

Bakersfield College 2018-2019

Program Review – Annual Update - Non Instructional

Program Name: **Dean of Instruction Office supporting the Communication Department and the Family & Consumer Education Department**
Serve as Administrative Co-Chair of the Assessment Committee, the Curriculum Committee, and the Education Pathway

Program Type (Administrative, Student Affairs, Academic Affairs, Other): **Administrative Unit**

Bakersfield College Mission: Bakersfield College provides opportunities for students from diverse economic, cultural, and educational backgrounds to attain Associate and Baccalaureate degrees and certificates, workplace skills, and preparation for transfer. Our rigorous and supportive learning environment fosters students' abilities to think critically, communicate effectively, and demonstrate competencies and skills in order to engage productively in their communities and the world

Describe how the program supports the Bakersfield College Mission: This office supports the instructional activities and programmatic planning in each of the programs within the Communication Department and the Family & Consumer Education Department as well as the Renegade RIP and the Renegade Room Restaurant. Support includes managing faculty and staff evaluations, enrollment management strategies, the development and monitoring of budgets, and the facilitation of effective communication within the office.

Program Goals:

A. List the program's current goals. For each goal (minimum of 2 goals), discuss progress and changes. If the program is addressing more than two (2) goals, please duplicate this section. Please provide an action plan for each goal that gives the steps to completing the goal and the timeline.

1. Program Goal: NA – this is a new instructional unit.

List the institutional goals from the Bakersfield College Strategic Plan that will be advanced upon completion of this goal?

(Student Learning, Student Progression and Completion, Facilities, Leadership and Engagement)

Progress on goal achievement: NA

Status Update – Action Plan and any link to Resource Requests: NA

2. Program Goal: NA – this is a new instructional unit.

List the institutional goals from the Bakersfield College Strategic Plan that will be advanced upon completion of this goal? NA

(1. Student Learning, 2. Student Progression and Completion, 3. Facilities, 4. Leadership and Engagement)

Progress on goal achievement: NA

Status Update – Action Plan and link to Resource Requests NA

B. List new or revised goals (if applicable)

- **Program Goal #1:**

- Strategic Direction #2: Student Progression and Completion: Increase degree and certificate completion in the areas of responsibility by 20%: Communication, Child Development, Education, and Food Service.

Program Goal #2:

- Strategic Direction #4: Leadership and Engagement: Transparent, on-going, consistent communication (area and dept meetings, meeting debriefs).

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- **Program Goal #3:**

- Strategic Direction #4: Leadership and Engagement: Develop standard operating procedures (evaluations, scheduling, reporting, purchase orders).

Status Update – Action Plan and link to Resource Requests:

Program Analysis:

Take a look at your trend data (all programs should have some form of data that is used to look at changes over time). Please report on any unexpected changes or challenges that your program encountered this cycle:

1. How does your trend data (or other data your area collects) impact your decision making process for your program?

Trend Data / Baseline Data: Communication with a goal of 342

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Communication AA	?	20	13	8	3	6
Communication ADT	9	19	34	58	69	102
Communication CoA	58	76	84	193	68	177
Total	67	115	131	259	140	285

Trend Data / Baseline Data: Child Development with a goal of 463

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Child Development and Family Relations AS	?	52	26	49	30	22
Early Childhood Education AS-T	0	0	8	11	29	49
Child Development Master Teacher – Infant Toddler CoA	2	1	2	5	8	4
Child Development Master Teacher – Special Education CoA	1	0	6	2	8	3
Child Development Teacher CoA	34	42	40	24	25	30
Child Development Associate Teacher JSC	116	114	94	100	93	126
Child Development Assistant Teacher JSC	148	119	102	115	109	152
Total	301	328	278	306	302	386

Trend Data / Baseline Data: Education with a goal of 1, 053

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Elementary Teacher Education AS-T				1	0	12
CSU Breadth CoA	0	0	0	0	0	794
IGETC CoA	0	0	0	0	0	58
IGETC for STEM CoA	0	0	0	0	0	14
Total	0	0	0	1	0	878

Trend Data / Baseline Data: Food Service with a goal of 38

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Child Nutrition Management AS	?	?	?	3	1	2
Culinary Arts AS	9	16	9	6	9	18
Foodservice Management Option AS	0	2	4	2	3	1
Child Nutrition Management CoA	?	1	4	4	2	1
Culinary Arts CoA	22	30	7	14	15	8
Dietetic Services Supervisor Program CoA	5	1	2	0	2	2
Total	36	50	26	29	32	32

