Graphics Center team can assist you in planning, writing, editing, designing, printing, cutting, scoring, folding, binding, punching or booklet building. Design charges are \$50 per hour.

HOURS

Monday-Thursday:
7:30-5:30

Friday:
8-12

Services provided:

- **Non Walk-up photocopy service:** The Graphics Center offers a 48-hour service for copies up to 5,000 images. Turn-around time is two working days for regular jobs and one working day for tests. This includes one-sided and two-sided copying, machine collating and stapling, and three-hole punching. Machine collating is limited to a maximum of three colors of paper. The maximum paper size for black & white toner-based photocopying is 11 x 17 inches. This size paper may require additional time. Services available that require an additional working day are cutting, folding, padding and booklet making. Booklets that are stapled along the fold could take up to an additional working week. Complete a photocopy request form, available at the Graphics Center. Color prints and large format printing are also available. See [price list](#) for details or contact 661-395-4729, 395-4726 or 395-4504, or send an email to ecarrill@bakersfieldcollege.edu, emain@bakersfieldcollege.edu or biparker@bakersfieldcollege.edu.
- **Online Photocopy Requests:** [Submit your copy requests](#) from your computers! An automatic reply will let you know that your job has been received by the Graphics Center. If you don't receive a message, we didn't receive your job. You can attach only one file per request. Retrieve your copies from the Graphics Center. Turn around time is two working days for regular jobs and one working day for tests. Jobs submitted on weekends or after 5 on working days will begin the turn-around time on the following business day.
- **Walk-up black & white and color copy service:** Walk-up copies consist of approximately 200 images or less per visit during the busiest times of year. The busiest times of the year would be at the beginning of each semester and during midterms. This while-you-wait service is designed for small jobs. If your job is large, please fill out a Photocopy Request form and leave it in the basket for copying within two working days. Walk-up service offers one-sided and two-sided copying and machine collating and stapling. Paper sizes available are to 8.5 x 11, 8.5 x 14, 11 x 17 (12 x 18 for color press only) bond

paper as well as card stock. Many paper colors are available. Originals must be camera-ready for walk-up service. It is not necessary to fill out a form for this service.

- *In the case of an emergency or if you have just been given a new class to teach and more than 200 images are needed during the busy time of the year, please contact the Graphics Center at 395-4729, 395-4726 or 395-4304. The Graphics Center will always accommodate your copy needs.*
- ⊖ **Business Cards:** College Business cards are available to Bakersfield College employees (250 each) at no charge. To order business cards, complete the business card information on the graphics center web site.
- Turn-around time is approximately 5 to 7 working days to process a business card order, if the proof is attended to promptly.
- **Class Packs:** Instructors are encouraged to compile the majority of their handouts into "Class Packs" to be sold in the Bakersfield College Bookstore each semester. Course packs are sent to the bookstore and subsequently sent out to XanEdu to secure copyright clearance. Course packs can be submitted electronically in PDF or Word format (which produces a higher quality end product) or hardcopy. This process takes 10-12 weeks, so plan accordingly. Specific due dates are emailed about 5-6 weeks into the semester.
- **Creative Services:** The Graphics Center team can assist you in planning, writing, editing, designing and printing your publication. You should begin the process by contacting the Graphics Center at 395-4729.

Bookstore Services

The College Bookstore is located just west of the campus center. Not only does the bookstore have textbooks, but also class supplies, scantrons, clothing, coffee cups and other items with the BC logo. The bookstore strives to provide materials and services needed to support instructional programs. The BC Bookstore will not lend textbooks for review. Refer to the Bookstore home page for the hours of operation. (BC homepage → student services → bookstore)

Textbook Ordering

Textbooks are ordered approximately 2 months into the semester (for use the following semester). The College uses an electronic process for ordering textbooks each faculty member will be notified by the Department Chair with specific instructions for ordering textbooks. To locate specific textbooks, which are required for any course, the BC Bookstore provides an online listing, as well as purchasing ability, of all textbooks. You can view textbooks listed for your course on the bookstore web page.

- From InsideBC → employee tab → quick links



Obtaining Desk Copies of Textbooks

Unless the department requires a specific textbook, the selection of course materials is at the discretion of the faculty member. Faculty members should consult with their Department Chair in order to avoid inconsistencies and conflicts with departmental policies. Field representatives for the major textbook publishing companies are also good contacts for obtaining review copies of textbooks which you may wish to consider for adoption in future courses. It is the general policy of Bakersfield College to use all textbooks for at least 2 years prior to changing (this does not include edition changes).

The BC Bookstore will not lend textbooks for review. Instructors needing a desk copy will need to order a desk copy from the publisher. Please check with your Department Chair prior to ordering a desk copy.

Instructional Supplies

Requests for instructional supplies should be directed to your Department Chair and Area Dean.

Resources for Students

Many of the resources available to students are located in the Student Services Building. This building is in the center of campus and houses the Larry Robinson Counseling Center (1st floor), the Jerry Ludeke Learning Center (2nd floor) and much more. Below is a brief listing of services offered to students. A comprehensive list can be accessed from main BC page → Student Services tab.

Counseling

The Larry Robinson Counseling Center is located in the Student Services building, lower level. Students needing academic, career, or personal counseling should meet with a counselor. Information related to academic planning, course requirements for a certificate or a major, help with study habits, transfer requirements, and career planning is offered.

➤ *Phone: (661) 395-4421*

It should be noted that academic counseling for international students is available with a staff member that can respond to the unique circumstances of these students.

For more information, refer to the ► [BC Homepage](#) ► [Student services](#) ► [International students](#)

➤ *Phone: (661) 395-4421.*

Disabled Student Programs and Services (DSP&S)

The purpose of Disabled Student Programs & Services is to ensure access to the college and its programs and to provide accommodations and support services for students with disabilities. The program provides services for students with physical disabilities (including temporary disabilities), psychological disabilities, learning disabilities, speech and language disorders, students who are blind or have visual impairments, students who are deaf or hard of hearing, and students with health limitations. The program provides accommodations and support services to meet students' disability-related academic needs

These special services include counseling, registration assistance, learning disabilities assessment, tutoring, mobility assistance, sign language interpreter and reader services, special classes, alternative testing arrangements and note taking assistance. Special equipment includes tape recorders, materials in alternate formats (Braille, large print, tape) and assistive computer technology. All facilities are accessible and services are tailored to meet individual needs.

➤ *Phone: (661) 395-4334 VTTY*

Test Accommodations

Test accommodations are available for students with verified disabilities through Student Services. Faculty can electronically submit their exam to accomdesk@bakersfieldcollege.edu including pertinent information or deliver the exam to the accommodations desk. The accommodations desk is located on the first floor of the Student Service Building (SS135).

Students who have completed the disabilities assessment testing process will receive a form identifying their accommodation needs. The student should present this form to the instructor. Students are responsible to complete the form and make an appointment for testing at the accommodations desk. The student should consult with the instructor regarding accommodation appointment times.

➤ *Phone: (661) 395-4334*

Tutoring

Students having difficulty should be advised by faculty as to appropriate measures for improvement and of the services available to them on campus for tutoring and academic enrichment activities.

- The Student Success Lab offers free reading, writing, and math guided tutorials through computer-assisted instruction as well as free proofreading assistance. The lab is located in SS-143.

➤ *Phone: (661) 395-4654*

- The Math Lab offers free tutoring in Math 50, A and D as well as other courses. The lab is located in SS-140
 - *Phone: (661) 395-4530*
- The Tutoring Center is upstairs from the Student Success Lab. The tutoring center provides free tutoring to all students with drop-in tutoring for Math and English and pre-scheduled tutoring for most other subjects.
 - *Phone: (661) 395-4430*
- The Writing Center offers free assistance to students across campus with all types of writing projects at any stage of the writing process.
 - *Phone: (661)-395-4735*

Financial Assistance

Students who are in need of financial assistance should contact **The Office of Financial Aid** in the Student Services Building

- *Phone: (661) 395-4437*
- Go the ► [BC home page](#) ► Student services ► Financial aid.

Extended Opportunity Programs and Services (EOP&S)

This is a state funded program that serves students from low-income, educationally disadvantaged backgrounds. Located on the second floor of the Student Services Building (adjacent to the financial aid office.)

- *Phone: (661) 395-4427*

Student Learning Resources

The Academic Development Department, based in the Jerry Ludeke Learning Center, offers various language and study skills courses to assist students in reaching their educational goals. A variety of services are also offered through the Student Services Center and the Assessment Center.

Office of Student Life

The office of Student Life works collaboratively with the Student Government Association of Bakersfield College and the Office of the Vice President for Student Affairs to engage, educate, and empower students to take action in the best interest of the student body and the College community.

- For more information refer to the ► [BC homepage](#) ► student services ► office of student life.

Student Health Center

The Student Health Center is located in Campus Center 3. Students are entitled to the services of the Health Center provided by a registered nurse, a physician, Nurse Practitioner and Mental Health Professional. The goal of the Health Center is to help students maintain a state of optimum

health, both mental and physical. This is achieved by emergency first aid treatment, mental health services, counseling, physical consultation, and general medical and physical attention. Services at the Student Health Center are not available for faculty.

- For more information refer to the ► BC homepage ► student services ► health center.

Student Conduct

Students should conduct themselves in a professional and ethical manner at all times, as described by the Board of Trustees of the Kern Community College District, in support of public education and the standards of appropriate behavior as defined in the pursuant sections (Education Code Section 76037). If a student is found in violation of the student conduct policy, a faculty member may suspend the student from his/her class under provisions of Education Code Section 76032. A faculty member may remove a student for the day of the removal and the next class meeting. This action should be immediately reported to the area dean and the Director of Student Life. A referral to the Director of Student Life should be completed by the faculty member for any Code of Conduct violations. During the period of removal, a student shall not be returned to the class without the concurrence of the instructor of the class. If a Code of Conduct violation is reported, the student may not return to class until the violation has been reviewed and a disposition has been reached. The affected faculty member and area dean are notified of the outcome of the reported Code of Conduct violation.

When necessary, the faculty member should rely on Public Safety and Security Office (**Non-emergency 661-395-4554, Emergency 661-395-4555**) as a resource for dealing with students that do not respond to instructions and who constitute a serious disruption or threat to the classroom environment. Where appropriate, the faculty member should refer students to the Student Conduct Code and procedures, which outline the rights and duties of students.

For more information on the student conduct code, refer to the current Bakersfield College Student Handbook (located on the Bakersfield College website). Copies are available in the Office of Student Life. If you have any questions or concerns or a classroom situation that you are not certain how to address, talk with your Chair and/or Dean as soon as possible; they can help determine the best course of action.

Section 4 – Personnel Practices

This section of the handbook briefly summarizes the information found in the CCA Bargaining Agreement. You should always consult the Bargaining Agreement for details regarding all contractual related issues and guidelines.

Bargaining Agreement

Upon hire you should have received a copy of the current Bargaining Agreement (The agreement between Kern Community College District and the Kern Community College District Community College Association/California Teachers Association/National Education Association (Bargaining Agreement)). This document identifies the participating parties and identifies your rights and responsibilities as a faculty member. Many items in this handbook will refer to various sections of the Bargaining Agreement. If you have any questions about the Bargaining Agreement, talk with your Campus CCA Representative, Department Chair and/or your Dean.

Faculty Assignment

The College President and/or designee shall determine the assignment for each faculty member to meet student needs. The right of assignment shall not supersede any other protection guaranteed under the CCA Bargaining Agreement: *Faculty Assignment*.

Faculty Evaluation

Faculty evaluations are an essential component in the evaluation of an academic institution. At Bakersfield College, the faculty evaluation process aims to ensure that quality teaching and support services remain the core ingredients in undergraduate education. This section will provide a brief overview of the process. The purpose, requirements, and process are detailed in the CCA Bargaining Agreement: *Evaluation/Tenure of Faculty* and *Evaluation of Adjunct Faculty*.

Full Time Faculty

The evaluation process for full time faculty begins in the 3rd -5th week of the first semester after hire. At this time an evaluation committee is convened which consists of one faculty member selected by the evaluatee, the faculty chair for the area, an educational administrator, and one department area member chosen by the department. This committee has several functions throughout the evaluation process. Please refer to the CCA Bargaining Agreement: *Evaluation/Tenure of Faculty* for the *suggested* timeline of activities.

Mode A evaluations are conducted for the first 4 years of employment to determine the granting of tenure. The Mode A evaluation process consists of a comprehensive evaluation involving a representative committee and a wide range of evaluation instruments and components (See CCA Bargaining Agreement: *Evaluation/Tenure of Faculty*). Once tenure has been granted, the evaluation moves to the Mode B process.

