

Collegewide Committees 2012-13 Report Summary	Student Success	Communication	Facilities & Infrastructure	Oversight & Accountability	Integration
	<i>Become an exemplary model of student success by developing and implementing best practices.</i>	<i>Enhance collaboration, consultation, and communication within the college and with external constituents.</i>	<i>Improve maintenance of college facilities and infrastructure.</i>	<i>Improve oversight, accountability, sustainability, and transparency in all college processes.</i>	<i>Implement and evaluate existing major planning processes.</i>
Accreditation Steering Committee (ASC)		X		X	X
Assessment Committee	X	X	X	X	X
Budget Committee		X	X		X
Curriculum Committee	X	X		X	X
Equal Opportunity & Diversity Advisory Committee (EODAC)					
Enrollment Management Committee					
Facilities Committee					
Information Systems & Instructional Technology (ISIT)	X	X	X	X	
Program Review Committee (PRC)	X	X	X	X	X
Safety Committee		X			
Staff Development Coordinating Council (SDCC)	X	X		X	



STUDENT SUCCESS

Become an exemplary model of student success by developing and implementing best practices

Committee	Goal	Action Plan	Timeline	Status/ Progress	Evidence
Curriculum	Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum to meet Title 5 compliance.	Conducted initial training session on 9/20/12 and campus wide training is being conducted through Curriculum Clinics that are hosted every other Thursday.	2012-2014 Academic years	This goal is in progress or ongoing. Curriculum Clinics were held on a bi-weekly bases during the 2012-13 academic year. Two additional training sessions were held during flex week in January 2013. In addition, a number of one on one sessions were held with various faculty upon request.	Operational data indicates that a substantial amount of completed curriculum has been submitted to, and approved by, the Curriculum Committee indicating that faculty had the necessary knowledge to complete the task.
	Address the technological (i.e., CurricUNET) issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.	Work closely with IT department in addressing CurricUNET issues to ensure that faculty have access to CurricUNET and have the necessary knowledge to utilize CurricUNET.	2012-2014 Academic years	During the 2012-13 academic year, numerous face to face meetings were held with IT personnel to address issues in CurricUNET. Several of these meetings were Web based with GoverNET which allowed for real time interaction with CurricUNET programmers.	A substantial amount of completed curriculum has been submitted to, and approved by, the Curriculum Committee indicating that CurricUNET issues have been addressed to the degree necessary to allow faculty the means to complete the task.
	Address process issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.	Work closely with the Program Review Committee and the Assessment Committee to determine strengths and weaknesses of the curriculum implementation and review process.	2012-2014 Academic years	This goal is in progress. The focus of this effort has been to include a component within the Program Review process that will specifically address the timely completion of the course renewal process. Interaction with the Assessment Committee is on going.	Evidence is pending the new Program Review Report.
PRC	(previously stated above): To improve internal processes that will enhance program accountability and transparency, as well as result in accurate and well-informed decisions pertaining to program sustainability and the improvement of student success	Ensure that the APR forms and tools used to gather data are valid, and have the ability to produce accurate and unbiased results, and that forms are provided to the appropriate governing body upon which timely decisions can be made	Spring 2013	The PRC has worked hard to improve the internal process and to create accountability campus wide. The PRC also developed a calendar, with a stick time line to insure the loop is closed. This goal will always be ongoing and new process will be implemented to produce accurate and unbiased results.	The evidence will be found in the report that the PRC will submit a draft version of a proposed 2013-14 APR form .

PRC	Provide feedback to programs/departments pertaining to the quality of their Annual Program Review for their reflection and consideration, which will hopefully impact program sustainability and improve student success.	Feedback to programs from Deans and Program Review Committee during the Fall 2012 semester	End of Fall 2012	The status of this goal is complete and it will remain and on going process for the PRC. The PRC has made progress by implementing feedback on the APR and the process to faculty and the decision-making committees.	The evidence can be found in the report that the PRC submitted in the fall of 2012.
ISIT	Develop at-risk student flag system for online courses.	Accreditation Standard IIA actionable improvement plan (AIP #2) includes this goal as part of enhancing the quality of online distance education courses. One possible system to model our own system after is at Indiana University-Purdue University Indianapolis that uses a three-color warning system that is visible every time a student logs into the university's website or logs into a class' website. AIP #2 says that Bakersfield College will include the appropriate support to implement: developing an online student orientation system for students in online courses, developing a student signal alert system, developing an online tutoring program, increasing counseling services for online students, and developing faculty training in pedagogy of online teaching.	This academic year but support personnel need to be hired to do this.	In progress: there are discussions of using either an outside early alert system such as SARS-ALRT that BC is proposing to purchase as part of the C6 grant (waiting for approval by lead college on the grant) OR develop one in-house by the district web development team.	February 2013 ISIT minutes. Relevant data strands would be ARCC data for our online classes.

<p>Develop a "Best Practices for Online Teaching at BC" checklist document.</p>	<p>The checklist would be something for instructors to use when setting up a course so that they know what we think works best and helps students most. It would also be helpful for face-to-face instructors and administrators to use in evaluating the pedagogy of an online classes. San Diego Community College District has a checklist that a task force will use in developing the one for BC. One thing we know the checklist will need to include is a recommended workaround procedure enabling waitlisted students to participate in the online class until we get the other two colleges agree to letting their waitlisted students access to the Moodle shell.</p>	<p>This academic year certainly; shoot for this fall semester.</p>		
<p>Get approval for + hire Faculty Director of Extended Learning Technologies</p>	<p>Will present to FCDC again this year.</p>	<p>As budget allows. This is a goal that ISIT has for BC as ISIT can only recommend.</p>		

ISIT	Get all KCCD colleges to give waitlisted students equal access to their online classes as the enrolled students.	Currently, waitlisted students in online courses are not able to participate in class discussions or submit assignments in online courses. It is college policy that waitlisted students in face-to-face courses must attend classes and participate in the face-to-face courses or they can be dropped. It should be the same for online courses. Equal access in online courses is not an accreditation standard so we will investigate if this is a Title V requirement. Discussion needs to take place between academic senates of all three colleges.	This academic year. If all three colleges finally agree, then will require 2-3 months coding by district IT	In progress. Was presented to FCDC and not approved. Work plan developed by technology advocates who attended the SLOAN conference in April includes this position. Will pitch idea to new president.	See evidence document in accreditation self evaluation called "II.A.1.b.1b DE recommendations.pdf". Relevant data strands would be ARCC data for our online classes. Also need more formal version of work plan from the SLOAN conference.
	SDCC	Research and investigate Skilled Certificate program requirements, logistics, and expectations.	The committee will look into similar programs currently offered at other schools (i.e. College of the Canyons).	Ongoing throughout the 2012-2013 academic year.	The committee had decided not to pursue this goal any further. We have looked into other schools and found that those institutions with these sorts of programs have employees dedicated only to professional development. We simply don't have the resources to complete this goal at this time.
		Communicate with online faculty and see what their specific needs are. We will offer specific trainings to fit those needs (via Go2Knowledge and iSTREAM).	Ongoing throughout the 2012-2013 academic year.	Ongoing throughout the 2012-2013 academic year.	This goal is in progress and continuing throughout the semester. Surveys were sent out asking faculty what they would like to see offered during Professional Development Week with respect to online teaching. From there, the results were analyzed and a subscription to Go2Knowledge was purchased. This resource along with iSTREAM were both advertised during opening day for the fall semester. We are now at the point in the year where we have assessed the value of Go2Knowledge. All reports indicated that faculty were not using this resource, so it was decided not to renew the subscription. Funds will be used elsewhere. Another set of surveys were recently sent out asking some of these same questions to determine what workshops will be offered in the fall.

Assessment	Continue to have 100% participation in program and course assessment on campus.	Train assessment committee members to assist departments with assessment.	ongoing/plans due in Spring	Accomplishment: • With the help of PRC the campus adopted a new definition of program and all departments are now on board with the new definition. • Both instructional and non-instructional programs by the new definition are assessing programs and courses outcomes annually.	All program and course outcomes are on curricunet
Budget					

tices.

*Recomm-
endations*

Although the rudimentary aspects of curriculum construction should not change, new mandates (e.g. changes in repeatability, prerequisites, etc.) do create change. In addition, we will be making the transition to the latest version CurricUNET (Meta). As a result, the need for training, at all levels (from administration to faculty), will remain a continual process.

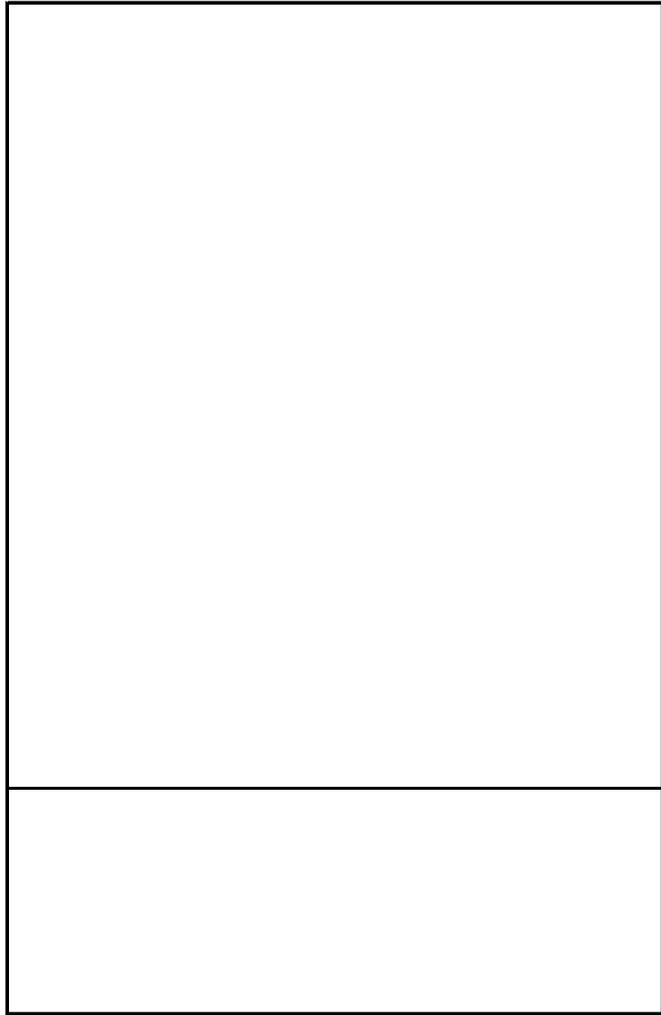
The current version of CurricUNET will be replaced with the latest Meta version. The Meta architecture should significantly reduce the number of program related issues.

Work closely with the Program Review Committee and the Assessment Committee to determine strengths and weaknesses of the curriculum implementation and review process.

Data accuracy and program intergration campus wide.

1. Develop an APR tracking mechanism 2. Develop a more concise and simplified APR process. 3. Develop more training sessions and open line of communication with staff and PRC.