2. Evidence of Program Dialog of data

- If you have had time to review and discuss your program’s data with members of your department, attach documentation of your discussion. Documentation can come in the form of minutes from meetings or retreats, email dialog or any other ways that show substantive discussion. **Dean Area Meeting 8/17/18**

3. Were there any changes to student demographics (age, gender, or ethnicity) for the past cycle? **NA**

4. Equity gaps

- Please look for large differences, or gaps, between top performing groups and others. Consider how you could identify the reasons behind these gaps, and if there changes that could be made to reduce them. For in depth review of equity issues, and on changes that are being made campus-wide, please refer to the current [Bakersfield College Student Equity Plan](#). **NA**

5. Please describe any recent achievements of members of your area who have won awards or distinctions, new projects your area has implemented, professional development work, professional conference presentations or recently published work.

The dean has attended the following conferences/trainings for professional development:

- **Accreditation Institute**
- **Interest Based Bargaining**
- **Guided Pathways**
- **Leading from the Middle Academy**

- eLumenation 2018 User Conference
- Curriculum Institute
- Central Valley Region Strategic Enrollment Management

6. The college has embarked on significant efforts such as **Guided Pathways**, **affinity groups** and **completion coaching communities** to improve the success and completion rates of our students. Please describe what your program/department/office is doing to contribute to these efforts.
 This office supported the ANC Pathway spring 2018 and is now supporting the Education Pathway starting fall 2018. This office holds Education Core Pathway meetings every other week with a general Education Pathway meeting once a month.
7. Explain your role if you are involved in Dual Enrollment, Inmate Education, or Rural Initiatives.
 The Communication Department leads the campus in their work with Dual Enrollment, Inmate Education, and Rural Initiatives.

Assessment Report - Annual Update

- A. List your Administrative Unit Outcomes (AUOs)
Program Goal #1/AUO #1: Strategic Direction #2: Student Progression and Completion: Increase degree and certificate completion in the areas of responsibility by 20%: Communication, Child Development, Education, and Food Service.
- Program Goal #2/AUO #2:** Strategic Direction #4: Leadership and Engagement: Transparent, on-going, consistent communication (area and dept meetings, meeting debriefs).
- Program Goal #3/AUO #3:** Strategic Direction #4: Leadership and Engagement: Develop standard operating procedures (evaluations, scheduling, reporting, purchase orders).
- B. How did your outcomes results inform your program planning?
Program Goal #1/AUO #1: Based on trend data and collegial discussions at a President’s Cabinet retreat this outcome is to increase awards by 20%.
Program Goal #2/AUO #2: This is a new instructional unit, so this outcome has not been assessed at this time.
Program Goal #3/AUO #3: This is a new instructional unit, so this outcome has not been assessed at this time.
- C. How do the Administrative Unit Outcomes align with Institutional Learning Outcomes?
Program Goal #1/AUO #1: Critical Thinking, Communicate Effectively, Community Engagement
Program Goal #2/AUO #2: Communicate Effectively; Community Engagement
Program Goal #3/AUO #3: Critical Thinking, Communicate Effectively, Community Engagement, Demonstrate Skills

Analysis of Received Resources from Previous Cycle

Discuss the type of resources you received and their Impact on program effectiveness?

Facilities:

If your program received a building remodel or renovation, additional furniture or beyond routine maintenance, please explain how this request or requests impacts your program and helps contribute to student success.

- 1: Space Allocation
- 2: Renovation
- 3: Furniture
- 4: Other
- 5: Beyond Routine Maintenance

Technology:

If your program received technology (audio/visual – projectors, TV's, document cameras) and computers, how does the technology impact your program and help contribute to student success?

- 1: Replacement Technology
- 2: New Technology
- 3: Software
- 4: Other_____

Other Equipment

If your program received equipment that is not considered audio/visual or computer equipment technology, please explain how these resources impact your program and help contribute to student success.

Conclusion:

Present any conclusions and findings about the program. This is an opportunity to provide a brief abstract or synopsis of your program's current circumstances and needs. Consider this a snapshot of your program if someone were to only read this portion of your annual program review.

This office of instruction is 9 months old, and considering that both the dean and the executive secretary are both new to the positions, both communication and efficiency are prevalent in the work that has been coming out of this office.