

## Welcome to Fall Semester 2013!

I know we are a few weeks into the semester and it's already been an action packed start with opening day kicking off the Centennial Celebration of BC's 100th Birthday! A semester can't be all that bad if it starts with birthday cake! If you missed the festivities, check out the BC Centennial website for photos and future events at [www.bakersfieldcollege.edu/centennial](http://www.bakersfieldcollege.edu/centennial) Let's keep that Renegade Pride and tradition of excellence going and have a great semester!

Throughout the semester check InsideBC for professional development opportunities and workshops. SDCC (Staff Development Coordinating Council) is lining up some great workshops for you to attend for flex credit and professional growth!

Speaking of professional growth and development, Bill Moseley of BMIT (Business Management and Information Technology Department) is getting some release time to serve as the part-time Faculty Director of Technology, Innovation and Professional Development. In his role, Bill is to lead BC's effort in increasing student success in online classes and in improving the use of technology on campus and online. He's working on a few strategies for online student orientation and other initiatives. If you'd like more information about Bill's role or the ISIT Committee (Information Services/Instructional Technology) charge as it relates to online education, check out our webpage <https://committees.kccd.edu/bc/committee/isit> The ISIT committee meets the first Monday of every month of the semester 2:40pm-4:10pm in Collins Conference Center on the BC Main Campus. Come to a meeting and learn more.

Okay, so this part hasn't changed, this e-mail serves is your semester update, just reminding you of some of the Online Resources. Please familiarize yourself with some important documents that any online instructor needs for success and to ensure compliance teaching an online course at Bakersfield College.

Online Faculty Handbook:

[http://www.bakersfieldcollege.edu/distance\\_learning/instructor/Online%20Faculty%20handbook%20MASTER.rtf](http://www.bakersfieldcollege.edu/distance_learning/instructor/Online%20Faculty%20handbook%20MASTER.rtf)

Regular, Effective Contact Policy:

[http://www.bakersfieldcollege.edu/distance\\_learning/instructor/BC Regular %20Effective Contact PolicyFINAL.doc](http://www.bakersfieldcollege.edu/distance_learning/instructor/BC%20Regular%20Effective%20Contact%20PolicyFINAL.doc)

Proctored Exam Policy:

[http://www.bakersfieldcollege.edu/distance\\_learning/instructor/BC%20Proctored%20Examinations%20final.docx](http://www.bakersfieldcollege.edu/distance_learning/instructor/BC%20Proctored%20Examinations%20final.docx)

Proctored Examination Form:

[http://www.bakersfieldcollege.edu/distance\\_learning/Proctored Exam Request form REVISION SP11 version II.pdf](http://www.bakersfieldcollege.edu/distance_learning/Proctored_Exam_Request_form_REVISION_SP11_version_II.pdf)

Online Student Drop Policy:

[http://www.bakersfieldcollege.edu/distance\\_learning/instructor/Non-Participation%20Policy%2005-04-11.doc](http://www.bakersfieldcollege.edu/distance_learning/instructor/Non-Participation%20Policy%2005-04-11.doc)

Online Course Compliances List:

[http://www.bakersfieldcollege.edu/distance\\_learning/instructor/Historical/Background%20Regulation%20Information.docx](http://www.bakersfieldcollege.edu/distance_learning/instructor/Historical/Background%20Regulation%20Information.docx)

### **SYLLABUS STATEMENT RECOMMENDATION:**

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

### **Online Resources:**

CCC Confer: [www.cccconfer.org](http://www.cccconfer.org) (online office hours, web conferencing, telephone conferencing tutoring, chat, flipped classrooms) free to all California community college faculty, staff.

Copyright Guidelines:

[http://www.bakersfieldcollege.edu/distance\\_learning/Media\\_literacy\\_Code\\_Best\\_Practices.pdf](http://www.bakersfieldcollege.edu/distance_learning/Media_literacy_Code_Best_Practices.pdf)

Fair Use and TEACH Act:

[http://www.bakersfieldcollege.edu/distance\\_learning/Fair\\_Use\\_Guidelines\\_4th\\_Edition.pdf](http://www.bakersfieldcollege.edu/distance_learning/Fair_Use_Guidelines_4th_Edition.pdf)

Accessibility Guidelines:

[http://www.bakersfieldcollege.edu/distance\\_learning/2011%20Distance%20Education%20Accessibility%20Guidelines%20FINAL.pdf](http://www.bakersfieldcollege.edu/distance_learning/2011%20Distance%20Education%20Accessibility%20Guidelines%20FINAL.pdf)

California High Tech Center Training Unit: [www.htctu.net](http://www.htctu.net)

### **CAMPUS CONTACTS:**

Hopefully your semester has been successful so far. If not, or if you have any questions, please do not hesitate to contact me, Tracy or Todd.

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**Todd Coston**, IT Director, 395-4601

Until Spring 2014 -

***Kristin Rabe***

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