Other items of the AIP#2: developing an online student orientation system for students in online courses, developing an online tutoring program, increasing counseling services for online students, and developing faculty training in pedagogy of online teaching. ISIT will continue asking the questions so the college does not forget.



We cannot meet our increased FTES target through more online courses without the support first--don't want to "do more of what we do badly".

This is a goal that the committee would like to see pursued in the future. When resources become available (man power, funds, etc.) offering a certificate program would greatly benefit all campus groups.

See minutes from February 8, 2013 (soon to be uploaded onto the committee website) and Staff Development Survey from IR.

Conitinue offering multiple training for staff and faculty.
Review new positions and re-evaluate and repurpose current vacant position in an effort to aid in student success.

COMMUNICATION

Enhance collaboration, consultation, and communication within the college and with external co

Committee	Goal	Action Plan	Timeline	Status/ Progress	Evidence
	<p>Improve process of communication between faculty and Information Services on what software needs to be put in computer labs, so that it is done in a timely manner before spring semester ends.</p>	<p>Communication is an ever on-going problem at Bakersfield College so we will continue trying to find a more effective method that will actually be used by faculty in a timelier manner than the current process.</p>	<p>on-going</p>	<p>No change in current processes of soliciting input. With accreditation recommendation response taking our time, the request to faculty went out in mid-April. New goal that arose in the Communication area led to the development of the new Committees site. That will be listed in the evidence section.</p>	<p>https://committees.kccd.edu/bc/</p>
<p>ISIT</p>	<p>Fine-tune the Technology Request form ("ISIT form") in APR and improve the process of how the form is distributed with the APR and data are entered by the departments.</p>	<p>The ISIT form was distributed with the APR form this year but it remains a separate Excel spreadsheet with drop-down menus. Those department chairs who did fill out the form last year indicated that the form was straightforward. This academic year, the APR was due to the deans by September 7th for them to check for completeness before forwarding them on to Institutional Research and Planning. The forms are due to IRP by September 21st. IS/MS might have data as soon as 9/21.</p>	<p>This academic year</p>	<p>Complete. We have adjusted our assessment process to get feedback on the implementation of new technology through a survey and focus group interviews and the APR form has been revised to have an assessment of the technology component.</p>	<p>Posted to Accreditation Sharepoint is the revised APR form.</p>

ISIT	Increase wireless coverage and capacity on main Panorama campus.	The college will investigate use of SRID (Measure G) bond money and in the science and math areas, we will use some of the STEM grant for increasing wireless coverage/capacity in Science-Engineering and Math-Science.	This academic year and following years as budget allows	"Complete" for ISIT (we gave the push) and "Ongoing" for the college---in the short term we will use STEM grant to improve wireless coverage in S&E and M&S buildings.	September 2012 ISIT meeting minutes on approval to continue expanding coverage as funds become available.
ASC	Advocate consistent form of communication across the college.	Ask ISIT to consider issue and make recommendation.	Asked ISIT administrative member (also ASC member) to take to ISIT, September 25, 2012	Completed. The ASC member on ISIT took the idea to that committee and to the district office. It was implemented fall 2012.	Minutes from the following groups: ASC, ISIT, College Council; no relevant data strands?
	Using ISIT recommendation, establish consistent, timely, and effective communication with the college.	Depends on ISIT recommendation.	Depends on ISIT recommendation, spring 2013.	In progress. The new committees website is now available. Training for co-chairs and ASC members occurred March 7, 2013	website: committees.kccd.edu; no relevant data strands
Curriculum	Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum to meet Title 5 compliance.	Conducted initial training session on 9/20/12 and campus wide training is being conducted through Curriculum Clinics that are hosted every other Thursday.	2012-2014 Academic years	This goal is in progress or ongoing. Curriculum Clinics were held on a bi-weekly bases during the 2012-13 academic year. Two additional training sessions were held during flex week in January 2013. In addition, a number of one on one sessions were held with various faculty upon request.	A substantial amount of completed curriculum has been submitted to, and approved by, the Curriculum Committee indicating that faculty had the necessary knowledge to complete the task.

Curriculum	Address the technological (i.e., CurricUNET) issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.	Work closely with IT department in addressing CurricUNET issues to ensure that faculty have access to CurricUNET and have the necessary knowledge to utilize CurricUNET.	2012-2014 Academic years	During the 2012-13 academic year, numerous face to face meetings were held with IT personnel to address issues in CurricUNET. Several of these meetings were Web based with GoverNET which allowed for real time interaction with CurricUNET programmers.	A substantial amount of completed curriculum has been submitted to, and approved by, the Curriculum Committee indicating that CurricUNET issues have been addressed to the degree necessary to allow faculty the means to complete the task.
	Address process issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.	Work closely with the Program Review Committee and the Assessment Committee to determine strengths and weaknesses of the curriculum implementation and review process.	2012-2014 Academic years	During the 2012-13 academic year, numerous face to face meetings were held with IT personnel to address issues in CurricUNET. Several of these meetings were Web based with GoverNET which allowed for real time interaction with CurricUNET programmers.	A substantial amount of complete curriculum has been submitted to, and approved by, the Curriculum Committee indicating that CurricUNET issues have been addressed to the degree necessary to allow faculty the means to complete the task.
PRC	Improve communication between the Program Review Committee and its external reporting constituencies (President, College Council, Academic Senate, FCDC, and the greater BC community)	Ensure timely and accurate information is discussed with appropriate constituents, and that reporting deadlines are met so as not to delay subsequent decisions (personnel, budget, ISIT, M&O, etc...)	ongoing	The status of this goal is complete and it will remain and ongoing process for the PRC. The PRC has made progress by implementing new timelines so to ensure that the process meets all deadlines.	The evidence can be found in the report that the PRC submitted in the fall of 2012. This report is prepared for the College President, Academic President, and College Council.
	Increase interdepartmental communication and collaboration through PRC meetings, as well as to improve morale among PRC members.	Implement an opportunity for a brief time of interpersonal connection at the beginning of every committee meeting.	ongoing	Through the 'get-to-know-you' questions that the PRC does at the beginning of the meetings	The evidence can be found on our documented report.

SDCC	Improve upon existing data base to track and record staff development workshops, participation, and accomplishments in order to positively reflect on the employee, SDCC, and the institution.	Assign one individual to enter scheduled workshops and trainings into CMS each semester. Work with IT to develop a tracking system that would keep record of all those in attendance that could be stored and filed.	Ongoing throughout the 2012-2013 academic year.	In progress. Todd Coston was the point person for entering workshops into the channel (Drupal). Attendance for workshops is currently housed in a filing cabinet in SE-41.	See minutes from March 8, 2013. (Soon to be uploaded on the committee website.)
	Develop an automated process (i.e. computer survey) that elicits participant feedback and analysis of all staff development workshops.	Work with IT to incorporate an automated survey that will be sent to all workshop participants immediately following the training session. The completed surveys would be submitted to SDCC for analysis.	Ongoing throughout the 2012-2013 academic year.	This goal is in progress. Surveys have been developed and are currently being used to assess workshops. The next step is to figure out how the surveys can be sent automatically following the completion of workshops.	See minutes from February 8, 2013 (soon to be uploaded onto the committee website) and Staff Development Survey from IR.
Assessment	Continue with assessment student and faculty awareness and collaborative efforts, including having more departments and programs participate in Assessment Reception.	Sponsor assessment week with activities and training for faculty, staff and students. Put together a think tank with faculty and staff from across campus to address a need discovered through analysis of program outcomes.	annually.	Accomplishment: <ul style="list-style-type: none"> • Student Workshops were offered during assessment month. • The Assessment Reception was held with many programs represented. 	Pictures and an article about the assessment reception can be found on the Assessment Blog: http://bc-outcomes.tumblr.com/
Budget	Budget office and budget committee began to develop a better line of communication to better align college budget planning process.		Spring 2013		

Safety	Provide ongoing training to the college community on emergency evacuation and response and what to expect in an emergency. Seek the college community's input on additional health and safety topics.	Develop and present on going emergency evacuation and response training along with Active Shooter training classes. Provide training on campus emergency evacuation chairs.		On going training presented each semester.	We have conducted three classes on Active Shooter training. Emergency evacuation drills have been conducted in all campus buildings this semester. Training on emergency evacuation chairs will take place this summer and continue as on going training.
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nstituents.

Recomm-
endations

More training of other committee co-chairs and president's office on use of the committees site for their committees communication and College Council.

Use the new APR and continue to use what works well and fix what doesn't work well in the new form.

Need to increase CAPACITY as well as wireless coverage as funds become available.

A single calendar which includes all the regularly scheduled committee meetings

To enhance collaboration and communication across campus, we propose mandatory curriculum training for both administration and faculty. Hosting the Curriculum Clinics does not necessarily mean that those who should attend do, in fact, attend.

It is projected that the new version of CurricUNET (Meta) will be in place in Fall 2013. It is unlikely that CurricUNET issues will disappear entirely, however, they should be significantly reduced in number and of a different nature. Efforts in this area will continue.

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The PRC will self-asses the process for future improvement.

To keep the colaberatiom open with depts. And the PRC.

Continue to communicate with IT to see how workshop attendance can be stored electronically. This may be linked to the automated survey (see below).

Continue to work with IT staff to see how surveys can be linked to emails in order to have automated surveys immediately sent to workshop participants for feedback.

Conitnue to offer more activities for students. Have another Assessment Reception

Active Shooter classes will be offered to not only staff but to students as well beginning next semester.

FACILITIES and INFRASTRUCTURE
Improve maintenance of college facilities and infrastructure.

Committee	Goal	Action Plan	Timeline	Status/ Progress	Evidence
ISIT	Increase wireless coverage and capacity on main Panorama campus.	The college will investigate use of SRID (Measure G) bond money and in the science and math areas, we will use some of the STEM grant for increasing wireless coverage/capacity in Science-Engineering and Math-Science.	This academic year and following years as budget allows	"Complete" for ISIT (we gave the push) and "Ongoing" for the college---in the short term we will use STEM grant to improve wireless coverage in S&E and M&S buildings.	September 2012 ISIT meeting minutes on approval to continue expanding coverage as funds become available.
PRC	To improve internal processes that will enhance program accountability and transparency, as well as result in accurate and well-informed decisions pertaining to facilities and infrastructure	Ensure that the APR forms and tools used to gather data are valid, and have the ability to produce accurate and unbiased results, and that forms are provided to the appropriate governing body upon which timely decisions can be made	End of Fall 2012	We have met this goal through the provision of APR data to the appropriate decision-makers to allocate resources for facility planning.	The evidence is in the 2012 report and the minutes posted on the committee web page. The PRC charge also refers to this goal.

Assessment	Resolve curricUNET program assessment issues.	Work closely with district liason to get curricUNET issues resolved.	ongoing	<ul style="list-style-type: none"> • We have cleaned up programs that were in C-net that were no longer bc programs. • All programs of BC are now represented in C-net. • Still have some bugs that we are working out but C-net 2 (META) should take of the rest. 	In C-net
Budget	Overall facility improvement			This year there were significant improvements made to the student services room 151, in the way of a new computer lab. This was funded from student development fund, in another effort to aid in student success.	

