

Collegewide Committees Fall 2011 Report Summary

	Student Excellence	Communication	Oversight & Accountability	Fiscal Responsibility	Facilities	Image	Linkages
	<i>Develop and implement prerequisites, placement, and retention strategies to improve student success in transfer and CTE programs. Continue to encourage student excellence by addressing basic skills at all levels of academic and student services.</i>	<i>Foster an environment of expanded awareness emphasizing collaboration, consultation, and communication within the college and with external constituents.</i>	<i>Provide annual training to collegewide committees, departments, programs, and staff/student organizations to ensure the college shared governance structure operates effectively.</i>	<i>Adopt, implement, and evaluate a budget development process that maximizes transparency.</i>	<i>Implement strategies for effective maintenance and beautification of existing and future college facilities that support programs and services.</i>	<i>Create an environment where all staff and students can effectively serve as ambassadors to market the strengths of the college.</i>	<i>Implement and assess the Annual Program Review process.</i>
Accreditation Steering Committee (ASC)		X					X
Assessment	X	X				X	X
Budget		X	X	X			X
Curriculum		X	X				
Equal Opportunity & Diversity Advisory Committee (EODAC)	X	X	X	X			
Enrollment Management							
Extended Learning		X	X				
Facilities				X	X	X	
Information Systems & Instructional Technology (ISIT)	X	X	X	X			X
Annual Program Review (APR)							X
Safety							
Staff Development Coordinating Council (SDCC)	X	X	X				

September 30, 2011

STUDENT EXCELLENCE

**Develop and implement prerequisites, placement, and retention strategies to improve student success in transfer and CTE programs.
Continue to encourage student excellence by addressing basic skills at all levels of academic and student services.**

Assessment	x	Complete CurricUNET Assessment Module
		100% compliance with Program Level Assessment Plans
		Guide Think Tank participants to an annual project in Spring
		Complete assessment of 2nd GE Outcome
		Sponsor Reception and Assessment Week
		Approve curriculum in CurricUNET
		Work with Institutional Research and Planning to make CCSSE results useful data for the institution
EODAC	x	Recruiting and retaining a diverse workforce
		Create a Peer mediation program to resolve conflicts rather than merely disciplining or ignoring.
		Improve functionality and visibility of campus-wide mechanisms for reporting hostile environments.
		Improve Faculty Awareness and training in guiding students to critical services to aid their success at Bakersfield College
		Improve faculty awareness and training regarding mental health issues that affect our students.
		Identify ways to improve diversity in education and scholarship on campus
		Evaluate diversity related issues in education and scholarship on campus
		Provide a variety of program opportunities for all staff and faculty to increase awareness of diversity issues, foster community, and encourage involvement.
		Coordinating organizational change to support our diversity goals
ISIT	x	Develop at-risk student flag system for online courses.
		Get approval for + hire Faculty Director of Extended Learning Technologies
		Review board policy with the other colleges to create a reasonable policy of waitlisted students access to Moodle class websites.
		Get input of missing functionalities in Moodle and create recommendations to fill in the holes.
		Plan for usage of new technologies that can be used campuswide in classrooms (e.g., clickers, iPads, or other up-and-coming cool things) that includes enabling faculty innovation with the testing of new tools in some classrooms while maintaining integrity of the campus network
		Develop evaluation systems to verify ADA compliance in various modes of Dist Ed, and provide the necessary resources (online and in person) to meet these requirements.
SDCC	x	Implement a scholarship program through SDCC using monies from the existing budget (\$1000 per semester). This program would allow staff to apply for reimbursement of workshop costs (up to \$100).
		Continue to offer workshops that will benefit staff by offering training sessions; that will facilitate discussion; and increase collegiality between staff, faculty and administrators alike

COMMUNICATION

Foster an environment of expanded awareness emphasizing collaboration, consultation, and communication within the college and with external constituents.

ASC	x	Make accreditation an on-going process. (charge)
		Keep the accreditation preparation process progressing. (charge)
		Devise ways to engage and involve the entire campus community in accreditation (task existing committees to provide data on a regular basis). (charge)
		Review and evaluate the college committee report process.
Assessment	x	Sponsor Reception and Assessment Week
Budget	x	Communicate the proposed criteria to the campus widely for feedback prior to adoption
		Establish clearly articulated processes for reviewing budget requests.
		Develop a communication plan to keep the college apprised of information that impacts the budget.
		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.
Curriculum	x	100% department participation in Curriculum Committee
		Development of standard and transparent communication protocols for the Curriculum Committee and the rest of the college.
		Development of a college-wide plan for education and training related to essential curriculum issues and procedures.
EODAC	x	Recruiting and retaining a diverse workforce
		Create a Peer mediation program to resolve conflicts rather than merely disciplining or ignoring.
		Improve functionality and visibility of campus-wide mechanisms for reporting hostile environments.
		Improve Faculty Awareness and training in guiding students to critical services to aid their success at Bakersfield College
		Improve faculty awareness and training regarding mental health issues that affect our students
		Identify ways to improve diversity in education and scholarship on campus
		Evaluate diversity related issues in education and scholarship on campus
		Provide a variety of program opportunities for all staff and faculty to increase awareness of diversity issues, foster community, and encourage involvement.
		Coordinating organizational change to support our diversity goals
		Assist in Development of DE CurricUnet site
ISIT	x	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.
		Come up with recommendation on extent of wireless coverage to entire campus and timeline for such recommendation.
		Fine-tune "ISIT form" in APR
		Develop evaluation systems to verify ADA compliance in various modes of Dist Ed, and provide the necessary resources (online and in person) to meet these requirements.
		Plan for usage of new technologies that can be used campuswide in classrooms (e.g., clickers, iPads, or other up-and-coming cool things) that includes enabling faculty innovation with the testing of new tools in some classrooms while maintaining integrity of the campus network.
SDCC	x	Continue to advertise workshops developed, supported, and promoted by this committee through the SDCC channel in Luminis.

