



**BAKERSFIELD
COLLEGE**

Faculty Handbook 2024

Use this handbook as a guide. It does not supersede current KCCD Board Policy, the CCA Collective Bargaining Agreement, laws, or regulations.

Contents

Faculty Handbook 2024	0
Section 1 - Welcome to Bakersfield College!	3
Bakersfield College Mission	3
Meeting the Needs of College Students	4
The Faculty Handbook: Overview & Purpose	5
References	6
Section 2 - Professional Expectations	6
Departmental Meetings	7
Committee Participation	7
Office Hours	7
Final Exam Schedule	8
Academic Freedom	8
Student Learning Outcomes (SLO)	8
Syllabus	9
Course Enrollment	10
Attendance Policy	10
Reporting Grades	11
Professional Development Expectations	12
Flex Obligations	13
Peer Tutors (BC Tutoring Center) and Student Workers	13
Writing Center	14
Section 3 – Resources For Faculty	14
Campus Centers & Locations - Bakersfield College	14
Academic Calendar & Important Dates	14
Employee Forms	15
Faculty ID Card	15
Building/Room Access	15
Maintenance and Work Orders	15
BC Library Services	15
Media Services	17
Online Teaching Support	17
Academic Technology	18

Grant Development.....	18
Print Shop.....	18
Textbook Ordering	20
Instructional Supplies	20
New Faculty Seminar Info	21
Disabled Student Programs & Services (DSPS).....	21
Starfish Student Success Tool	22
Student Services.....	22
Student Support Programs.....	25
Office of Student Life	28
Section 4 – Personnel Practices	37
Collective Bargaining Agreement	37
Faculty Evaluation.....	37
Payroll.....	37
Section 5 – Work Environment	38
Office Space	38
Keys.....	39
Parking	39
Phones and Voicemail	39
College Email.....	39
Office 365 and Adobe	40
College Safety (Public Safety).....	40
Risk Management (Workplace Safety)	41
Section 6 – General Information	43
Kern Community College Board of Trustees	43
College Catalog	43
College Website.....	44
College Committees.....	44
College Class Schedule	44
Final Note.....	44

Section 1 - Welcome to Bakersfield College!

Bakersfield College (BC) first opened its doors on the Bakersfield High School campus in 1913, serving 13 enrolled students. In 1956, the College moved to its present location, serving 1,400 students. Today, the College serves over 40,000 students from diverse economic, cultural, and educational backgrounds. One of the distinguishing features of Bakersfield College is its rich history, accompanied by strong community roots. Generations of families have made Bakersfield College their preferred higher education choice. In 2013, Bakersfield College celebrated its centennial year and building upon these 100 years of excellence, Bakersfield College continues to contribute to the intellectual, cultural, and economic vitality of the communities it serves by assisting students to attain degrees and certificates, workplace skills, and preparation for transfer. Our rigorous and supportive learning environment fosters students' abilities to think critically, communicate effectively, and demonstrate competencies and skills in order to engage productively in their communities and the world. More specific details about BC's history are available through documents found on the campus website. The most recent Institutional Self-Evaluation Report (ISER) for accreditation, the Educational Master Plan and the Strategic Directions plan are available on the [Bakersfield College website](#).

Bakersfield College Mission

As a public community college in the state of California, Bakersfield College provides opportunities for students from diverse economic, cultural, and educational backgrounds to attain Associate and Baccalaureate degrees and certificates, workplace skills, and preparation for transfer. Our rigorous and supportive learning environments promote equity and foster students' abilities to think critically, communicate effectively, and demonstrate competencies and skills in order to engage productively in their communities and the world.

We will accomplish our mission by focusing on the following core values:

Learning: We foster curiosity, inquiry, critical thinking, and creativity within a safe and rigorous academic environment so that we might be empowered to radically transform our community into one that gives voice and power to all people.

Integrity: We cultivate an ethical and moral consciousness which places the collective well-being and health above the self; this principled environment allows for open, constructive conversations and teaches us to trust each other's vision so that we will be useful and effective in providing support, resources, and encouragement.

Wellness: We believe health and wellness to be integral, foundational elements of learning; we understand that a holistic education improves all aspects of society and the individual, including the mind, body, and spirit; through education, we will positively impact the health of the individual, natural environment and the global community.

Diversity: We insist that diversity be valued and promoted, recognizing that multiple perspectives lead to a better education and knowledge of the world; listening and witnessing different experiences helps us to understand and contextualize power and

privilege related to ability, gender, national origin, race, religion, sexuality, socioeconomic status in terms of access and barriers to resources and opportunities.

Community: We commit to the well-being of all members of our community; we maintain strong ties with the surrounding community, and we respond to their needs by serving as an open institution which engages all students, faculty, and staff; in our college, we have built and continue to build an environment in which all members participate as a community through democratic engagement.

Sustainability: We recognize our responsibility for continuing and maintaining this institution which has been shaped by over a century of resolute and tenacious labor and judicious foresight, so we unceasingly place our energies into imagining how we might sustain and renew our human, fiscal, and environmental resources into the future.

Meeting the Needs of College Students

As faculty members, however, you may be interested in the student population being served. In general, however, the typical Bakersfield College student is a Hispanic woman in her early twenties attending classes part-time during the day. Like her fellow students across the campus and across the country, this typical student undoubtedly works at least part-time, juggles a myriad of other life obligations, and may lack sufficient academic preparation.

In addition to these external characteristics, typical college students more routinely share other ancillary traits as well. Many of our students have little confidence in their ability because they have little experience in or even expectation about the academic arena. Since they do not know the system, even logistical things such as arranging a good schedule or seeking a waiver or exemption can become barriers to success. At the same time, these adult working students also need to see the reason behind the learning: how will the course content help them in their jobs or to meet their goals? Motivation becomes something faculty members need to help the students master. In short, faculty members need to become more and more intentional and strategic about student engagement with the learning process. That is, faculty must become partners with students in assisting them to become active learners.

Attewell and Lavin (2007) explained that this shift in student needs and characteristics is a shift in expectations about college. In the past—when many of today’s educators were in school—students fit themselves into the academic life. Now, for most college students “a college education is something that has to be fitted into the rest of life” (Attewell & Lavin, 2007, B16). Thus, we see more short-term classes, evening and weekend sessions, and online delivery with its promise of access 24/7. Not only do our students need to adjust to new challenges and tasks while attending classes, but many faculty members also need to adjust their expectations about the students who are sitting in their classrooms.

To engage and motivate students as well as dispense discipline knowledge requires flexibility and creativity from faculty. This shift in expectations is actually the paradigm shift from teaching to learning initially discussed by Barr and Tagg (1995). The basic premise now is to plan not what the faculty member will do in class each day, but what

the students will do. These student activities are also now directly tied to student learning outcomes and assessments.

Lang (2007) makes it sound simple: “The best teachers are the ones who take the time to explain to the students why they are learning what they are learning.” Knowles, Holton, and Swanson (2005) suggest that the teacher nowadays becomes a facilitator or change agent who involves the students in the following elements of effective learning:

- Preparing the listener,
- Establishing a climate conducive to learning,
- Creating a mechanism for mutual planning,
- Diagnosing the needs for learning,
- Formulating program objectives (content) that will satisfy these needs,
- Designing a pattern of learning experiences,
- Conducting these learning experiences with suitable techniques and materials, and
- Evaluating the learning outcomes and re-diagnosing the learning needs.

As an instructor at Bakersfield College, you consistently attend to these elements of learning and student engagement every time you prepare a syllabus and step through a classroom door. You are the one who sets the learning agenda and the learning attitude that will be evident in the classroom. BC appreciates the education, expertise, and experience you bring to the campus and values the passion, commitment, and dedication you share with students. Taken together, this mastery of content and learning strategies become the art of teaching.

The Faculty Handbook: Overview & Purpose

However, there are other elements inherent in effective teaching: the logistics or mechanisms involved with classroom management and record keeping. To make the artistry work, the teacher needs to verify enrollments, so students get credit for what they learn. The teacher also needs to address such matters as copying materials, meeting standards, giving directions, following rules and procedures, submitting grades, being evaluated, parking without getting a ticket, knowing who to call to ask questions, and then asking questions. The mandates that must be addressed are spelled out in the California Education Code and then made operational through the District’s [Board Policy Manual](#).

Frustration levels rise when it takes too much time to find the right form or to determine what office the completed form needs to be returned to. To make things more challenging, although every campus addresses all these mechanical aspects of teaching, no two places will do so in the exact same way. So even if you have been teaching for years and years, knowing all the processes and routines you must follow at Bakersfield College may be new to you. If these logistical matters become overwhelming, they can even start to undermine the artistry each teacher is able to master.

The purpose of this Faculty Handbook, therefore, is to provide answers and overviews about these logistical aspects of teaching that cannot be ignored. This Handbook explains processes and procedures and even provides access to necessary forms. The goal is that this Handbook will anticipate your questions, so you can find answers when you need them. Whether your question is about your paycheck, a field trip you are planning, or how

to secure a substitute, the answer will hopefully be in here. Of course, you can always ask your Department Chair and/or your Area Administrator for help too.

Once you master these more mechanical aspects of teaching, you can devote your time and energy to exploring the other opportunities on campus, whether it is attending a campus workshop or participating in a collaborative project. Many of these options are supported by efforts by the Professional Development and the Assessment committees. Most of these opportunities are announced via campus Email—along with reminders about crucial deadlines and necessary regulations. Do you have a campus Email account? If not, you can look up how to secure one in the Handbook!

This is a living document; your feedback on aspects of the Handbook that you found helpful and recommendations for improvements are welcome and should be shared with your Chair and/or Dean.