*Recomm-
endations*

Need to increase CAPACITY as well as wireless coverage as funds become available.

Ongoing

Continue to work closely with district liason to get curricUNET issues resolved quickly.

OVERSIGHT & ACCOUNTABILITY

Improve oversight, accountability, sustainability and transparency in all college precesses.

Committee	Goal	Status	Timeline	Status/ Progress	Evidence	Recomm- endations
	<p>Improve process of communication between faculty and Information Services on what software needs to be put in computer labs, so that it is done in a timely manner before spring semester ends.</p>	<p>Communication is an ever on-going problem at Bakersfield College so we will continue trying to find a more effective method that will actually be used by faculty in a timelier manner than the current process.</p>	<p>on-going</p>	<p>No change in current processes of soliciting input. With accreditation recommendation response taking our time, the request to faculty went out in mid-April. New goal that arose in the Communication area led to the development of the new Committees site. That will be listed in the evidence section.</p>	<p>https://committees.kccd.edu/bc/</p>	<p>More training of other committee co-chairs and president's office on use of the committees site for their committees communication and College Council.</p>
ISIT	<p>Fine-tune the Technology Request form ("ISIT form") in APR and improve the process of how the form is distributed with the APR and data are entered by the departments.</p>	<p>The ISIT form was distributed with the APR form this year but it remains a separate Excel spreadsheet with drop-down menus. Those department chairs who did fill out the form last year indicated that the form was straightforward. This academic year, the APR was due to the deans by September 7th for them to check for completeness before forwarding them on to Institutional Research and Planning. The forms are due to IRP by September 21st. IS/MS might have data as soon as 9/21.</p>	<p>This academic year</p>	<p>Complete. We have adjusted our assessment process to get feedback on the implementation of new technology through a survey and focus group interviews and the APR form has been revised to have an assessment of the technology component.</p>	<p>Posted to Accreditation Sharepoint is the revised APR form.</p>	<p>Use the new APR and continue to use what works well and fix what doesn't work well in the new form.</p>

ISIT	Re-allocate computers to desktops as computers become available.	Can we use a multi-tiered approach so that we can put newer machines on some office desktops instead of always re-allocating old computer lab computers to the desktops? We recognize that not all computer labs (or the Computer Commons) need the latest and greatest computers and that some "power users" on campus do need faster computers than other users. Still to be worked out is how we determine who those power users are in a rational way that is agreeable to all. Software needs (i.e., what hardware the requested software requires) will be a prime consideration in the decision making along with network cabling and power needs but what other criteria should go into a multi-tiered allocation process needs to be worked out.	on-going but criteria for multi-tiered allocation scheme to be worked out this academic year.	In progress. Just very brief conversations so far. Other items had higher priority.	Annual campus survey that includes satisfaction with technology questions.	Roll this goal over to next year.
Curriculum	Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum to meet Title 5 compliance.	Conducted initial training session on 9/20/12 and campus wide training is being conducted through Curriculum Clinics that are hosted every other Thursday.	2012-2014 Academic years	During the 2012-13 academic year, numerous face to face meetings were held with IT personnel to address issues in CurricUNET. Several of these meetings were Web based with GoverNET which allowed for real time interaction with CurricUNET programers.	A substantial amount of completee curriculum has been submitted to, and approved by, the Curriculum Committee indicating that CurricUNET issues have been addressed to the degree necessary to allow faculty the means to complete the task.	It is projected that the new version of CurricUNET (Meta) will be in place in Fall 2013. It is unlikely that CurricUNET issues will disappear entirely, however, they should be significantly reduced in number and of a different nature. Efforts in this area will continue.

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	Address process issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.	Work closely with the Program Review Committee and the Assessment Committee to determine strengths and weaknesses of the curriculum implementation and review process.	2012-2014 Academic years	This goal is in progress. The focus of this effort has been to include a component within the Program Review process that will specifically address the timely completion of the course renewal process. Interaction with the Assessment Committee is on going.	Evidence is pending the new Program Review Report and subsequent faculty response.	Certainly, continued interaction with the Program Review and Assessment Committees should continue, however, a more detailed recommendation after the next program review cycle.
PRC	To improve internal processes that will enhance program accountability and transparency, as well as result in accurate and well-informed decisions pertaining to program sustainability.	Steps have already been taken to update Annual Program Review forms so that they are more comprehensive and consistent, yet concise. Instructional and Non-instructional units now share a common timeline.	Fall 2012 (this has already been completed)	Complete. Compile Recommendations, Commendations, and Trends and report to College Council, President, and Academic President for improvement that align with College goals and budget criteria and decision making.	The 2012 report	Ongoing and implement future improvement as needed

PRC	Evaluate the APR process and timeline to ensure that it yields relevant and accurate results, and is a feasible tool for users	A survey has been sent to those with primary responsibilities in coordinating departmental efforts in the program review process. Survey results will be gathered and analyzed for trends. Reasonable adjustments will be made to the process for subsequent years.	In process. Should be completed by Spring 2013	Complete. The PRC survey that was sent to staff helped the committee address concerns and to improve the process of the APR.	The increase uses of the Best Practice forms. The use of Action Plans, and the programs resourcefulness was all evident in the APR's. The indicators are also found in the 2012 report.	to continue and make adjustments as needed
SDCC	Improve variety of FLEX offerings to better incorporate all employee groups.	Communicate with faculty, classified, and administrators to see what type of trainings are needed. Advertise specific workshops that are currently being offered on a monthly basis.	Ongoing throughout the 2012-2013 academic year.	This goal is in progress, although certain components have been completed. Again, surveys were administered and assessed to see what the needs of the campus are. Workshops offered during Professional Development Week, as well as those that occurred during the semester were input into Drupal and therefore advertised through the channel.	See minutes from November 12, 2012 and December 7, 2012 (soon to be uploaded onto the committee website) along with the Staff Development Survey Results from IR.	One recommendation would be to encourage more classified to sit on the committee so their needs are more transparent.
SDCC	Improve upon oversight and accountability with respect to presenter's financial honorarium for completion and follow through of stated activity.	Meet with recipients of the SDCC scholarship so that they can share what they have learned with the college community and how it aligns with the college strategic goals.	Ongoing through the 2013-2013 academic year.	SDCC has decided to redesign the scholarship program. As a committee, we decided that \$100 was not enough to justify presenting the what was learned during conferences for which the money was requested. We also had very few people apply for the scholarship and did not spend all of the funds in our budget to support scholarships.	See minutes from February 8, 2013. (Soon to be uploaded onto the committee website.)	The committee may consider devoting more money each semester to the scholarship program to make it worthwhile. Another recommendation was to restrict scholarships to workshops that are current and relevant to the campus as a whole, rather than one individual person small subset of the campus. Examples could include online teaching, student success, assessment and the like.
ASC	Monitor progress on Strategic Plan objectives	Develop monitoring procedure.	Monitor and report to	Incomplete. The committee developed an email request to be sent to all "champions" of strategic		

ASC	Encourage and monitor progress on Actionable Improvement Plans	Update progress on AIPs and develop strategies for improvement and progress on any that have not been addressed.	Discussed progress on AIP 3 & 5, September 25, 2012 To be discussed: 1, 2, & 4, October 9, 2012	Work on the AIPs has been folded into the Follow-Up Report.	Follow-Up Report is in progress; no relevant data strands.	
Assessment	Highlight 4 superior assessment plans in the BC Assessment Blog-2 Instructional, 2- Non-instructional	Review assessment plans with committee and select 4 exemplary plans.	annually	Accomplishment: • Did not accomplish this year is in the works for next year to be highlighted during the assessment reception and the Assessment Blog.	No evidence	Create a rubric to indicate exemplary plans.

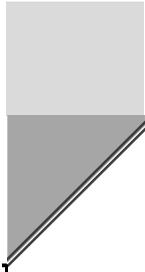
INTEGRATION

Implement and evaluate existing major planning processes.

	Committee	Goal	Disposition	Timeline	Status/ Progress	Evidence	Recomm- endations
	Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum to meet Title 5 compliance.	Conducted initial training session on 9/20/12 and campus wide training is being conducted through Curriculum Clinics that are hosted every other Thursday.	2012-2014 Academic years	This goal is in progress or ongoing. Curriculum Clinics were held on a bi-weekly bases during the 2012-13 academic year. Two additional training sessions were held during flex week in January 2013. In addition, a number of one on one sessions were held with various faculty upon request.	Operational data indicates that a substantial amount of completed curriculum has been submitted to, and approved by, the Curriculum Committee indicating that faculty had the necessary knowledge to complete the task.	Although the rudimentary aspects of curriculum construction should not change, new mandates (e.g. changes in repeatability, prerequisites, etc.) do create change. In addition, we will be making the transition to the latest version CurricUNET (Meta). As a result, the need for training, at all levels (from administration to faculty), will remain a continual process.	
Curriculum	Address the technological (i.e., CurricUNET) issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.	Work closely with IT department in addressing CurricUNET issues to ensure that faculty have access to CurricUNET and have the necessary knowledge to utilize CurricUNET.	2012-2014 Academic years	During the 2012-13 academic year, numerous face to face meetings were held with IT personnel to address issues in CurricUNET. Several of these meetings were Web based with GoverNET which allowed for real time interaction with CurricUNET programmers.	A substantial amount of completed curriculum has been submitted to, and approved by, the Curriculum Committee indicating that CurricUNET issues have been addressed to the degree necessary to allow faculty the means to complete the task.	The current version of CurricUNET will be replaced with the latest Meta version. The Meta architecture should significantly reduce the number of program related issues.	
	Address process issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.	Work closely with the Program Review Committee and the Assessment Committee to determine strengths and weaknesses of the curriculum implementation and review process.	2012-2014 Academic years	This goal is in progress. The focus of this effort has been to include a component within the Program Review process that will specifically address the timely completion of the course renewal process. Interaction with the Assessment Committee is on going.	Evidence is pending the new Program Review Report.	Work closely with the Program Review Committee and the Assessment Committee to determine strengths and weaknesses of the curriculum implementation and review process.	

PRC	Provide timely reports, data and intergration to appropriate governing bodies/committees.	Ensure internal deadlines are met so as not to delay external processes and decisions.	ongoing	Complete. 2012 report.	2012 Report	The data may be presented in program review but is often not discussed, analyzed, or used to develop program improvements. The PRC is working to change this for the next APR.
	Enhance integration of college-wide processes through inter-committee integration, collaborating, communication, and cooperation	PRC has aligned internal deadlines with those of other committees, such as the Accreditation Steering Committee and FCDC. In addition, some PRC committee members serve on other critical committees that pertain to the PRC	ongoing	The PRC is working to integrate APR with program sustainability, assessment and curriculum.	In discussion in minutes, found on committee web page	To implement the integrate process in 2014-2015
ASC	Develop draft of Integrated Program Review.	Develop plan and work with Program Review Committee	Develop in fall 2012	Completed January 2013; presented to Program Review Committee in joint meeting with ASC, February 5, 2013	PRC minutes; no relevant data strands.	
	Ensure that the curriculum review process is timely, effective and sustainable.	<ul style="list-style-type: none"> Investigate problem: ASC representative met with Curriculum Committee co-chairs; ASC administrative co-chair met with Curriculum co-chair; ASC discussed with (Sean's district position) by September 25, 2012. Sean will allocate monies to fix CurricUNET problems. in fall 2012 the curriculum position on campus was offered and accepted. That person will start October 8. The technical position for CurricUNET, districtwide, has closed. The start date is TBD. 	CurricUNET issues attacked and solved as quickly as possible. • Courses updated • Process defined, implemented and assessed.	Email from Curriculum Co-Chairs, April 2013: Your Curriculum Committee passed a whopping: <ul style="list-style-type: none"> 243 courses revised/ new/updated 128 courses deleted 1 new program 1 program update 9 program deletions Let me put those numbers into perspective for you...considering that we started the year with an inventory of 951 courses and we reviewed and approved 371 courses...we have worked on over a 1/3 of our inventory and are making great strides to being in compliance with Title 5 and meeting the requirements of ACCJC.	see above; no relevant data strands	

Assessment	Improve assessment district-wide collaboration by initiating collaborative events to discuss district wide assessment by disciplines.	Begin discussions with district campus assessment coordinators to sponsor district assessment activities by disciplines.	ongoing	<p>Accomplishment:</p> <ul style="list-style-type: none"> • Met with other colleges to sort out C-net issues • Met with other colleges to work on district wide assessment report card 	None at this time.	Continue to work closely with district liaison to get report card done.
Budget	To intergrate the budget committee and budget office		Spring 2013	In the past the budget office and budget committee had not been intergrated. As of spring 2013 improvements have already been, while the results will not be realized in this fiscal year. This forward movement has brought about a more proactive approach to budget development process, as well as, providing a structure which can be put in place.		



Committee Name	Accreditation Steering Committee
Co-Chairs	Kate Pluta, faculty; Nan Gomez-Heitzeberg, administration
Committee Members	Andrea Garrison Faculty, At-Large; Lisa Fitzgerald Administration, Research; Bernadette Towns Faculty, Assessment Co-Chair; Bonnie Suderman Administration, Instruction; Darren Willis Faculty, CTE; Joyce Coleman Administration Student Services; Kirk Russell Faculty, Library; Rachel Vickrey Faculty, Basic Skills; Sue Granger-Dickson Faculty, Student Services; Todd Coston Administration, IT; Kimberly Nickell PRC liaison for William (Bill) Barnes Faculty, Program Review Co-Chair; Administration, Facilities; Faculty, General Education; Classified (2) Jennifer Marden; Student, SGA; Community Member (ad hoc); SEC Co-chair (ad hoc)
Committee Charge	•Additional changes recommended by ASC (September 25, 2012)—to be brought to Academic Senate and College Council fall 2012. (Senate has approved changes; has not yet been added to College Council agenda)
Charge/Same	No
College Goal 2: Communication	Communication: Enhance collaboration, consultation, and communication within the college and with external constituents.
Committee Goal	Advocate consistent form of communication across the college.
Action Plan	Ask ISIT to consider issue and make recommendation.
Timeline	Asked ISIT administrative member (also ASC member) to take to ISIT, September 25, 2012
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	Completed. The ASC member on ISIT took the idea to that committee and to the district office. It was implemented fall 2012.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	Minutes from the following groups: ASC, ISIT, College Council; no relevant data strands?
What recommendations does the committee have for the future?	
Committee Goal	Using ISIT recommendation, establish consistent, timely, and effective communication with the college.
Action Plan	Depends on ISIT recommendation.
Timeline	Depends on ISIT recommendation, spring 2013.
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	In progress. The new committees website is now available. Training for co-chairs and ASC members occurred March 7, 2013
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	website: committees.kccd.edu; no relevant data strands
What recommendations does the committee have for the future?	A single calendar which includes all the regularly scheduled committee meetings
College Goal 4: Oversight & Accountability	Oversight & Accountability: Improve oversight, accountability, sustainability and transparency in all college processes.

Committee Goal	Monitor progress on Strategic Plan objectives (Strategic Plan Recommendation 3)
Action Plan	Develop monitoring procedure.
Timeline	Monitor and report to College Council in April or May 2013.
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	Incomplete. The committee developed an email request to be sent to all "champions" of strategic initiatives; the email was never approved.
Where is the evidence? List evidence and cite relevant	
What recommendations does the committee have for the future?	
Committee Goal	Encourage and monitor progress on Actionable Improvement Plans
Action Plan	Update progress on AIPs and develop strategies for improvement and progress on any that have not been addressed.
Timeline	Discussed progress on AIP 3 & 5, September 25, 2012 To be discussed: 1, 2, & 4, October 9, 2012
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	Work on the AIPs has been folded into the Follow-Up Report.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	Follow-Up Report is in progress; no relevant data strands.
What recommendations does the committee have for the future?	
College Goal 5: Integration	Integration: Implement and evaluate existing major planning processes.
Committee Goal	Develop draft of Integrated Program Review.
Action Plan	Develop plan and work with Program Review Committee
Timeline	Develop in fall 2012
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	Completed January 2013; presented to Program Review Committee in joint meeting with ASC, February 5, 2013
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	PRC minutes; no relevant data strands.
What recommendations does the committee have for the future?	
Committee Goal	Ensure that the curriculum review process is timely, effective and sustainable.

Action Plan	<ul style="list-style-type: none"> Investigate problem: ASC representative met with Curriculum Committee co-chairs; ASC administrative co-chair met with Curriculum co-chair; ASC discussed with (Sean's district position) by September 25, 2012 Sean will allocate monies to fix CurricUNET problems In fall 2012 the curriculum position on campus was offered and accepted. That person will start October 8. The technical position for CurriCUNET, district wide, has been filled.
Timeline	CurricUNET issues attacked and solved as quickly as possible. • Courses updated • Process defined, implemented and assessed.
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	<p>Email from Curriculum Co-Chairs, April 2013: Your Curriculum Committee passed a whopping:</p> <ul style="list-style-type: none"> 243 courses revised/ new/updated 128 courses deleted 1 new program 1 program update 9 program deletions <p>Let me put those numbers into perspective for you...considering that we started the year with an inventory of 951 courses and we reviewed and approved 371 courses...we have worked on over a 1/3 of our inventory and are making great strides to being in compliance with Title 5 and meeting the requirements of ACCJC.</p>
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	see above; no relevant data strands
What recommendations does the committee have for the future?	
2012-13 SUMMARY	
How are you evaluating your committee's effectiveness in meeting college goals and your committee charge?	Perhaps the most important accomplishment is the fact that the college accreditation was reaffirmed.
What did your evaluation reveal?	The committee remained focused on its charge and role in meeting college goals. Evaluation of committee work and college processes is ongoing.
How will you use your findings to effect positive change?	The committee will continue to work more closely with other committees.
	The committee will continue to serve as the Oversight Committee for the Follow-Up Report process. Finally, the committee will need to set goals for the time period after the Follow-Up Report and Visit and before the Midterm Report is due.

Committee Name	Assessment Committee
Co-Chairs	Bonnie Suderman, Bernadette Towns
Committee Members	Michelle Begendik, Karimeh Amin, Pam Davis, Dawn Dobie, Michael Einhaus, David Koeth, Nancy Mai, Susan McQuerrey, Denise Mitchell, Ann Morgan, Manny Mourtzanos, Beth-Anne Mulder, Patrick Serpa, , Conor Whelan, David Neville, Bryan Hirayama, Kenward Vaughan
Committee Charge	Coordinates all student learning outcomes assessment processes and reports to Executive Vice President of Academic Affairs and Student Services.
Charge/Same	Yes
College Goal 1: Student Success	Student Success: Become an exemplary model of student success by developing and implementing best practices.
Committee Goal	Continue to have 100% participation in program and course assessment on campus.
Action Plan	Train assessment committee members to assist departments with
Timeline	ongoing/plans due in Spring
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	<p>Accomplishment:</p> <ul style="list-style-type: none"> • With the help of PRC the campus adopted a new definition of program and all departments are now on board with the new definition. • Both instructional and non-instructional programs by the new definition are assessing programs and courses outcomes annually.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	All program and course outcomes are on curricunet
What recommendations does the committee have for the future?	Conitinue offering multiple training for staff and faculty.
College Goal 2: Communication	Communication: Enhance collaboration, consultation, and communication within the college and with external constituents.
Committee Goal	Continue with assessment student and faculty awareness and collaborative efforts, including having more departments and programs participate in Assessment Reception.
Action Plan	Sponser assessment week with activities and training for faculty, staff and students. Put together a think tank with faculty and staff from across campus to address a need discovered through analysis of program outcomes.
Timeline	annually.
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	<p>Accomplishment:</p> <ul style="list-style-type: none"> • Student Workshops were offered during assessment month. • The Assessment Reception was held with many programs represented.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has	Pictures and an article about the assessment reception can be found on the Assessment Blog: http://bc-outcomes.tumblr.com/
What recommendations does the committee have for the future?	Conitinue to offer more activities for students. Have another Assessment Reception

College Goal 3: Facilities/Infrastructure	Facilities/Infrastructure: Improve maintenance of college facilities and infrastructure.
Committee Goal	Resolve curricUNET program assessment issues.
Action Plan	Work closely with district liason to get curricUNET issues resolved.
Timeline	ongoing
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	<ul style="list-style-type: none"> • We have cleaned up programs that were in C-net that were no longer bc programs. • All programs of BC are now represented in C-net. • Still have some bugs that we are working out but C-net 2 (META) should take of the rest.
Where is the evidence? List evidence and cite relevant	In C-net
What recommendations does the committee have for the future?	Continue to work closely with district liason to get curricUNET issues resolved quickly.
College Goal 4: Oversight & Accountability	Oversight & Accountability: Improve oversight, accountability, sustainability and transparency in all college processes.
Committee Goal	Highlight 4 superior assessment plans in the BC Assessment Blog-2 Instructional, 2- Non-instructional
Action Plan	Review assessment plans with committee and select 4 exemplary plans.
Timeline	annually
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	<p>Accomplishment:</p> <ul style="list-style-type: none"> • Did not accomplish this year is in the works for next year to be highlighted during the assessment reception and the Assessment Blog.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	No evidence
What recommendations does the committee have for the future?	Create a rubric to indicate exemplary plans.
College Goal 5: Integration	Integration: Implement and evaluate existing major planning processes.
Committee Goal	Improve assessment district- wide collaboration by initiating collaborative events to discuss district wide assessment by disciplines.
Action Plan	Begin discussions with district campus assessment coordinators to sponser district assessment activites by disciplines.
Timeline	ongoing
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	<p>Accomplishment:</p> <ul style="list-style-type: none"> • Met with other colleges to sort out C-net issues • Met with other colleges to work on district wide assessment report card

Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	None at this time.
What recommendations does the committee have for the future?	Continue to work closely with district liason to get report card done.
2012-13 SUMMARY	
How are you evaluating your committee's effectiveness in meeting college goals and your committee charge?	After each workshop offered by the committee we handed out evaluations to participants. We are also working on a ruric to evaluate the committee work overall.
What did your evaluation reveal?	The participants learned a lot and indicated that they would like to see more workshops offered on course assessments.
How will you use your findings to effect positive change?	We will be sure to offer more workshops next year on topics indicated by participants evaluations.

