

## 2011-12 ANNUAL PROGRAM REVIEW

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, contact either of the following to schedule an appointment or suggest workshop times:

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

Stephen Eaton, Dean of Instruction ([seaton@bakersfieldcollege.edu](mailto:seaton@bakersfieldcollege.edu) or x4743)

Bill Barnes, Assistant Professor, Agriculture, Co-chair, Program Review Committee ([wbarnes@bakersfieldcollege.edu](mailto:wbarnes@bakersfieldcollege.edu) or x4637)

### 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
  - Columbus Day (10/10): Submit final copy to dean and vice president

### 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 & Planning<sup>1</sup>

## Biological Science

## Student Demographic Information

Student Headcount	2006-07		2007-08		2008-09		2009-10		2010-11			
			#	% change - Prior Yr	#	% change - Prior Yr	#	% change - Prior Yr	Department		Collegewide	
	#	%	#	%	#	%	#	%	#	%	#	%
Unduplicated <sup>2</sup>	1,717	--	1,685	-2%	1,824	8%	1,862	2%	1,805	-3%	27,396	-3%

Student Demographic	2006-07		2007-08		2008-09		2009-10		2010-11			
	#	%	#	%	#	%	#	%	Department		Collegewide	
	#	%	#	%	#	%	#	%	#	%	#	%
<b>Gender</b>												
Female	1,245	73%	1,258	75%	1,316	72%	1,299	70%	1,250	69%	14,947	55%
Male	470	27%	423	25%	501	27%	557	30%	550	30%	12,365	45%
Unknown	2	0%	4	0%	7	0%	6	0%	5	0%	84	0%
<b>Age</b>												
19 & Younger	420	24%	370	22%	393	22%	487	26%	416	23%	6,852	25%
20-29	990	58%	976	58%	1,091	60%	1,016	55%	1,091	60%	13,602	50%
30-39	211	12%	231	14%	234	13%	256	14%	214	12%	3,872	14%
40 & Older	96	6%	108	6%	106	6%	103	6%	84	5%	3,070	11%
<b>Ethnicity</b>												
African American	77	4%	96	6%	101	6%	81	4%	76	4%	2,185	8%
American Indian	23	1%	13	1%	13	1%	13	1%	12	1%	261	1%
Asian/Filipino/Pacific Islander	215	13%	212	13%	220	12%	195	10%	193	11%	1,421	5%
Hispanic/Latino	661	38%	697	41%	749	41%	851	46%	910	50%	14,018	51%
White	696	41%	619	37%	684	38%	663	36%	569	32%	8,595	31%
Two or more races	14	1%	21	1%	32	2%	41	2%	39	2%	578	2%
Unknown	31	2%	27	2%	25	1%	18	1%	6	0%	338	1%

## Course Enrollments - Productivity

Course Enrollment/Productivity	2006-07		2007-08		2008-09		2009-10		2010-11			
	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE	Department		Collegewide	
	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE
Number of Sections	92		95		99		87		86		3,431	296
<b>Enrollment<sup>4</sup></b>												
Census	2,230		2,215		2,452		2,270		2,157		113,343	11,151
Students/Section <sup>5</sup>	24		23		25		26		25		33	38
<b>Productivity</b>												
FTES <sup>6</sup>	510.5		484.1		523.2		513.7		492.0		12,809.0	1,242.8
FTEF <sup>6</sup>	34.8		33.4		33.5		32.1		30.9		745.7	69.4
FTES/FTEF <sup>7</sup>	14.7		14.5		15.6		16.0		15.9		17.2	17.9

Trend Data from Institutional Research & Planning<sup>1</sup>

## Biological Science

Outcomes	2010-11											
	2006-07		2007-08		2008-09		2009-10		Department		Collegewide	
	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE	F-t-F <sup>3</sup>	DE
Retention Rate by Delivery Mode <sup>8,9</sup>	89.4%		89.4%		82.0%		85.1%		84.2%		83.5%	74.2%
<i>Overall Department Retention Rate</i>	89.4%		89.4%		82.0%		85.1%		84.2%		82.6%	
Success Rate by Delivery Mode <sup>8,9</sup>	71.3%		67.8%		64.6%		66.0%		67.5%		65.5%	49.8%
<i>Overall Department Success Rate</i>	71.3%		67.8%		64.6%		66.0%		67.5%		64.1%	