References

There are a number of documents and bodies that guide the work of faculty, many of which will be mentioned in this handbook. To understand your rights and obligations as a BC faculty member, you need to be familiar with the following:

- **[Academic Senate](#)**: 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/the faculty union.
- **[Board Policy](#)**: The KCCD Board Policy Manual consists of PDF files for 8 chapters specified on the webpage. Policies govern operations, instruction, business services, employment and administrative matters throughout our District including the activities of Bakersfield College, Cerro Coso Community College and Porterville College.
- **[Community College Association \(CCA\)](#)**: The Kern chapter of the Community College Association, the faculty union responsible for negotiating working conditions and representing all faculty, full-time and part-time, in the Kern Community College District via the Collective Bargaining Agreement (CBA).
- **[Kern Community College District \(KCCD\)](#)**: Kern Community College District (Kern CCD) serves communities over 24,800 square miles in parts of Kern, Tulare, Inyo, Mono, and San Bernardino counties through the programs of Bakersfield College, Cerro Coso College and Porterville College. Governed by a locally elected Board of Trustees, the District's Colleges offer programs and services that develop student potential and create opportunities for our citizens.
- **[InsideBC](#)**: Portal that provides access to documents and other resources for faculty.

Section 2 - Professional Expectations

Congratulations on becoming a member of the Bakersfield College Faculty. As faculty members, we take great pride in our institution and the quality of education we are able to provide. Our expectations of our students are high as we strive to create and uphold educational standards that will assist our students in their personal and academic endeavors. As a faculty member, we are expected to plan instructional and non-

instructional activities that are appropriate to the level and purpose of the course and to use media aids, Canvas, the library, and other relevant resources to enhance student learning. Where possible, we should utilize alternative instructional delivery approaches to enhance student access to education. In order to accomplish this, faculty members must endeavor to communicate with both students and staff in a professional manner as well as maintain their expertise within their subject area.

Other collegial activities include participation in retention and institutional research activities, participation in faculty governance activities, and participation in recruiting/articulation with schools and colleges. Faculty members must neither conduct personal business which interferes with contract responsibilities, nor use District or College personnel, facilities, or equipment for personal business. Finally, faculty members must adhere to College and District policies and procedures.

Our negotiated professional expectations are outlined in the current Collective Bargaining Agreement (commonly referred to as “the contract”) between the Kern Community College District and the Kern CCA. In this handbook, the agreement shall be referred to as the CBA. Professional expectations are listed in Article 4 of the CBA. There are additional state-mandated requirements, such as Professional Development, that are not in the CBA but are still required.

Departmental Meetings

Professional expectations for faculty include attendance and participation at department meetings. (See CBA Article 4.)

Committee Participation

The Academic Senate announces openings for campus committees each semester. Many committees seek a representative from each department on campus. Being involved is a great way to meet colleagues and to serve your department and campus. The more faculty who are involved, the greater the faculty voice and input on important issues.

Office Hours

For faculty with no reassigned time, the number of office hours scheduled for the convenience of students shall be proportional to instructional load. A maximum of five (5) office hours per week shall be scheduled and posted for instructional faculty or preparation time for student service faculty. These hours may be held in the faculty member’s office, online, and/or at appropriate District locations. These hours shall reflect the range of delivery modes of the faculty assignment. Details for faculty with reassign time see CBA Article 8.N. 3 and 4.

Your schedule is also submitted each term to your Department Chair and Area Administrator.

Final Exam Schedule

Semester Final Exam Schedule

All courses will meet as indicated on the Final Exam Schedule website during the final week of the semester. The schedule is determined by the class meeting time and day. If there are compelling reasons for changing the time/date for a final exam, contact your Department Chair and Area Administrator **before** doing so. Any changes to the final exam time must be approved prior to the week of finals. Also remember that significant learning activities must take place during the final exam time, so just dropping off an out-of-class final or giving students their grades is not sufficient. For greater detail, consult your Chair and/or Administrator.

Academic Freedom

As discussed within the Agreement between KCCD & KCCD CCA/CTA/NEA (Article 4.A), education in a democracy depends upon earnest and unceasing pursuit of truth and upon free and unrestricted communication of truth. As such, faculty members shall be free to exercise academic freedom, including freedom of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts. It is imperative that faculty members acknowledge that in the exercise of academic freedom, they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making interpretations and judgments, to respect the freedoms of other persons, to exclude irrelevant matters from classroom discussions and instructional exercises, and to make appropriate distinctions between statements of fact made as faculty subject matter specialists and opinions made as private citizens.

The College recognizes the fundamental right of the faculty member to be free from any censorship or restraint which might interfere with the faculty member's obligation to pursue the truth and maintain their intellectual integrity in the performance of their teaching functions. The faculty must take great care not to infringe on anyone's academic freedom or intellectual property. This includes the careful use of materials to be reproduced for classes and the respectful observance of all intellectual property rights including the copyrighting of materials.

Student Learning Outcomes (SLO)

It is the responsibility of the faculty member to ensure that any course they teach conforms to the approved curriculum for that course. The best way to ensure that your teaching aligns with approved curriculum is to refer to the Course Outline of Record (COR). The Chair of your department will provide a copy of these approved elements for each course as determined by the College Curriculum Committee. This information will include such elements as the course content outline, course goals, Student Learning Outcomes (SLO) for the course, specific writing requirements (if applicable), and other requirements for testing and evaluation (if any have been specified for the course). The remainder of the course elements are to be determined at the discretion of the faculty member. If you need

a copy of the approved course outline for any course you are teaching, speak to your Chair and/or Area Administrator.

Syllabus

The course syllabus constitutes a contract between the student and the faculty member. As such, the faculty member should be careful to be both clear and specific as to what is expected of the student in the course and of what the student may expect from the faculty member. Much of this information can be easily found in the Course Outline of Record (COR). In this manner the syllabus will determine the rights and duties of both the student and the faculty member. The syllabus should minimally include the following elements:

- Name of instructor/Contact information (Office phone number/email address)
- Course objectives/Student learning outcomes
 - Must come from COR / catalog
- Course content outline
 - Including date, time, and location of final exam
- [Final exam schedule](#)
- Weekly schedule of assignments
- Required textbook
- Performance evaluation methods
- Course grading
- Attendance policy
- Office hours/Office location
- Availability of tutoring
- Services/Accommodations available for students with disabilities

The syllabus for each CRN (Course Reference Number, used as an identifying number for each section) should be submitted to the Dean of Instruction before the semester starts.

Syllabus Statement

[Sample Syllabus Statement](#) this link does not work csh 2/27/25

The course syllabus provides students with an introduction to the course and expectations. The syllabus can also be a great way to share BC campus support services. The Students of Concern (SOC) team created a document containing the most recently updated syllabus statements for initiatives, departments and services both on-campus and online. These statements should accompany each course syllabus and are typically updated by each department by email.

Amending the Syllabus

Amendments and changes to the syllabus, including evaluation and grading mechanisms, are possible. The instructor must communicate any changes to the full class and then distribute them in writing to all students and via Canvas messaging.

Course Enrollment

It is the responsibility of the faculty member to maintain accurate course records. This includes but is not limited to taking roll each day of class, ensuring all students attending class are registered, updating class rosters prior to the census and withdrawal dates, and the timely posting of grades. Prior to the start of each semester, the Office of Admissions and Records provides information and time frames to ensure accurate records. It is essential that instructors accurately tend to this information, especially keeping records of the LDA (Last Day of Attendance) for all students in their courses. Keeping accurate records will keep the College in compliance with state funding requirements and audit criteria.

Each semester includes two milestone census dates: the first occurs at 20% of the course duration and the second occurs at 60% of the course duration. After the 20% census date, students can no longer be added from the waitlist and a student can no longer drop the course without receiving a 'W' on their transcript. After the 60% census date, students may no longer drop the course without seeking an 'EW', or Extenuating Withdrawal.

The specific 20% and 60% census dates for each section of a course may be found within the Banner system in InsideBC. Faculty are expected to drop all non-participating students before the 20% census date, and they may choose to drop students for non-attendance in accordance with their attendance policy as stated in their syllabus (see Attendance Policy section) before the 60% date. Faculty are unable to drop students after the 60% census date.

Faculty may choose to add seats to their classes within Banner, though it is important to note that seats added within Banner by the faculty member beyond what was set when the course was scheduled do not count towards faculty load assignment calculations. It is strongly recommended that any seat additions are discussed with the Department Chair as some courses have safety restrictions regarding the number of seats.

If a specific student needs to be added to a class, as opposed to the general addition of a seat, this must be done by having the student submit an EEF (Enrollment Exception Form) to A&R (Admissions and Records). EEFs may be accessed by the faculty member within Banner. Due to security concerns, no blank EEFs should be handed out directly to students. EEFs require approval from the Department Chair and, in some cases, from the Dean so faculty members should consult with their Department Chair regarding EEFs.

Attendance Policy

Faculty are encouraged to review the Attendance Policies section in the most current BC Catalog. The 24-25 Catalog Attendance Policy reads "it is the responsibility of instructors

to communicate attendance policies and to apply them equally to all students". Faculty members should communicate with their Department Chair and colleagues regarding commonly used attendance policies in the area. This could include requesting sample syllabi for the course.

Reporting Grades

Faculty are required to report final grades for each section no later than three (3) college working days after the final exam for that section. For example, if a section has its final exam on Monday, grades must be submitted no later than Thursday for that section. If a section has its final exam on Thursday, final grades must be submitted not later than the following Tuesday. If a section is missing one or more student grades, it is possible that none of the students in the section will have their final grades copied, or "rolled", to their official transcripts on the "roll date" for that term. If there is a grading issue for a student in a section, a letter grade or "I", incomplete, must be entered for that student no later than the three college working days.

Grades are entered using the Banner system in InsideBC directly in the class roster.

Typically, faculty report final grades for credit courses as "A", "B", "C", "D", or "F".

Some classes require grades reported as "P" (Pass), "NP" (No Pass), or "SP" (Satisfactory Progress for non-credit courses). You can ask your department's faculty chair on the specific grading abbreviations needed for a course.

Students who dropped the class after census will have a grade of "W" that is automatically populated in the online class roster. A student who was approved and registered for auditing the class will automatically have an "AU" automatically populated in the class roster. Faculty may not enter "W" or "AU" into the class roster.