Budget Committee	
Co-Chairs	Sonya Christian/Cornelio Rodriguez
Committee Members	Lynn Krausse, Nick Strobel, Cindy Collier, Nan Gomez-Heitzeberg, Sean James, Laura Lorigo, Zav Dadabhoy, Jennifer Marden, Meg Stidham,
Committee Charge	Identify and acquire the necessary training to function effectively as committee members. Recommend a timeline for budget development that takes into account district and state budget deadlines and time for review, response and changes in the proposed allocations before the final decisions are made. Annually review and modify, and communicate the criteria that will be used in making budget decisions for the coming fiscal year. Establish clearly articulated processes for reviewing budget requests. Design and implement a mechanism that allows for timely college review, input, and modification to the proposed budget before it is submitted to the Board of Trustees for approval. Review the budget input and development process and documents completed by department chairs and managers to improve processes and forms. Develop a communication plan to keep the college apprised of information that impacts the budget. Meet at least once a month during the fall and spring semesters with possible meetings during the summer. Annually assess the budget development process. Advocate for timely budget projections from the district office. Provide a representative to participate in the district's Budget Allocation Model review.
Charge/Same	Revised February 2013
College Goal 1: Student Success	
Committee Goal	No goal committed
Action Plan	
Timeline	
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	
What recommendations does the committee have for the future?	Review new positions and re-evaluate and repurpose current vacant position in an effort to aid in student success.
College Goal 2: Communication	
Committee Goal	Budget office and budget committee began to develop a better line of communication to better align college budget planning process.
Action Plan	
Timeline	Spring 2013
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	

Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	
What recommendations does the committee have for the future?	
College Goal 3: Facilities and Infrastructure	
Committee Goal	Overall facility improvement
Action Plan	
Timeline	
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	This year there were significant improvements made to the student services room 151, in the way of a new computer lab. This was funded from student development fund, in another effort to aid in student success.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	
What recommendations does the committee have for the future?	
College Goal 4: Oversight & Accountability	
Committee Goal	Nothing to report
Action Plan	
Timeline	
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	
What recommendations does the committee have for the future?	
College Goal 5: Integration	
Committee Goal	To intergrate the budget committee and budget office
Action Plan	
Timeline	Spring 2013
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	In the past the budget office and budget committee had not been intergrated. As of spring 2013 improvements have already been, while the results will not be realized in this fiscal year. This forward movement has brought about a more proactive approach to budget development process, as well as, provding a structure which can be put in place.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	
What recommendations does the committee have for the future?	
2012-13 SUMMARY	

How are you evaluating your committee's effectiveness in meeting college goals and your committee charge?	Medium
What did your evaluation reveal?	
How will you use your findings to effect positive change?	

Committee Name	Curriculum
Co-Chairs	Billie Jo Rice, John Carpenter
Committee Members	Adjunct Representative - Cari Meyer; Academic Development - Kimberly Van Horne; Agriculture - Lindsay Ono; Allied Health - Kathy Hairfield; Art - Emily Madigan; Behavioral Sciences - Billie Jo Rice; Biological Sciences - Leslie Reiman; Business Mgt. & Info. Tech - Creighton Majors; Communication - Mark Staller; Engineering & Industrial Tech - Liz Rozell; English - Paula Parks; ESL - Elizabeth Rodacker; FACE - Bernadette Towns; Fire Tech - Time Capehart; Foreign Language/ASL - Qiu Jimenez; Health & Physical Education - Paula Dahl & Carl Dean; Library - Dawn Dobie & Nancy Guidry; Math - Arnie Andrasian; Nursing - Jennifer Johnson; Performing Arts - vacant; Philosophy - Moya Arthur; Physical Science - Mike Daniel & Nick Strobel; Social Science - Mike Harvath; Student Services - Sue Granger-Dickson; SGA - Robin Garcia; Administrator - Dan O'Connor; Administrator - Sue Vaughn
Committee Charge	The committee functions as a vital subcommittee of the Senate in reviewing, evaluating and approving (or rejecting) all curriculum submitted. Members look for adherence to Title 5, to previously approved curriculum processes and procedures, and to the College mission. The committee evaluates: Course revisions, updates, new courses (including stand alone), certificates of achievement and certificates of specialization. Besides the technical review, members look at a variety of items on the COR, such as Student Learning Outcomes, evidence of Critical Thinking, Methods of Instruction, etc.
Charge/Same	Yes
College Goal 1: Student Success	Student Success: Become an exemplary model of student success by developing and implementing best practices.
Committee Goal	Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum to meet Title 5 compliance.
Action Plan	Conducted initial training session on 9/20/12 and campus wide training is being conducted through Curriculum Clinics that are hosted every other Thursday.
Timeline	2012-2014 Academic years
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	This goal is in progress or ongoing. Curriculum Clinics were held on a bi-weekly bases during the 2012-13 academic year. Two additional training sessions were held during flex week in January 2013. In addition, a number of one on one sessions were held with various faculty upon request.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	Operational data indicates that a substantial amount of completed curriculum has been submitted to, and approved by, the Curriculum Committee indicating that faculty had the necessary knowledge to complete the task.

What recommendations does the committee have for the future?	Although the rudimentary aspects of curriculum construction should not change, new mandates (e.g. changes in repeatability, prerequisites, etc.) do create change. In addition, we will be making the transition to the latest version CurricUNET (Meta). As a result, the need for training, at all levels (from administration to faculty), will remain a continual process.
Committee Goal	Address the technological (i.e., CurricUNET) issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.
Action Plan	Work closely with IT department in addressing CurricUNET issues to ensure that faculty have access to CurricUNET and have the necessary knowledge to utilize CurricUNET.
Timeline	2012-2014 Academic years
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	During the 2012-13 academic year, numerous face to face meetings were held with IT personnel to address issues in CurricUNET. Several of these meetings were Web based with GoverNET which allowed for real time interaction with CurricUNET programers.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	A substantial amount of completed curriculum has been submitted to, and approved by, the Curriculum Committee indicating that CurricUNET issues have been addressed to the degree necessary to allow faculty the means to complete the task.
What recommendations does the committee have for the future?	The current version of CurricUNET will be replaced with the latest Meta version. The Meta architecture should significantly reduce the number of program related issues.
Committee Goal	Address process issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.
Action Plan	Work closely with the Program Review Committee and the Assessment Committee to determine strengths and weaknesses of the curriculum implementation and review process.
Timeline	2012-2014 Academic years
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	This goal is in progress. The focus of this effort has been to include a component within the Program Review process that will specifically address the timely completion of the course renewal process. Interaction with the Assessment Committee is on going.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	Evidence is pending the new Program Review Report.
What recommendations does the committee have for the future?	Work closely with the Program Review Committee and the Assessment Committee to determine strengths and weaknesses of the curriculum implementation and review process.
College Goal 2: Communication	Communication: Enhance collaboration, consultation, and communication within the college and with external constituents.
Committee Goal	Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum to meet Title 5 compliance.

Action Plan	Conducted initial training session on 9/20/12 and campus wide training is being conducted through Curriculum Clinics that are hosted every other Thursday.
Timeline	2012-2014 Academic years
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	This goal is in progress or ongoing. Curriculum Clinics were held on a bi-weekly bases during the 2012-13 academic year. Two additional training sessions were held during flex week in January 2013. In addition, a number of one on one sessions were held with various faculty upon request.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	A substantial amount of completed curriculum has been submitted to, and approved by, the Curriculum Committee indicating that faculty had the necessary knowledge to complete the task.
What recommendations does the committee have for the future?	To enhance colaboration and communication across campus, we propose mandatory curriculum training for both administration and faculty. Hosting the Curriculum Clinics does not necessarily mean that those who should attend do, in fact, attend.
Committee Goal	Address the technological (i.e., CurricUNET) issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.
Action Plan	Work closely with IT department in addressing CurricUNET issues to ensure that faculty have access to CurricUNET and have the necessary knowledge to utilize CurricUNET.
Timeline	2012-2014 Academic years
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	During the 2012-13 academic year, numerous face to face meetings were held with IT personnel to address issues in CurricUNET. Several of these meetings were Web based with GoverNET which allowed for real time interaction with CurricUNET programers.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	A substantial amount of completed curriculum has been submitted to, and approved by, the Curriculum Committee indicating that CurricUNET issues have been addressed to the degree necessary to allow faculty the means to complete the task.
What recommendations does the committee have for the future?	It is projected that the new version of CurricUNET (Meta) will be in place in Fall 2013. It is unlikely that CurricUNET issues will disappear entirely, however, they should be significantly reduced in number and of a different nature. Efforts in this area will continue.
Committee Goal	Address process issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.
Action Plan	Work closely with the Program Review Committee and the Assessment Committee to determine strengths and weaknesses of the curriculum implementation and review process.
Timeline	2012-2014 Academic years
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	During the 2012-13 academic year, numerous face to face meetings were held with IT personnel to address issues in CurricUNET. Several of these meetings were Web based with GoverNET which allowed for real time interaction with CurricUNET programers.

Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	A substantial amount of completee curriculum has been submitted to, and approved by, the Curriculum Committee indicating that CurricUNET issues have been addressed to the degree necessary to allow faculty the means to complete the task.
What recommendations does the committee have for the future?	It is projected that the new version of CurricUNET (Meta) will be in place in Fall 2013. It is unlikely that CurricUNET issues will disappear entirely, however, they should be significantly reduced in number and of a different nature. Efforts in this area will continue.
College Goal 4: Oversight & Accountability	Oversight & Accountability: Improve oversight, accountability, sustainability and transparency in all college processes.
Committee Goal	Provide the knowledge and training necessary to accomplish the approval and renewal of curriculum to meet Title 5 compliance.
Action Plan	Conducted initial training session on 9/20/12 and campus wide training is being conducted through Curriculum Clinics that are hosted every other Thursday.
Timeline	2012-2014 Academic years
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	During the 2012-13 academic year, numerous face to face meetings were held with IT personnel to address issues in CurricUNET. Several of these meetings were Web based with GoverNET which allowed for real time interaction with CurricUNET programers.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	A substantial amount of completee curriculum has been submitted to, and approved by, the Curriculum Committee indicating that CurricUNET issues have been addressed to the degree necessary to allow faculty the means to complete the task.
What recommendations does the committee have for the future?	It is projected that the new version of CurricUNET (Meta) will be in place in Fall 2013. It is unlikely that CurricUNET issues will disappear entirely, however, they should be significantly reduced in number and of a different nature. Efforts in this area will continue.
Committee Goal	Address the technological (i.e., CurricUNET) issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.
Action Plan	Work closely with IT department in addressing CurricUNET issues to ensure that faculty have access to CurricUNET and have the necessary knowledge to utilize CurricUNET.
Timeline	2012-2014 Academic years
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	During the 2012-13 academic year, numerous face to face meetings were held with IT personnel to address issues in CurricUNET. Several of these meetings were Web based with GoverNET which allowed for real time interaction with CurricUNET programers.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	A substantial amount of completee curriculum has been submitted to, and approved by, the Curriculum Committee indicating that CurricUNET issues have been addressed to the degree necessary to allow faculty the means to complete the task.

