

BAKERSFIELD COLLEGE ANNUAL PROGRAM REVIEW, INSTRUCTIONAL UNITS, 2011-12

The Annual Program Review is a data-informed review, needs assessment, and goal setting mechanism. It must contain linkages to District and College goals. It is also a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis to the College on findings of ongoing assessment and evaluation of instructional programs and services units. The College is looking for quantitative data which document the program's and unit's quality initiatives and outcomes. While anecdotal accounts may be beneficial, they should only supplement other data which establish longitudinal trends and patterns. In addition, each review should show the progress of the Action Plan from the previous review, if applicable. Start by filling in the chart below. These data points are areas which the District and College have identified as key performance indicators of College and student success.

If you need training or any help, please schedule an appointment or suggest workshop times:

Ann Morgan, Director, Institutional Research and Planning (anmorgan@bakersfieldcollege.edu or x4453)

Stephen Eaton, Dean of Instruction, Co-chair, Program Review Committee (seaton@bakersfieldcollege.edu or x4743)

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Due Dates for Instructional Programs

- September
 - Training for department chairs and administrators
 - Week of September 19: 5-Year trend data from Institutional Research & Planning to instructional units

- October
 - Week of October 3: Instructional chairs submit APR to deans
 - October 10: Submit final copy to dean and Vice President Gomez-Heitzeberg by Columbus Day

Assessment Plan

The assessment plan and results will be due **April 16, 2012** to Dean Suderman. Forms and supporting documentation are in the Office of Academic Affairs public folder. Click here for [directions to the folder](#).

Trend Data from Institutional Research and Planning

Trend Data from Institutional Research and Planning (continued)

1. Program/Unit Description, Mission, and Alignment

Description

Mission Statement

Alignment with Budget Decision Criteria

2. Other Program Data

Provide the following data if available and relevant to your program:

- Cost per FTES – From Office of Academic affairs
- CTE: Non-traditional enrollment, Student survey, Employment
- Transfer data – may use National Student Clearing house data when reliability improves

3. What are the Program’s/Unit’s strengths?

- Discuss the following elements where applicable. List any strength that may be unique to your program or unit. For each strength, complete all relevant boxes on the chart.
- Questions to consider [Link to APR SWOT Questions](#)
- Best practices contact [Link to Form](#) (this will ask for name, email, phone, practices)

Strength	Relationship to Budget Decision Criteria	Outcomes Achieved	Assessment Results	Innovative Solutions/ General Best Practices	Program Data - Discussion of Findings / Impacts	List of Attachments/ Data Tables / Graphs

4. What are the Program’s/Unit’s weaknesses?

Weakness	Relationship to Budget Decision Criteria	Outcomes Not Yet Achieved	Assessment Results	External Conditions	Internal Conditions	Trend Data

5. What are the Program’s/Unit’s opportunities?

- Consider items that do not currently exist in the program/unit that could be implemented to help the program, unit, and/or College reach its goal.

Opportunity	Relationship to Budget Decision Criteria	Possible Outcome	Assessment Methods	Non-Financial Resources Required (including collaboration)	Funding/Support Requested	
					Equipment <ul style="list-style-type: none"> ▪ Include # of units & estimate total cost ▪ For ISIT requests, use web link in 9 ▪ For M&O requests, use web link in 8 	Staffing <ul style="list-style-type: none"> ▪ # Positions ▪ Total cost for each position ▪ % time ▪ Other ▪ Link to Position Request Form

- How could the weaknesses listed above be addressed to move them from weaknesses to strengths?

6. What external threat(s) does the Program/Unit face?

Threat	Relationship to Budget Decision Criteria	Source of Threat	Action Planned If Threat Materializes

7. List your Program's/Unit's goals for the coming year.

Goal	Relationship to Budget Decision Criteria	Action Plan

8. List any Maintenance and Operations needs [Link to multi-page Excel form \(LaMont and Todd\)](#)

Support need for room with appropriate [Link to room utilization statistics](#) developed by FCDC subcommittee

9. List Information Systems & Information Technology (ISIT) Requests [Link to multi-page Excel form \(Todd and Kristin\)](#)

10. List Curriculum Changes

- What curriculum did/will the Program/Unit review . . .

<i>Last Year (2010-11)</i>	<i>This Year (2011-12)</i>	<i>Next Year (2012-13)</i>

- Has the Program/Unit made any of the following changes? If so, please list.

Added or Deleted Courses	Added Prerequisites	Changed Units	Modified, Added, or Deleted Degrees or Certificates

- *Has the Program/Unit made any online/distance education changes? If so, please list.*

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How do the Retention/Success rates of Face-to-Face courses vs. Distance Education/Online courses compare?

(Refer to Data Table from Institutional Research and Planning)

Type of Course	Retention	Success
Face-to-Face Courses		
Distance Education/Online Courses		

10. Evaluation [Link to Evaluation \(Survey Monkey\)](#)

Please click the link above that will take you to an evaluation form that asks:

- What did you find beneficial about this process?
- How can we improve the process?
- Is there anything else you would like us to know?