

BAKERSFIELD COLLEGE
COLLEGE COUNCIL/FACULTY CHAIRS/DIRECTORS COUNCIL
COMBINED MEETING
May 2, 2008

MINUTES

Present: William Andrews, Clark Parsons, Dan O'Connor, Jennifer Johnson, Dennis Jorgensen, Jennifer Marden, Cindi Swoboda, Hamid Eydgahi, A Todd Jones, Ron Kean, Jim McGee, Brent Damron, John Griffith, Pam Boyles, Rachel Vickrey, Stephen Smith, Angela Guadian-Mendez, Patti Ross, Anna Agenjo, Sharon Adams, Bill Kelly, Susan McQuerrey, Sue Vaughn, Karen Kettner, Nick Strobel, Phil Whitney, Jan Stuebbe, Natalie Bursztyn, Michael Ivey, David Koeth, Heather Skibinski, Ed Knudson, Sandy Sierra, Kathleen Loomis-Tubbesing, Moya Arthur, Nancy Perkins, Primavera Arvizu, Pat Coyle, Tim Bohan, Joe Saldivar, Bonnie Suderman, Becky Dargatz, Janet Thomas, Debbie Spohn

Guests: Adie Geiser, David Barnett, Dawn Dobie, Nancy Guidry, John Milburn, Patti Coffman, Marci Lingo

Welcome

Dr. Andrews welcomed everyone to the meeting. Dr. John Gerhold thanked Dr. Clark Parsons for co-chairing the previous meeting in his absence. Dr. Gerhold also noted that this was Clark's last College Council meeting as he is completing his service as Vice President of the Academic Senate.. Dr. Andrews called upon Kristin Rabe and Bonnie Suderman to make an announcement regarding a campus-wide luau being planned for May 14 from 11:30 a.m. to 1 p.m. in the Horticulture Lab. All departments were asked to review schedules of support staff so that arrangements can be made for as many as possible to attend the end-of-year event.

Review of Previous Meeting Minutes

No changes to the April minutes were noted. Any changes may be forwarded at any time to the President's Office.

Program Review - Library

Anna Agenjo introduced the library staff - Dawn Dobie, Nancy Guidry, and Marci Lingo. Anna shared copies of the library quarterly newsletter, *Bird's Eye View*, handouts on Library etiquette, and information on some of the workshops offered by the librarians. The Library is open 58 hours per week, including Saturday hours. Librarians are currently involved in 100% of the campus committees, in order to support the classroom activities as much as possible. Orientation now includes a series of 8 workshops for freshmen, covering topics such as evaluation internet sites. They currently offer approximately 70 presentations per semester, and 75 special

workshops for individual courses. All librarians teach a one unit course on library research.

The library was able to add 3,000 e-books to the card catalog, and hope to continue to add more each year, depending on budget constraints. These new acquisitions are listed on the webpage. This allows students in the satellite campuses access at all hours. Wireless connectivity is now available to students.

There is approximately \$50,000 available through the Delores Cerro Endowment; plans include buying artwork from retired faculty members.

The collection of papers from Congressman William Thomas has been donated to BC; this necessitated the hiring of a consulting archivist and Library Technician. The Special Collections facility will house the BC Archives and Thomas collection. Anna stated that having a consistent budget in the library is critical to the maintenance of the data bases available to students.

Program Review noted that the Library needs to better assess student learning outcomes. To assist in this effort, the library will be participating in a study being done by UCLA this fall that should help in this regard. The library is also concerned with the lack of services being offered in Delano. The librarians have made an effort to provide orientations at this location. Professor Saldivar asked about summer workshops. Anna stated that the librarians share the extra hours over the summer, and do not have enough staff to allow teaching special workshops. The fall workshop schedule will be available by the 2nd week of the fall semester.

Professor Bill Kelly asked how to go about lobbying for the inclusion of librarians and counselors on the positive side of the 50% law. Dr. Gerhold answered that this has been discussed at the State Academic Senate. The consideration is to include all faculty, and raise the percentage higher than 50%.

Department Chair Authorization to Access Individual Instructor Grade Distributions

Professor Stephen Smith discussed the change in policy from professors being able to access grade distributions to now being password-protected. As a department chair, this information helps him assess the performance of adjunct professors. Steve is asking for consideration of a policy change to allow department chairs access to grade distributions. While it should not be considered a reliable source, Pick-a-Prof has access to the information. Ed explained that going to password protection was in response to a faculty request upon the development of the course book. Dr. Andrews explained that there have been conversations with the Senate regarding this topic, but no action has been taken. It was suggested that interested department chairs talk to the appropriate representative on Academic Senate to ask for resolution of this request. While the issue cannot be resolved today, Bill will refer this to Dr. Chamberlain to further investigate.