Mode B evaluations are conducted every 3 years. The first mode B evaluation after tenure will be a comprehensive evaluation. Subsequent evaluations will alternate beginning with a Brief evaluation. The faculty chair and an Educational Administrator along with the evaluatee participate in the brief evaluation. In the event of a less than satisfactory evaluation during the Comprehensive Mode B evaluation process, the College president may implement a Mode C evaluation. Please refer to the CCA Bargaining Agreement: *Evaluation/Tenure of Faculty* for more information regarding all aspects of the evaluation process.

Checklist of Full-time Faculty Evaluation Forms

Agreement between KCCD & KCCD CCA/CTA/NEA
July 1, 2011 through June 30, 2014

Checklist of Full-time Faculty Evaluation Forms

Faculty evaluation teams will use the following **two (2)** required guidelines and forms:

- Form A/FT Coversheet for the Faculty Evaluation Process
- Form Q/FT: Administrative Assessment Review

Below is a checklist of the additional forms that should be included in the Mode A and Mode B Comprehensive evaluation, according to faculty assignment. Mode B Brief adds only the Student Evaluation Forms to the above required forms.

Instructional Faculty

- B/FT: Materials Review and Classroom Instruction Observation
- E/FT: Student Evaluation for Instructional Faculty

Instructional Faculty Open Lab

- B/FT: Materials Review and Classroom Instruction Observation
- G/FT: Materials Review and Open Lab Activity Observation
- H/FT: Student Evaluation for Open Lab Faculty

Instructional Faculty On-line

- C/FT: Materials Review and On-line Instruction Observation
- F/FT: Student Evaluation for On-line Instructional Faculty

Non-Instructional Faculty with Student Contact Hours

- L/FT: Student Evaluation for Non-Instructional Faculty
- I/FT: Student Consent Form for Observation of Faculty/Student Interaction
- J/FT: Observation for Counseling/Non-Instructional Faculty

Non-Instructional Faculty without Student Contact Hours

- P/FT: Faculty Service Surveys that reflect the full range for faculty service

Library Faculty/Non-Instructional

- M/FT: Observation form for Library Faculty
- N/FT: Student Evaluation for Library Faculty

Counseling/Non-Instructional Faculty

- J/FT: Observation for Counseling/Non-Instructional Faculty
- I/FT: Student Consent Form for Observation of Faculty/Student Interaction
- K/FT: Student Evaluation for Counseling Faculty

Faculty with Reassigned Time (not related to Faculty union released time)

- P/FT: Faculty Service Surveys that reflect the full range of reassigned service

Faculty with Reassigned Time for Director Responsibilities

- O/FT: Faculty Director Evaluation

Remediation

- R-1/FT: Mode A Remediation Plan
- R-2/FT: Mode A Remediation Plan Report
- S-1/FT: Mode C Remediation Plan
- S-2/FT: Mode C Remediation Plan Report

Examples of Faculty with Multiple Assignments

Library Faculty/Instructional

- B/FT: Materials Review and Classroom Instruction Observation
- E/FT: Student Evaluation for Instructional Faculty
- M/FT: Observation form for Library Faculty
- N/FT: Student Evaluation for Library Faculty

Counseling Faculty/Instructional

- B/FT: Materials Review and Classroom Instruction Observation
- E/FT: Student Evaluation for Instructional Faculty
- I/FT: Student Consent Form for Observation of Faculty/Student Interaction
- J/FT: Observation for Counseling/Non-Instructional Faculty
- K/FT: Student Evaluation for Counseling Faculty

Adjunct Faculty

Adjunct faculty are to be evaluated by the Department Chair or their designee. First semester adjunct faculty members will be evaluated during their first semester assigned at a college (designated as ADJ-1). Upon completion of the first evaluation, the adjunct faculty member will be designated as ADJ-3. A “satisfactory” evaluation rating after the second evaluation or any future evaluations results in placement on an ongoing three year evaluation cycle. A “needs improvement” evaluation rating on any evaluation results in another evaluation the following semester. Please refer to the CCA Bargaining Agreement: *Evaluation of Adjunct Faculty* for more information regarding all aspects of the evaluation process.

Checklist of Adjunct Faculty Evaluation Guidelines and Forms

Agreement between KCCCD & KCCCD CCA/CTA/NEA
July 1, 2011 through June 30, 2014

Checklist of Adjunct Faculty Evaluation Guidelines and Forms

Adjunct Faculty evaluation teams will use the following two (2) required guidelines and forms:

- Form A/ADJ: Adjunct Faculty Evaluation Coversheet
- Form Q/ADJ: Administrative Assessment Review

Below is a checklist of the additional forms that should be included according to the adjunct faculty assignment.

