

## Decision-Making Process

At Bakersfield College, most college decisions are made by the President (or designee) with recommendations and input from a variety of groups. Formal recommendations and/or input may be made by these groups as described below:

- The [College Council](#) is a formal structure through which many recommendations, input and communication flow.
- A number of governance/constituency representative groups have responsibilities to make recommendations to the President through College Council or through direct lines of communication. These groups take their authority from various sections of Education Code, [Assembly Bill 1725](#) (AB1725), Senate Bill 235 (SB235) and [Title 5](#). Those groups are:
  - [Academic Senate](#)
  - [College Administration](#)
  - [California School Employees Association \(CSEA\)](#)
  - [Student Government Association \(SGA\)](#)
- [Standing committees](#) make recommendations and provide input on relevant issues through their representatives on the following or directly to the President:  
Accreditation, Administrative Council, Assessment, Budget, College Council, Commencement, Committee on Committees, Curriculum, Extended Learning, EAC, Enrollment Management, EODAC, Equivalence, Facilities Planning, General Education, ISIT, IEC, Levan, Matriculation, President's Cabinet, Scholarship, SDCC, and Student Conduct Hearing

There are three formal employee groups that may provide input on issues affecting working conditions. The Community College Association (CCA) represents faculty members, CSEA represents classified staff and the Management Association represents managers.

- Operational groups of the college provide input directly to the President or through College Council. Operational groups may include:
  - Academic Senate
  - California School Employees Association
  - Institutional Research and Planning
  - Public Information
  - Bakersfield College Foundation
  - Facilities Committee
  - Faculty Chairs/Directors Council
  - Safety Committee
- Input is also provided by interest groups which may include faculty, staff, students, advisory committees and other community members.

Any employee or student of the college may raise issues, voice concerns, and/or provide input on issues under discussion or consideration by way of the groups listed above.

## Understanding Committees

		<b>FUNCTION</b>
	<b>California Education Code</b>	The body of law that prescribes district and college operational requirements.
	<b>Title 5</b>	The body of administrative regulations approved by the State Board of Governors for the operation of districts and colleges.
	<b>KCCCD Board Policy Manual</b>	District-wide policy and procedure directions for the administration of the district/colleges as prescribed by Education Code and Title 5.
	<b>Accrediting Commission for Community and Junior Colleges (ACCJC)</b>	The two-year schools division of WASC
	<b>Western Association of Schools and Colleges (WASC)</b>	One of six regional associations that accredit public and private schools and colleges.
<b>TYPE OF GROUP</b>	<b>District-wide Committees (DC)</b>	Provide advice and recommendations to the Chancellor who designates the chairs of the committees which include representatives from all three colleges and the district office.
	<b>Governance Committees (G)</b>	Have prescribed numbers of representatives from academic, classified and/or administrative staff as well as students. Recommend to College President. Attention to 10 plus 1 items that are to “rely primarily on” the Academic Senate.
	<b>Arm of the Senate (Curriculum Committee)</b>	A standing committee of the Academic Senate that assumes the role and responsibility for a particular portion of the 10 + 1 academic and professional matters. Informs the Senate but recommends and communicates directly with the President or a Vice President of the college.
	<b>CSEA Dual Role</b>	CSEA holds dual roles as an Employee Representation Group and as a classified senate.
	<b>Ad Hoc Committees (AH)</b>	Semi-permanent committees that are activated as needed to organize a specific program or activity.
	<b>Task Force (TF)</b>	Group appointed to research, address or recommend action regarding specific issues facing the college. A tangible product is the outcome of each task force. When the product is completed, the group is disbanded.
	<b>Advisory Committees (Adv)</b>	Usually consists of college staff, students, and members

		of the community to review and recommend programs or activities of specific departments, divisions, or organizations.
	<b>Operational Committees/Councils/Groups (O)</b>	Addresses operational issues of the college and develops procedures for implementation.
	<b>Sub-committees (S)</b>	Appointed by the committee or council to investigate, review, and recommend solutions, procedures, or policies to the main body.
	<b>Working Committee (WC)</b>	Plans and coordinates specified college activities.
	<b>Interest Groups</b>	Groups with an interest in college decisions but no formal recommending power.
<b>DEFINITIONS</b>	<b>Participate Effectively</b>	Such participation includes the expectation that recommendations and input will be seriously considered.
	<b>Significantly Effected</b>	Decisions made by the college will have impact on the functioning of the group or its members or on working conditions.
	<b>10 + 1</b>	The items of business that Title 5 assigns “rely primarily upon” responsibility to the Academic Senate.
	<b>“Rely primarily upon”</b>	Recommendations of the Senate will normally be accepted; only in exceptional circumstances and for compelling reasons will the recommendations not be accepted; if not accepted, the board/designee shall communicate its reason in writing if requested.
	<b>Board Policy Manual</b>	Document that lists all board-approved policies.
	<b>Board Procedures</b>	Procedures are associated with a specific policy to provide implementation direction and do not require board approval.

