

Bakersfield College Comprehensive Program Review

I. Program Information:

Program Name:

Program Type: Instructional Student Affairs Administrative Service

Bakersfield College Mission: 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 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.

Describe how the program supports the Bakersfield College Mission:

Program Mission Statement:

Instructional Programs only:

- A. List the degrees and Certificates of Achievement the program offers
- B. If your program offers both an A.A. and an A.S. degree in the same subject, please explain the rationale for offering both.
- C. If your program offers a local degree in addition to the ADT degree, please explain the rationale for offering both.

II. Progress on Program Goals, Future Goals, and Action Plans:

A. List the program’s current goals. For each goal (minimum of 2 goals), discuss progress and changes. If the program is addressing more than two goals, please duplicate this section.

Current Program Goals	Which institutional goals from the 2015-2018 Strategic Directions for Bakersfield College will be advanced upon completion of this goal? (select all that apply)	Progress on goal achievement (choose one)	Comments
1.	<input type="checkbox"/> 1: Student Learning <input type="checkbox"/> 2: Student Progression and Completion <input type="checkbox"/> 3: Facilities <input type="checkbox"/> 4: Oversight and Accountability <input type="checkbox"/> 5: Leadership and Engagement	<input type="checkbox"/> Completed: _____ (Date) <input type="checkbox"/> Revised: _____ (Date) <input type="checkbox"/> Ongoing: _____ (Date)	
2.	<input type="checkbox"/> 1: Student Learning <input type="checkbox"/> 2: Student Progression and Completion <input type="checkbox"/> 3: Facilities <input type="checkbox"/> 4: Oversight and Accountability	<input type="checkbox"/> Completed: _____ (Date) <input type="checkbox"/> Revised: _____ (Date) <input type="checkbox"/> Ongoing: _____ (Date)	

B. List the program’s goals for the next three years. Ensure that stated goals are specific and measurable. State how each program goal supports the College’s strategic goals. Each program must include an action plan.

Future Goals	Which institutional goals from the 2015-2018 Strategic Directions for Bakersfield College will be advanced upon completion of this goal? (select all that apply)	Action Plan	Timeline for Completion	Lead person for this goal
1.	<input type="checkbox"/> 1: Student Learning <input type="checkbox"/> 2: Student Progression and Completion <input type="checkbox"/> 3: Facilities <input type="checkbox"/> 4: Oversight and Accountability <input type="checkbox"/> 5: Leadership and Engagement			
2.	<input type="checkbox"/> 1: Student Learning <input type="checkbox"/> 2: Student Progression and Completion <input type="checkbox"/> 3: Facilities <input type="checkbox"/> 4: Oversight and Accountability <input type="checkbox"/> 5: Leadership and Engagement			

III. Trend Data Analysis:

Review the data provided by Institutional Research. Provide an analysis of program data throughout the last three years, including:

- A. Changes in student demographics (gender, age and ethnicity).
- B. Changes in enrollment (headcount, sections, course enrollment, and productivity).
- C. Changes in achievement gap and disproportionate impact.
- D. Success and retention for face-to-face as well as online/distance courses.
- E. Degrees and certificates awarded (three-year trend data for each degree and/or certificate awarded).
- F. Other program-specific data (please specify or attach).
- G. List degrees and certificates awarded (three-year trend data for each degree and certificate awarded). Include targets (goal numbers) for the next three years.

Full Name of Degree or Certificate	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017

IV. Program Assessment:

- A. List your Program Learning Outcomes (PLOs)/Administrative Unit Outcomes (AUOs).
- B. How did your outcomes assessment results during the past three years inform your program planning? Use bullet points to organize your response.
- C. How did your outcomes assessment results during the past three years inform your resource requests? The results should support and justify resource requests for this year.
- D. Describe how the program monitors and evaluates its effectiveness.
- E. Describe how the program engages all unit members in the self-evaluation dialog and process.
- F. Provide recent data on the measurement of the PLOs/AUS., as well as a brief summary of findings.
- G. What have the program's PLO's/AUO's revealed or confirmed in the past three years?
- H. *If applicable*, list other information, data feedback or metrics to assess the program's effectiveness (e.g., surveys, job placement, transfer rates, output measurements).
- I. How do course level student learning outcomes align with program learning outcomes? Instructional programs can combine questions C and D for one response (SLO/PLO/ILO).
- J. How do the program learning outcomes or Administrative Unit Outcomes align with Institutional Learning Outcomes? All Student Affairs and Administrative Services should respond.
- K. How did your program address Equity, specifically referencing the achievement gap and disproportionate impact, over this comprehensive cycle?

Institutional Learning Outcomes:

Think: Think critically and evaluate sources and information for validity and usefulness.

Communicate: Communicate effectively in both written and oral forms.

Demonstrate: Demonstrate competency in a field of knowledge or with job-related skills.

Engage: Engage productively in all levels of society – interpersonal, community, the state and the nation, and the world.

- L. Discuss your program's strengths.
- M. Discuss your program's weaknesses.
- N. *If applicable*, describe any unplanned events that affected your program.

V. Resource Analysis: To request resources (staff, faculty, technology, equipment, budget, and facilities), please fill out the appropriate form.

<https://committees.kccd.edu/bc/committee/programreview>

A. Human Resources and Professional Development:

1. If you are requesting any additional positions, explain briefly how the additional positions will contribute to increased student success. Include upcoming retirements or open positions that need to be filled.
2. **Professional Development:**

- a. Describe briefly the effectiveness of the professional development your program has been engaged in (either providing or attending) during the last year, focusing on how it contributed to student success.
- b. What professional development opportunities and contributions can your program make to the college in the future?

B. Facilities:

- 1. How have facilities' maintenance, repair or updating affected your program in the past year as it relates to student success?
- 2. How will your Facilities Request for next year contribute to student success?

C. Technology and Equipment:

- 1. Understanding that some programs teach in multiple classrooms, how has new, repurposed or existing technology or equipment affected your program in the past year as it relates to student success?
- 2. How will your new or repurposed classroom, office technology and/or equipment request contribute to student success?
- 3. Discuss the effectiveness of technology used in your area to meet college strategic goals.

D. Budget: Explain how your budget justifications will contribute to increased student success for your program.

VII. Faculty and Staff Engagement:

- A. Discuss how program members have engaged in institutional efforts such as college committees, presentations, and departmental activities.
- B. Instruction Only: Discuss how adjunct faculty are included in departmental training, discussions and decision-making.

VIII. Conclusions and Findings:

Present any conclusions and findings about the program. This is an opportunity to provide a brief abstract/synopsis of your program's current circumstances and needs.

IX. Forms Checklist (place a checkmark beside the forms listed below that are submitted as part of the Annual Update):

- Best Practices Form **(Required)**
- Curricular Review Form **(Instructional Programs Required)**
- Certificate Form **(CTE Programs Required)**

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- Faculty Request Form
 - Classified Request Form
 - Budget Form
 - Professional Development Form
 - ISIT Form
 - Facilities Form (Includes Equipment)

Other: _____