Degrees - Certificates	2010-11											
	2006-07		2007-08		2008-09		2009-10		Department		Collegewide	
	AA/AS	CERT	AA/AS	CERT	AA/AS	CERT	AA/AS	CERT	AA/AS	CERT	AA/AS	CERT
Awards related to or contributed to by Biological Science												
Biology	13	0	11	0	15	0	11	0	19	0		
Biology, Emphasis on Human	43	0	75	0	70	0	54	0	52	0		
<b>Total Awards by Type</b>	56	0	86	0	85	0	65	0	71	0	912	654
<b>% of total awards by type</b>	100%	0%	100%	0%	100%	0%	100%	0%	100%	0%	58%	42%
<b>Total Awards</b>	56		86		85		65		71		1,566	
Allied Health	15	11	15	16	20	29	21	16	17	21		
Liberal Studies	101	0	79	0	85	0	83	0	76	0		
Liberal Arts/Science	252	0	243	0	231	0	166	0	132	0		

**Definitions**<sup>1</sup> Source: ODS Reports (September, 2011)<sup>2</sup> Student Headcount, **Unduplicated**: Number of students enrolled on census day, where each student is counted one time.<sup>3</sup> F-t-F: Face to Face delivery mode.<sup>4</sup> Enrollment: Every course in which students are enrolled on census day.<sup>5</sup> Students/Section: Student enrollments per section on census day. Cross-listed sections are not combined.<sup>6</sup> Acronyms FTES and FTEF represent full-time equivalent students and full-time equivalent faculty, respectively.<sup>7</sup> FTES/FTEF: A measurement of productivity where the generally accepted target is 17.5.<sup>8</sup> Success rate numerator: Number of course enrollments with a successful passing grade (A,B,C,P/CR).

Retention rate numerator: Number of course enrollments retained through the semester (grade = A,B,C,P/CR,D,F,NP/NC,I).

Success and Retention rate denominator: Number of enrollments retained (A,B,C,P/CR,D,F,NP/NC,I), withdrawn (W), and dropped (DR).

Note: Beginning Summer 2008, DR grades are in the denominator, generally leading to a higher denominator and lower rate; DR assignment occurs when a student drops between census day and the last day to drop without receiving a W (30% date); DR grades did not exist before Summer 2008.

<sup>9</sup> Distance education retention and success rates not displayed if only one distance education course was offered.

## Biological Science 2011-12 Annual Program Review

### 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 the Office of Academic Affairs
  - CTE: Non-traditional enrollment, Student survey results, Employment
  - Transfer data – may use National Student Clearinghouse 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 / Best Practices	Program Data – Discussion of Findings/Impacts	List of Attachments/Data Tables/Graphs

**4. What are the Program's/Unit's weaknesses?**

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

**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"> <li>▪ Include # of units &amp; estimate total cost</li> <li>▪ For ISIT requests, use <a href="#">form on APR website</a></li> <li>▪ For M&amp;O requests, use <a href="#">form on APR website</a></li> </ul>	Staffing <ul style="list-style-type: none"> <li>▪ # Positions</li> <li>▪ Total cost for each position</li> <li>▪ % time</li> <li>▪ Other</li> <li>▪ <a href="#">Staff request forms on APR website</a></li> </ul>

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

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

Threat	Relationship to Budget Decision Criteria	Source of Threat	Action Plan if Threat Materializes



**7. List the 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 Multipage Excel M&O Worksheet on APR website](#)

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

**9. List any Information Systems & Information Technology (ISIT) Requests**

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**10. List curriculum changes.**

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

Last Year (2010-2011)	This Year (2011-2012)	Next Year (2012-2013)

- 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.

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

(Refer to data table from Institutional Research &amp; Planning)

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

**12. 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 to know?

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### Due Dates for Non-Instructional Programs

- September
  - Training for department chairs and administrators
- October
  - Week of October 3: Program data from Institutional Research & Planning to Services
  - October 31: Services submit APR to supervisor by Halloween
- November
  - November 11: By Veteran's Day finalize APR and send to supervisor, Student Services send APR to June Charles for Vice President Ester, and Administrative Services send APR to Debbie Spohn for President Chamberlain

