

Bakersfield College 2018-2019

Program Review – Annual Update - Non Instructional

Program Name: *Bakersfield College Office of the President*

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:

The Bakersfield College Office of the President (BCOP) supports the mission of the College by building community through communication and positive interaction while building efficiency and effectiveness of systems

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:** *Institutionalize the disaggregation and analyzation of learning outcomes and achievement data for subpopulations of students. Institution will identify performance gaps, and implement strategies which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps, and evaluate the efficacy of those strategies*

List the institutional goals from the Bakersfield College Strategic Plan that will be advanced upon completion of this goal? *Student Learning (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:

Continue data analytics and strategic implementation of guided pathways principals through the work of completion communities, AIQ and assessment committee. Management team leads will operationalize the work and help develop the deliverable. Implement IEPI work.

- 2. Program Goal:** *Improve the Early Momentum Points*

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

(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

Continue work with management lead to develop strategies that remove barriers and increase support services so students:

- 1. Are placed in college level math and English;*
- 2. Complete first 15 credits in program pathways in the first semester*
- 3. Successfully complete gateway math and English courses*

3. Program Goal: Implement Measure J

List the institutional goals from the Bakersfield College Strategic Plan that will be advanced upon completion of this goal? *Facilities and Technology (Student Learning, Student Progression and Completion, Facilities, Leadership and Engagement)*

Progress on goal achievement: *ongoing*

Status Update – Action Plan and link to Resource Requests:

Continue work with the VP, Finance and Administrative Service, Director of Facilities, and key project leads to ensure timely and effective implementation of Measure J

4. Program Goal: Continue systemized committee and department/area annual reporting that ties to budget and planning.

List the institutional goals from the Bakersfield College Strategic Plan that will be advanced upon completion of this goal? *Leadership & Engagement (Student Learning, Student Progression and Completion, Facilities, Leadership and Engagement)*

Progress on goal achievement: *ongoing*

Status Update – Action Plan and link to Resource Requests:

Annual “state of” reporting from departments/areas will inform the President’s annual State of the College report to the Board of Trustees. Annual Closing the Loop document connects college’s allocation of resources to strategic planning.

5. Program Goal: Continue to cultivate a distributed leadership model with emphasis on completing projects.

List the institutional goals from the Bakersfield College Strategic Plan that will be advanced upon completion of this goal? *Leadership & Engagement (Student Learning, Student Progression and Completion, Facilities, Leadership and Engagement)*

Progress on goal achievement: *ongoing*

Status Update – Action Plan and link to Resource Requests: *President’s Office continues to provide administrative leadership for collegewide projects (example: Guided Pathways, eLumen, assessment) distributed across managers deans and directors as opposed to staying within a hierarchical model; Faculty leadership is cultivated regularly for campuswide projects as well.*

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: *ongoing enrollment growth, staff vacancies, districtwide system issues have increased workload, and other stressors within the office and the college.*

1. How does your trend data (or other data your area collects) impact your decision making process for your program?
 - *The perception survey (Climate Survey) is used consistently to improve services to the campus community.*
 - *Budget data is reviewed regularly to guide and inform college directions.*
 - *Student enrollment data from OIE is used regularly to revise and enrollment management plans.*

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.*

Regular reporting at President's Cabinet, Admin Council and College Council are shared throughout the year.

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

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](#).*

The work of Guided Pathways has been a major initiative undertaken by BCOP and one of the main outcomes of the Guided Pathways initiative is to close the achievement gap of disproportionately impacted populations. Specifically, BCOP has been involved with the African American Initiative and Veterans.

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.
 - *College was awarded \$1million to pursue Rural Initiative programs; funding secured by Assemblyman Rudy Salas*
 - *President recognized as Educator of the Year award by Delano Chamber of Commerce*
 - *President has presented on Guided Pathways throughout the state to Board members, counselors, faculty and management teams.*
 - *Regular team meetings focused on professional development for the entire Executive office staff has been very productive.*
 - *Participation in campus-wide conference on leadership and other relevant topics.*

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.
BCOP works closely with the Guided Pathways Implementation Team in the development of systems and technologies to improve student success and completion rates.
7. Explain your role if you are involved in Dual Enrollment, Inmate Education, or Rural Initiatives.
The work of Guided Pathways has strategically driven the scaling up of dual enrollment, inmate education and rural initiatives.

Assessment Report - Annual Update

- A. List your Administrative Unit Outcomes (AUOs)
 1. *BCOP provides oversight for budget and planning measured by a Program Review submitted by every unit.*
 2. *BCOP engages the campus-wide committees through biennial Strategic Directions reporting to College Council.*
 3. *BCOP communicates regularly with internal and external constituencies; internally measured by way of the annual BC Services Survey administered by AIQ,*
- B. How did your outcomes results inform your program planning?
It guides the development of our summer retreat agendas. The Bakersfield College Office of the President has thoughtfully dedicated the summer term to a series of retreats that are used to analyze and synthesize accomplishments from the previous year as well as planning for next year.
- C. How do the Administrative Unit Outcomes align with Institutional Learning Outcomes?
 1. *ILOs of "Communicate" and "Engage" are core to the operations of BCOP*

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.

The Bakersfield College Office of the President is responsible for the overall working of the college internally as well as the college's engagement with the external community. The specific operations that interface with BCOP are the Academic Senate, Marketing and Public Relations, Information Technology, Institutional Effectiveness, the Foundation and the offices of the three vice-presidents. BCOP provides oversight for the work related to Measure J and Facilities.