

Bakersfield College

Program Review – Annual Update

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Faculty Request Form | <input checked="" type="checkbox"/> Classified Request Form | <input type="checkbox"/> Budget Change Request Form |
| <input type="checkbox"/> ISIT Form | <input type="checkbox"/> M & O Form | <input checked="" type="checkbox"/> Best Practices Form (Required) |
| <input type="checkbox"/> Other: _____ | | |

I. Program Information:

Program Name: Graphics

Program Type: Instructional Non-Instructional

Program Mission Statement: The Mission of the Graphics Center at Bakersfield College is to maintain high-quality standards in regard to information which is designed, printed, and distributed to the college community and outside community.

Program Description: The Graphic Center's primary role at Bakersfield College is to provide well-designed and high-quality printed publications, in color and black and white, for the Kern Community college District, Bakersfield College, and the community.

Degrees and Certificates: N/A

II. Program Assessment:

- a. How did your outcomes assessment results inform your program planning?
- b. How did your outcomes assessment results inform your resource requests this year?
- c. Note any significant changes in your program's strengths since last year.
 - o Have continued to work to streamline production and track jobs to the department through a free, online workflow tool. This allows department staff to manage timelines on projects, and allows the department manager to maintain awareness of all jobs coming in to the department.
- d. Note any significant changes in your program's weaknesses since last year.
 - o No significant changes to the staffing limitations. Department needs to plan for temporary staff to manage workflow during planned absences.
- e. If applicable, describe any unplanned events that impacted your program.
 - o The Graphics Department continues to be plagued by equipment failure and inoperability. This slows down customer service and results in negative perception of the department. Efforts continue to be made to keep equipment in operable state.

III. Technology and Facilities Analysis

- a. Has your program received new or repurposed technology in this cycle?
 - i. If yes, how have you assessed the outcome of the use of that technology and its effectiveness as it relates to student outcomes?
 - Purchased new technology in late September, 2013, and have not installed it as yet. Technology will replace aging computer which controls the printing function in the department.
 - 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?
 - iii. How might other areas use this technology?

(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? If yes, how has the outcome contributed to student success?
 - a. N/A

(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:

- 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*) Continue to improve service to the college and work towards accommodating and adjusting operational hours to campus needs.

Progress on Goal: *No progress*

Completed: _____ (Date)

Revised: September 30, 2013 (Date)

Comments on Goal 1: Need to work in coordination with APR committee to develop useable survey instrument to poll the campus community about the department's work and services.

Previously Established Goal 2: *(state goal)* Software/equipment maintenance and upgrades.

Progress on Goal: *Some progress*

Completed: _____ (Date)

Revised September 30, 2013 (Date)

Comments on Goal 2: Purchased some computer equipment for staff use. Need to work in coordination with district leadership to actively pursue less downtime on printing equipment.

Previously Established Goal 3: *(state goal)* Ongoing professional development.

Progress on Goal: *Some progress*

Completed: _____ (Date)

Revised September 30, 2013 (Date)

Comments on Goal 2: Purchased subscription to Lynda.com, an online design/production software training company. Have attended several webinars as a team.

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.