

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: EOP&S/CARE/CalWORKs Name of Chair/Director/Manager: Primavera Arvizu

Email Address: prarvizu@bakersfieldcollege.edu Phone: 661-395-4863

Best Practice(s):

Every year continuing and new students participating in the EOP&S/CARE/CalWORKs programs have to fill out a Mutual Responsibility Contract (MRC). The MRC is a binding document in which both parties, the EOP&S/CARE/CalWORKs programs and the student, must agree to the terms and conditions of the contract. The intent of the contract is to demonstrate the intended level of involvement and commitment of both parties toward achievement of the student’s educational goal.

Some examples of the information is the following:

- (a) The EOP&S/CARE/CalWORKs student agrees to meet with a counselor to establish an educational goal and to develop an Education Plan.
- (b) The EOP&S/CARE/CalWORKs student agrees to adhere to the Education Plan and the MRC.
- (c) The student agrees to adhere to make academic progress toward an educational goal.