

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: __Mailroom_____ Name of Chair/Director/Manager: _Laura Lorigo

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Best Practice(s):

Bakersfield College Mailroom
Best Practices

1. Create an organized work environment
2. Communicate-To vendors and college regarding mail policies and procedures.
3. Efficiently track mail piece and cost to ensure budget effectiveness