Instructional Faculty

- B/ADJ: Materials Review and Classroom Instruction Observation
- E/ADJ: Student Evaluation for Instructional Faculty

Instructional Faculty - Open Lab

- G/ADJ: Materials Review and Open Lab Activity Observation
- H/ADJ: Student Evaluation for Open Lab Faculty

Instructional Faculty - Clinical

- B2/ADJ: Observation for Clinical Instruction
- E2/ADJ: Student Evaluation for Clinical Faculty

Instructional Faculty - On-line

- C/ADJ: Materials Review and On-line instruction Observation
- F/ADJ: Student Evaluation for On-line Instructional Faculty

Non-Instructional Faculty with Student Contact Hours

- L/ADJ: Student Evaluation for Non-Instructional Faculty
- J/ADJ: Observation for Counseling/Non-Instructional Faculty
- I/ADJ: Student Consent Form for Observation of Faculty/Student Interaction
- K/ADJ: Student Evaluation for Counseling Faculty

Non-Instructional Faculty without Student Contact Hours

- P/ADJ: Faculty Service Surveys that reflect the full range for faculty service

Library Faculty/Non-Instructional

- M/ADJ: Observation form for Library Faculty
- N/ADJ: Student Evaluation for Library Faculty

Counseling/Non-Instructional Faculty

- I/ADJ: Student Consent Form for Observation of Faculty/Student Interaction
- J/ADJ: Observation for Counseling/Non-Instructional Activity
- K/ADJ: Student Evaluation for Counseling Faculty

Faculty with Director Responsibilities

- O/ADJ: Faculty Director Evaluation

Remediation

- R-1/ADJ: Special Evaluation Plan
- R-2/ADJ: Special Evaluation Plan Report

Examples of Faculty with Multiple Assignments

Library Faculty/Instructional

- B/ADJ: Materials Review and Classroom Instruction Observation
- E/ADJ: Student Evaluation for Instructional Faculty
- M/ADJ: Observation form for Library Faculty
- N/ADJ: Student Evaluation for Library Faculty

Counseling Faculty/Instructional

- B/ADJ: Materials Review and Classroom Instruction Observation
- E/ADJ: Student Evaluation for Instructional Faculty
- J/ADJ: Observation for Counseling/Non-Instructional Faculty
- K/ADJ: Student Evaluation for Counseling Faculty
- I/ADJ: Student Consent Form for Observation of Faculty/Student Interaction

3/2011
DQ/HR
Records Retention Code—Class 1, Permanent Records

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Payroll

Full time

Full time faculty members are compensated according to the assigned number of contract days. Your salary, class and step placement as well as your contracted number of days are listed on your annual Notice of Assignment. This notice is mailed to your home address prior to the start of the fall semester. You will need to sign the notice, keep a copy and return the signed copy to Human Resources at the District. Please refer to the CCA Bargaining Agreement: *Compensation and Benefits – Appendix* for the Basic Faculty Salary Schedules. Your annual salary will be paid in 10 or 12 monthly installments, depending on what you chose, starting on the last working day in August.

Pre-approval and Approval Criteria for Salary Progression:

Salary advancement can be accomplished in several ways. Please refer to the CCA Bargaining Agreement: *Compensation and Benefits* for various activities/courses and approval criteria for salary advancement. Faculty shall discuss courses/activities with the appropriate educational administrator and must submit a pre-approval for coursework for salary progression on the District form entitled “Request for Pre-approval of Credit for Salary Advancement” found on the District’s portal under “Employee Forms” tab. Submitted forms are reviewed by the appropriate educational administrator and college president or designee for approval. Completed coursework, seminars, and workshops for salary progression should be submitted on the District form titled “Request for Approval of Credit for Salary Advancement” found on the District’s portal under “Employee Forms” tab accompanied by the appropriate documentation.

Adjunct

Adjunct faculty shall be compensated on a lecture hour equivalent basis in accordance to Article Eleven Appendix I. Please refer to the CCA Bargaining Agreement: *Compensation and Benefits* for detailed information regarding salary progression.

Adjunct faculty will provide one half hour of student contact for each class taught. Student contact time can be met through a variety of ways such as providing supervision in an open lab, hosting office hours, using online meeting software like CCC Confer, or meeting with students face to face on campus.

