

# Bakersfield College

## Program Review – Annual Update

**I. Program Information:**

Program Name: Dean of Instruction – Academic Development Department, Communication Department, and Family And Consumer Education

Program Type:       Instructional       Student Affairs       Administrative Service

**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 brand new administrative unit provides direct support to three academic departments (Academic Development Department, Communication Department, and Family And Consumer Education) the Dean’s office supports all aspects of the instructional, student services, and administrative units overseen so that students, faculty and staff can carry out the mission of the College with greater efficiency and flexibility.

Program Mission Statement:

The mission of the Office of Dean of Instruction – Academic Development Department, The Communication Department, and Family And Consumer Education is to support, encourage and enhance the effectiveness of the faculty, staff and students by providing planning, budgeting, leadership, and professional development; as well as ensure District and College policies, procedures, and practices are ensured.

**II. Progress on 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.

Program Goal	Which institutional goals from the Bakersfield College Strategic Plan will be advanced upon completion of this goal? (select all that apply)	Progress on goal achievement (choose one)	Comments
1. Brand new position. See under new program goals	<input type="checkbox"/> 1: Student Learning <input type="checkbox"/> 2: Student Progression and Completion <input type="checkbox"/> 3: Facilities <input type="checkbox"/> 4: Oversight and Accountability <input type="checkbox"/> 5: Leadership and Engagement	<input type="checkbox"/> Completed: January 2016 (Date) <input type="checkbox"/> Revised: _____ (Date) <input type="checkbox"/> Ongoing: _____ (Date)	

B. List new or revised goals (if applicable)

New/Replacement Program Goal	Which institutional goals will be advanced upon completion of this goal? (select all that apply)	Anticipated Results
1. Provide administrative leadership for the three disciplines of Academic Development, Communication, and FACE	<input checked="" type="checkbox"/> 1: Student Learning <input checked="" type="checkbox"/> 2: Student Progression and Completion <input checked="" type="checkbox"/> 3: Facilities <input checked="" type="checkbox"/> 4: Oversight and Accountability <input checked="" type="checkbox"/> 5: Leadership and Engagement	This a new position created fall 2017. Two of the three department chairs are also new. The new dean will create relationships with the chairs for the purpose of student success.
2. Lead Completion Coaching Community Guided Pathways team for Ag, Nutrition & Culinary Arts	<input checked="" type="checkbox"/> 1: Student Learning <input checked="" type="checkbox"/> 2: Student Progression and Completion <input type="checkbox"/> 3: Facilities <input checked="" type="checkbox"/> 4: Oversight and Accountability <input checked="" type="checkbox"/> 5: Leadership and Engagement	<ul style="list-style-type: none"> <li>This completion coaching community will vigorously pursue students in those meta-majors to ensure they are taking 15 units, in particular Math and English.</li> </ul>

Highlight **any significant changes** in the following metrics and discuss what such changes mean to your program. **N/A – See Program Reviews for all areas**

- A. Changes in student demographics (gender, age and ethnicity). **N/A**
- B. Changes in enrollment (headcount, sections, course enrollment and productivity). **N/A**
- C. Success and retention for face-to-face, as well as online/distance courses. **N/A**
- D. Other program-specific data that reflects significant changes (*please specify or attach*). All Student Affairs and Administrative Services should respond.

**Communication:**

- Fall 2017 – One Communication professor left and took a role as interim dean.
- Fall 2017 – Two temporary, one-semester full-time emergency hires were hired.

**FACE:**

- Fall 2017- New department chair took on role
- Summer 2017- New Culinary Arts Lab Technician hired

**Academic Development:**

- Summer 2017– Summer Bridges served over 1,000 students and trained over 90 faculty
- Fall 2017– Hired two new professors

**IV. Program Assessment (focus on most recent year):**

Use attached **Assessment Report Form AU Tab**

- A. Describe *any significant changes* in your program’s strengths since last year.  
This is a brand new area under a new dean. The position is not a replacement but new. As such there is nothing to report from last year.
- B. Describe *any significant changes* in your program’s weaknesses since last year.  
See above.

C. If applicable, describe any unplanned events that affected your program.

Bakersfield College hired two new deans, creating this dean of instruction position, responsible for Academic Development, FACE, and Communication. A new executive secretary was hired and an office supervisor was “loaned” to the area to assist for several weeks.

**V. Assess Your Program’s Resource Needs:** To request resources (staff, faculty, technology, equipment, budget, and facilities), please fill out the appropriate form. <https://committees.kccd.edu/bc/committee/programreview>

A. Human Resources and Professional Development:

1. If you are requesting any additional positions, explain briefly how the additional positions will contribute to increased student success. Include upcoming retirements or open positions that need to be filled.

a. HR needs of areas addressed in program reviews of respective departments.

b. DA III is needed to meet the demands of the three departments. As of now, a brand new executive secretary is doing this work.

2. Professional Development:

a. Describe briefly the effectiveness of the professional development your program has been engaged in (either providing or attending) during the last year, focusing on how it contributed to student success.

Dean’s office is new and has not participated in any professional development related to his areas. The departments has attended numerous trainings, conferences to enhance best practices and to advance student success.

b. What professional development opportunities and contributions can your program make to the college in the future?

Discipline fairs, staff training from CHDV professors on how to balance career and family, collaboration between ACDV and CHDV in advancing Education Pathway

B. Facilities:

1. How have facilities’ maintenance, repair or updating affected your program in the past year as it relates to student success?

The old Communication “library” in Fine Arts 43 moved to make room for a dean’s suite, which now houses the dean’s executive secretary and the dean in Fine Arts 43A. This now has resulted in two deans in one building allowing faculty greater access to administration and support services.

2. How will your Facilities Request for next year contribute to student success?

Cosmetic work to Fine Arts 43 will provide an environment that is more conducive to a professional work environment.

C. Technology and Equipment:

1. Understanding that some programs teach in multiple classrooms, how has new, repurposed or existing technology or equipment affected your program in the past year as it relates to student success? **N/A**
2. How will your new or repurposed classroom, office technology and/or equipment request contribute to student success? **N/A**
3. Discuss the effectiveness of technology used in your area to meet college strategic goals. **N/A**

D. Budget: Explain how your budget justifications will contribute to increased student success for your program.

Currently there is not a budget to support the Dean's office. In order to accomplish the responsibilities associated with the dean's office there must be an established budget. The budget dollars will be used to support clerical staff to improve program efficiency and effectiveness.

**VI. Conclusions and Findings:**

Present any conclusions and findings about the program. This is an opportunity to provide a brief abstract/synopsis of your program's current circumstances and needs.

Overall, this administrative unit is still in its infancy but is beginning to properly function and advance the strategic directions of the College, as well as creating opportunities for students to achieve Student learning outcomes (SLO's/PLO's/ILO's). Further effectiveness of the administrative unit's success can be achieved with funding to support personnel requests to enhance and support the effectiveness of existing programs, as well as allow for additional educational programs.