A student with a major extenuating circumstance during the semester will have an "EW" in the class roster, depending on the timing of the student requesting and being approved for an "EW". Faculty are not permitted to enter "EW" for a student's final grade in the class roster. A student has until the Friday before exam week to request an "EW" through the Office of Student Life. If an "EW" is still being processed at the end of the semester and the student has no grade yet indicated in the class roster, the instructor must still enter a letter grade for that student into the class roster no later than three college working days after the final exam for that section. If the student is later approved for an "EW" by the Office of Student Life, the Admissions and Records Office will request that the instructor complete a grade change form for that student, which will include a note indicating if the student attempted the final exam. Students may not receive an "EW" if they attempted the final exam, since at that point they officially completed the course.

A grade of incomplete "I" is determined at the discretion of the instructor. It is best practice for an instructor to consider the student's circumstance and if the student would pass the course if more time would be allowed an extenuating circumstance did not make it possible for the student to complete that work during the term. In general, these are rare occasions. A student may be granted up to 1 year, but could be less, to complete the work needed to clear an "I". This due date and a default final letter grade are reported

directly in the class roster. A list of required work should be created and shared with the student and the faculty chair of the department to ensure that this is documented appropriately to avoid confusion later. It is the instructor's responsibility to monitor the work needed for an "I" and report the grade change if and when the student completes that work.

For final grades of "F", "W", "EW", and "I", the instructor is required to report the last date of attendance in class or work done online in the "last attendance date" field in the class roster. Instructors should not report the last date of attendance for students with other final letter grades. The last date of attendance should not be prior to the census date for that section, since students should be dropped without a grade if they stopped attending before census. The last date of attendance should be accurate, as it may impact the student's eligibility for financial aid.

Students have the right to appeal for a grade change through the Office of Student Life. The assumption that the instructor reported grades correctly is in the KCCCD Board Policy, and students must provide evidence as to why their grade was not correct for the specific course. This formal appeal process requires students to attempt to resolve the disputed grade with the instructor and then the faculty chair. After this, a formal investigation may occur, culminating in a final grade decision by the Vice President of Instruction. Further appeals of this decision are possible, but extremely seldom. It is very important that the grading policies be clearly stated in the section's syllabus, because this is normally part of resolving an appeal for a grade change.

Professional Development Expectations

Professional development is highly encouraged for all faculty members. Faculty can attend on campus workshops or off campus training. Occasionally funding is available from specialized funds (, but you would need to secure a funding decision prior to attending the event. If you have questions about funding, talk with your Area Administrator. If the event requires that you miss class, you need to secure prior approval from your Area Administrator to see if "professional leave" will be granted for your absence. A Travel Conference Form must be completed prior to the event, even if no classes will be missed and no reimbursement is expected. Discuss your request with your Area Administrator to be certain all approvals and forms are provided.

The Professional Development Committee (PDC) has funding available for professional development opportunities, including conferences and training. Applicants may be awarded up to \$500 per academic year. This is distributed on a first come first serve basis. To be eligible, applications must be submitted at least 30 days before the event. If you are requesting funds for a summer conference or training, the deadline to apply is May 1st. Scholarship recipients are required to share what they learn from the funded event with the campus community. This requirement may be fulfilled through a Flex session/workshop, departmental presentation, or other similar means. The application and full details are available on the PDC website. Don't miss this opportunity to enhance your professional growth!

Flex Obligations

The flexible calendar is the result of an attempt to reform the college calendar without reducing the work year. Time that would have been spent in classroom instruction under the traditional 175-day calendar is devoted to professional development and improvement of instruction. Flex provides a way for the State to fund activities designed to improve the quality of performance at both the individual and the institutional levels. Though the state allows 15 contract days for Flex activities, Bakersfield College has opted to utilize 3 Flex days.

Flex obligations refer to professional development activities that take place outside the regularly scheduled teaching day. Full-time faculty are required to complete a minimum of 24 hours of Flex training each academic year to enhance their professional performance. These hours are already included in regular pay. However, if Flex hours are not reported and approved, an absence form must be filed.

If you are an Adjunct faculty teaching at least 3 units for a regular semester length course, you are allowed to have a maximum of two (2) hours Flex-credit for each semester taught. These hours are reported to the State to assure compliance. End of semester/year Flex reports may be accessed through the Bakersfield College Website and are submitted directly to the Area Administrator.

Accessing Flex Reporting Forms

You can find the forms on the Professional Development Committee website under the [Resources](#) tab.

Peer Tutors (BC Tutoring Center) and Student Workers

Bakersfield College's Tutoring Centers are a data-supported student success service that provides FREE tutoring both in-person and online to all currently enrolled Bakersfield College Students.

Prospective tutors are faculty-recommended and must meet the following criteria:

- be proficient and have earned at least a B grade in any subject they tutor.
- have personal qualities such as honesty and dependability.
- be able to work pleasantly and patiently with other students.

Faculty will have the opportunity to recommend students via an [online form](#), and recommendations are accepted from Week 12 through the week after finals for the Fall and Spring semesters.

Student Workers/Peer Mentors are also sometimes available via recommendations when funding and programs are available (e.g. SI Leaders, Peer Assisted Learning Mentors). Any tutor or student worker supporting faculty classrooms should not be allowed to grade assignments or exams, teach the class (outside short demonstrations) or supervise the classroom without the faculty member present in any situation, at any time.

Writing Center

The Writing Center offers writing, reading, and speaking support to all enrolled students across the curriculum. Tutorials are conducted by degreed, professional Writing Specialists along with BC faculty from the English and EMLS department. Canvas workshops and in-class workshops and orientations are also available. We encourage orientations for your classes at the beginning of the semester. The Writing Center is always available to collaborate with faculty on scaffolding writing assignments with support from our team. Please email Kimberly.arbolante@bakersfieldcollege.edu to arrange an orientation, to request access to our Canvas workshops, and arrange for support tailored for your class assignments.

The following sections provide instructions that will assist you in maintaining accurate records.

Section 3 – Resources For Faculty

Campus Centers & Locations - Bakersfield College

Hours and Locations

[Hours & Locations](#)

Bakersfield College has several campus locations and centers to serve the needs of students in Bakersfield and surrounding areas. The [BC Main Campus](#) is located at the east end of Bakersfield and is also known as the [Panorama](#) campus. There are also campus centers and locations in: [Arvin](#), [Delano](#), [Shafter](#), [Southwest Bakersfield](#) and [Wasco](#). BC courses are also offered at many high schools and training centers in and around the greater Bakersfield area.

Campus Map

[BC Main Campus Map](#)

Easily find your way around the Bakersfield College campus with our digital map. Use the Map Legend on the right-side of the page to see all buildings, services, and designated parking lots. You may select the red button at the bottom of the map for an accessible version.

Academic Calendar & Important Dates

Academic Calendar

[Academic Calendar](#)

The Kern Community College District academic calendar is regularly updated and approved by the Board of Trustees. Bakersfield College adopts an academic calendar to fit within the dates approved.

Important Dates & Events Calendar

[Calendar](#)

Stay informed about everything that is happening on campus with the BC Event Calendar.

Employee Forms

[Employee Forms](#)

Official employee forms can be located on the Employee Forms website, within the [Employee Services](#) section of the main BC website. This website acts as a hub for forms under a variety of topics: Campus Incident Reporting, Facilities/Event Requests, Faculty/Adjunct forms for service requests and Flex reporting, Human Resources, Maintenance and Operations (M&O), Marketing and Public Relations, the Print Shop, Student Employment, and Technology Support.

Faculty ID Card

New faculty should request a BC faculty ID card through the [M&O office](#). This card will be your main form of identification for faculty services and can be used to provide you with limited access to buildings/offices on campus. [Key requests](#) require special permission through your department.

Building/Room Access

[College Safety Office](#) | (661) 395-4554

If you're a faculty or staff member who needs a door locked or unlocked, please contact the College Safety Office.

Maintenance and Work Orders

Work orders for physical maintenance to facilities can be placed through [KCCD's maintenance request portal](#). You must be signed into your Microsoft Outlook account using your BC credentials to complete the form. Required information includes your contact information, the location and purpose of the service required, the category of service, the hours of availability for the service to be performed, and a requested completion date. You may upload supporting files, but you are not required to do so.

BC Library Services

BC Library Overview

[Bakersfield College Library](#) | [Location & Hours](#) | (661) 395-4466

The Bakersfield College Library provides access to information in a variety of ways and formats, including more than 80,000 print books and access to hundreds of thousands of articles, videos, and ebooks in 100+ [online databases](#). All [online resources](#) are available

for faculty and students with a BC ID number. The Reference Librarians are available [online or in-person](#) to assist Library users with research needs (see the Library homepage for specific Chat and library site hours).

Course Reserves

Faculty at Panorama, Delano, Southwest, and Arvin may provide a copy of their course textbook to be placed on reserve so that students without the book may use it in the Library in two-hour blocks. Please contact the Library for course reserve assistance.

Library Research Skills Instruction

Faculty are encouraged to request [library orientations](#) – a customized session on skills students need to conduct research in your course – for their courses that require students to use research skills. Librarians can teach in-person at Panorama, Delano, Southwest, Arvin, on Zoom, and can also create instructional materials in asynchronous formats such as Canvas modules or LibGuides.

The Library also offers Zoom [research skills workshops](#) on set topics throughout the semester which many faculty offer students extra credit to attend.

Student Technology Resources

Panorama Campus

The Computer Commons is available to all staff and students and is located on the 1st floor of the Library building. The Commons and all computers on the 2nd floor offer paid black and white printing at a rate of \$0.10 per page. Students may add money to their print accounts via credit/debit online or via cash at the Circulation desk in the library lobby (no Apple Pay).

The [High Tech Center \(HTC\)](#) features state-of-the-art assistive hardware and software, both conventional and assistive. DSPS Students and users of Assistive Technology (AT) are welcome to use the center year-round to learn to use our equipment.

Delano & Arvin

The Delano Library and the Arvin Library have computer workstations available to all students and staff and paid black and white printing at a rate of \$0.10 per page.

