

Bakersfield College 2018-2019

Program Review – Annual Update - Non Instructional

Program Name: Community Relations/Event & Scheduling

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

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: Community Relations Event & Scheduling bring together at Bakersfield College a diverse group of community leaders, organizers and professionals from on and off the campus. They engage with our faculty/students and classified community bringing knowledge and collaboration on a variety of levels. We are dedicated to engaging with these community members and have expanded our reach to our new southwest location as well as our rural areas surrounding Bakersfield.

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: Outreach to the rural areas of Bakersfield to bring groups to our campus communities

List the institutional goals from the Bakersfield College Strategic Plan that will be advanced upon completion of this goal? Engaging with rural areas furthers the college mission to include a wider scope of diverse professionals brings new events to the campus.

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

Progress on goal achievement: ongoing

Status Update – Action Plan and any link to Resource Requests: none

2. Program Goal: Work with training component on the campus to help new employees walk through the scheduling process with Events.

List the institutional goals from the Bakersfield College Strategic Plan that will be advanced upon completion of this goal? Though the use of our power point and meetings with small groups we are bridging the gap of learning to negotiate scheduling.

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

Progress on goal achievement: ongoing

Status Update – Action Plan and link to Resource Requests none

B. List new or revised goals (if applicable)

Program Goal: Scheduling only one major event on the campus each Friday or Saturday. This is our ongoing goal.

List the institutional goals from the Bakersfield College Strategic Plan that will be advanced upon completion of this goal? Quality not quantity is our goal and we are working with facilities in an effort to accommodate requests.

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

Progress on goal achievement: ongoing

Status Update – Action Plan and link to Resource Requests:none

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? We are limited when it comes to scheduling rooms due to construction and lack of updated software.
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. none
3. Were there any changes to student demographics (age, gender, or ethnicity) for the past cycle? none
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](#). We do not see anything in this area.
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. We have implemented our PowerPoint as a learning tool for new employees. We continue to message our community through social media although due to construction we are more limited then in the past. Please go to the Bakersfield College website for Finance & Administrative Services as our entire large group worked hard to

produce a website that could be used for our entire work group. While it has been a work in progress it has come a long way and we have had such great comments from the community. We personally updated all of our forms for ease of use.

- 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. The Events department works with each of these groups as support. We locate and schedule rooms around their needs.
- 7. Explain your role if you are involved in Dual Enrollment, Inmate Education, or Rural Initiatives. We do not have a front line role in these initiatives but again book events & rooms as needed to accommodate the growing needs of each of these important initiatives.

Assessment Report - Annual Update

- A. List your Administrative Unit Outcomes (AUOs)
- B. How did your outcomes results inform your program planning?
- C. How do the Administrative Unit Outcomes align with Institutional Learning Outcomes?

Analysis of Received Resources from Previous Cycle

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

Facilities: Event & Scheduling recently moved to the M&O building. It is an extremely busy area and the noise is almost too much. Since we have a close relationship with the M&O staff it is important that we are close to them. We remained concerned.

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: While Event & Scheduling did not request any technology we have had a difficult time with media carts and lack of assistance for our groups that visit. We will continue to work in this area.

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

While the Event and Scheduling Department is a clearinghouse for all college events for faculty, staff, administration and community we are very impacted by the construction for Measure J. We maintain and publish the central scheduling calendar of rooms and meeting spaces and meet weekly with the M&O staff. Department personnel are available to coordinate all event needs such as site selection, catering, scheduling policies and procedures, contract administration as well as risk management compliance. We work in conjunction with classroom staff to ensure that both academic and non-academic events are coordinated. Our department is a vital component of our community efforts. Local leaders have continued to seek out our campus and/or acknowledge how much BC is doing to be back in the forefront of the community. There seems to be a new desire by Bakersfield business to return to the main campus. Additionally we have made great strides in booking events in Delano and also the Southwest location. We have visited these locations and will be continuing to find additional business endeavors for them.

