

Scheduling Concern Issues

Updates for Academic Senate
as of 01/29/2023

This is working document for the Academic Senate and meant to initiate the creation of a summary record of scheduling issues that began in September 2022 when administration significantly modified faculty schedules unilaterally without consultation of the Department Chairs, faculty members or Enrollment Management Committee.

To that end, two documents are admitted into our A.S. record (see attached):

Document #1

- Document Name: Mail – Billie Jo Rice on Scheduling – Outlook
- Date: November 30, 2022
- Description: This document is an attempt to clarify the administration's scheduling guidelines going forward for Summer and Spring 2023 schedule building process.

Document #2

- Document Name: Mail – Union Update on Scheduling – Outlook
- Date: January 25, 2023
- Description: This document is an update to a few important items identified in the previous document designed to clarify the administration's scheduling guidelines. Thus, items discussed here supersede some of the guidelines highlighted in the previous document.

New Issue Update

- Since December, some Chairs have been asked to schedule adjunct ahead of underloaded full-time faculty member. (Issues relate to Article 8A/8C/8J, Faculty Assignment)

Mail - Billie Jo Rice on Scheduling - Outlook**RE: Reminder re: Summer & Fall Scheduling Protocols**

Billie Jo Rice <brice@bakersfieldcollege.edu>

Wed 11/30/2022 7:19 PM

To: Michael McNellis <mcmcnelli@bakersfieldcollege.edu>; Pamela Boyles <pboyles@bakersfieldcollege.edu>
Cc: Helen Acosta <hacosta@bakersfieldcollege.edu>; Kenward Vaughan <kvaughan@bakersfieldcollege.edu>; Faith Bradham <faith.bradham@bakersfieldcollege.edu>; Kimberly Bligh <kvan@bakersfieldcollege.edu>; Heather Baltis <heather.baltis@bakersfieldcollege.edu>; Andrew Haney <andrew.haney@bakersfieldcollege.edu>; Kristopher Stallworth <kstallwo@bakersfieldcollege.edu>; Joe Saldivar <jsaldiva@bakersfieldcollege.edu>; Kailani Henry <kknutson@bakersfieldcollege.edu>; Victor Diaz <vicdiaz@bakersfieldcollege.edu>; Michael Westwood <michael.westwood@bakersfieldcollege.edu>; Jason Dixon <jadixon@bakersfieldcollege.edu>; Alex Gomez <alegomez@bakersfieldcollege.edu>; Klint Rigby <krigby@bakersfieldcollege.edu>; Carl Dean <cdean@bakersfieldcollege.edu>; Joshua Lewis <jolewis@bakersfieldcollege.edu>; Kris Tiner <kris.tiner@bakersfieldcollege.edu>; Christian Zoller <czoller@bakersfieldcollege.edu>; Jason Stratton <jstratto@bakersfieldcollege.edu>; Pam Davis <padavis@bakersfieldcollege.edu>

Team,

Thank you for your patience as I play catch up from last week. Also, thank you to Michael and Pam for capturing our conversation from the last FCDC meeting. I met with Pam and Ann yesterday and we reviewed the language and added some clarifying language to help avoid miscommunication. Scheduling is both an art and a science and I know that by keeping the lines of communication open that we will collaboratively develop a student-centered schedule that meets the needs everyone.

1. Department schedules should be 75% F2F assignments and 25% Online assignments. [ex: if 50 sections of a particular class are offered, 75% of them would be F2F and 25% would be Online]
 - a. Hybrid courses are not counted as F2F sections.
 - b. Smaller departments or classes that do not offer many sections should strive to meet the 75/25 ratio but may not be able to [ex: 2 sections of a class offered; 1 F2F & 1 Online].
2. Full-time faculty need at least 3 F2F classes assigned to them [60-80% of their regular load as F2F]
 - a. The 60-80% F2F applies to the 1.0 full-time load; overloads for full-time faculty are not included in the 60-80% F2F full-time load.
 - b. Faculty with overload classes cannot ask to have their Part of Load F2F classes cancelled or reassigned (dropping back to a full load that is less than 60% F2F).
3. Full-time faculty should maintain a M-R schedule; however, there are legitimate reasons that exist for not doing so. [ex: HR accommodations, reassigned time, committee appointments, or other.]
 - a. As much as possible, meeting student needs should come before committee appointments.
 - b. With the exception of having other appointments scheduled that conflict with the invite, faculty are expected to accept F2F meeting invites scheduled on a workday even when the instructor does not have a class scheduled that day.
4. Summer assignments are all as "adjunct" in the sense that classes are not part of load.

- a. Summer schedules should be developed to meet student needs.
- b. No departments permitted to have 100% only of F2F or 100% only of Online.
- c. No summer instructor has to carry a 60-80% F2F assignment rule/goal.