Payroll is computed based on load; if there are any class cancellations or absences, these must be submitted to payroll and will be deducted from the monthly payment. Adjunct faculty are paid on the 15th of the month beginning in September for the Fall term and in February for the Spring term. Adjunct faculty can teach to a maximum of 67% of a full-time faculty load.

Section 5 – Work Environment

Safety

The Department of Public Safety is responsible to maintain a safe environment, to enforce District rules and regulations, Vehicle Code laws, secure buildings and protect campus property. This mission is accomplished through the values of Integrity, Respect and Support. Their jurisdiction extends to the boundaries of the various campuses which include Bakersfield College, Weill Institute and the Delano Community Center as well as the Stockdale High School.

Bakersfield College Public Safety Officers have been granted administrative authority by the Board of Trustees and College President to investigate, apprehend, and arrest anyone involved in illegal acts on campus. If a student commits a minor offense involving District/College rules and regulations, the Department of Public Safety may refer the student to the Dean of Students. Other more serious offenses of District/College rules and regulations may also be investigated and handled by the Department of Public Safety in cooperation with the Bakersfield Police Department or related law enforcement agencies.

For your safety, the campus has several 'code blue' light stands. To use a "Code Blue Light" all you need to do is push the button. You will be directly connected to the Department of Public Safety 24 hours a day. When a member of Public Safety answers the call you need only talk into the area around the button and the Public Safety staff member will communicate with you. When using the Code Blue system please be aware each station is numbered and it is suggested the user refer to the large yellow gold number. Public Safety and Security Office also provides on campus escort upon your request.

➤ **Phone: Non-emergency 661-395-4554 or Emergency 661- 395-4555**

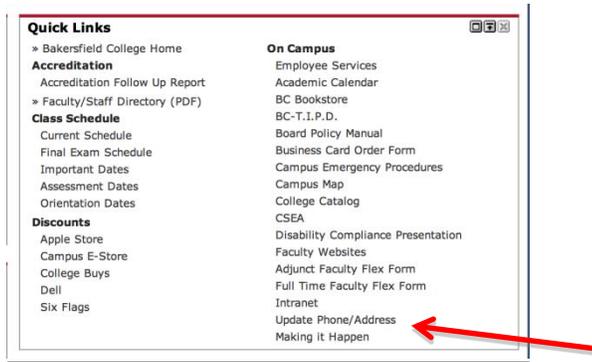
Accidents/Medical Emergencies

If there is an emergency on campus, call Public Safety and Security Office (395-4555), as that office contacts the appropriate law enforcement or medical response agencies and directs them to the emergency location. Notification of the Area Dean should also occur along with timely completion of any related paperwork. At a minimum, faculty members must file an injury report with the Public Safety and Security Office

Emergency Preparedness/Procedures

BC-Alert

During an emergency, the emergency notification system will alert and provide pertinent information and instructions to students, faculty and staff via voice, e-mail and text messages to the phone numbers and e-mail addresses on file. The system uses CONNECT-Ed, which is a web-based mass notification system that sends emergency messages instantly and simultaneously to telephones, mobile phones, wireless devices and email addresses uploaded into the CONNECT-Ed system by KCCD. **In order to ensure that you are notified via this system; remember to always update your contact information in BanWeb – Personal Information.**



Injury and Illness Prevention Program

In order to maintain compliance with Labor Code 6401.7 and General Industry Safety Order 3202, as well as ensure that the workplace is a safe and healthful work place for all employees and students, the Kern Community College District maintains an Injury and Illness Prevention Program. The Program manual is located [InsideBC ► Employee Tab ► Quick Links Channel](#)

Office Space

Full time faculty are assigned an office as are most adjunct faculty. If you do not have office space assigned, talk with your Chair and Area Dean immediately. In the office, you would have access to a campus phone as well as a desktop computer. While some individuals may be assigned a single office, many share the space with one or more colleagues.

How do I obtain a key for my assigned space?

- Go to the InsideBC, Employee tab, BC Employee Forms



- Enter necessary information about the room, building, office, or elevator you are requesting a key for
- The request will be forwarded to the appropriate supervisor for approval.

How do I set up my voicemail?

- Check with your Department Assistant or
- Dial (661) 395-4700
- Enter your mailbox number (which is your 4 digit extension) followed by the (#) symbol.
- If this is your initial set-up your password is 1234, you will be prompted to change the password
- Follow the prompts. Detailed instructions are located in the campus directory.