Southwest

The BC Southwest Library has laptops available to all students and staff. Free black and white printing is also available upon request to the librarian.

Faculty Technology Resources

Academic Technology lab

All faculty are welcome to use the Academic Technology faculty lab, L160, on the bottom floor of the Panorama campus library. This space has computers, a printer, and hyflex technology. Academic Technology faculty office hours are held in this lab for those looking for in-person help with educational technology for their courses.

OER

Faculty interested in adopting OER materials for their courses can learn more about OER (and get help!) via our [OER Matters LibGuide](#) and our [OER by Discipline LibGuide](#).

CSUB Community Card

BC has an agreement with CSUB to provide community cards for the CSUB library at a fifty percent discount to BC students and staff. You can fill out an application for a CSUB community card at the BC Library Reference Desk.

Library Computer Services

On the bottom floor of the Library, you will find the Computer Commons and it is available to all students and staff. Paid printing is available at a rate of \$0.10 per page. Credit/Debit accepted only (No cash/Apple Pay).

Media Services

[Technology Support Services](#) | [Create a Case](#)

Media Services, which operates under the same umbrella as Technology Support Services, offers a variety of equipment and services. BC Media Services acquire and maintain multimedia equipment for use or loan to faculty to support instructional technology in the classroom. Video Production services from script to final product are also available as well as consulting and training. All video-related materials must be closed captioned to be used in the classroom – this is Kern Community College District Board Policy. If you have any questions or need further guidance, please view the [Kern Support Center](#) for a list of services, for the KCCD Help line, and to submit a case for assistance through [Technology Support Services](#).

Online Teaching Support

Canvas

Canvas serves as the primary platform for online learning and is also used as a course hub for some in-person and hybrid courses, providing access to essential course resources. The Academic Technology faculty are available to assist faculty with setting up and maintaining their Canvas courses.

For support and additional resources, visit the [Academic Technology website](#), where you can find:

- Online teaching tutorial videos
- Pedagogy in Practice resources
- Canvas guides
- Professional development opportunities

New faculty are encouraged to reach out to the Academic Technology faculty for guidance in effectively using Canvas for their courses.

Academic Technology

[Academic Technology](#) | [eLumen](#) | [Support Request](#)

Academic Technology leverages Universal Design for Learning and constructivist approaches to provide professional development in ways that best meet individual faculty needs. Professional development offerings include sustained faculty-driven fellowships, workshops, one-on-one support, new faculty seminars, eLumen assessment guides, and just-in-time resources. For more information on accessing support through Academic Technology, visit [Bakersfield College's Academic Technology webpage](#).

Grant Development

A grant is one of the government's tools for funding ideas and projects to provide public services, stimulate the economy, and to benefit the general public. Grants can be awarded for a broad range of activities, such as innovative research, recovery initiatives, infrastructure building, and hundreds of funding programs. There are many opportunities to be involved with grants at BC, including writing new grants. All grant applications must first be approved by the Dean over the Area and, therefore, faculty members should discuss all grant related work with their Dean *no later than one month* before the grant submission deadline. Resources regarding grant related work are available on the [BC website](#) and faculty may enroll in a Canvas course dedicated to Grant Development Training and Support. The course includes detailed information on the grant approval process at KCCD and faculty interested in enrolling in the Canvas course should contact Dean Stephen Waller after discussing with their Dean.

Print Shop

[Print Shop](#) | (661) 395-4504

Monday -Thursday 7:30AM – 5:30PM

Friday 8:00AM – Noon

Summer Schedule M-TH 7am - 5:30pm Closed Friday

Request color/black and white copies, course packets. The busiest times of the year would be Two weeks before the start of a new semester and the week of a new semester.

Please submit print requests 48 working hours in advance of pickup, most orders completed within 4 working hours [Print shop pricing](#) available on the website.

All color print requests require department approval and billable account code.

Online Service Requests

See the Print Shop website for a full list of services and options. The maximum paper size for black & white toner-based photocopying **without cost** is 11 x 17 inches.

Webforms available on the website for printing submission.

Walk-In Copy Service

First week of each semester all walk-up copies will be accepted by dropped off only and ready for pick up in 3-4 working hours, turn time is not guaranteed.

Walk-up service offers one-sided and two-sided copying and machine collating and stapling. A variety of paper weights, colors, and size options (8.5 x 11, 8.5 x 14, 11 x 17) are available. Originals must be copy ready for walk-up service. Photocopying directly from a book is not permitted, make a hardcopy beforehand.

Business Cards

[BC Business Cards](#)

Professional business cards are available to Bakersfield College employees (250 each) at no charge. To order business cards, complete the [business card request form](#), accessed under the 'Marketing and Public Relations' tab on the [Employee Forms website](#). Expect 30 working day processing time frame, if the proof is attended to promptly. Any corrections to your business card submission, reply to the automated message received after placing your order.

Faculty Course Packs

Instructors are encouraged to compile the majority of their handouts into Course Packs. [Course Pack requests](#) are sent to the [Print Shop](#). Copyright restrictions apply. This process takes 10-12 weeks, so plan accordingly. Specific due dates are emailed about 5-6 weeks into the semester.

Please discuss with Department Chair regarding handling and distribution of course packs.

Textbook Ordering

Bookstore

[Bookstore website](#) | (661) 395-4506

The College Bookstore is located on the ground floor of the Campus Center building. The Bookstore provides class textbooks, office supplies, scantrons, apparel, snacks and other items needed to support instructional programs and student needs. The Bookstore will not lend textbooks for review. Refer to the [Bookstore website](#) for products, services and hours of operation or call (859) 209-6958.

Textbooks are to be ordered by the fourth week of the semester prior to the semester that you plan to teach. The College uses an electronic process for ordering textbooks [via the eCampus web portal](#). Each faculty member will be notified by the Department Chair with specific instructions for ordering textbooks. Students will view and purchase course materials from the BC Bookstore online or in-person by the subject and course registration number (CRN). There are often a variety of new and rental options. Please discuss with your Department Chair regarding textbook selection and ordering.

Open Educational Recourse (OER) & Zero Textbook Cost (ZTC)

The cost of textbooks can be costly to students, therefore, some faculty decide to utilize an online, free textbook in their class for their students. Students know that the course has an online, free textbook option by searching for the ZTC icon for each section in the course [semester schedule](#). Faculty provide information about their textbooks through the Fast [E-Campus system](#). More information about OER/ZTC may be found through the [ASCCC \(Academic Senate for California Community Colleges\) OER initiative Canvas Center](#). Faculty can view course textbook/material requirements and submit [Zero Cost Textbook indicators](#) on the bookstore web page.

Obtaining Desk Copies of Textbooks

The selection of course materials is at the discretion of the faculty member. Field representatives for the major textbook publishing companies are good contacts for obtaining review copies of textbooks which you may wish to consider for adoption in future courses. It is the general policy of Bakersfield College to use all textbooks for at least 2 years prior to changing (this does not include edition changes). The BC Bookstore will not lend textbooks for review. Instructors needing a desk copy will need to order a desk copy from the publisher. Please check with your Department Chair prior to ordering a desk copy. checked by C Howell 2/27/25

Instructional Supplies

Requests for instructional supplies should be directed to your Department Chair and Area Administrator.

New Faculty Seminar Info

The New Faculty Seminar, led by the Academic Technology department, is a vital resource for all new instructors at Bakersfield College. This monthly, three-hour seminar, held on the first Friday of each Fall and Spring semester, focuses on building a strong community of educators while introducing and reinforcing effective teaching practices. Participants will gain practical skills and knowledge to leverage Bakersfield College's resources, directly supporting student learning. Through hands-on activities, guest speakers, and open discussions, the seminar models constructivist learning, fostering a dynamic and engaging environment.

The seminar emphasizes the integration of technology to enhance teaching. Sessions cover essential topics such as Canvas basics, student engagement strategies, humanizing online learning, and utilizing design tools to create high-quality Canvas courses. New faculty will receive guidance on online teaching best practices, accessibility, and leveraging the college's technology resources. By participating, instructors can expect improved teaching effectiveness, and the opportunity to build valuable connections with both new and existing faculty members.

Disabled Student Programs & Services (DSPS)

[DSPS](#) | dspdesk@bakersfieldcollege.edu | CSS11 (Panorama Campus) | (661) 395-4334

DSPS Accommodations

[Accommodation Types](#)

Disabled Student Programs & Services (DSPS) is available to provide accommodations to students with diagnosed learning, mental, physical, and/or health-related disabilities that are either permanent or temporary. Students with disabilities needing accommodations, including those who had an IEP or a 504 plan in high school, should make requests to the DSPS office by contacting the DSPS office. All student requests for accommodations require appropriate advanced notice to avoid a delay in services.

[Faculty Best Accommodation Practices](#)

Students who have completed the disabilities assessment testing process will receive a form identifying their accommodation needs. The student will provide the form and will consult with the instructor regarding [accommodation](#) needs. If you have been contacted by a student who is approved for an extended time, needs a scribe, alternate media/assistive technology, or you have any questions or concerns, or need assistance with adjusting the extended time on Canvas please reach out to DSPS at dspdesk@bakersfieldcollege.edu, and/or TAPC (Testing and Placement Center) staff at accomdesk@bakersfieldcollege.edu. If special testing accommodations are requested, faculty will receive an email from BC Testing/DSPS with "Your student requested Test Accommodation" in the subject line. Exams and materials can be electronically submitted to accomdesk@bakersfieldcollege.edu (including pertinent information) or delivered to

the accommodations desk in person.

Starfish Student Success Tool

[Starfish](#)

Every student has the potential to be successful. Using Starfish, faculty acknowledge positive academic progress and identify students who need to overcome challenges that may prevent them from completing their coursework. This is done through providing students with connections to [college services via Starfish](#).

Progress Reports

bcstarfish@bakersfieldcollege.edu

Faculty will receive [Starfish Progress Reports](#) that are due multiple times each semester. The progress report is an opportunity to notify students that are at risk of not passing (Academic Concern and/or Attendance Concern) and also to provide “Kudos” to those who have made progress and/or who are earning an A or B. If you have any questions about the [Starfish Student Success tool](#) and/or [progress reports](#), please reach out to bcstarfish@bakersfieldcollege.edu.

