

# Bakersfield College

## Program Review – 3-Year Comprehensive Review

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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <a href="#">Faculty Request Form</a>       | <input type="checkbox"/> <a href="#">Classified Request Form</a> | <input type="checkbox"/> <a href="#">Supply and Equipment Request Form</a> |
| <input type="checkbox"/> <a href="#">ISIT Form</a>                  | <input type="checkbox"/> <a href="#">M &amp; O Form</a>          | <input type="checkbox"/> <a href="#">Best Practices Form (Required)</a>    |
| <input type="checkbox"/> <a href="#">Budget Change Request Form</a> | <input type="checkbox"/> Other: _____                            |  |

### **I. Program Information:**

Program Name:

Program Type:        Instructional                       Non-Instructional

Program Mission Statement:

Program Learning Outcomes (PLOs)/Administrative Unit Outcomes (AUOs):

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

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

### **II. Program Assessment:**

- a. Provide recent data on the measurement of the PLOs/AUOs, as well as a summary of findings.
- b. How did your outcomes assessment results during the past three years inform your program planning?
- c. How did your outcomes assessment results during the past three years inform your resource requests 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 dialogue and process.
- f. What have the program's SLOs, PLOs, or AUOs revealed or confirmed since the last comprehensive program review?
- g. List other information, data feedback or metrics to assess the program's effectiveness (e.g., surveys, job placement, transfer rates, output measurements, etc...).
- h. Discuss the strengths of your program.
- i. Discuss areas for improvement in your program.
- j. If applicable, describe any unplanned events that impacted your program.

**III. Technology and Facilities Analysis**

a. How do you assess the effectiveness of technology used in your program in meeting [college strategic goals](#)?

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

b. How do you assess the effectiveness of the facilities used by your program in meeting [college strategic goals](#)?

(NOTE: Facilities and M&O requests can be made by filling out the [M&O request form](#))

**IV. Trend Data Analysis:**

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

- 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 Previously Established Program Goals, Future Goals and Action Plans:**

a. 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.

<p><b>Previously Established Goal 1: <i>(state goal)</i></b> Progress on Goal:</p> <p><input type="checkbox"/> Completed: _____ (Date)                      <input type="checkbox"/> Revised: _____ (Date)</p> <p>Comments on Goal 1:</p>  <hr/> <p><b>Previously Established Goal 2: <i>(state goal)</i></b> Progress on Goal:</p> <p><input type="checkbox"/> Completed: _____ (Date)                      <input type="checkbox"/> Revised: _____ (Date)</p>
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Comments on Goal 2:

- 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 goal must include an action plan.

**Newly Established Program Goals and Action Plans**

If the program is establishing more than two (2) goals, please duplicate this section.

Goal	Assigned to	Timeline for Completion
1.		

Which institutional goals from the [Bakersfield College Strategic Plan](#) (see pages 6-11) will be advanced upon completion of this goal? (select all that apply)

- 1: Student Success                       2: Communication                       3: Facilities & Infrastructure  
 4: Oversight & Accountability                       5: Integration

Action Plan for Goal 1:

Goal	Assigned to	Timeline for Completion
2.		

Which institutional goals from the [Bakersfield College Strategic Plan](#) (see pages 6-11) will be advanced upon completion of this goal? (select all that apply)

- 1: Student Success                       2: Communication                       3: Facilities & Infrastructure  
 4: Oversight & Accountability                       5: Integration

Action Plan for Goal 2:

**VI. Curricular Revisions (Instructional Programs only):**

- a. Discuss how the department reviews, revises, and creates new curricula. Include:
  - i. The process by which department members participate in the review and revision of curriculum.
  - ii. How the department ensures that course syllabi are aligned with the course outline of record.
- b. 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)

- c. List courses that are proposed for addition within the next three years.
- d. List courses that are proposed for deletion within the next three years.
- e. List any changes the program has made to online/hybrid/distance education courses.
- f. Provide an update on the program’s transition to adopting a [Transfer Model Curriculum](#) (AA-T or AS-T).
- g. List degrees and/or certificates that are proposed for deletion or addition within the next three years.

**VII. Faculty and Staff Engagement:**

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

**VIII. Program Funding Sources:**

Identify any non-KCCD general fund sources. Include the following information about the funding: the source, start and end dates, percentage of program budget covered, and positions funded wholly or in part. Examples include foundation accounts, grants, and categorical funding.

**IX. Conclusions and Findings:**

Present any conclusions and findings about the program.