### Assessment Plan

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## Enrollment Services

CA Assessment Matriculation Requirement <sup>3</sup>	2006-07		2007-08		2008-09		2009-10		2010-11		Comments
	#	% change-prev. yr.	#	% change-prev. yr.	#	% change-prev. yr.	#	% change-prev. yr.	#	% change-prev. yr.	
<b>First-Time Student Headcount, Unduplicated<sup>2</sup></b>	6,395	-	6,975	9%	7,767	11%	6,640	-15%	5,859	-12%	
Assessment	#	%	#	%	#	%	#	%	#	%	
Completed	4,529	70.8%	4,913	70.4%	5,334	68.7%	4,930	74.2%	4,550	77.7%	
Exempt	7	0.1%	11	0.2%	4	0.1%	2	0.0%	3	0.1%	
Not Completed	1,859	29.1%	2,051	29.4%	2,429	31.3%	1,708	25.7%	1,306	22.3%	

Awards	2006-07		2007-08		2008-09		2009-10		2010-11		Comments
	AA/AS	Cert.	AA/AS	Cert.	AA/AS	Cert.	AA/AS	Cert.	AA/AS	Cert.	
<b>College-wide Awards Processed, Recorded and printed by A/R</b>											
Agriculture & Natural Resources	76	20	104	7	103	5	88	7	90	24	
Arts, Media & Communication	85	118	77	111	77	102	84	104	91	21	
Business, Mgmt. & Tech.	97	221	113	210	111	140	105	168	108	55	
Engineering & Ind. Tech.	31	243	26	254	37	155	27	186	31	172	
General / Liberal Arts	252	-	243	-	231	-	167	-	131	-	
Health Services	137	79	150	74	173	125	187	107	141	214	
Public and Human Services	333	168	315	252	304	257	311	161	323	168	
<b>Total Awards by Type</b>	<b>1,011</b>	<b>849</b>	<b>1,028</b>	<b>908</b>	<b>1,036</b>	<b>784</b>	<b>970</b>	<b>735</b>	<b>915</b>	<b>654</b>	
<b>% Awards by Type</b>	<b>54%</b>	<b>46%</b>	<b>53%</b>	<b>47%</b>	<b>57%</b>	<b>43%</b>	<b>57%</b>	<b>43%</b>	<b>58%</b>	<b>42%</b>	
<b>Total Awards</b>	<b>1,860</b>		<b>1,936</b>		<b>1,820</b>		<b>1,705</b>		<b>1,569</b>		

Personnel	2006-07	2007-08	2008-09	2009-10	2010-11	Comments
Total Staff - Administrators						
Total Staff - Classified						
Total Staff - Faculty						
Personnel - % of Total Budget						
Total \$ Non-Personnel Budget						

Trend Data from Institutional Research and Planning<sup>1</sup>

## Enrollment Services

Other Data	2006-07	2007-08	2008-09	2009-10	2010-11	Comments
<b>Tests Administered</b>						
ASSET/Compass <sup>4</sup>	7,316	9,654	9,642	11,864	16,454	
GED	554	684	679	634	-	
Proctored	208	108	278	516	246	
Accommodations <sup>4</sup>	-	-	-	495	2,785	
CLEP	165	136	239	176	82	
ACT	254	268	416	420	-	
ASE	381	255	298	229	-	
SAT	957	1,525	1,554	1,660	-	
Other Commercial	8	380	495	581	745	
<b>Transcripts</b>						
Evaluated	2,014	2,294	2,215	2,356	2,395	
Produced	22,290	23,694	23,152	22,063	19,596	
Sent Electronically <sup>6</sup>	-	-	-	2,733	2,377	

<sup>1</sup> Source: ODS Reports (September, 2011)<sup>2</sup> **First-Time Student Headcount, Unduplicated:** Number of first-time students enrolled on census day, where each student is counted one time.<sup>3</sup> **Matriculation Assessment Requirement:** One of four matriculation components required of CA Community College students. The other three components - Orientation, Counseling, and the development of an Educational Plan – are completed by the Counseling department.<sup>4</sup> Includes contacts to set appointments.<sup>5</sup> The Assessment Center assumed responsibility for accommodations testing for students with disabilities in February 2010.<sup>6</sup> Electronic transmissions of transcripts began during 2009-10.

## Enrollment Services 2011-12 Annual Program Review

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Mission Statement:

Alignment with Budget Decision Criteria:

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**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?**

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

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

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## 10. Evaluation

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

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