**Bakersfield College**

**Program Review – Annual Update**

**I. Program Information:**

Program Name:

Program Type: [ ]  Instructional [x]  Non-Instructional

Program Mission Statement: The mission of the Bakersfield College Delano Campus is to provide ready access to the high quality education necessary for our socially and ethnically diverse students--whether they be vocational, transfer-oriented, developmental, or some combination of these--to thrive in a rapidly changing world. The Delano Campus is responsible for quality instruction and services that include the unit’s strategic initiatives:

-Improve North Kern County area student access, retention, and success

-Provide effective learning and earning pathways for North Kern County area students

-Support student learning through appropriate technology

-Support student learning through streamlined systems and processes

Program Description: The Bakersfield College Delano Campus (BCDC) provides the community with local access to Bakersfield College programs and services. The Delano Campus provides Northern Kern County students access to education that leads to degrees and certificates, workplace skills, and preparation for transfer. Our students live in Delano and the rural communities of Northern Kern and Southern Tulare counties. We often are the only pathway for these students to obtain academic and occupational success. The Campus Director is responsible for advocating programs and services that meet the needs of this community. Student and instructional support services include Counseling, Financial Advising, Educational Advising, Assessment Testing, Computer Labs, Peer Tutoring, Admissions and Registration.

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

1. How did your outcomes assessment results inform your program planning?
	1. FTES Levels: FTES continues to drive the Delano program as the primary outcome each year. The primary focus is to maintain a minimum of 1000 FTES to ensure center funding from the state. Since 2007, Delano has experience a 52 percent increase in FTES, but last year experienced an 6 percent decline due to budget and state economic issues. The current FTES is 995.4 and is slightly below what we need to maintain center funding. The FTES target is a critical number for the Delano campus and directly impacts facility additions, improvement and development. The drop is due to cancelling courses with less than 20 students, but more than 15. The five year average is 1073 FTES, but it is important we not drop below 1000 this year.
	2. Productivity Levels: Productivity levels provide an assessment of efficiencies at the Delano Campus. The target is to be within .5 of the Bakersfield College FTES/FTEF levels and indicates equity among faculty load between the two campuses. Delano has maintained productivity levels above the Panorama Campus since 2009. This past year, Delano’s productivity of 16.2 demonstrates equity with the overall BC rate of 17.5. Productivity is a key historical scheduling tool used in developing Delano class schedules and faculty assignments. Productivity goes down when trying to balance FTES at the center. We strive to be as efficient as possible, but when trying to maintain FTES we keep lower enrolled courses. The purpose of center funding is to allow some lower enrolled courses at distant sites.
	3. Success and Retention: Delano’s success and retention levels have been at about 67 percent and 87 percent over the past five years. Success and Retention drive our plans to collaborate with local high schools. The belief is we can improve student success by helping local educators better prepare students for higher education. The Delano Campus has 89 percent retention and 68 percent success rate among students age 19 and under demographics.
	4. Degree/Certificate Awards: Delano Campus has chosen to focus on AA/AS degrees because our current business is to provide general education requirements and supplemental courses to complete the most popular degrees. Over the past five years, Delano Campus has awarded 855 AA/AS degrees and averages 171 degrees per year. The AA/AS degrees increased by 20 percent over the past five years. Delano area unduplicated students account for 11.1 percent of the college wide headcount and 19 percent of all AA/AS degrees awarded. Degrees awarded increased by 32 percent over the previous year.
	5. Adult Participation Rates: Delano Adult Participation rates indicate if we are bringing the right programs to meet the needs for our area’s 73,000 adults. The Delano rate changed rapidly from 34 per 1000 adults to 58 per 1000 four years ago. Based on enrollment trends we speculate this number has decreased to 50 per 1000 this year. If we were to reach the state’s participation rate of 72 per 1000 residents, the Delano campus unduplicated enrollment would increase by 1000-1200 students. The prospect of this increase has a significant impact on planning for facilities and human resources.
2. How did your outcomes assessment results inform your resource requests?
	1. Annual FTES & Degree/Certificate Awards: The previous year’s drop in degrees awarded was due to a shift in resources. The Delano campus added an additional adjunct counselor to help rural students through the matriculation process. In addition, we hired a replacement full time classified employee to work the admissions and records area. The increase in student support has budget concerns, but demonstrates a commitment to improved student support. It is important we shift resources back to support counseling and DSPS services to continue the increase AA/AS degrees in Delano.
	2. Student Success/Retention: Last year, Delano campus decreased the high-touch, one-on-one counseling to assist with the development of Ed Plans. This year we changed the focus back to student support services to assist students in the matriculation process. The extra effort is demonstrated in the number of students completing matriculation. Delano Campus students have a better matriculation percentage (3-4 percent) than the Bakersfield College campus as a whole. This resulted in an 87 percent retention rate and 67 percent success rate.

C. Instructional Programs only**:** How do course level student learning outcomes align with program learning outcomes? Not applicable

D. How do the program learning outcomes align with Institutional Learning Outcomes? The Delano Campus programs will meet all learning outcomes as offered at the Bakersfield Panorama Campus. Delano and rural community students will be exposed to the same academic rigor and standards as is expected of all Bakersfield College students. The expectation is students will be able to think critically and be problem solvers. They will be able to communicate clearly and possess the core knowledge they need to transfer to a four year school or enter a career in their chosen field. In the end, rural community students will contribute to society and be actively engaged in their community. This underlines the importance of bringing Bakersfield College programs to our underserved rural communities of Northern Kern County.

**III. Resource Analysis:**

1. Human Resources
2. If you are requesting any additional positions, explain briefly how the additional positions will contribute to increased student success. The Delano Campus has assumed the responsibility for all Bakersfield College rural communities. The expansion requires additional resources to meet the excess demand.
3. Professional Development (Professional Development form)
4. Describe briefly the effectiveness of the professional development your program has been engaged with (either providing or attending) during the last cycle, focusing on how it contributed to student success.
5. Provide rationale for future professional development opportunities and contributions that your program can make.
6. Facilities (M&O requests can be submitted by completing the [M&O request form](https://committees.kccd.edu/sites/committees.kccd.edu/files/Copy%20of%2012%20M%26O%20Needs%20Workbook%2012-13%20APR.xlsx).)

Has your area received any facilities maintenance, repair or updating in this cycle? None

1. If yes, how has the outcome contributed to student success?
2. If no, how will your facilities request contribute to student success? The request is required to meet accommodation needs of DSPS students.
3. Technology (Technology requests can be made by filling out the [ISIT Request form](http://www.bakersfieldcollege.edu/irp/Annual%20Program%20Reviews/2012-13/13%20ISIT%20Priority%20Workbook%2012-13.xlsx).)
4. Has your program received new or repurposed technology in this cycle? Yes
	1. If yes, how has this technology contributed to student success? Upgraded classrooms with projectors that allowed instructors to be more effective.
	2. If no, how will your new or repurposed technology request contribute to student success?
5. Do you need new or repurposed classroom technology to support student success and/or new office technology to support faculty/staff success? Justify your request.
6. Budget (Changes to the budget allocation can be requested using the [Budget Change Request Form](http://committees.kccd.edu/bc/committee/programreview)).

If you are requesting any additional funding, explain briefly how it will contribute to increased student success.

**IV. Trend Data Analysis:**

Highlight *any significant changes* in the following metrics and discuss what such changes mean to your program.

1. Changes in student demographics (gender, age and ethnicity).

Delano campus has traditionally enrolled more females than males and the gap has consistently remained at about 20 percent the past five years (see the chart below). Collegewide the gap is around 8 percent. This is something we may want to address and bring to our area counselor group to discuss. BC Delano’s largest age group is ages 20-29 and they account for about 56 percent of our student population. It is important to note that the 29 and under age group accounts for 88 percent of Delano students. Delano has a much younger population than found campuswide -- 75 percent in this age group. Recruitment of students ages 30 and older could have a positive impact on the area’s participation rate and be a source to increase FTES.

1. Changes in enrollment (headcount, sections, course enrollment and productivity).

The headcount has been steady the past three years, while census day enrollments took a mild dip. This is an indicator that individuals are taking a lighter course load and could adversely affect the college goal to increase the number of students taking 12 or more units per year. Currently, the drop is mild, but may be a concern individuals take fewer classes. FTES has remained at about 1,050 the past three years and this is by design to address recent budget concerns. This is demonstrated the reduction in FTEF and the slight rise in productivity over the past three years.

1. Success and retention for face-to-face, as well as online/distance courses.

Success and retention for face-to-face, as well as online/distance courses

Delano’s success and retention levels have been at about 66 percent and 87 percent over the past five years. Success and Retention drive our plans to collaborate with local high schools. The belief is we can improve student success by helping local educators better prepare students for higher education.

1. Other program-specific data that reflects significant changes *(please specify or attach).*

**V. Progress on Program Goals:**

1. 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.

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| **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** **(if applicable)** |
| 1. *Increase student access to available Delano Campus technology by 50 percent through increased lab hours and using currently available staff by 1 April 2012* | [x]  1: Student Success [ ]  2: Communication [ ]  3: Facilities & Infrastructure [ ]  4: Oversight & Accountability [ ]  5: Integration [ ]  6: Professional Development | [ ]  Completed:\_\_\_\_\_\_\_\_\_\_ (Date) [x]  Revised:  June, 1 2015 **[ ]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | We did increase the use of computers, but were limited on our ability to use available staff. This goal is still valid, and we will continue to improve access and target a 50 percent increase. |
| 2. *Create a Delano Adjunct Staff Development Plan and submit it to the SDCC for approval and inclusion on the SDCC training schedule.* | [ ]  1: Student Success [ ]  2: Communication [ ]  3: Facilities & Infrastructure [ ]  4: Oversight & Accountability [ ]  5: Integration [x]  6: Professional Development | [ ]  Completed:\_\_\_\_\_\_\_\_\_\_ (Date) [x]  Revised: August, 1 2015 (Date)**[ ]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | The BCDC Director is a member of the SDCC. The SDCC has a focus to improve Delano’s faculty and staff access to staff development presentations. This includes the use of interactive classrooms to broadcast in Delano. This goal will now read -- Work with the staff development committee to improve Staff development offerings to Delano faculty and staff.  |
| 1. *Establish a five year “Delano Career Tech Expansion Plan” that supports the needs of the Northern Kern County citizens by June 1, 2012.*  | [x]  1: Student Success [ ]  2: Communication [ ]  3: Facilities & Infrastructure [ ]  4: Oversight & Accountability [ ]  5: Integration [ ]  6: Professional Development | [ ]  Completed:\_\_\_\_\_\_\_\_\_\_ (Date) [x]  Revised: August 1, 2015**[ ]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | The Delano CTE plan is to have a certificate-welding program in Delano; leverage Delano High School facilities to add other programs; increase dual enrollment and articulation agreements with area high schools; and work with Delano Joint Union High School to establish college readiness programs and an early college program. It also includes a key partnership to establish an early college component to the DJUHSD Career Tech High School in Earlimart, California. The scope of the plan has expanded and is very dynamic and will require updates this year. |
| *Activate the BC Foundation Delano College Center Foundation Auxiliary NLT 1 December 2011* | [ ]  1: Student Success [x]  2: Communication [ ]  3: Facilities & Infrastructure [ ]  4: Oversight & Accountability [ ]  5: Integration [ ]  6: Professional Development | [ ]  Completed:\_\_\_\_\_\_\_\_\_\_ (Date) [x]  Revised: September 1, 2015**[ ]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | The BC Delano Foundation Auxiliary is an active part of the Delano Campus. Since its return, it has sponsored eight separate events, issued $25,000.00 in scholarships, and funded $10,000.00 in an early college pilot program at Cesar Chavez High School in Delano. The auxiliary needs additional community member involvement. This goal remains valid to consider the foundation fully functional |

1. New or revised goals (if applicable)

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| **New/Replacement Program Goal** | **Which institutional goals from the Bakersfield College Strategic Plan will be advanced upon completion of this goal? (select all that apply)** | **Anticipated Results** |
| **75 percent of all Delano Campus students will be fully matriculated by October 1, 2015** | [x]  1: Student Success [ ]  2: Communication [ ]  3: Facilities & Infrastructure [ ]  4: Oversight & Accountability [ ]  5: Integration [ ]  6: Professional Development | **Currently, Delano Campus students are 65 percent have student education plans and 64 percent are fully matriculated.**  |

**VI. Curricular Review (Instructional Programs only):**

1. Review of Course Information:
	* Column A list all of the courses associated with the degree.
	* Column B list the Fall term the review process will be started for ongoing compliance.
	* Column C list the compliance due date.
	* Column D list any changes to courses with regard to distance education.
	* Column E list corresponding C-ID descriptors if available. <http://www.c-id.net/>

**\*\*Dates listed should reflect a five year cycle allowing for one year of review**

**to maintain ongoing compliance.\*\***

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| **A. Course** | **B. Fall Term Review will be Submitted** | **C. Compliance Due Date** | **D. Distance Education Changes** | **E. C-ID Descriptors Available** |
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1. Review of Program Information:

Is the program information housed in CurricUNET accurate? (Considerations: changes in course(s) names and/or suffixes as well as additions/deletions of courses). If not, then a program modification needs to be started in CurricUNET to reflect the necessary changes. Explain the requested changes below.

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Is the program and course listing information in the current catalog accurate? If not, list the requested

changes below. Catalog information should reflect what is in CurricUNET.

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1. Student Education Plan (SEP) Pathway(s) uploaded to “Attached Files” in CurricUNET.

If applicable, SEP Pathway with CSU Breadth indicated? Yes or No

If applicable, SEP Pathway with IGETC indicated? Yes or No

If applicable, SEP Pathway with BC General Education indicated? Yes or No

 **\*\*Please ensure that the information housed in CurricUNET and the current catalog match. \*\***

1. If applicable, provide a description of the program’s future adoption of C-ID descriptors and Associate Degree for Transfer (ADT) or Model Curricula.

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**VII. Conclusions and Findings:**

Present any conclusions and findings about the program. At the Delano Campus FTES continues to drive the Delano program. The primary focus is to maintain a minimum of 1000 FTES to ensure center funding from the state. Productivity levels remain stable -- within .5 of the BC rate of 17.9. Delano’s success and retention levels have been at about 66 percent and 87 percent over the past five years. It is a Delano Campus belief that getting to prospective students early will improve our success and retention. This is why we put emphasis on partnering with our feeder schools. The belief is we can improve student success by helping local educators better prepare students for higher education.

Delano Campus has chosen to focus on AA/AS degrees because our current business is to provide general education requirements and supplemental courses to complete the most popular degrees. Over the past five years, Delano AA/AS degrees have climbed from 145 to 194. Delano students account for 12 percent of the college headcount and 19 percent of all AA/AS degrees awarded. Student support resources will need to increase to meet demands associated with the rural initiatives. It is important that we shift resources back to support counseling and DSPS services and increase AA/AS degrees in Delano.

Delano Campus student involvement has dropped significantly this past year and is a major concern. Delano Campus had six active clubs involved in numerous activities and a popular Leadership Course that helped promote student involvement. We cancelled the leadership course because it did not have an approved curriculum. Not having the leadership course adversely impacted the campus as indicated in current active clubs.

**VIII. Attachments (place a checkmark beside the forms listed below that are attached):**

[ ]  [Faculty Request Form](http://committees.kccd.edu/bc/committee/programreview) [x]  [Classified Request Form](http://committees.kccd.edu/bc/committee/programreview) [ ]  [Budget Change Request Form](http://committees.kccd.edu/bc/committee/programreview)

[ ]  Professional Development [x]  [ISIT Form](http://committees.kccd.edu/bc/committee/programreview) [x]  [M & O Form](http://committees.kccd.edu/bc/committee/programreview)

[x]  [Best Practices Form](http://committees.kccd.edu/bc/committee/programreview) **(Required)** [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IX. Certificates of Achievement:**

Programs with stackable certificates fill out the following form.

Stand alone certificates fill out the entire Annual Update.

**Certificate Form**

**Annual Update 2014-15**

**Name of Program:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Certificate Name** | **JSC** | **CA** | **Is the certificate stackable?** | **Is the certificate a** **stand alone program?** |
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Please discuss the following questions regarding all area Certificates of Achievement (CA):

1. List certificates that are proposed for *addition*.
2. List certificates that are proposed for *deletion*.
3. For this CA, what are the SOC codes (Occupational Titles and codes) that students who complete the CA will be able to obtain entry-level employment in, and what are the projected annual openings and median salary for each occupational title? You can use your latest Program Review data for your response.
4. For this CA, what process was followed to ensure the required and possible elective courses were adequate for entry level employment (such as advisory committee input, surveys, industry feedback, licensing or accreditation agencies)? How often do/will you re-examine the effectiveness of certificate requirements?
5. What is your annual completion target (number of certificates awarded) for this CA? What was the number of awards in this CA for each of the past three years? Based on your results, what changes could you make in your program to meet or continue to exceed your target (such as course content, scheduling/sequence, outreach, instructional strategies)?
6. Based on what you know about your area, what emerging/potential institutional factors (internal) and industry factors (external) will impact this certificate? How are you planning to incorporate these factors in your planning and evaluation of this certificate?