Raise a Starfish Flag

[Starfish Flags](#) can also be raised by faculty. The flag will provide a notification to the student, and depending on what the flag is for, it will also be sent to the Student Success Team and campus service area that you are referring them to (for example: the Tutoring Center, Students of Concern Team, etc.). You may also send students Kudos for reaching a milestone in the course or to recognize their progress made in class. Just visit Starfish, locate your course list, select the student(s), then select the appropriate flag.

Student Services

Guided Pathways

Learning and Career Pathway is the term for a “meta-major.” BC focuses student onboarding and support efforts by organizing students into cohorts by Learning and Career Pathways and Affinity groups. The following four momentum points are identifiers of success in keeping students on the path toward their educational goals:

- Attempt 15 units in the first term
- Attempt 30 units in the first year
- Complete transfer-level math and English in the first year
- Complete 9 core pathway units in the first year

Each Pathway includes a Completion Coaching Team, consisting of Counselors and Educational Advisors, a Data Coach, a Dean, Discipline Faculty, Financial Aid Experts, and Student Support Experts. Find Your Path at Bakersfield College: Degrees & Certificates

Learning & Career Pathways/Programs of Study

[Find Your Path at Bakersfield College: Degrees & Certificates](#)

Instructional faculty, counselors, educational advisors are assigned to Learning and Career Pathways. in ten categories:

- Agriculture, Nutrition, Culinary Arts
- Arts, Humanities, Communication
- Business
- Education
- Health Sciences
- Industrial Technology & Transportation
- Public Safety Training
- Social & Behavioral Sciences
- Science, Technology, Engineering and Math
- Personal & Career Exploration [Find Your Path at Bakersfield College: Degrees & Certificates](#)

The Program Pathways Mapper

[Academics | Bakersfield College](#)

The PPM is a visual representation of the BC catalog organized by Learning and Career Pathways to help students select a program of study and find information on occupations and careers commonly associated with each program, including typical wages and the labor market demand for California. [Academics | Bakersfield College](#)

Career Education

[Career Education](#)

CE prepares students for a wide range of high-wage, high skill, high-demand careers. Advising services such as employment preparation and career assessment are offered.

Counseling and Advising

[Counseling and Advising](#)

BC Pathways Counselors and Educational Advisors are available in-person and via zoom at the BC Delano campus, Panorama campus, BC Southwest, the Weill Institute, and the Arvin Education Center. Please refer students needing an education plan, choosing a major, help with applications, etc.

Admissions and Records

[Admissions & Records](#)

Located in the Welcome Center on the Panorama campus and on the Delano campus, Admissions & Records provides crucial administrative support, from enrollment to graduation and beyond. Request forms available online and/or processed: Extenuating Withdrawal, Enrollment Verification, Enrollment Exception, Academic Renewal, Evaluation, Graduation Petition, etc.

Financial Aid & Scholarships

[Financial Aid](#)

The Office of Financial Aid & Scholarships is located on the BC Delano campus, Panorama campus, and BC Southwest. They assist students in meeting the costs of obtaining a higher education. KCCCD has partnered with BankMobile to deliver financial aid refunds to students. Please refer students in need of their financial aid status, an appeal, or workshop. Financial Aid

Mathematics, Engineering, Science Achievement

[MESA - Mathematics, Engineering, Science Achievement](#)

The MESA Community College Program (MCCP) is one of the country's oldest programs providing academic support to educationally disadvantaged students so that they can excel in math and sciences and graduate with degrees in engineering, science, and technology: Biology, Chemistry, Computer Science, Engineering, Geology, Mathematics, Physics.

Rising Scholars Program

[Rising Scholars Program](#)

Developed within correctional facilities, this program operates with the mission of fostering transformative change through education, ultimately preparing individuals for successful reentry into society. Services include counseling and advising, mentoring, transfer preparation, etc.

Student Health and Wellness Center

[Student Health and Wellness Center](#)

The BC SHWC provides limited medical, nursing, and mental health services to regularly enrolled BC students who have paid their health fee. Students may elect to receive up to six medical appointments and six mental health appointments per semester. The SHWC is solely funded by the mandatory student health fee.

Student Success and Retention Program:

[Academic Standing](#)

The SSRC assists students not meeting the required academic standards, resulting in academic probation or dismissal.

The Student Information Desk

[Student Information Desk \(SID\)](#)

SID is a virtual space designed to provide students with information and support from Admissions & Records, Financial Aid, Counseling, and Advising.

The Welcome Center

[Contact Us With Your College Questions Today](#)

The Welcome Center operates as a one stop shop for students' educational needs, providing an array of services including admissions, financial aid services, business services, and computers for students needing assistance adding courses or printing a parking pass.

Student Support Programs

A2MEND

[A2MEND Student Charter | Bakersfield College](#)

The A2MEND program is dedicated to enhancing the academic success and personal growth of males of color and other students by fostering capable and confident leaders in our community through a combination of educational, cultural, and social programming such as advising, career workshops, university tours, conferences, and community events.

AB540

[AB 540 Student Support Program](#)

The BC AB540 Support & Success Program provides services for students who are eligible under the AB540/ AB2000/SB 68- California Nonresident Tuition Exemption and helps eligible students meet their educational objectives. They also serve as the **UndocuLiaison** for BC, providing free legal immigration services, referrals, answers and support for undocumented students of all nationalities and backgrounds for a safe community for UndocuScholars.

Foster and Kinship Care Education

[Foster and Kinship Care Education Program](#)

The FKCE program provides Resource Parent training for participants as part of a child-centered Resource Family Approval process through classes and workshops.

Native American Student Support & Success Program

[Native American Student Support & Success Program \(NASSSP\)](#)

NASSSP is focused on serving Native American students at BC in their academic, social, leadership, and cultural development through academic support, mentoring, the Native American Club, cultural activities, events, and workshops.

California Student Aid Commission/California Student Opportunity and Access Program

[Southern San Joaquin Valley Cal-SOAP](#)

Cal-SOAP is California's college and financial aid experts administered by the (CSAC), representing all systems of higher education. College Success Coaches are placed at partner school sites to serve as a resource to graduating seniors as they prepare for life after high school.

Extended Opportunity Programs and Services

[The EOPS Program](#)

EOPS ensures student success through enrollment and retention of students disadvantaged by social, economic, educational or language barriers by providing over and above services through comprehensive academic and support counseling, financial aid, priority registration, workshops, university tours, book assistance, grants to support educational expenses and ensuring students have the necessary materials for their studies. [As funding permits]

Cooperative Agencies Resources for Education

[Cooperative Agencies Resources for Education | Bakersfield College](#)

CARE collaborates with the Kern County Department of Human Services to provide opportunities for students who are single parents receiving CalWORKs/TANF/Tribal TANF public assistance. Additional services include counseling and advising, semester grants, educational related expenses, and transportation assistance. [As funding permits]

Cooperating Agencies Foster Youth Educational Support: NextUp

[NextUp Program | Support for Foster Youth | Bakersfield College](#)

The NextUp Program provides services and resources for current and former foster youth. Support services include academic probation intervention, career counseling, academic progress monitoring, workshops for financial aid and Chafee applications, life skills development, counseling and advising, and priority registration. Additional resources include assistance, semester grants, school supplies, gas cards or bus passes, meal cards and parking permits. [As funding permits]

California Work Opportunity and Responsibility to Kids

CalWORKs collaborates with the Kern County Department of Human Services to provide students who are recipients of CalWORKs/TANF public assistance access to educational support services, financial assistance, and job development through intervention, priority registration, and individualized counseling and advising. Additionally, book assistance, semester grant, and transportation assistance are provided. [As funding permits]

International Students

[International Students](#)

The ISS office provides counseling and advising in academic, advocacy, cross-cultural, and personal matters for all international students with an F-1 visa, issued by the U.S. Citizenship and Immigration Services (USCIS) department of the United States government.

Kern Promise

[Kern Promise](#)

The Kern Promise program is a commitment to help new students complete their associate degree for Transfer (ADT) within two years, priority registration, a \$250 book scholarship each semester, and paid tuition.

Transfer Pathways

[Transfer Pathways](#)

The BC Transfer Center offers counseling and advising. Priority registration, transfer events, workshops for students with interested in transferring to another college or university.

Umoja Community African-American Success Through Excellence & Persistence

[Umoja Community ASTEP](#)

Umoja Community African-American Success Through Excellence and Persistence (ASTEP) is a program designed to enhance the educational and cultural experiences of African-American and other students. Umoja, which means unity in Kiswahili, integrates academics, support services, and culture to develop students into scholars, leaders and role models. Started in 2015, the program offers courses with an African-American theme, a study space, academic counseling, trips to four-year institutions, priority registration, cultural activities and celebrations, and motivational speakers. The BC Umoja program is one of seventy programs at community colleges and four-year institutions in California and Washington.

Veterans Resource Center

[BC Veteran Services](#)

The VRC provides holistic support services, priority registration, and a student lounge for student veterans, active-duty service members, reservists, members of the National Guard, and their dependents during their transition into higher education and in reaching their educational goals.

Office of Student Life

[Office of Student Life](#)

The Office of Student Life works collaboratively with the Bakersfield College Student Government Association (BCSGA) to engage, educate, and empower students to act in the best interest of the student body and the college community. Services such as the Renegade Card, BCSGA, student organizations, Renegade Nexus Basic Needs Center, Students of Concern SOC Team, Lavender Initiatives (2SLGBTQ+) and much more in the realm of student support can be found in The Office of Student Life.

Renegade Nexus Pantry

A wide variety of supplemental food options, personal and professional clothing, gender-affirming clothing, hygiene assistance and personal care to BC students. Each student has 12 points, whereas staff and faculty each has 6 points that reset at the beginning of each week. Students with the BCSGA Student Services sticker receive 15 points at the beginning of each week. Items vary each week and are priced as follows: 1 point=individual snack item or drink, 2 points= individual meal item, 3 points= family size items. Please note, the point system is subject to change at any time and items are available on a first-come, first-serve basis.