Circled committees are ones where breadth, number, and location of course offerings are determined.

## Glossary of Committees

Name	TYPE	MEMBERSHIP	DEFINITION
<b>Academic Senate</b>	G	elected	Represents the faculty to the Administration and the Board of Trustees with respect to academic and professional matters (AB 1725) outside the scope of the bargaining unit.
<b>Accreditation Steering</b>			
<b>Administrative Council</b>	O	Assigned	Coordinates information and recommends administrative action to the President.
<b>Assessment</b>	G	Appointed	Coordinates all student learning outcomes assessment processes and reports to Executive Vice Presidents of Academic Affairs and Student Services.
<b>Budget</b>	G	Appointed	Makes recommendations to the President regarding budget processed and procedures to insure alignment of college-wide planning and budget allocations.
<b>College Council</b>	G	Appointed, assigned, or elected	Gathers input from all constituency groups and makes recommendations to College President, particularly on college goals, strategic planning, budget matters, facilities, planning, accreditation, and other college-wide matters.
<b>Commencement</b>	WC	Invited	Coordinates, plans and implements commencement event and makes suggestions regarding the ceremony to the President.
<b>Committee On Committees</b>	A	To be determined	Reviews requests to create new campus-wide committees and annually evaluates the effectiveness of the committees. Recommends to President and College Council.

<b>Name</b>	<b>TYPE</b>	<b>MEMBERSHIP</b>	<b>DEFINITION</b>
<b>CSEA - California School Employees Association – Executive Board</b>	G	Elected	Acts as an employee representation group and provides recommendations on behalf of classified employees on issues that significantly impact classified employees.
<b>Curriculum Committee</b>	G,S	appointed	Oversees all curriculum changes, additions and requirements, makes recommendations to President and seeks Board approval.
<b>EAC - Educational Administrators Council</b>	O	all educational administrators	Coordinates and recommends actions concerning instructional and student services programs and policies to President, Vice Presidents.
<b>Enrollment Management Committee</b>	G	appointed	Establishes process for setting enrollment goals, defining actions to meet the goals, and monitors progress toward achieving them. Reports to President.
<b>EODAC - Equal Opportunity Diversity Advisory Committee</b>	G,S	appointed	Educates and orients the college on diversity issues. Reports to Affirmative Action Officer.
<b>Equivalency</b>	G,S	appointed	Determines if faculty applicants' qualifications are equivalent to the minimum qualifications prescribed in Title 5. Reports to Board of Trustees.
<b>Extended Learning (Distance Education)</b>	G, S	appointed	Reviews courses proposed to be offered by one or more distance learning modalities, reports to Curriculum Committee and Executive Vice President of Academic Affairs and Student Services.
<b>Facilities Planning Subcommittee</b>	G, S	appointed	Reviews and suggests new and improved facilities, infrastructure enhancements, and future learning environments. Recommends to College Council, President.

Name	TYPE	MEMBERSHIP	DEFINITION
<b>FCDC - Faculty Chairs/Directors Council</b>	O	serve by position	Coordinates student services and instructional issues and procedures affecting faculty, departments, teaching and learning processes. Advises Executive Vice President of Academic Affairs and Student Services, and the Associate Vice President of Student Services.
<b>General Education Committee</b>	G,S	appointed	Reviews college general education requirements, recommends approval of courses to meet those requirements, and proposes changes to the requirements, reports to Curriculum Committee.
<b>IEC - Institutional Effectiveness Committee</b>	G	appointed	Serve as resource to administrative, instructional and student service programs on assessment plans and program review. Based on program review, recommends to College Council, Curriculum Committee, and President.
<b>ISIT - Information Systems And Instructional Technology</b>	G	appointed	Recommends policy, procedure on college information systems and instructional technology to Academic Senate, College Council.
<b>Levan Center Advisory</b>	A	invited	Advises, reviews, and suggests programs and activities of the Levan Center. Reports to President, Levan Center Director.
<b>Matriculation Advisory</b>	A	invited	Reviews bi-annual matriculation plan and oversees college matriculation activities. Advises Academic Senate, Associate Vice President of Student Services.
<b>New Faculty Orientation</b>	O	invited	Plans and conducts a new faculty welcome and orientation program, assists in college-wide planning and training related to new faculty.