Billie Jo Rice

Vice President, Instruction
 Bakersfield College
 1801 Panorama Drive
 Bakersfield CA 93305
 (661) 395-4305

From: Michael McNellis <mmcnelli@bakersfieldcollege.edu>
Sent: Tuesday, November 22, 2022 5:58 PM
To: Pamela Boyles <pboyles@bakersfieldcollege.edu>; Billie Jo Rice <brice@bakersfieldcollege.edu>
Cc: Helen Acosta <hacosta@bakersfieldcollege.edu>; Kenward Vaughan <kvaughan@bakersfieldcollege.edu>; Faith Bradham <faith.bradham@bakersfieldcollege.edu>; Kimberly Bligh <kvan@bakersfieldcollege.edu>; Heather Baltis <heather.baltis@bakersfieldcollege.edu>; Andrew Haney <andrew.haney@bakersfieldcollege.edu>; Kristopher Stallworth <kstallwo@bakersfieldcollege.edu>; Joe Saldivar <jsaldiva@bakersfieldcollege.edu>; Kailani Henry <kknutson@bakersfieldcollege.edu>; Victor Diaz <vicdiaz@bakersfieldcollege.edu>; Michael Westwood <michael.westwood@bakersfieldcollege.edu>; Jason Dixon <jadixon@bakersfieldcollege.edu>; Alex Gomez <alegomez@bakersfieldcollege.edu>; Klint Rigby <krigby@bakersfieldcollege.edu>; Carl Dean <cdean@bakersfieldcollege.edu>; Joshua Lewis <jolewis@bakersfieldcollege.edu>; Kris Tiner <kris.tiner@bakersfieldcollege.edu>; Christian Zoller <czoller@bakersfieldcollege.edu>; Jason Stratton <jstratto@bakersfieldcollege.edu>; Pam Davis <padavis@bakersfieldcollege.edu>; Ginger LeBlanc <gleblanc@bakersfieldcollege.edu>; Zav Dadabhoy <zav.dadabhoy@bakersfieldcollege.edu>
Subject: Re: Reminder re: Summer & Fall Scheduling Protocols

Billie Jo, Pam et al,

Thank you for outlining these summary notes, Pam! May I add a couple more clarification points as well, and in adding a few more, I will include Pam's original three so it's easier to capture all our summary notes:

- Schedule should be 75% F2F assignments and 25% Online assignments (if 50 sections of a particular class are offered, 75% of them would be F2F, and 25% = Online)
- The online portion of a Hybrid class would be counted in the Online percentage
- Full-time faculty need at least 3 F2F classes assigned to them (60-80% F2F)
- Full-time faculty need to have a M-R schedule "in spirit" (and not as an absolute rule) provided there are legitimate reasons for deviation. By legitimate, this could include "accommodations," "release time or committee appointments," or some other reason agreed upon by admin and faculty chairs.

Mail - Union Update on Scheduling - Outlook**Re: Informal Grievance re: Scheduling****Pamela Boyles**

Wed 1/25/2023 5:06 PM

To: Joshua Lewis <jolewis@bakersfieldcollege.edu>; Michael McNellis <mmcnelli@bakersfieldcollege.edu>; Helen Acosta <hacosta@bakersfieldcollege.edu>; Kenward Vaughan <kvaughan@bakersfieldcollege.edu>; Faith Bradham <faith.bradham@bakersfieldcollege.edu>; Kimberly Bligh <kvan@bakersfieldcollege.edu>; Heather Baltis <heather.baltis@bakersfieldcollege.edu>; Andrew Haney <andrew.haney@bakersfieldcollege.edu>; Kristopher Stallworth <kstallwo@bakersfieldcollege.edu>; Joe Saldivar <jsaldiva@bakersfieldcollege.edu>; Kailani Henry <kknutson@bakersfieldcollege.edu>; Victor Diaz <vicdiaz@bakersfieldcollege.edu>; Michael Westwood <michael.westwood@bakersfieldcollege.edu>; Jason Dixon <jadixon@bakersfieldcollege.edu>; Alex Gomez <alegomez@bakersfieldcollege.edu>; Klint Rigby <krigby@bakersfieldcollege.edu>; Carl Dean <cdean@bakersfieldcollege.edu>; Alisha Loken <aloken@bakersfieldcollege.edu>; Kris Tiner <kris.tiner@bakersfieldcollege.edu>; Christian Zoller <czoller@bakersfieldcollege.edu>

Hello Department Chairs,

I am happy to report that the informal grievance related to the contract and spring 2023 scheduling has been resolved.

Vice President Billie Jo & I have reviewed the following:

- Article 4.E Department, Division, or Program Area Rights (specifically item 4.E.7)
- Article 5.D Core Duties and Responsibilities of KCCD Faculty Chairs (specifically item 5.D.1.j and item 5.D.2.e)

Going forward with scheduling, chairs and deans will continue to employ student-centered scheduling in which a dean and chair use available data, including but not limited to offering classes to support Pathway Program Mappers and offering classes in a variety of modalities. At FCDC, this Friday we will discuss the current data and how that will inform our modality breakdown for the fall scheduling cycle. In short, a schedule of classes is created for students based on need (as indicated by the date) and instructors are assigned based on the schedule created for students.

As we know, scheduling is an art, not a science, but we start with the data and then make changes as needed per student need. Faculty are not guaranteed an all-asynchronous schedule (unless the department *is* an online-only department). Faculty are not required to have 4-days a week class schedules but are also not guaranteed 2-days a week schedules. Hybrid classes remain permissible, but current data shows they are not in high demand outside of Finish Fast programs (e.g. student cohorts).

Regarding Program Mapper, we encourage more cross-discipline conversations (where needed) to make sure a program is able to offer the classes needed for students to complete their chosen 2-year or 4-year program.

Sincerely,

Pam Boyles

CCA Grievance Rep

English Department, Chair