

2013-14 Program Review
Best Practices Form

Instructions: *Submit this form as a separate attachment with your completed Program Review.* Programs often do something particularly well; usually they have learned through assessment—sometimes trial and error—what solves a problem or makes their programs work so well. These are often called **Best Practices** and can help others. Please share the practices your program has found to be effective. The contact information lets others know whom to contact for more information. This part of Program Review is linked to the Student Success Strategic Goal: “Become an exemplary model of student success by developing and implementing best practices.” For examples of Best Practices visit the [Program Review Committee’s website](#).

Program/Department: American Sign Language Name of Chair/Director/Manager: Tom Moran

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Best Practice(s):

Scheduling of classes has undergone a major transformation in Foreign Language. Classes are now arranged by time block and room, increasing efficiency and room utilization. Faculty members are encouraged to confer with one another in determining schedules that fit the department needs rather than the other way around. This has been a relatively easy transition that, in two semesters, has become the accepted way of doing things. As a result, scheduling is simpler, empty rooms are a thing of the past, and faculty are more present and available.

This change in scheduling practices has highlighted the need for a new, dedicate classroom for the ASL Program.