

# Bakersfield College

## Program Review – Annual Update

Program Name: Events & Scheduling

Program Type:  Instructional     Student Affairs     Administrative Service     Other

**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: Events & Scheduling brings together on the BC campus a rich diverse group of community leaders who engage with our students/faculty and staff. We are dedicated to engaging with a cross section of the community as well as the outlying areas that the college serves. We enjoy working in collaboration with these groups for the benefit of the students.

Program Mission Statement:

**Instructional Programs only:**

- A. List the degrees and Certificates of Achievement the program offers
- B. If your program offers both an A.A. and an A.S. degree in the same subject, please explain the rationale for offering both and the difference between the two.
- C. If your program offers a local degree in addition to the ADT degree, please explain the rationale for offering both.

**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. Please provide an action plan for each goal that gives the steps to completing the goal and the timeline.

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)	Status Update – Action Plan
1. Ongoing software updates	<input type="checkbox"/> 1: Student Learning <input type="checkbox"/> 2: Student Progression and Completion <input checked="" type="checkbox"/> 3: Facilities <input type="checkbox"/> 4: Oversight and Accountability <input type="checkbox"/> 5: Leadership and Engagement	<input type="checkbox"/> Completed: _____ (Date) <input type="checkbox"/> Revised: _____ (Date) <input checked="" type="checkbox"/> Ongoing: _____ (Date)	Software was not implemented but we have now moved forward toward another package and plan to implement it in 2018
2. Partnering with	<input type="checkbox"/> 1: Student Learning	<input type="checkbox"/> Completed: _____ (Date)	These events will continue throughout

Outreach to bring additional groups to campus	<input checked="" 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"/> Revised: _____ (Date) <input checked="" type="checkbox"/> Ongoing: _____ (Date)	2018 to bridge the gaps of students who might wish to attend BC and making it possible. Events bring them to the campus and we will continue to work on this important goal
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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)	Status Update – Action Plan
<b>New goals are to bring to the campus additional diverse groups. We will have at least one Hispanic event and additional groups working with Outreach</b>	<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 checked="" type="checkbox"/> 5: Leadership and Engagement	<b>Working to ensure student success and bridging the gaps to bring visibility of our campus to new areas of our outlying community.</b>

**Best Practices:**

Programs often do something particularly well; usually they have learned through assessment – sometimes trial and error – what solves a problem or makes their programs work so well. These are often called Best Practices and can help others. Please share the practices your program has found to be effective.



**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).

1. Please report on any unexpected changes or challenges that your program encountered this cycle:  
We have worked without a full time scheduling technician. That position continues to be reviewed and we are going out for another online search.
2. How does your trend data impact your decision making process for your program? No
3. Were there any changes to student success and retention for face-to-face, as well as online/distance courses? N/A

4. Were there any changes to student demographics (age, gender, or ethnicity) for the past cycle? None

**Resource Request and Analysis:**

Resource Request		If Fulfilled, Discuss How Previous Year's Requests Impact Program Effectiveness?
<p><b>Positions:</b>  <i>Discuss the impact new and/or replacement faculty and/or staff had on your program's effectiveness.</i></p>	<p><input checked="" type="checkbox"/> 1: Classified Staff  <input type="checkbox"/> 2: Faculty</p>	<p>In process</p>
<p><b>Professional Development:</b>  <i>Describe briefly, the effectiveness of the professional development your program has been engaged in (either providing or attending) during the last cycle</i></p>	<p><input type="checkbox"/> 1: Provided Professional Development  <input type="checkbox"/> 2: Attended Professional Development</p>	<p>Gave presentations throughout the campus on Events Scheduling and best practices. This was done in small groups and also as a Flex Event.</p>
<p><b>Facilities:</b>  <i>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.</i></p>	<p><input type="checkbox"/> 1: Space Allocation  <input type="checkbox"/> 2: Renovation  <input type="checkbox"/> 3: Furniture  <input type="checkbox"/> 4: Other  <input type="checkbox"/> 5: Beyond Routine Maintenance</p>	<p>none</p>

<p><b>Technology:</b>  <i>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?</i></p>	<input type="checkbox"/> 1: Replacement Technology <input type="checkbox"/> 2: New Technology <input type="checkbox"/> 3: Software <input type="checkbox"/> 4: Other _____	<p>No changes</p>
<p><b>Resource Request</b></p>		<p><b>Discuss How Effective Request is for Student Success?</b></p>
<p><b>Other Equipment:</b>  <i>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.</i></p>	<input type="checkbox"/> 1: Replacement <input type="checkbox"/> 2: New <input type="checkbox"/> 3: Other _____	<p>n/a</p>
<p><b>Budget:</b>  <i>Explain how your budget justifications will contribute to increased student success for your program. (Fiscal requests will be submitted by the faculty chair and/or area administrator.)</i></p>		<p>Our budget was cut but most of our revenue that comes in is from outside events. We manage Events on the campus for 300 events a month and have another 4-6 outside events. We continue to grow it.</p>

**Conclusions & Snapshot:**

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.

We endeavor to balance the college’s educational responsibilities with its commitment to the cultural, social and economic development of the Bakersfield Community. We are a clearinghouse for all college events for faculty, staff, administration & the community. From our events come the central scheduling

calendar along with the complete list of all classrooms and meeting spaces. We are available to coordinate all event needs such as site selection, catering, scheduling policies and procedures, contract administration and risk management compliance/ The staff works in conjunction with classroom scheduling to assure that all needs are met for both academic and nonacademic events.