

Bakersfield College

Program Review – Annual Update

Attachments (place a checkmark beside the forms listed below that are attached):

- [Faculty Request Form](#) [Classified Request Form](#) [Budget Change Request Form](#)
 [ISIT Form](#) [M & O Form](#) X [Best Practices Form \(Required\)](#)
 Other: _____

I. Program Information:

Program Name: Bakersfield College Mailroom

Program Type: Instructional X Non-Instructional

Program Mission Statement: **To efficient and effective delivery of goods in a timely manner.**

Program Description: Describe how the program supports the mission of Bakersfield College

The Shipping and Receiving departments primary function is to receive and deliver incoming merchandise. Whether the items are instructional materials for students or office supplies to assist staff in meeting departmental and student needs. S&R is committed to servicing the college in an efficient and timely manner.

Degrees and Certificates: List the degrees and/or Certificates of Achievement awarded by the program, if applicable.
N/A

II. Program Assessment:

- a. How did your outcomes assessment results inform your program planning? N/A
- b. How did your outcomes assessment results inform your resource requests this year? N/A
- c. Note any significant changes in your program's strengths since last year. N/A
- d. Note any significant changes in your program's weaknesses since last year. N/A
- e. If applicable, describe any unplanned events that impacted your program. N/A

III. Technology and Facilities Analysis

- a. Has your program received new or repurposed technology in this cycle? NO
 - i. If yes, how have you assessed the outcome of the use of that technology and its effectiveness as it relates to student outcomes?

- ii. If no, what technology could play a contributing factor in future student success and outcomes for your program? How would you evaluate the use of this technology? TBD
- iii. How might other areas use this technology? N/A

(NOTE: Technology requests can be made by filling out the [ISIT Request form](#).)

- b. Has your area received any facilities maintenance, repair or updating in this cycle? NO

(NOTE: Facilities and M&O requests can be submitted by completing the [M&O request form](#))

IV. Trend Data Analysis:

Discuss any significant changes in data trends over the last year using data provided by Institutional Research. Metrics may include the following: **N/A**

- a. Changes in student demographics (gender, age and ethnicity)
- b. Changes in enrollment (headcount, sections, course enrollment and productivity)
- c. Success and retention for face-to-face, as well as online/distance courses
- d. Degrees and certificates awarded (five-year trend data for each degree and/or certificate awarded)
- e. Other program-specific data (*please specify or attach*)

V. Progress on Program Goals:

List the program’s goals from the previous Program Review. For each goal, please discuss progress and changes. If the program is addressing more than two (2) goals, please duplicate this section.

Previously Established Goal 1: (state goal)	
Progress on Goal:	
<input type="checkbox"/> Completed: <u> N/A </u> (Date)	<input type="checkbox"/> Revised: _____ (Date)
Comments on Goal 1:	
Committed to ensuring that all departments are in compliance with the districts purchasing guidelines.	
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Previously Established Goal 2: (state goal)	
Progress on Goal:	
<input type="checkbox"/> Completed: <u> N/A </u> (Date)	<input type="checkbox"/> Revised: _____ (Date)
Comments on Goal 2:	

Look for new and innovative ways to track delivery of items. Possible electronic delivery software.

VI. Curricular Review (Instructional Programs only):

- a. List each of the courses offered within the discipline’s academic program in the first column, using one row per course. Place an **X** in the appropriate column to indicate when the course is scheduled for review.

Course	2013-2014 (2019-2020)	2014-2015 (2020-2021)	2015-2016 (2021-2022)	2016-2017 (2022-2023)	2017-2018 (2023-2024)	2018-2019 (2024-2025)

- b. List courses that are proposed for *addition*.
- c. List courses that are proposed for *deletion*.
- d. List any changes the program has made to online/hybrid/distance education courses.
- e. Provide an update on the program’s transition to adopting a [Transfer Model Curriculum](#) (AA-T or AS-T), if applicable.

VII. Conclusions and Findings:

Present any conclusions and findings about the program.
 Currently, the S&R department is in transition, working with just one full time employee. However, we are dedicated to upholding excellent and timely delivery services to the campus.
