

Assessment Report - Annual Update

Program Assessment (focus on most recent year)

Department:	Enrollment Services
Program:	Admissions and Records
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A. List your Program Learning Outcomes (PLOs)/Administrative Unit Outcomes (AUOs)

1 To assist students in applying for degrees and certificates in an automated process.

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B. How did your outcomes assessment results inform your program planning? Use the bullet points below to organize your response.

Our previous goal of online fillable forms was halted by the District Office as there were some issues with data security. This is currently on hold from last year.

C. How do course level student learning outcomes align with program learning outcomes? Instructional programs can combine questions C and D for one response (SLO/PLO/ILO).

Institutional Learning Outcomes:

Think: Think critically and evaluate sources and information for validity and usefulness.

Communicate: Communicate effectively in both written and oral forms.

Demonstrate: Demonstrate competency in a field of knowledge or with job-related skills.

Engage: Engage productively in all levels of society – interpersonal, community, the state and the nation, and the world.

D. How do the program learning outcomes or Administrative Unit Outcomes align with Institutional Learning Outcomes? All Student Affairs and Administrative Services should respond.

Admissions and Records engages every student at Bakersfield College, starting with the application process. Staff in Admissions and Records Office communicate with students on a regular basis to give them important information about deadlines to add and drop classes, apply for graduation, and important dates which is done by email, by phone or on the Bakersfield College website.

E. How do you engage in collegial dialog about student learning outcomes?

Several staff members from Admissions and Records serve on various committees which contribute to student learning. Most of the staff in Admissions and Records serve on Guided Pathways cohort or affinity groups. They also participate in State and Regional meetings that provide training each year which keeps them fresh with current data.

F. In your previous program review did you specify a major objective or project to implement specifically designed to improve equity?

***How has the objective or project impacted equity in your department or program?**

***What areas have you identified for program improvements that relate directly to equity in the coming year?**

Admissions and Records has identified improvement in equity by participating in affinity groups through the Guided Pathways Initiative. The department provides services to all BC students, all prospective students, as well as to the staff and the public. All of our services are provided with equity in mind.