

## 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 ([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 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

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**

Note: For units that want Institutional Research and Planning (IRP) to prepare the entire data table, please supply Staff and Budget data to IRP by mid-October.

<b>Data Points</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Comments</b>
Total Individuals Served (may expand into categories)						
Department Retention Rate						
Department Success Rate						
Total Staff - Administrators						
Total Staff - Classified						
Total Staff - Faculty						
Personnel - % of Total Budget						
Total \$ Non-Personnel Budget						
Degrees/Certificates Awarded						
TBD						
TBD						
TBD						

## Department Name 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?

**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 the 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**

[Link to Multipage Excel ISIT Worksheet on the APR website](#)



**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?