Academic Integrity & Plagiarism

[Academic Integrity](#)

dos@bakersfieldcollege.edu

Campus Center | (661) 395-4256

Bakersfield College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility, and they weaken our society. Faculty, students, administrators, and classified staff share responsibility for ensuring academic honesty in our college community and will make a concerted effort to fulfill the following responsibilities.

Any test, paper, or assignment submitted that bears a Bakersfield College students' name is presumed to be their own original work that has not previously been submitted for credit in another course unless prior written approval has been obtained to do so from the instructor.

In many assignments, including homework, drafts of papers, or oral presentations, students may use words or ideas written by other individuals in publications, websites, or other sources, but only with proper citation. For example, if citing from a published source or from a website and the quotation is short (up to a sentence or two) place it in quotation marks with proper parenthetical documentation. Ensure the assignment is written in the writing style (MLA, APA, Chicago, etc.) expressed by the professor of the course or stated within the syllabus or rubric of the assignment. If a student is not clear about the expectations for completing an assignment or taking a test, be sure to seek clarification from the instructor beforehand. For more assistance in your writing, the Bakersfield College Writing Center is available to support work and guide you through the writing process.

Finally, students should keep in mind that as a member of the Bakersfield College academic community, students are expected to demonstrate integrity in all their academic endeavors and will be evaluated on their own merits. Students should be proud of their academic accomplishments and help protect and promote academic integrity at Bakersfield College. The consequences of cheating and academic dishonesty – including a formal written warning, possible loss of grade – are simply not worth it.

Sample Syllabus Statement:

You will act with [Academic Integrity](#): Cheating, generative artificial intelligence (ChatGPT), fabricating or falsifying information or sources, improper collaboration, submitting the same paper for different classes without permission, and plagiarism are all forms of academic dishonesty. Plagiarism occurs when writers and speakers deliberately or unintentionally use another person's language, ideas, or materials and present them as their own without properly acknowledging and citing the source. Academic dishonesty and/or plagiarism in this course will result in one or more consequences: assignment failure and referral to the Dean of Students. In this course, most often, your instructor will require oral citation of paraphrased material. Cite sources carefully, thoroughly, and meticulously; when in doubt, cite. Familiarize yourself with the [Standards of Student Conduct](#) (KCCD Board Policy 5500) and BC definitions of plagiarism and cheating.

Standards of Student Conduct

[Student Code of Conduct](#)

dos@bakersfieldcollege.edu

Campus Center | (661) 395-4256

The purpose of KCCD Board Policy and Administrative Procedures 5500 is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed by state and federal constitutional protections. This process will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

KCCD Board Policy 5500 is not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

The Standards of Student Conduct specifies prohibited types of behavior and the sanctions that can be applied. Students may be accountable to both external authorities and to Bakersfield College for acts which constitute violations of law and the KCCD Board Policies. Students are expected at all times to act in a manner consistent with the Standards of Student Conduct which is set forth in the Kern Community College District Board Policy.

Students shall respect constituted authority. This shall include conformance to federal and state laws, board regulations, college regulations, and applicable provisions of civil law. The Kern Community College District expects students to conduct themselves in a manner consistent with the educational purposes of the College. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the college community. A student's failure to act in a manner consistent with the Standards of Student Conduct shall constitute good cause for discipline, including but not limited to removal, suspension, or expulsion.

College personnel are responsible for communicating appropriate student conduct and for reporting any violations thereof, and the College President, or designee, shall have the right to administer suitable and proper corrective measures for misconduct. The Bakersfield College President has appointed the Dean of Students as the President's Designee to address and administer all student-related judicial affairs (Standards of Student Conduct violations, academic integrity, student discipline procedures, students of concern, behavioral intervention, any kind of harassment, and student grievances).

The Board of Trustees, the College President, or designee, may temporarily suspend a student for good cause or when the presence of the student causes a continuing danger

to the physical safety of the student or others. The Board of Trustees may exclude from attendance in regular classes any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students.

Sample Syllabus Statement

Bakersfield College seeks an environment that promotes academic achievement and integrity, protects free inquiry, and serves the college's educational mission. Similarly, the College seeks a community that is free from violence, threats, intimidation, and sexual misconduct; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the College, and that does not threaten the physical or mental health or safety of members of the College community.

Students are always expected to act consistently with the [Standards of Student Conduct](#) set forth by the KCCD Board Policy 5500. The Standards of Student Conduct remains in place for all students, whether engaging in co-curricular activities or a course offered in-person, online, or remotely. Students shall respect constituted authority, including conformance to federal and state laws, board policy, college protocols, and applicable civil law provisions. All forms of misconduct may result in one or more of the following consequences: removal from class, referral to the Dean of Instruction, and/or disciplinary actions by the Dean of Students. A student's failure to act in a manner consistent with the Standards of Student Conduct shall constitute good cause for discipline, including but not limited to removal, suspension, or expulsion.

Student Grievance Procedure

<https://www.bakersfieldcollege.edu/campus-life/student-conduct/student-grievances.html>

dos@bakersfieldcollege.edu

Campus Center | (661) 395-4256

The Student Grievance Procedures are established so that students can resolve difficulties/problems they encounter in college-related activities. The Student Grievance Procedures are designed to consider an alleged wrong against a student (see KCCD Administrative Procedures 5530 for the Student Rights and Grievances). Efforts will be made to resolve a grievance in a timely and fair manner. Students who contend they have been treated unfairly have the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong. Student grievances are taken seriously; therefore, the grievance must be of a compelling, substantive, and verifiable nature.

Filing grievances against any party is a serious undertaking. Prior to filing a written grievance, and within five (5) instructional days of the incident leading to the complaint, the student(s) should contact the alleged employee involved to resolve the issue. If this attempt is not feasible or does not resolve the grievance, the student may initiate Student Grievance Procedures action. Grievances may not be reviewed after ninety (90) instructional days from the date of the incident leading to the grievance. The Office of Student Life will receive and administer student grievances at Bakersfield College. At the written request of the student, action on the grievance may be delayed until the term of the class is completed. In this event, the Office of Student Life may defer any further action on the student grievance until the following academic semester. In the event of a group student grievance, at most two students shall be chosen to carry the grievance forward.

A grievance can be filed by any student who reasonably believes a college decision or action has adversely affected his/her/their status, rights, or privileges as a student. A grievance includes, but is not limited to, claims regarding Course grades, to the extent permitted by Education Code Section 76224 subdivision (a), which states: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors; The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120. A grievance is not student disciplinary action, which is covered under separate Board Policies and Administrative Procedures.

Notices sent to the last address in the College records and deposited in the United States mail, postage prepaid, shall be presumed to have been received and read. It is the student's responsibility to ensure that contact information is always current. Formal proceedings may be recorded using audio and/or video recorders by the appropriate administrator. To protect the integrity and confidentiality of the proceedings, no other recording or transcription is allowed. Recordings are confidential and the exclusive property of the College/District. Recordings become a part of the grievance file and are maintained by the designated administrator.

As laid out in KCCD Administrative Procedures 5530, BEFORE submitting the completed Student Grievance Intake Form to the Office of Student Life, the student should first talk to the alleged employee or the head of the department and/or respective Dean/Supervisor. Once the student has spoken to either individual or has not received the desired resolution, the assigned Grievance Officer will assist the student in the process with this completed form. In most cases, the Dean of Students will serve as the student's Grievance Officer.

The Student Grievance Intake Form will start a conversation with the parties involved to ensure that an informal resolution can be made. Only one employee may be named per the intake form. Submitting the intake form does not start the KCCD Student Grievance process until the student submitter has signed it. For further steps of the formal request for a Grievance Hearing, additional information, and process regarding the Student Grievance Procedures, please refer to the KCCD Administrative Procedures 5530.

Repeated filings of the same grievance, filings of a frivolous nature, or capricious complaints against college personnel will be considered abuse of the student grievance process and may be subjected to the Standards of Student Conduct. Repeated filings will be referred to the Dean of Students for further review.

Students of Concern Team

[Students of Concern Team](#)

soc@bakersfieldcollege.edu

Campus Center | (661) 395-4256

The SOC Team of professionals meets weekly to discuss cases that have been brought to attention (through instructors, starfish alerts, student conduct, Title 9, etc.), attended training and certification courses on best practices, and develop procedures (referral processes, suicidal student protocols, expanded informed consent, etc.) to respond to student needs. The team provides professional development to help address student concerns and how to refer students to the resources they need. For more information, please contact any of the members of the team.

The Office of Student Life hosts graduate students who are attaining their master's in social work. They are student interns working under the supervision of Dr. Nicky Damania, Dean of Students. Their role is to help BC students succeed by providing wrap-around services connecting them to public benefits, institution and community resources, and addressing non-academic barriers that may hinder a student from achieving academic success. They are part of the college's response team and are mandatory reporters. They also are standing members of the Students of Concern (SOC) team who meet weekly with other BC Staff members to discuss issues that may affect a student's well-being and self-efficacy such as fair and equal access to financial aid services, employment, disability, and health services.

Sample Syllabus Statement

They are part of the college's response team and are mandated reporters. They also are standing members of the [Students of Concern \(SOC\)](#) team who meet weekly with other BC Staff members to discuss issues that may affect a student's well-being and self-efficacy, such as fair and equal access to financial aid services, employment, disability, and health services.

Sexual Misconduct

Title 9

Administrative Services Building | (661) 395-4850

Bakersfield College is committed to fostering a learning environment that is safe, conducive to academic success and supportive of healthy personal development for all members of the campus community. Staff, faculty, and students at Bakersfield College share responsibility for maintaining this environment by following college policies and exemplifying respect for others.