How do I get a campus e-mail address?

Upon employment all new faculty are assigned a Bakersfield College email account e.g. your.name@bakersfieldcollege.edu. To activate your email account go to <http://tinyurl.com/bc-account>. From this point on, any communication from Bakersfield College will be sent to your BC email address.

Once you have been assigned an ID number (@ number) an activation process will automatically occur. Human Resources will provide information regarding how to change your password. Due to frequent interruptions of outside email systems the primary mode of email communication will be done using BC email addresses only.

What is the @ number?

Your identification number is sometimes referred to as your user id or the @ number. It begins with the @ symbol followed by eight (8) numbers. It is found below your name on your staff assignment sheet. It should be used in place of your social security number (SSN) on any KCCD document.

How do I access my campus e-mail from off campus?

You can access your email through the exchange network or through your InsideBC page

- Go to InsideBC and in the upper right corner, click on the icon that says Email. This will take you directly to your email.

Reminders for computer security:

- Don't share your password
- Lock your keyboard when you leave your workstation
- Keep your password secure and secret – not posted on your desk
- Don't log onto multiple workstations and allow someone else to use or access your account.

How do I obtain a parking permit?

At Bakersfield College, faculty members do not have to pay for a parking permit. To order a parking permit, go to <https://www.permitsales.net/BAKCOLLEGE>

Campus Mail

The mailroom will receive and separate mail by department faculty mail, interdepartmental communications, as well as BC and KCCD publications. Each Department will retrieve and distribute the mail within their department. Faculty will not have individual mailboxes. Check with your Department Chair and Dean to verify the specifics for your department

Section 6 – General Information

Kern Community College Board of Trustees

The Kern Community College District service area is divided into five segments for elected representation. Of the seven members of the KCCD Board of Trustees, two each represent central Bakersfield and southwest Bakersfield. One each represents Porterville, Ridgecrest and northeastern Kern County. The Board of Trustees meetings are regularly scheduled on the first Thursday of every month unless otherwise noted on the Calendar of Meetings. The minutes are available on the KCCD website as well and are also distributed to all faculty.

This information can be found on the District web site www.kccd.edu ► click on the Board of Trustees tab ► click calendar. There is also a link to the District web site at the bottom of the BC homepage.

College Catalog

A current copy of the Bakersfield College Catalog is posted online.

College Web Site

The Bakersfield College website and the portal InsideBC contains a wealth of information from student services, faculty services, and message from the President, links to the KCCD site, department web site links, faculty directories, and so much more. Please take some time to explore these valuable resources.

To access your InsideBC page, go to www.bakersfieldcollege.edu. At the top of the page, click on the InsideBC link. Use the same log in information that you use to access your desktop computer.

College Committees

Bakersfield College has many governing committees which are integral to the operation of the College. It is through these committees that the college mission and vision are enacted. The more faculty who are involved, the greater the faculty voice and input on important issues.

As a member of the Bakersfield College community, full time faculty are expected to serve on committees and/or participate in other faculty governance activities. Being involved is a great way to meet colleagues and to serve your department and campus. Information on each committee including their purpose and composition can be found on each committee web page. To access the list of committees, go the BC main page → about BC tab → College Committees.

College Class Schedule

A complete schedule of classes for the current semester is available online at www.bakersfieldcollege.edu. There is a link to “still open classes” that may help you advise

students into other sections, if you are not able to accommodate them in your class. The most accurate version of the schedule at any point in time is found on Banner Web.

Conference

Professional development for all faculty members is highly encouraged. Faculty can attend on campus workshops or off campus training. Occasionally some funding is available from specialized funds (basic skills initiative or VTEA, for example), but you would need to secure a funding decision prior to attending the event. If you have questions about funding, talk with your Area Dean. If the event requires that you miss class, you need to secure prior approval from your Area Dean to see if “professional leave” will be granted for your absence. A Travel Conference Form must be completed prior to the event, even if no classes will be missed and no reimbursement is expected. Discuss your request with your Area Dean to be certain all approvals and forms are provided.

Final Note

This Faculty Handbook is intended to provide the Bakersfield College Faculty with guidelines that will facilitate an efficient work and instructional environment. Please be sure to consult the current Bargaining Agreement for changes and negotiations updates. If you have any questions, talk with your Chair and Dean.

WELCOME TO BAKERSFIELD COLLEGE!

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