What recommendations does the committee have for the future?	It is projected that the new version of CurricUNET (Meta) will be in place in Fall 2013. It is unlikely that CurricUNET issues will disappear entirely, however, they should be significantly reduced in number and of a different nature. Efforts in this area will continue.
Committee Goal	Address process issues that are impeding the approval and renewal of curriculum to meet Title 5 compliance.
Action Plan	Work closely with the Program Review Committee and the Assessment Committee to determine strengths and weaknesses of the curriculum implementation and review process.
Timeline	2012-2014 Academic years
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	This goal is in progress. The focus of this effort has been to include a component within the Program Review process that will specifically address the timely completion of the course renewal process. Interaction with the Assessment Committee is on going.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	Evidence is pending the new Program Review Report and subsequent faculty response.
What recommendations does the committee have for the future?	Certainly, continued interaction with the Program Review and Assessment Committees should continue, however, a more detailed recommendation after the next program review cycle.
2012-13 SUMMARY	
How are you evaluating your committee's effectiveness in meeting college goals and your committee charge?	By the number of tasks accomplished: 243 revised/new/updated courses approved. 128 courses deleted. 1 new program approved. 1 program updated. 9 programs deleted. These are in addition to ongoing discussion with committee members, curriculum technician, and faculty attending flex workshops in developing best practices in facilitating the curriculum/program review processes.
What did your evaluation reveal?	It is projected that the new version of CurricUNET (Meta) will be in place in Fall 2013. It is unlikely that CurricUNET issues will disappear entirely, however, they should be significantly reduced in number and of a different nature. Efforts in this area
How will you use your findings to effect positive change?	Much of what is listed above is beyond local control, however, the one area that could have a significant and positive impact in the future would be mandatory curriculum training for both faculty and administration (This will become very important as we make the move to the new Meta version of CurricUNET). These efforts would significantly reduce the amount of time necessary for each review. However, these efforts would also require an increase in the hours worked by the Curriculum Technician in order to avoid a bottleneck at that point in the evaluation process.

Committee Name	Information Services and Instructional Technology
ISIT	Nick Strobel and Todd Coston
Committee Members	Tim Bohan, Greg Cluff, Christian Zoller, Steven Lytle, Hal Mendoza, Mark Staller, John Hart, Leah Carter, David Neville, Brent Damron, Manuel Fernandez, Kirk Russell, Gabi Martin, Ron Schott, Erin Miller, Kristin Rabe, Judy Ahl, Amber Chiang, Cindy Collier, Tracy Lovelace, Richard McCrow, Melanie Wheeler-Hayes, Nick Acosta, Richard Heath, Primavera Arvizu, Scott Peat
Committee Charge	<ol style="list-style-type: none"> 1. Recommend campus-wide technology policy and procedures. 2. Determine and monitor campus software and hardware standards. 3. Allocate technology resources. 4. Review all significant technology projects. 5. Determine and monitor procedures for obtaining technology services. 6. Establish a system of communication between users, district and campus technology resources, and the Academic Senate.
Charge/Same	Yes
College Goal 1: Student Success	Student Success: Become an exemplary model of student success by developing and implementing best practices.
Committee Goal	Goal for the college: Develop at-risk student flag system for online courses.
Action Plan	Accreditation Standard IIA actionable improvement plan (AIP #2) includes this goal as part of enhancing the quality of online distance education courses. One possible system to model our own system after is at Indiana University-Purdue University Indianapolis that uses a three-color warning system that is visible every time a student logs into the university's website or logs into a class' website. AIP #2 says that Bakersfield College will include the appropriate support to implement: developing an online student orientation system for students in online courses, developing a student signal alert system, developing an online tutoring program, increasing counseling services for online students, and developing faculty training in pedagogy of online teaching.
Timeline	This academic year but support personnel need to be hired to do this. This is a goal that ISIT has for BC as ISIT can only recommend.
Indicate the status of the goal (complete, in progress,	In progress: there are discussions of using either an outside early alert system
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	February 2013 ISIT minutes. Relevant data strands would be ARCC data for our online classes.
What recommendations does the committee have for the future?	Other items of the AIP#2: developing an online student orientation system for students in online courses, developing an online tutoring program, increasing counseling services for online students, and developing faculty training in pedagogy of online teaching. ISIT will continue asking the questions so the college does not forget.
Committee Goal	Goal for the college: Get approval for + hire Faculty Director of Extended
Action Plan	Will present to FCDC again this year.
Timeline	As budget allows. This is a goal that ISIT has for BC as ISIT can only recommend.

Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	In progress. Was presented to FCDC and not approved. Work plan developed by technology advocates who attended the SLOAN conference in April includes this position. Will pitch idea to new president.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	See evidence document in accreditation self evaluation called "II.A.1.b.1b DE recommendations.pdf". Relevant data strands would be ARCC data for our online classes. Also need more formal version of work plan from the SLOAN conference.
What recommendations does the committee have for the future?	We cannot meet our increased FTES target through more online courses without the support first---don't want to "do more of what we do badly".
Committee Goal	Develop a "Best Practices for Online Teaching at BC" checklist document.
Action Plan	The checklist would be something for instructors to use when setting up a course so that they know what we think works best and helps students most. It would also be helpful for face-to-face instructors and administrators to use in
Timeline	This academic year certainly; shoot for this fall semester.
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	Other: The goal morphed into the push for faculty training in how to use the technology tools effectively and the technology advocates work plan from the Sloan Conference.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	Operational Data data strand. Evidence: ISIT minutes for February or March; Flyer or email ad for the Technology Boot Camp; work plan from the Sloan conference.
What recommendations does the committee have for the future?	Implement the work plan coming from the discussions after the Sloan conference and make sure we have the personnel support and training before we push our online enrollments so we do not "do more of what we do badly".
Committee Goal	Goal for the college: Get all KCCCD colleges to give waitlisted students equal access to their online classes as the enrolled students.
Action Plan	Currently, waitlisted students in online courses are not able to participate in class discussions or submit assignments in online courses. It is college policy that waitlisted students in face-to-face courses must attend classes and participate in the face-to-face courses or they can be dropped. It should be the same for online courses. Equal access in online courses is not an accreditation standard so we will investigate if this is a Title V requirement. Discussion needs to take place between academic senates of all three colleges.
Timeline	This academic year. If all three colleges finally agree, then will require 2-3 months coding by district IT
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	"Complete" for ISIT and "Other" for the college: the BC Academic Senate president has brought this up with the other college academic senates but the discussions have not been completed, so we don't know if the other colleges will go along with this or not.

Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	Operational Data data strand.
What recommendations does the committee have for the future?	Need to have the discussions be finalized with the other colleges so that we know for sure, "yea" or "nay" on this. This is for the Academic Senate president to take care of.
College Goal 2: Communication	Communication: Enhance collaboration, consultation, and communication within the college and with external constituents.
Committee Goal	Improve process of communication between faculty and Information Services on what software needs to be put in computer labs, so that it is done in a timely manner before spring semester ends.
Action Plan	Communication is an ever on-going problem at Bakersfield College so we will continue trying to find a more effective method that will actually be used by faculty in a timelier manner than the current process.
Timeline	on-going
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	No change in current processes of soliciting input. With accreditation recommendation response taking our time, the request to faculty went out in mid-April. New goal that arose in the Communication area led to the development of the new Committees site. That will be listed in the evidence.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	https://committees.kccd.edu/bc/
What recommendations does the committee have for the future?	More training of other committee co-chairs and president's office on use of the committees site for their committees communication and College Council.
Committee Goal	Fine-tune the Technology Request form ("ISIT form") in APR and improve the process of how the form is distributed with the APR and data are entered by the departments.
Action Plan	The ISIT form was distributed with the APR form this year but it remains a separate Excel spreadsheet with drop-down menus. Those department chairs who did fill out the form last year indicated that the form was straightforward. This academic year, the APR was due to the deans by September 7th for them to check for completeness before forwarding them on to Institutional Research and Planning. The forms are due to IRP by September 21st. IS/MS might have data as soon as 9/21.
Timeline	This academic year
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	Complete. We have adjusted our assessment process to get feedback on the
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	Posted to Accreditation Sharepoint is the revised APR form.
What recommendations does the committee have for the future?	Use the new APR and continue to use what works well and fix what doesn't work well in the new form.
Committee Goal	Goal for the college: Increase wireless coverage and capacity on main Panorama campus.

Action Plan	The college will investigate use of SRID (Measure G) bond money and in the science and math areas, we will use some of the STEM grant for increasing wireless coverage/capacity in Science-Engineering and Math-Science.
Timeline	This academic year and following years as budget allows
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	"Complete" for ISIT (we gave the push) and "Ongoing" for the college---in the short term we will use STEM grant to improve wireless coverage in S&E and M&S buildings.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	September 2012 ISIT meeting minutes on approval to continue expanding coverage as funds become available.
What recommendations does the committee have for the future?	Need to increase CAPACITY as well as wireless coverage as funds become available.
College Goal 3: Facilities and Infrastructure	Facilities/Infrastructure: Improve maintenance of college facilities and infrastructure.
Committee Goal	Increase wireless coverage and capacity on main Panorama campus.
Action Plan	The college will investigate use of SRID (Measure G) bond money and in the science and math areas, we will use some of the STEM grant for increasing wireless coverage/capacity in Science-Engineering and Math-Science.
Timeline	This academic year and following years as budget allows
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	"Complete" for ISIT (we gave the push) and "Ongoing" for the college---in the short term we will use STEM grant to improve wireless coverage in S&E and M&S buildings.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	September 2012 ISIT meeting minutes on approval to continue expanding coverage as funds become available.
What recommendations does the committee have for the future?	Need to increase CAPACITY as well as wireless coverage as funds become available.
College Goal 4: Oversight & Accountability	Oversight & Accountability: Improve oversight, accountability, sustainability and transparency in all college processes.
Committee Goal	Improve process of communication between faculty and Information Services on what software needs to be put in computer labs, so that it is done in a timely manner before spring semester ends.
Action Plan	Communication is an ever on-going problem at Bakersfield College so we will continue trying to find a more effective method that will actually be used by faculty in a timelier manner than the current process.
Timeline	on-going
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	No change in current processes of soliciting input. With accreditation recommendation response taking our time, the request to faculty went out in mid-April. New goal that arose in the Communication area led to the development of the new Committees site. That will be listed in the evidence section.

Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	https://committees.kccd.edu/bc/
What recommendations does the committee have for the future?	More training of other committee co-chairs and president's office on use of the committees site for their committees communication and College Council.
Committee Goal	Fine-tune the Technology Request form ("ISIT form") in APR and improve the process of how the form is distributed with the APR and data are entered by the departments.
Action Plan	The ISIT form was distributed with the APR form this year but it remains a separate Excel spreadsheet with drop-down menus. Those department chairs who did fill out the form last year indicated that the form was straightforward. This academic year, the APR was due to the deans by September 7th for them to check for completeness before forwarding them on to Institutional Research and Planning. The forms are due to IRP by September 21st. IS/MS might have data as soon as 9/21.
Timeline	This academic year
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	Complete. We have adjusted our assessment process to get feedback on the implementation of new technology through a survey and focus group interviews and the APR form has been revised to have an assessment of the technology component.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	Posted to Accreditation Sharepoint is the revised APR form.
What recommendations does the committee have for the future?	Use the new APR and continue to use what works well and fix what doesn't work well in the new form.
Committee Goal	Re-allocate computers to desktops as computers become available.
Action Plan	Can we use a multi-tiered approach so that we can put newer machines on some office desktops instead of always re-allocating old computer lab computers to the desktops? We recognize that not all computer labs (or the Computer Commons) need the latest and greatest computers and that some "power users" on campus do need faster computers than other users. Still to be worked out is how we determine who those power users are in a rational way that is agreeable to all. Software needs (i.e., what hardware the requested software requires) will be a prime consideration in the decision making along with network cabling and power needs but what other criteria should go into a multi-tiered allocation process needs to be worked out.
Timeline	on-going but criteria for multi-tiered allocation scheme to be worked out this academic year.
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	In progress. Just very brief conversations so far. Other items had higher priority.

Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	Annual campus survey that includes satisfaction with technology questions.
What recommendations does the committee have for the future?	Roll this goal over to next year.
2012-13 SUMMARY	
How are you evaluating your committee's effectiveness in meeting college goals and your committee charge?	Might get this with the annual survey. Need those outside of ISIT to tell us what's working and what's not from their perspective. ISIT itself feels we have been as effective as possible with the very limited resources available to us, both hardware and personnel wise. Annual review of ISIT committee charge in the first fall meeting.
What did your evaluation reveal?	No change needed in committee charge needed.
How will you use your findings to effect positive change?	Embedding the assessment of technology into the APR will give us some hard data to make future decisions. New committees site will improve communication and transparency as people become aware of it. We have developed a Technology assessment plan in response to the accreditation recommendation. Also ISIT has recommended the replacement of LA225 ESL computers.

Committee Name	Program Review Committee
Co-Chairs	Emmanuel Mourtzanos & Bill Barnes
Committee Members	Chairs: Manny Mourtzanos Admin Co-Chair; Bill Barnes Faculty Co-Chair; Faculty, Liz Rozell CTE; Kimberly Nickell Academic Development; Kate Pluta General Education
Committee Charge	Admin: Nan Gomez-Heitzeberg, President; Dan O'Connor Instructional; Ann Morgan, Institutional Research & Planning (ex-officio); CSEA: Meg Stidham, CSEA President; Kristin Rabe, Information Technology; Alex Enciso, SGA
Charge/Same	Yes
College Goal 1: Student Success	Student Success: Become an exemplary model of student success by developing and implementing best practices.
Committee Goal	To improve internal processes that will enhance program accountability and transparency, as well as result in accurate and well-informed decisions pertaining to program sustainability and the improvement of student success
Action Plan	Ensure that the APR forms and tools used to gather data are valid, and have the ability to produce accurate and unbiased results, and that forms are provided to the appropriate governing body upon which timely decisions can be made.
Timeline	Spring 2013
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	The PRC has worked hard to improve the internal process and to create accountability campus wide. The PRC also developed a calendar, with a stick time line to insure the loop is closed. This goal will always be ongoing and new process will be implemented to produce accurate and unbiased results.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	The evidence will be found in the report that the PRC will submit a draft version of a proposed 2013-14 APR form .
What recommendations does the committee have for the future?	Data accuracy and program intergration campus wide.
Committee Goal	Provide feedback to programs/departments pertaining to the quality of their Annual Program Review for their reflection and consideration, which will hopefully impact program sustainability and improve student success.
Action Plan	Feedback to programs from Deans and Program Review Committee during the Fall 2012 semester
Timeline	End of Fall 2012
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	The status of this goal is complete and it will remain and on going process for the PRC. The PRC has made progress by implementing feedback on the APR and the process to faculty and the decision-making committees.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	The evidence can be found in the report that the PRC submitted in the fall of 2012.

What recommendations does the committee have for the future?	1. Develop an APR tracking mechanism 2. Develop a more concise and simplified APR process. 3. Develop more training sessions and open line of communication with staff and PRC.
College Goal 2: Communication	Communication: Enhance collaboration, consultation, and communication within the college and with external constituents.
Committee Goal	Improve communication between the Program Review Committee and its external reporting constituencies (President, College Council, Academic Senate, FCDC, and the greater BC community)
Action Plan	Ensure timely and accurate information is discussed with appropriate constituents, and that reporting deadlines are met so as not to delay subsequent decisions (personnel, budget, ISIT, M&O, etc...)
Timeline	ongoing
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	The status of this goal is complete and it will remain an ongoing process for the PRC. The PRC has made progress by implementing new timelines so to ensure that the process meets all deadlines.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	The evidence can be found in the report that the PRC submitted in the fall of 2012. This report is prepared for the College President, Academic President, and College Council.
What recommendations does the committee have for the future?	The PRC will self-assess the process for future improvement.
Committee Goal	Increase interdepartmental communication and collaboration through PRC meetings, as well as to improve morale among PRC members.
Action Plan	Implement an opportunity for a brief time of interpersonal connection at the beginning of every committee meeting.
Timeline	ongoing
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	Through the 'get-to-know-you' questions that the PRC does at the beginning of the meetings
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	The evidence can be found on our documented report.
What recommendations does the committee have for the future?	To keep the collaboration open with depts. And the PRC.
College Goal 3: Facilities and Infrastructure	Facilities/Infrastructure: Improve maintenance of college facilities and infrastructure.
Committee Goal	(previously stated above): To improve internal processes that will enhance program accountability and transparency, as well as result in accurate and well-informed decisions pertaining to facilities and infrastructure
Action Plan	Ensure that the APR forms and tools used to gather data are valid, and have the ability to produce accurate and unbiased results, and that forms are provided to the appropriate governing body upon which timely decisions can be made
Timeline	End of Fall 2012

Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	We have met this goal through the provision of APR data to the appropriate decision-makers to allocate resources for facility planning.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	The evidence is in the 2012 report and the minutes posted on the committee web page. The PRC charge also refers to this goal.
What recommendations does the committee have for the future?	Ongoing
College Goal 4: Oversight & Accountability	Oversight & Accountability: Improve oversight, accountability, sustainability and transparency in all college processes.
Committee Goal	To improve internal processes that will enhance program accountability and transparency, as well as result in accurate and well-informed decisions pertaining to program sustainability.
Action Plan	Steps have already been taken to update Annual Program Review forms so that they are more comprehensive and consistent, yet concise. Instructional and Non-instructional units now share a common timeline.
Timeline	Fall 2012 (this has already been completed)
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	Complete. Compile Recommendations, Commendations, and Trends and report to College Council, President, and Academic President for improvement that align with College goals and budget criteria and decision making.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	The 2012 report
What recommendations does the committee have for the future?	Ongoing and implement future improvement as needed
Committee Goal	Evaluate the APR process and timeline to ensure that it yields relevant and accurate results, and is a feasible tool for users
Action Plan	A survey has been sent to those with primary responsibilities in coordinating departmental efforts in the program review process. Survey results will be gathered and analyzed for trends. Reasonable adjustments will be made to the process for subsequent years.
Timeline	In process. Should be completed by Spring 2013
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	Complete. The PRC survey that was sent to staff helped the committee address concerns and to improve the process of the APR.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	The increase uses of the Best Practice forms. The use of Action Plans, and the programs resourcefulness was all evident in the APR's. The indicators are also found in the 2012 report.
What recommendations does the committee have for the future?	to continue and make adjustments as needed
College Goal 5: Integration	Integration: Implement and evaluate existing major planning processes.
Committee Goal	Provide timely reports, data and intergration to appropriate governing bodies/committees.

Action Plan	Ensure internal deadlines are met so as not to delay external processes and decisions.
Timeline	ongoing
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	Complete. 2012 report.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	2012 Report
What recommendations does the committee have for the future?	The data may be presented in program review but is often not discussed, analyzed, or used to develop program improvements. The PRC is working to change this for the next APR.
Committee Goal	Enhance integration of college-wide processes through inter-committee integration, collaborationg, communication, and cooperation
Action Plan	PRC has aligned internal deadlines with those of other committees, such as the Accreditation Steering Committee and FCDC. In addition, some PRC committee members serve on other critical committees that pertain to the PRC (such as ASC, Curriculum Committee, Assessment Committee, and FCDC). This cross-committee membership has been pivitol in facilitating communication and further integrating/coordinating processes.
Timeline	ongoing
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	The PRC is working to integrate APR with program sustainability, assessment and curriculum.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	In disscussion in minutes, found on committee web page
What recommendations does the committee have for the future?	To implement the integrate process in 2014-2015
2012-13 SUMMARY	
How are you evaluating your committee's effectiveness in meeting college goals and your committee charge?	By constently reviewing the PRC charge and college goals.
What did your evaluation reveal?	The evaluation gave excellent feedback to the PRC committee.
How will you use your findings to effect positive change?	The PRC will self-asses and make changes to the process for the better.

Committee Name	Safety Committee
Co-Chairs	Chris Counts
Committee Members	Sean James, Zav Dadabhoy, Mary Jo Pasek, Jim Coggins, Sheila Seharer, Meg Stidham, Ryan Beckwith, Tim Capehart, Danitza Romo, Tian Johnson, George Canaday
Committee Charge	To identify health and safety concerns on campus and address them. Inform the college community of new policies and procedures as they relate to health and safety. To develop and maintain current emergency response plan.
Charge/Same	Same
College Goal 1: Student Success	
Committee Goal	
Action Plan	
Timeline	
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	
What recommendations does the committee have for the future?	
College Goal 2: Communication	
Committee Goal	Provide ongoing training to the college community on emergency evacuation and response and what to expect in an emergency. Seek the college community's input on additional health and safety topics.
Action Plan	Develop and present on going emergency evacuation and response training along with Active Shooter training classes. Provide training on campus emergency evacuation chairs.
Timeline	
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	On going training presented each semester.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	We have conducted three classes on Active Shooter training. Emergency evacuation drills have been conducted in all campus buildings this semester. Training on emergency evacuation chairs will take place this summer and continue as on going training.
What recommendations does the committee have for the future?	Active Shooter classes will be offered to not only staff but to students as well beginning next semester.
College Goal 3: Facilities and Infrastructure	
Committee Goal	
Action Plan	
Timeline	
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	

Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	
What recommendations does the committee have for the future?	
College Goal 4: Oversight & Accountability	
Committee Goal	
Action Plan	
Timeline	
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	
What recommendations does the committee have for the future?	
College Goal 5: Integration	
Committee Goal	
Action Plan	
Timeline	
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	
What recommendations does the committee have for the future?	
2012-13 SUMMARY	
How are you evaluating your committee's effectiveness in meeting college goals and your committee charge?	The committee has recently been re-established and has met twice this fiscal year. It is too early to determine the committee's effectiveness in meeting the college goals and charge.
What did your evaluation reveal?	
How will you use your findings to effect positive change?	