Closed Captioning Services/Media Services

Bonnie Suderman shared copies of an e-mail and offered to answer any questions regarding closed captioning services that are now available on campus. If you would like to have items closed captioned over the summer, be sure to complete the request form and get the information to Media Services. However, be aware that you must contact the copyright holder for permission. The items will be handled on a first-come, first-served basis. Providing closed captioning is now the law; KCCD Board Policy stated that college funds can't be spent to purchase anything that is not closed captioned. As you prepare to show films in class that are not closed captioned, remember to factor in lead time for Media Services. Nancy asked if it were possible to purchase items not available in closed captioning, and use our service to handle prior to showing. Specifically regarding her field, the publishers have let her know that there are no plans to provide any classroom materials in this manner.

Curriculum Committee

Susan McQuerrey reported that there are 24 faculty openings on the Curriculum Committee for next year, and only 10 have been filled to date. Please forward any names of prospective faculty committee members to the Senate by 2:30 p.m. next Thursday.

Completion of Majors

Kenward Vaughan asked to introduce the topic of completion of majors for discussion. He was approached by a student that cannot complete a chemistry major without taking one final class, but the class won't be offered to allow completion. A waiver is necessary. Kenward was asking for consideration of a policy to assure that necessary courses for majors be scheduled in such a way as to allow for completion of a major within a reasonable period of time (at least once every two years). Counselors should be vigilant to share the information on requirements to complete majors. Dr. Andrews stated that this issue needs to be clearly addressed and he will bring it to Dr. Chamberlain's attention for consideration in the coming academic year. Karen Kettner added that care must be taken in granting waivers; we want to insure that the student is earning the full degree that the diploma states is earned by fulfilling all the requirements.

Luminus Portal

Dave Barnett from IT addressed the Council, stating that portal software will be purchased next spring. Information sessions will be offered prior to launch. Portal software allows customization of web pages. Announcements can be broadcast to specific student groups. For example, an announcement on tutoring can be addressed to all students on academic probation. The IT is currently addressing some usability issues. They are looking for volunteers to test the software once it is available. This will eventually replace BanWeb.

Removal of Administrator Rights

Nick Strobel shared a document regarding standardization of office computers, outlining information on the removal of “administrative rights” from computers. For most users, there won’t be a significant difference. ISIT is working on a recommendation for the district prior to the application of a blanket policy on removing administrative rights from everyone. One solution is a software product that will allow individuals to install the software they need; it is a privilege manager that will allow users some installation rights. This is particularly important for faculty who are evaluating software. Information Services needs volunteers to test the software.

Budget

John Griffith shared a handout which was the most recent document from Tom Burke that provides the tentative unrestricted budget allocation for the 2008-09 fiscal year. Departments have been asked to build a budget with a 5% reduction from last year. Dr. Andrews reported that there is a major effort state-wide among all three higher education groups to lobby legislators regarding the budget proposals. Updates are available regularly on the California Community College League website.

College Council Restructure Satisfaction Survey

John Gerhold reported that the subcommittee from Academic Senate has not yet met, but plans to meet next week. Their goal is to have something out before the end of the year. Any type of large scale change will need the new president’s input. Watch for an on-line survey.

2012 Plan Update

John Gerhold talked about the process that was undertaken to develop the 2012 plan. John Milburn and Patti Coffman served as consultants, and trained the task force members. The task forces identified specific items that provide barricades to success. Then strategies were developed relating to dealing with forces that impede success. A draft was reviewed earlier. Two versions are now available; the short version provides an overview, while the long version includes significant additional information.

Implementation of the plan must become a high priority for 2008-09; incoming President Chamberlain has indicated that this is one of his priorities.

Patti stated that it all started in January with the summit. The focus groups met and strategic development teams met. Today’s objective is to formally present the plan to College Council. But this process doesn’t have an end; it is an on-going effort. Specific changes included changing the short version front page to indicate it is a

summary. Imbedded in the summary will be hotlinks to backup documentation; this will reduce the overall size of the document. Beginning on the Page 3 with the Strategic Initiatives, all of this information came from the working sessions. It was suggested that for implementation, we work within the existing structure and not create new layers.

Dr. Andrews reported that this document will move forward to the Board of Trustees at the June meeting. This will become an important document for accreditation; the next visiting team will ask for documentation to verify implementation. By creating this plan, funding in the areas identified in the plan take on a higher priority. The strategic plan should be flexible enough to cover most anything; it is a living document that needs to change with changes reflected across the college.

Sue Vaughn will write a proposal for inclusion dealing with accountability, for circulation to the council. There are accountability issues in every department. David Koeth will write a proposal for inclusion dealing with adequate staffing. These will be forwarded to John Milburn by May 9. Rachel Vickrey added that units may wish to revise their current mission statement listed in the unit plan, so that it is more closely aligned with the college mission statement. Dr. Andrews stated that once the Board adopts this document, they adopt the newly revised mission statement that is a part of the plan.

Meeting adjourned.