In accordance with Title 9 and other local, state, and federal laws, and consistent with Bakersfield College's commitment to zero tolerance for sexual misconduct, any type of sexual misconduct is taken seriously and is investigated by the College. Sexual misconduct includes gender inequity as well as all forms of sexual misconduct including sexual harassment, stalking, sexual assault, and other acts of sexual violence. The College will take prompt action to eliminate sexual misconduct, address its effects, educate the population, and aim to prevent its recurrence.

All college employees, with limited exceptions for those with "legal privilege," have a duty to report crimes to any of the following offices:

- Department of College Safety (Administrative Services Building)
- Department of Human Resources (Administrative Services Building)
- Office of Student Life (Campus Center)

Bakersfield College's Title 9 Coordinator and Deputy Title 9 Coordinator are responsible for ensuring compliance with Title 9 standards. These responsibilities include preventing sexual misconduct through education and training and overseeing grievance protocol. Reports regarding any form of sexual misconduct can also be made to the Title 9 Coordinator or to the Deputy Title 9 Coordinator. All concerns and complaints will be taken seriously and addressed promptly.

Kern Community College District Title 9 Coordinator is the College's official with responsibility for coordinating Bakersfield College's efforts to comply with and carry out our responsibilities under Title 9 and all associated regulations, including the investigation of Title 9 complaints. The Title 9 Coordinator oversees and coordinates the actions of all Deputy Title 9 Coordinators. To file a complaint against a Bakersfield College student, staff, or faculty for sex discrimination or any form of sexual misconduct including harassment, stalking, or assault, you should contact College Safety.

Campus Advocate

(661) 395-4256

The Open Door Network

advocate@bakersfieldcollege.edu

Sample Syllabus Statement

In education settings for institutions that receive Federal funding, Title 9, the Sex Equity in Education Act, and the BC Standards of Student Conduct protect people (including transgender students and students who do not conform to gender stereotypes) from discrimination based on gender (sex), gender expression, gender identity, and sexual orientation.

Bakersfield College is committed to fostering a safe and inclusive learning environment. It does not condone or tolerate any sexual assault (rape, fondling, incest, or statutory rape), dating violence, domestic violence, or stalking. Whether committed by an employee, student, or member of our communities, sexual offenses violate College and District policies. They are subject to all local, state, and federal laws and the employee and student disciplinary process.

Bakersfield College understands that sex discrimination and offenses can undermine academic success. We encourage students who have been complainants to talk to someone to get the support they need. Faculty members are obligated to report incidents of sexual misconduct to the Deputy Title 9 Coordinator. To the extent allowed by law, our goal is to do what is best for complainants by ensuring their safety, helping them understand their rights, and getting them the right resources.

If you or someone you know has been a complainant, call College Safety at (661) 395-4554 as soon as possible. More resources are available on the [Title 9 webpage](#).

Student Conduct in Remote Learning

Sample Syllabus Statement

The [Standards of Student Code](#) remains in place for all students, whether a course is in-person, online, or remotely. The instructor's intellectual property rights and the privacy of all course participants must not be violated by students. Students may not share course materials with non-class members without explicit written permission from the instructor. Harassment or bullying of instructors and students, including via electronic media, the internet, social networks, blogs, cell phones, and text messages, will not be tolerated. Students found responsible for such infractions are subject to disciplinary sanctions. Students may not record any part

of a class session without the express consent of the instructor unless approved as an accommodation. Individual course instructors may record sessions only for instructional use by registered class members. All recordings will be housed on secure platforms. Unless stated otherwise and highly recommended, web cameras and microphones may not be required to be on during course time.

Classroom Emergency & Non-Emergency Service

Non-Emergency (661) 395-4554 | **Emergency (661) 395-4555**

A faculty member may remove a student for the day of the removal and the next class meeting. This action should be immediately reported to the Area Administrator and the Director of Student Life. A referral to the Director of Student Life should be completed by the faculty member for any violations of the Code of Conduct. During the period of removal, a student shall not be returned to the class without the concurrence of the instructor of the class. For more information on the Student Conduct Code, refer to the current Bakersfield College Student Handbook (located on the Bakersfield College website). Copies are available in the Office of Student Life. If you have any questions or concerns or a classroom situation that you are not certain how to address, talk with your Chair and/or Administrator as soon as possible; they can help determine the best course of action.

Student Organizations

Bakersfield College offers a diverse array of student clubs and organizations, to the benefit of the campus community as well as to individuals. If you are interested in supporting a student organization, please refer to the list of [Recognized Student Organizations](#). If you would like to start a new organization that is not already offered, you may [register](#) your new group once you've recruited 3 interested students and an advisor. Faculty advisors must be physically present at all student organization meetings. Refer to the [Student Organizations Conditions and Procedures](#) page for detailed guidelines on establishment and maintenance of a student organization. Any change of officers during the academic year should be reported to the Office of Student Life using the [Officer Update Form](#).

Student Travel and Field Trips

Field trips provide college students with hands-on learning experiences and foster teamwork, critical thinking, and a deeper understanding of subjects through exposure to different environments and perspectives. Due to the liabilities involved, detailed attention must be paid to the required forms and paperwork. All forms and materials must be signed and submitted to the department chair at least 14 instructional days prior to the start day of travel. Depending on the details of the trip and attendees, you will require multiple forms from this list. See the [Office of Student Life resource page](#) for more information on each, and the [Supplemental Travel Guidelines](#) document for an overview of requirements.

- [Student Travel Terms and Conditions Agreement](#)
- [Claim for Absence/Travel Reimbursement](#)
- [Student Travel Authorization](#)
- [Form A: Student Election of Private Transportation](#)
- [Form B: Guardian Student Consent](#)
- [Form C: Request for Student Trip](#)
- [Agreement for Use of Auto on School Business](#)
- Hotel/Motel Occupancy Tax Waiver Exemption Claim for Government Agencies
- [In-District Travel Expense Claim](#)

Section 4 – Personnel Practices

This section of the handbook briefly summarizes some of the information found in the Collective Bargaining Agreement. You should always consult the current CBA for details regarding all contractual related issues and guidelines.

Collective Bargaining Agreement

The [CBA](#) identifies the participating parties and identifies your rights and responsibilities as a faculty member. If you have any questions about the CBA, talk with any CCA Representative.

Faculty Evaluation

Quality faculty are essential to the academic excellence of an institution. Faculty and administration mutually expect regular, ongoing feedback on job performance. To maintain high-quality teaching and support services in undergraduate education, the faculty evaluation process:

- Focuses on professional growth, recognition, and improvement by identifying and providing instructional resources for support of individual faculty goals and growth.
- Promotes faculty service (e.g. community, committee, professional activities).
- Facilitates the accomplishment of individual faculty objectives linked to departmental, program, and institutional missions and goals.
- Assesses the performance of the full scope of all assigned duties according to the job assignment and relevant professional standards.
- Provides the basis for retention and tenure decisions.
- Faculty evaluations are covered in Article 6 (full-time) and 7 (part-time) of the CBA. For details, please see the current CBA, and if you have questions about the process, contact any CCA representative.

Payroll

Full-time faculty members are compensated according to the assigned number of contract days.

Your salary, class, step placement, and contracted number of days are listed on your annual Notice of Assignment. This notice is mailed to your home address before the fall semester starts. You will need to sign the notice, keep a copy, and return a signed copy to Human Resources at the District. Employment contracts for contract employees must be returned forty-five (45) days after the date of issue (Education Code Section 87410). Contracts for regular employees must be returned forty-five (45) days after they are issued (Education Code Section 87411). Please refer to the CBA Article 11 for salary schedules. Faculty serving on a ten-month (10-month) College calendar may opt to have their annual salary paid in either ten (10) or twelve (12) monthly installments. You will receive your first payment on the last working day in August and your last payment on the last working day in each consecutive month in the option.

Pre-approval and Approval Criteria for Salary Progression

Salary advancement can be accomplished in several ways. Please refer to the CBA Article 11.F for various activities/courses and approval criteria for salary advancement. Faculty shall discuss courses/activities with the appropriate educational administrator and must submit a pre-approval for coursework for salary progression on the District form entitled "Request for Pre-approval of Credit for Salary Advancement" found on the District's portal under "Employee Forms" tab. Submitted forms are reviewed by the appropriate educational administrator and college president or designee for approval. Completed coursework, seminars, and workshops for salary progression should be submitted on the District form titled "Request for Approval of Credit for Salary Advancement" found on the District's portal under "Employee Forms" tab accompanied by the appropriate documentation.

Adjunct Faculty

Adjunct faculty shall be compensated in accordance with the CBA, Article 11.

Adjunct faculty are paid on the 15th of the month beginning in September for the Fall term and in February for the Spring term. Adjunct faculty can teach to a maximum of 67% of a full-time faculty load.

Section 5 – Work Environment

Office Space

Full time faculty are assigned an office. If you do not have office space assigned, talk with your Chair and Area Administrator immediately. In the office, you would have access to a campus phone and desktop computer. While some individuals have a single office, many share the space with one or more colleagues, this is determined by area (based on space availability).

Please note that faculty are not to move offices or equipment without Area Administrator approval.

Keys

Key / Key Card access requests must be submitted to your Area Administrator who will put in a formal request with M&O.

Parking

Staff parking permits are required to park in any staff parking lot at any Bakersfield College campus. Please see [campus map](#) for available staff parking lots.

Temporary staff (adjunct faculty, employees on a Temporary Employment Agreement, etc.) are allowed a maximum of one parking permit valid throughout the duration of the term. Temporary staff must request a new permit each term. Permanent staff (full-time faculty, classified employees, managers and administrators) are allowed a maximum of one parking permit valid throughout the duration of employment.

In the event of a lost or stolen permit, staff members should notify College Safety, as soon as possible. Staff members can obtain a replacement permit. The original lost or stolen permit will be revoked, and a new permit will be reassigned. The staff member will be required to come into the College Safety office and speak with office staff to fulfill this request. Permits are not to be shared with other persons.

Staff may also obtain a Day Pass parking permit for **\$5** (plus 2.75% processing fee for all debit and credit card transactions). Order at our [parking permit website](#) by clicking *Daily Permits*. This pass will allow access to park in any *student* lot only.