Committee Name	Staff Development Coordinating Council
Co-Chairs	Bonnie Suderman (administration), Kimberly Hurd (faculty), (classified is currently vacant)
Committee Members	June Charles Classified, Student Services; Amber Chiang Administration, Public Information; Todd Coston Director, Information Technology; Chris Hitchcock Classified, Admissions & Records; Diana Jackson Faculty, Academic Development; Richard Marquez Faculty, English; Richard McCrow Director, Delano Center; Angela Mora Classified, Public Safety; Emmanuel Mourtzanos Administration, Instruction; Shohreh Rahman Faculty, Counseling
Committee Charge	To provide, support , and promote activities and opportunities which will enhance job performance, personal growth, and social interaction among all Bakersfield College employees, thereby developing a sense of campus community.
Charge/Same	Yes
College Goal 1: Student Success	Student Success: Become an exemplary model of student success by developing and implementing best practices.
Committee Goal	Research and investigate Skilled Certificate program requirements, logistics, and expectations.
Action Plan	The committee will look into similar programs currently offered at other schools (i.e. College of the Canyons).
Timeline	Ongoing throughout the 2012-2013 academic year.
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	The committee had decided not to persue this goal any further. We have looked into other schools and found that those institutions with these sorts of programs have employees dedicated only to professional development. We simply don't have the resources to complete this goal at this time.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	No work has been completed.
What recommendations does the committee have for the future?	This is a goal that the committee would like to see persued in the future. When resources become available (man power, funds, etc.) offering a certificate program would greatly benefit all campus groups.
Committee Goal	Increase staff development offerings for online faculty in the areas of online pedagogy and best practices.
Action Plan	Communicate with online faculty and see what their specific needs are. We will offer specific trainings to fit those needs (via Go2Knowledge and iSTREAM).
Timeline	Ongoing throughout the 2012-2013 academic year.

Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	This goal is in progress and continuing throughout the semester. Surveys were sent out asking faculty what they would like to see offered during Professional Development Week with respect to online teaching. From there, the results were analyzed and a subscription to Go2Knowledge was purchased. This resource along with iSTREAM were both advertised during opening day for the fall semester. We are now at the point in the year where we have assessed the value of Go2Knowledge. All reports indicated that faculty were not using this resource, so it was decided not to renew the subscription. Funds will be used elsewhere. Another set of surveys were recently sent out asking some of these same questions to determine what workshops will be offered in the fall.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has	See minutes from February 8, 2013 (soon to be uploaded onto the committee website) and Staff Development Survey from IR.
What recommendations does the committee have for the future?	The committee recommends additional resources for these types of trainings as online offerings continue to increase. Another recommendation would be to stagger and repeat workshop offerings in order to increase accessibility for all
College Goal 2: Communication	Communication: Enhance collaboration, consultation, and communication within the college and with external constituents.
Committee Goal	Improve upon existing data base to track and record staff development workshops, participation, and accomplishments in order to positively reflect on the employee, SDCC, and the institution.
Action Plan	Assign one individual to enter scheduled workshops and trainings into CMS each semester. Work with IT to develop a tracking system that would keep
Timeline	Ongoing throughout the 2012-2013 academic year.
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	In progress. Todd Coston was the point person for entering workshops into the channel (Drupal). Attendance for workshops is currently housed in a filing cabinet in SE-41.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	See minutes from March 8, 2013. (Soon to be uploaded on the committee website.)
What recommendations does the committee have for the future?	Continue to communicate with IT to see how workshop attendance can be stored electronically. This may be linked to the automated survey (see below).
Committee Goal	Develop an automated process (i.e. computer survey) that elicits participant feedback and analysis of all staff development workshops.
Action Plan	Work with IT to incorporate an automated survey that will be sent to all workshop participants immediately following the training session. The completed surveys would be submitted to SDCC for analysis.
Timeline	Ongoing throughout the 2012-2013 academic year.
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	This goal is in progress. Surveys have been developed and are currently being used to assess workshops. The next step is to figure out how the surveys can be sent automatically following the completion of workshops.

Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	See minutes from February 8, 2013 (soon to be uploaded onto the committee website) and Staff Development Survey from IR.
What recommendations does the committee have for the future?	Continue to work with IT staff to see how surveys can be linked to emails in order to have automated surveys immediately sent to workshop participants for feedback.
College Goal 4: Oversight & Accountability	Oversight & Accountability: Improve oversight, accountability, sustainability and transparency in all college processes.
Committee Goal	Improve variety of FLEX offerings to better incorporate all employee groups.
Action Plan	Communicate with faculty, classified, and administrators to see what type of trainings are needed. Advertise specific workshops that are currently being offered on a monthly basis.
Timeline	Ongoing throughout the 2012-2013 academic year.
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	This goal is in progress, although certain components have been completed. Again, surveys were administered and assessed to see what the needs of the campus are. Workshops offered during Professional Development Week , as well as those that occurred during the semester were input into Drupal and therefore advertised through the channel.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	See minutes from November 12, 2012 and December 7, 2012 (soon to be uploaded onto the committee website) along with the Staff Development Survey Results from IR.
What recommendations does the committee have for the future?	One recommendation would be to encourage more classified to sit on the committee so their needs are more transparent.
Committee Goal	Improve upon oversight and accountability with respect to presenter's financial honorarium for completion and follow through of stated activity.
Action Plan	Meet with recipients of the SDCC scholarship so that they can share what they have learned with the college community and how it aligns with the college strategic goals.
Timeline	Ongoing through the 21013-2013 academic year.
Indicate the status of the goal (complete, in progress, other) and briefly describe the progress made on the goal.	SDCC has decided to redesign the scholarship program. As a committee, we decided that \$100 was not enough to justify presenting the what was learned during conferences for which the money was requested. We also had very few people apply for the scholarship and did not spend all of the funds in our budget to support scholarships.
Where is the evidence? List evidence and cite relevant data strands (indicators) that relate to the work that has been done.	See minutes from February 8, 2013. (Soon to be uploaded onto the committee website.)

<p>What recommendations does the committee have for the future?</p>	<p>The committee may consider devoting more money each semester to the scholarship program to make it worthwhile. Another recommendation was to restrict scholarships to workshops that are current and relevant to the campus as a whole, rather than one individual person small subset of the campus. Examples could include online teaching, student success, assessment and the like.</p>
<p>2012-13 SUMMARY</p>	
<p>How are you evaluating your committee's effectiveness in meeting college goals and your committee charge?</p>	<p>The committee is sending out surveys and meeting once a month. We have analyzed the accreditation report and Staff Development Survey results completed by IR.</p>
<p>What did your evaluation reveal?</p>	<p>The evaluation revealed that we are doing a good job and meeting our charge. As a whole, SDCC needs to improve upon its accountability, which is currently being working on.</p>
<p>How will you use your findings to effect positive change?</p>	<p>SDCC will continue to communicate with the campus community to ensure all employee groups have access to professional development. We will continue to analyze the survey from IR and think of ways to improve based on the stated results. Providing, supporting, and promoting such activities will effect positive change.</p>

2012-13 SUMMARY

	ASC	ASSESSMENT	CURRICULUM	ISIT	PRC	SAFETY	SDCC
How are you evaluating your committee's effectiveness in meeting college goals and your committee charge?	Perhaps the most important accomplishment is the fact that the college accreditation was reaffirmed.	After each workshop offered by the committee we handed out evaluations to participants. We are also working on a ruric to evaluate the committee work overall.	By the number of tasks accomplished: 243 revised/new/updated courses approved. 128 courses deleted. 1 new program approved. 1 program updated. 9 programs deleted. These are in addition to ongoing discussion with committee members, curriculum technician, and faculty attending flex workshops in developing best practices in facilitating the curriculum/program review processes.	Might get this with the annual survey. Need those outside of ISIT to tell us what's working and what's not from their perspective. ISIT itself feels we have been as effective as possible with the very limited resources available to us, both hardware and personnel wise. Annual review of ISIT committee charge in the first fall meeting.	By constently reviewing the PRC charge and college goals.	The committee has recently been re-established and has met twice this fiscal year. It is too early to determin the committee's effectiveness in meeting the college goals and charge.	The committee is sending out surveys and meeting once a month. We have analyzed the accreditation report and Staff Development Survey results completed by IR.
What did your evaluation reveal?	The committee remained focused on its charge and role in meeting college goals. Evaluation of committee work and college processes is ongoing.	The participants learned a lot and indicated that they would like to see more workshops offered on course assessments.	It is projected that the new version of CurricUNET (Meta) will be in place in Fall 2013. It is unlikely that CurricUNET issues will disappear entirely, however, they should be significantly reduced in number and of a different nature. Efforts in this area	No change needed in committee charge needed.	The evaluation gave excellent feedback to the PRC committee.		The evaluation revealed that we are doing a good job and meeting our charge. As a whole, SDCC needs to improve upon its accountability, which is currently being working on.
How will you use your findings to effect positive change?	The committee will continue to work more closely with other committees. The committee will continue to serve as the Oversight Committee for the Follow-Up Report process. Finally, the committee will need to set goals for the time period after the Follow-Up Report and Visit and before the Midterm Report is due.	We will be sure to offer more workshops next year on topics indicated by participants evaluations.	Much of what is listed above is beyond local control, however, the one area that could have a significant and positive impact in the future would be mandatory curriculum training for both faculty and administration (This will become very important as we make the move to the new Meta version of CurricUNET). These efforts would significantly reduce the amount of time necessary for each review. However, these efforts would also require an increase in the hours worked by the Curriculum Technician in order to avoid a bottleneck at that point in the evaluation process.	Embedding the assessment of technology into the APR will give us some hard data to make future decisions. New committees site will improve communication and transparency as people become aware of it. We have developed a Technology assessment plan in response to the accreditation recommendation. Also ISIT has recommended the replacement of LA225 ESL computers.	The PRC will self-asses and make changes to the process for the better.		SDCC will continue to communicate with the campus community to ensure all employee groups have access to professional development. We will continue to analyze the survey from IR and think of ways to improve based on the stated results. Providing, supporting, and promoingt such activities will effect positive change.