

**ISIT/FACILITIES/OTHER EQUIPMENT REQUEST 2018:**

Program or Service Unit:

Dual Enrollment

Submitter:

Steve Watkin

Extension:

4551

E-mail:

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Funding Source or  
needs funding.  
Please explain

College Futures/Strong Workforce

The dual enrollment program requests the implementation of a third party software to manage the admission, enrollment, instructor hiring and communication needs of this growing program.

The Dual Enrollment program operates at a scale that is larger than some liberal arts colleges. Dual Enrollment currently supports 3,200 enrollments each semester. Nearly every process is handled manually. For the program to be a success, every course must be manually scheduled; students are manually admitted and enrolled; Human Resources manually on boards instructors; and lists of student needing placement are manually kept. All of these processes require documentation of a sensitive nature and that massive spreadsheets are maintained and updated by all parties, both on and off campus. Currently, most lists are either emailed and updated back and forth, or housed in Google Docs folders.

Dual Enrollment requires a highly collaborative process between high school sites, district administrators and clerical staff, Bakersfield College Dual Enrollment main campus and Delano site administrators and nearly every Bakersfield College Department.

The dual enrollment program needs a technological tool that provides a confidential and safe place to house documents and that will allow multi-party viewing and editing of documents across bureaucratic systems. Ideally, the technology would also allow for review and tracking of where each student, course and instructor is in the process and integrate with Banner.

The dual enrollment program team is currently exploring Dualenroll.com, as a third party vendor. It is estimated that initial implementation would cost between \$50,000-\$80,000.

**PLEASE NOTE: If you have multiple requests, please submit multiple forms.**

*Please share as many details as possible such as room location(s), type of equipment and/or software requested. If you have a cost estimate, that would be helpful, we will contact you for more details.*

*Please share as many details as possible such as room location(s), type of facilities request, remodel or construction request, safety concern, or furniture request.*

You will have an opportunity to present your request to the ISIT/FACILITIES OR CTE committee.

I am requesting the following: