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SUMMARY REPORT 2017

PREPARED BY THE PROGRAM REVIEW COMMITTEE



Presented to College Council

DECEMBER 7, 2017

MANNY MOURTZANOS, ADMINISTRATIVE CHAIR

KIMBERLY NICKELL, FACULTY CHAIR

KRISTIN RABE, CLASSIFIED CHAIR

PRC Members

- ▶ Emmanuel (Manny) Mourtzanos, Dean of Instruction, Administrative Chair
- ▶ Kim Nickell, Academic Development, Faculty Chair
- ▶ Kristin Rabe, Media Services, Classified Chair
- ▶ Diane Allen, Student Services
- ▶ Savanna Andrasian, English
- ▶ Heather Baltis, Agriculture
- ▶ Mindy Wilmot, Library
- ▶ Anna Poetker, Philosophy
- ▶ Jennifer Johnson, Nursing (Curriculum Liason)
- ▶ Neely Hatridge, Communication
- ▶ Meg Stidham, CSEA
- ▶ Sue Vaughn, Administrative
- ▶ Andrea Tumblin, Mathematics
- ▶ David Neville, Foreign Language
- ▶ Nicole Hernandez, Nursing
- ▶ Brenda Nyagwachi, FACE
- ▶ Brent Burton, Fire Technology/EMS
- ▶ Brian Sivesind, Theater
- ▶ Hibba Ashraf, Biology
- ▶ Antonio Alfaro, CTE
- ▶ SGA Representative – Genae Romo

Purpose of the Annual Report

- ▶ To summarize themes and trends among the 109 (of 112) programs PRC reviewed, which included:
 - ▶ 10 Admin Units- all Annual Updates
 - ▶ 13 Student Affairs-1 Comp (Counseling) 12 Annual Updates
 - ▶ 13 of 14 Academic Affairs-All Annual Updates
 - ▶ 11 of 12 Other Areas-1 Comp (English for Multicultural Learners) 10 Annual Updates
 - ▶ 1 Baccalaureate-Annual Update
 - ▶ 61 of 62 Instructional-16 of which were Comprehensive Reviews and 45 Annual Updates.

Purpose of the Annual Report

- ▶ To assess the Program Review process for future improvement.
 - ▶ Reflect on the program reviews we receive
 - ▶ how were updates and forms completed
 - ▶ Use feedback from our Spring Survey
 - ▶ PRC views issues and concerns as opportunities for Improvement for the next cycle.

Purpose of the Annual Report

- ▶ To provide information to help decision-making bodies
 - ▶ **Budget Requests = 25**
 - ▶ **Classified Position Requests = 43**
 - ▶ **Faculty Position Requests = 52**
 - ▶ **Facilities Requests = 100**
 - ▶ **ISIT Tech Requests = 95**
 - ▶ **Other Equip Requests = 52**
 - ▶ **Professional Development Requests = 31**
 - ▶ **Certificates Reported = 12**
 - ▶ **CTE Reported = 30**
 - ▶ **Curricular Reviews Reported = 23**
 - ▶ **Assessments – 81 areas submitted**

Three-year Summary Report

Trend:

- ▶ Over the past three Program Review cycles, the number of programs included in the Program Review process has increased:
 - ▶ 2015 98 programs – 87% submitted
 - ▶ 2016 108 programs -96% submitted
 - ▶ 2017 112 programs – 97% submitted

2018...100% submitted!

Findings

- ▶ List of programs was more conclusive this year. In turn, we had more programs complete program reviews.
- ▶ Deans/chairs received thumb drives with their forms.
 - ▶ This helped in getting a larger number of correct forms back.
- ▶ Not all received resources were assessed. We will revamp this for the next cycle.
- ▶ Assessment Form restructured this cycle. The form was better received, but there is a need to create assessment forms that better reflect admin units and non-instructional programs.

Planning for the 2018 Cycle

- ▶ Reaching out to committees and task force teams
 - ▶ Met with Di Hoffman to discuss Assessment Form
 - ▶ Create relevant forms for all program types
 - ▶ Administrative units are refining their assessments with their Administrative Unit Outcomes. They are resubmitting them to the Program Review Committee for inclusion with their packet as of 12/5.
 - ▶ Meeting with Guided Pathways leads spring 2018
 - ▶ Integrating Guided Pathways into the Program Review Process
 - ▶ Connecting with Curriculum, CTE, and resource committees to assess forms and make updates as needed
- ▶ Internally align all forms, update handbook, and set timeline
- ▶ Offer workshops and help facilitate Assessment workshops

Observations

A positive shift at Bakersfield College about the implications of Program Review

- ▶ An opportunity to promote educational excellence and improve instruction and services to students.
- ▶ The resource acquisition process and budgeting process is more fully understood and incorporated.
- ▶ Our systems are better integrated. We work more effectively with other committees
- ▶ Some programs took immediate advantage of feedback and resubmitted their program reviews

Recommendations

- ▶ Continue to track the connection between the program review process and resource allocations.
- ▶ Verify accuracy of master list of programs prior to the process.
- ▶ Provide more training for administrators, current and incoming department chairs, and interested employees.
- ▶ Meet with each area dean/department chair about budget.



Learn from what we do.

THE CYCLE IS ONGOING. WE ARE MAKING IMPROVEMENTS TO OUR FORMS AND WILL BE READY IN SPRING 2018!

WE WANT TO WORK TOGETHER TO BE TRANSPARENT AND STEER OURSELVES IN A POSITIVE DIRECTION TO BENEFIT FUTURE GENERATIONS TO COME AT BAKERSFIELD COLLEGE.

LOOK FOR LOTS OF OPPORTUNITIES TO START YOUR PROGRAM REVIEW EARLY!

We pose the question:

- ▶ What kind of policy should be developed for programs, services, and offices who do not submit an annual update?
- ▶ This is to ensure and demonstrate that every program, service and office is engaged in the process of self-evaluation and reporting.
- ▶ This is meaningful for continuous improvement, resource allocation and accreditation evidence.

Building a Better BC... through Program Review