<b>Name</b>	<b>TYPE</b>	<b>MEMBERSHIP</b>	<b>DEFINITION</b>
<b>President's Cabinet</b>	O	serve by position	Coordinates decision making and recommends actions to the President.
<b>Safety Committee</b>	O	invited	Identifies and addresses safety related issues on campus including training and implementation of hazard and emergency preparedness.
<b>Scholarship</b>	WC	invited	Reviews applications and recommends awards to Financial Aid Office.
<b>Self Evaluation Committee</b>	WC	Appointed	Identifies areas needing improved practices and/or documentation of practices; documents findings; writes the Self Evaluation Report for ACCJC site visit.
<b>SDCC - Staff Development Coordinating Council</b>	G,S	appointed	Coordinate and support activities to enhance job performance, professional growth, and collegiality among all members of the campus learning community. Advises President.
<b>SGA – Student Government Association</b>	G	elected	Acts as a student representation group and provides recommendations on behalf of the students on issues that significantly impact students.
<b>Student Conduct/Complaint Hearing Committee</b>	O, S	appointed	Hears and recommends action on student conduct appeals or student complaints.

Key: G – Governance Committee, S – Subcommittee, WC – Working Committee, O – Operational Committee, A – Advisory Committee

NAME OF COMMITTEE	<b><i>ADMINISTRATIVE COUNCIL (ADMIN COUNCIL)</i></b>
COMMITTEE CHARGE	Administrative Council is a consultative body made up of educational and classified administrators and managers.
SCOPE OF AUTHORITY	Members of the Administrative Council serve at the discretion of the President, and provide the President a forum for vetting decisions prior to implementation. They strive to provide all possible viewpoints surrounding college-wide issues so the President can make decisions based on the widest possible perspectives.
REPORTS TO	
COMMUNICATES WITH	. . . and the college community.
COMPOSITION	Chaired by President Executive Vice President/Academic Affairs & Student Services, Associate Vice President/Student Services, Executive Director/Administrative Services, Deans, Classified Managers



NAME OF COMMITTEE	<b><i>EDUCATIONAL ADMINISTRATORS COUNCIL (EAC)</i></b>
COMMITTEE CHARGE	The council is responsible for implementing district and college policy and planning agendas. Also serves to provide administrative recommendations to the vice presidents and president focused on instructional and operational needs and college progression.
SCOPE OF AUTHORITY	Members serve at the discretion of the Executive Vice President/Academic Affairs & Student Services, and provide the Vice President a forum for vetting decisions prior to implementation.
REPORTS TO	
COMMUNICATES WITH	. . . and the college community.
COMPOSITION	Co-chaired by Executive Vice President/Academic Affairs & Student Services, Associate Vice President/Student Services All educational administrators

NAME OF COMMITTEE	<b><i>ENROLLMENT MANAGEMENT COMMITTEE</i></b>
COMMITTEE CHARGE	To develop a process for establishing enrollment goals, to identify specific actions to be taken in order to attain those goals, and to monitor progress on reaching them with a focus on managing enrollment. Through extensive research findings, provide information to forecast enrollment trends to assist with 5-year instructional plan that meets academic, business, and community needs. Create a comprehensive, long-term plan which includes an annual assessment.
SCOPE OF AUTHORITY	Works in consultation with the Academic Senate under the auspices of its 10+1 responsibilities.
REPORTS TO	
COMMUNICATES WITH	. . . and the college community.
COMPOSITION	Co-chaired by Academic Senate President & Associate Vice President/Student Services Curriculum Committee Co-Chair, Voc Ed Faculty, Basic Skills Faculty, Executive Vice President/Academic Affairs & Student Services, Dean of Learning Support Services, Enrollment Services Director, Student Representative, Classified Representative, Institutional Research Director

NAME OF COMMITTEE	<b><i>FACULTY CHAIRS &amp; DIRECTORS COUNCIL (FCDC)</i></b>
COMMITTEE CHARGE	To discuss, review, and resolve operational issues and to provide collaborative interaction between student services and instruction in development of seamless process to meet student needs. Responsible for completion of the unit plans, faculty evaluations, and providing recommendations to the president for faculty hiring.
SCOPE OF AUTHORITY	
REPORTS TO	
COMMUNICATES WITH	. . . and the college community.
COMPOSITION	Co-Chaired by Executive Vice President/Academic Affairs & Student Services and Associate Vice President/Student Services All educational administrators, faculty chairs

NAME OF COMMITTEE	<b><i>PRESIDENT'S CABINET</i></b>
COMMITTEE CHARGE	Members of the President's Cabinet serve at the discretion of the President, and provide the President a forum for vetting decisions prior to implementation.
SCOPE OF AUTHORITY	Make recommendations and provide feedback to the College President
REPORTS TO	
COMMUNICATES WITH	. . . and the college community.
COMPOSITION	Chaired by College President Composed of the direct reports to the President: Executive Vice President/Academic Affairs & Student Services, Associate Vice President/Student Services, Executive Director/Administrative Services, Director/Marketing & Public Relations, Director/Institutional Research & Planning, Director/Foundation, Administrative Assistant