Phones and Voicemail

Your desk phone should be on your desk when you arrive and set up to work with the existing phone number assigned. Please do not move the phone at any time. It is connected to the BC 911 system and is specifically assigned a number to the location. You do not take your phone with you if you move offices. If you do not find a phone – please go to [KCCD Service Center](#) and create a case. To set up your voice mail you can also go to [KCCD Service Center](#) and find help articles on how to set up your voicemail, forwarding your phone and more.

College Email

Your email address will be assigned and set up by the Human Resources department as part of your onboarding. Campus Technology Support Services does not coordinate email. The Kern Community College District IT Department does. For support with email, please go to the [KCCD Service Center](#) and create a case.

Our College email client, Microsoft Outlook, also comes with a calendar. Please keep this calendar updated for meeting scheduling. You may submit a ticket/case for IT to assist with setting up Outlook on your personal devices.

Office 365 and Adobe

Your BC email will allow you to access Office 365 on both your campus and your personal devices. You use your BC email and log in credentials when using the online application. The full Adobe suite is also available.

College Safety (Public Safety)

The [Department of College Safety \(DCS\)](#) is responsible to maintain a safe environment, to enforce District rules and regulations, Vehicle Code laws in relation to parking, secure buildings and protect campus property. Officers are also the campus First Responders in the event of an emergency. This mission is accomplished through the values of Integrity, Respect, and Support. DCS jurisdiction extends to the boundaries of the various campuses which include Bakersfield College, Weill Institute, Southwest, Delano, and Arvin.

Bakersfield College DCS Officers have been granted administrative authority by the Board of Trustees and College President to investigate, apprehend, and arrest anyone involved in illegal acts on campus. If a student commits a minor offense involving District/College rules and regulations, the DCS may refer the student to the Dean of Students. Other more serious offenses of District/College rules and regulations may also be investigated and handled by the DCS in cooperation with the Bakersfield Police Department or other related law enforcement agencies.

You may contact the Department of College Safety by phone at (661) 395-4554.

Accidents/Emergencies

If there is an emergency on campus, contact DCS at (661) 395-4554. Officers can respond to provide immediate aid and also contact the appropriate law enforcement or medical response agencies and can direct them to the location needed. Notification of the Area Administrator should also occur along with timely completion of any related paperwork. At a minimum, faculty members must file an injury report with the Department of College Safety.

(661) 395-4554 is the emergency/non-emergency number. One can also call 911 from a campus phone and College Safety will be notified that 911 was dialed and from where the call was made (but not the nature of the call).

Safety Escorts & Courtesy Carts

To strengthen our resources, DCS provides safety escorts. To request a safety escort call (661) 395-4554 anytime, day or night, including weekends.

The Courtesy Cart Service provides campus transportation primarily to students with mobility disabilities. Students should arrange for access to this service through **Disabled Students Programs & Services (DSPS)**. Verified users receive a designation on their DSPS card. *This card should be presented to Courtesy Cart operators at the time of service.*

The Courtesy Cart service is typically available during normal business hours. Students can request a pick-up by calling College Safety (661) 395-4554. Although the Courtesy Cart service is a timely operation, pick-up/drop-off times cannot be guaranteed. *It is the student's responsibility to plan and allow adequate travel time to get to classes.*

Report a Safety Concern

Safety is a shared responsibility. You can help us maintain a supportive learning environment by reporting any safety concerns. Safety concerns might include light fixtures that do not adequately light paths in the evening, damaged concrete creating trip hazards, exposed wiring, or any other unsafe condition. You can [report a safety concern](#) directly on the DCS website. The form should only be used to report non-urgent safety concerns. Any urgent safety concerns should be phoned into the department directly by calling (661) 395-4554.

Emergencies

In the event of an emergency staff and students will be alerted via messages received by desktop telephones, computers and text messages. Bakersfield College utilizes the Activate Mass Emergency Notification System to send telephone and computer messages. Messages will be delivered throughout the campus. In order to ensure you are notified via this system, remember to always update your contact information in MyBanWeb (by clicking on "Personal Information" then selecting "Update Telephone Numbers and Emergency Notification Preferences", be sure to NOT check the box after your cellular telephone number).

In the event of a physical campus emergency or evacuation, Bakersfield College has a team of Emergency Responders that assist the ICC (Incident Command Center) in its emergency management operations. They help ensure all persons in our campus buildings have been accounted for and they relay important information to the ICC team.

More information regarding emergency preparedness including evacuation information, various response instructions and protocols can be found on the department [website](#).

National Incident Management System (NIMS)

Kern CCD follows the guidelines of the National Incident Management System (NIMS) as set out by the Federal Emergency Management Agency (FEMA). We utilize the Incident Command System (ICS), which provides a common organizational structure for incident management that helps facilitate interoperability for our collaborative relationships with multiple organizations.

As college personnel, all Kern CCD employees are also disaster service workers during national, state, and local emergencies.

Risk Management (Workplace Safety)

The Kern CCD Risk Management webpage contains the information and supporting documentation for this section.

Questions regarding this section can be referred to the Director of Human Resources Operations at (661) 336-5019.

Injury and Illness Prevention Program

The Kern CCD Injury and Illness Prevention Plan (IIPP) is a written workplace safety program required by Cal-OSHA Title 8, California Code of Regulations, Section 3203. The intent of the IIPP is to improve districtwide employee safety and health through effective management and employee involvement. A copy of the IIPP can be viewed on the Kern CCD Risk Management website.

Workplace Injuries

These steps outline the basic process to follow if there is a workplace injury:

1. If the injury is severe or life threatening, please call **911** immediately.
2. Faculty are required to timely report the injury or illness to their Administrator or other designee. ALL workplace injuries must be reported even if no medical treatment is sought.
3. The employee will then contact Arissa Nurse Triage at **(888) 709-0957**. If the employee is unable to make the phone call, the Administrator or other designee should call Arissa to report the injury.
4. Arissa will triage the injury and refer the injured individual to the appropriate medical service.
5. Kern CCD Risk and Safety will provide any necessary follow up paperwork via email for the workers' compensation process. Please remember to monitor your Kern CCD email after you have received treatment. Timely completion of any paperwork provided is critical.
6. Faculty should provide their Administrator or other designee with a copy of the work status report they receive after each doctor's appointment. The work status report will indicate the student's ability to return to work and class activities, diagnosis, and date their next appointment.

Safety Training

The safety of our staff and students is of utmost importance. That's why Kern CCD Risk Management is pleased to offer the Safe Colleges Online Training System to District employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment.

Hazardous Materials and Chemical Safety Data Sheets

Per AP 6850, Kern CCD will provide employees with information on the contents of Safety Data Sheets (SDS) or equivalent information about the substance which trains employees to use the substance safely.

Kern CCD will make available on a timely and reasonable basis an SDS on each hazardous substance in the workplace upon request of an employee, collective bargaining representative, or an employee's physician.

Employees have the right to see and copy the medical record and other records of employee exposure to potentially toxic materials or harmful physical agents.

If Kern CCD is required to conduct tests or to engage in monitoring or measuring to determine employee exposure to hazards by specific standards the District will notify the affected employee or employees or their representative, prior to commencement of the date, time and place of the testing, monitoring, or measuring of employee exposure.

Kern CCD will provide the employee or employees, or their representatives with the opportunity to observe the testing, sampling, monitoring or measuring undertaken pursuant to such standards.

Whenever any employee has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels exceeding those prescribed by applicable standard, order, or special order, the District will promptly notify any employee so affected in writing of the fact that the employee has been exposed, and of the corrective action being taken.

Section 6 – General Information

Kern Community College Board of Trustees

The Kern Community College District service area is divided into five segments for elected representation. Of the seven members of the KCCD Board of Trustees, two each represent central Bakersfield and southwest Bakersfield. One each represents Porterville, Ridgecrest and northeastern Kern County. The [Board of Trustees meetings](#) follow a pre-determined schedule. The minutes are available on the KCCD website.

All Kern Community College District Board materials and minutes can be found at [BoardDocs](#).

The [KCCD Board Policy Manual](#) consists of PDF files for 8 sections. Policies govern operations, instruction, business services, employment and administrative matters throughout our district including the activities of Bakersfield College, Cerro Coso Community College and Porterville College. For the Board policies that have need for a procedure you will find those listed in a table next to the policy they concern. For example, Board policy (BP) 4050 Articulation has a matching Administrative Procedure (AP) 4050.

College Catalog

A current copy of the [Bakersfield College Catalog](#), as well as previous academic years, can be found on the Bakersfield College website.

College Website

The Bakersfield College website and the portal InsideBC contains a wealth of information from student services, faculty services, and message from the President, links to the KCCD site, department website links, faculty directories, and so much more. Please take some time to explore these valuable resources.

To access your InsideBC page, go to [the Bakersfield College Website](#). At the top of the page, click on the **InsideBC** link. Use the same log in information that you use to access your desktop computer.

College Committees

Bakersfield College has many governing committees (e.g., Professional Development Committee and Curriculum Committee) which are integral to the operation of the College. It is through these committees that the College mission and vision are enacted. The more faculty who are involved, the greater the faculty voice and input on important issues.

As a member of the Bakersfield College community, full-time faculty are expected to serve on committees and/or participate in other faculty governance activities. Being involved is a great way to meet colleagues and to serve your department and campus. Information on each committee including their purpose and composition is on each committee web page.

[Bakersfield College Committees Webpage](#)

College Class Schedule

A complete schedule of classes for the current semester is available online at the Bakersfield [College Website](#). Select the term for which you want to find a course. Then filter what course you are looking for based on subject, college, days, and/or modality. The most accurate version of the schedule at any point in time is found on Banner Web.

Final Note

This Faculty Handbook is intended to provide the Bakersfield College Faculty with guidelines that will facilitate an efficient work and instructional environment. Please be sure to consult the [current Collective Bargaining Agreement \(contract\)](#) for changes and negotiations updates. If you have any questions, talk with your Chair and area Administrator.