OVERSIGHT & ACCOUNTABILITY

Provide annual training to collegewide committees, departments, programs, and staff/student organizations to ensure the college shared governance structure operates effectively.

Budget	x	Identify and acquire the necessary training to function effectively as committee members.
Curriculum	x	Review and approval of all courses that are due or overdue for curriculum review.
		Resolution of all major CurricUNET issues and bugs.
		Alignment of Curriculum processes with CurricUNET functionality, and development of corollary procedures
		100% department participation in Curriculum Committee
		Development of a college-wide plan for education and training related to essential curriculum issues and procedures
EODAC	x	Recruiting and retaining a diverse workforce
		Create a Peer mediation program to resolve conflicts rather than merely disciplining or ignoring
		Improve functionality and visibility of campus-wide mechanisms for reporting hostile environments.
		Improve Faculty Awareness and training in guiding students to critical services to aid their success at Bakersfield College
		Improve faculty awareness and training regarding mental health issues that affect our students.
		Identify ways to improve diversity in education and scholarship on campus
		Evaluate diversity related issues in education and scholarship on campus
		Provide a variety of program opportunities for all staff and faculty to increase awareness of diversity issues, foster community, and encourage involvement.
		Coordinating organizational change to support our diversity goals
		Assist in Development of DE CurricUNET site
ISIT	x	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.
		Develop evaluation systems to verify ADA compliance in various modes of Dist Ed, and provide the necessary resources (online and in person) to meet these requirements.
SDCC	x	Continue to offer workshops that will benefit staff by offering training sessions; that will facilitate discussion; and increase collegiality between staff faculty and administrators alike
		Improve FLEX reporting by altering FLEX forms and the reporting process.
		Continue to send out and analyze survey forms from workshop participants. The goal is to ensure SDCC is meeting its charge and serving the needs of staff members. Keep track of workshop attendance and enrollments through the CMS.

FISCAL RESPONSIBILITY

Adopt, implement, and evaluate a budget development process that maximizes transparency.

Budget	x	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
		Develop criteria for budget decisions based on items such as annual goals, strategic plans, program reviews, Educational Master Plan, legal mandates, accreditation requirements, and other elements as appropriate
		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.
		Annually assess the budget development process.
		Review the budget input and development process and documents completed by department chairs and managers to improve processes and forms.
		Annually review and modify the criteria that will be used in making budget decisions for the coming fiscal year.
EODAC	x	Recruiting and retaining a diverse workforce
		Create a Peer mediation program to resolve conflicts rather than merely disciplining or ignoring
		Improve functionality and visibility of campus-wide mechanisms for reporting hostile environments.
		Improve Faculty Awareness and training in guiding students to critical services to aid their success at Bakersfield College
		Improve faculty awareness and training regarding mental health issues that affect our students.
		Identify ways to improve diversity in education and scholarship on campus
		Evaluate diversity related issues in education and scholarship on campus
		Provide a variety of program opportunities for all staff and faculty to increase awareness of diversity issues, foster community, and encourage involvement.
		Coordinating organizational change to support our diversity goals.
Facilities	x	To review and/or provide recommendations for new and improved facilities and infrastructure improvements to enhance current and future learning environments for students, community, faculty, and staff to the College Council
ISIT	x	Fine-tune "ISIT form" in APF
		Re-allocate computers to desktops as computers become available from computer labs
		Plan for usage of new technologies that can be used campuswide in classrooms (e.g., clickers, iPads, or other up-and-coming cool things) that includes enabling faculty innovation with the testing of new tools in some classrooms while maintaining integrity of the campus network.
		Come up with recommendation on extent of wireless coverage to entire campus and timeline for such recommendation

FACILITIES

Implement strategies for effective maintenance and beautification of existing and future college facilities that support programs and services.

Facilities	x	To review and/or provide recommendations for new and improved facilities and infrastructure improvements to enhance current and future learning environments for students, community, faculty, and staff to the College Council
------------	---	---

IMAGE

Create an environment where all staff and students can effectively serve as ambassadors to market the strengths of the college.

Assessment	x	Sponsor Reception and Assessment Week
Facilities	x	To review and/or provide recommendations for new and improved facilities and infrastructure improvements to enhance current and future learning environments for students, community, faculty, and staff to the College Council

LINKAGES

Implement and assess the Annual Program Review process.

ASC	x	Support the PRC in its implementation and assessment of the Annual Program Review process
APR	x	Implement new Annual Program Review
		Create and implement a timeline of committee assignments and reading schedule to quickly extract personnel requests.
		Create and implement a timeline and reading schedule to quickly inform the Academic Senate, College Council and the President of department budget requests.
		Participate as a liaison to programs, consulting as to the validity of program reviews and determine whether claims are well- supported and data informed.
		Identify and report trends from all annual program reviews
Assessment	x	Complete CurricUNET Assessment Module
		100% compliance with Program Level Assessment Plans
		Guide Think Tank participants to an annual project in Spring
		Complete assessment of 2 nd GE Outcome
		Work with Institutional Research and Planning to make CCSSE results useful data for the institution
Budget		Develop criteria for budget decisions based on items such as annual goals, strategic plans, program reviews, Educational Master Plan, legal mandates, accreditation requirements, and other elements as appropriate
		Annually review and modify the criteria that will be used in making budget decisions for the coming fiscal year.
		Annually assess the budget development process.
ISIT	x	Fine-tune "ISIT form" in APR