

# Bakersfield College

## Program Review – Annual Update

Program Name: Bakersfield College Office of the President (BCOP)

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:**    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 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. The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the	<input checked="" 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: _____ (Date) <input type="checkbox"/> Revised: _____ (Date) <input checked="" type="checkbox"/> Ongoing: _____ (Date)	Work with assessment committee, AIQ and data coaches. Management team leads will operationalize the work and help develop the deliverable. Implement IEPI work. Data generated, analysis and discussions completed, improvements initiated. Deadline: May 2018.

<p>institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies</p>			
<p>2. Improve the Early Momentum Points –</p>	<p><input type="checkbox"/> 1: Student Learning  <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</p>	<p><input type="checkbox"/> Completed: _____ (Date)  <input type="checkbox"/> Revised: _____ (Date)  <input checked="" type="checkbox"/> Ongoing: _____ (Date)</p>	<p>Work with management team leads to remove barriers and increase support so students:</p> <ol style="list-style-type: none"> <li>1. Are placed in college level math and English;</li> <li>2. Complete first 15 credits in program pathways in the first semester</li> <li>3. Successfully complete gateway math and English courses</li> </ol>
<p>3. Implement Measure J</p>	<p><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</p>	<p><input type="checkbox"/> Completed: _____ (Date)  <input type="checkbox"/> Revised: _____ (Date)  <input checked="" type="checkbox"/> Ongoing: _____ (Date)</p>	<p>Continue to work with Director of Facilities, and Measure J teams on key projects</p>
<p>4. State of “Functional Area” systemized in the governance and administrative process</p>	<p><input type="checkbox"/> 1: Student Learning  <input type="checkbox"/> 2: Student Progression and Completion  <input type="checkbox"/> 3: Facilities  <input checked="" type="checkbox"/> 4: Oversight and Accountability  <input type="checkbox"/> 5: Leadership and Engagement</p>	<p><input type="checkbox"/> Completed: _____ (Date)  <input type="checkbox"/> Revised: _____ (Date)  <input checked="" type="checkbox"/> Ongoing: _____ (Date)</p>	<p>First iteration of this work will be developed and presented by end of fall 2017</p>
<p>5. Continue to cultivate a distributed leadership model with emphasis on completing projects.</p>	<p><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</p>	<p><input type="checkbox"/> Completed: _____ (Date)  <input type="checkbox"/> Revised: _____ (Date)  <input checked="" type="checkbox"/> Ongoing: _____ (Date)</p>	<ol style="list-style-type: none"> <li>1. We continue to provide administrative leadership for collegewide projects (example: completion coaching communities, eLumen, assessment) distributed across managers deans and directors as opposed to staying within a hierarchical model</li> <li>2. Faculty leadership is cultivated regularly for campuswide projects as well</li> </ol>

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
	<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	

**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.

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.

The Bakersfield College Office of the President focuses on the twelve campuswide committees in structuring work plans and agendas to be able to effectively accomplish work in a year.

The President’s Office leads discussion on the feedback about the functioning of Presidents’ Office and the entire Executive Suite to improve our service. The 2016 Bakersfield College Services Survey results provided comments on the service from the President’s Office. Comments include, “the President’s Office is unique team and produces work that hasn’t been seen before. Seems to all have support for each other and cares about the college community and assisting in any way- so the needs are met in a timely manner.”, and that the team is “very friendly, engaging, professional, and knowledgeable.”

**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:  
*Enrollment growth, staff vacancies, districtwide system issues have increased workload, and other stressors within the office and the college.*
  
2. How does your trend data impact your decision making process for your program?
  - a. *The perception survey (Climate Survey) is used consistently to improve services to the campus community.*
  - b. *Budget data is reviewed regularly to guide and inform college directions.*
  - c. *Student enrollment data from IR is used regularly to revise and enrollment management plans.*
  
3. Were there any changes to student success and retention for face-to-face, as well as online/distance courses?  
*Significant improvement in success levels in transfer level English and math; for more information see Renegade Scorecard.*
  
4. Were there any changes to student demographics (age, gender, or ethnicity) for the past cycle?  
*Increase percentage of Latino student population from 61 percent to 64 percent.*

**Resource Request and Analysis:**

Resource Request		If Fulfilled, Discuss How Previous Year's Requests Impact Program Effectiveness?
<b>Positions:</b> <i>Discuss the impact new and/or replacement faculty and/or staff had on your program's effectiveness.</i>	<input checked="" type="checkbox"/> 1: Classified Staff <input type="checkbox"/> 2: Faculty	<ul style="list-style-type: none"> <li>- DA III will provide additional clerical support to the President's Office in response to the increased number of students and expanding college initiatives.</li> </ul>
<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>	<input checked="" type="checkbox"/> 1: Provided Professional Development <input checked="" type="checkbox"/> 2: Attended Professional Development	<ul style="list-style-type: none"> <li>- Regular team meetings focused on professional development for the entire Executive office staff has been very productive.</li> <li>- Several staff have taken courses to advance their degree attainment.</li> <li>- Participation in campus-wide conference on leadership and other relevant topics.</li> </ul>

<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>	<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><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 _____	
<b>Resource Request</b>		<b>Discuss How Effective Request is for Student Success?</b>
<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><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>		

**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.

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.