**Bakersfield College**

**Program Review – Annual Update**

**I. Program Information:**

Program Name:

Program Type:  Instructional  Non-Instructional

Program Mission Statement: Bakersfield College Maintenance and Operations Department is dedicated to meet the ever-changing and fluid needs of a dynamic and diverse institution by:

Program Description: Describe how the program supports the Bakersfield College Mission.

The Maintenance and Operations Department’s primary role is to facilitate the instructional mission of the campus by ensuring that the campus facilities will allow Bakersfield College to provide effective core student learning processes. The campus of Bakersfield College consists of 34 major buildings including the Weill Institute and the Delano Center. The campus and its satellite units incorporate 178 acres of instructional landscape and building square footages totaling 818,062.

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

1. How did your outcomes assessment results inform your program planning?

- Overall vision of campus resulted in summer project planning.

- Need to move to different schedules for M&O staff to better fit the campus needs.

- Overall vision of campus resulted in the implementation of schedule maintenance program.

1. How did your outcomes assessment results inform your resource requests?

- Over all vision driving summer projects resulted in needing more funding based on M&O request as part of the APR process.

- Need trades and grounds supervisor.

- Overall vision resulted in needing more funding for scheduled maintenance based on state funding.

1. Instructional Programs only**:** How do course level student learning outcomes align with program learning outcomes?
2. How do the program learning outcomes align with Institutional Learning Outcomes?
3. Describe *any significant changes* in your program’s strengths since last year.
   * Completion of the Chiller project, Agriculture Building summer remodel and roofing replacement project, on-going water gas line replacement project, successful implementation of the custodial night crew, stadium field turf replacement, practice football field refurbishment, wrestling room upgrade and new wrestling mats, asphalt slurry seal of the North East Parking lot, successful move back in for the Performing Arts Center, water efficient landscaping sprinkler head replacement, exterior parking lot LED lighting replacement project, campus wide low flush toilet and urinal replacement project, bringing the Thermal Energy Storage (TES) Tank up to operational, installation of the block wall around the TES tank, and campus wide tree trimming,
4. Describe *any significant changes* in your program’s weaknesses since last year.
   * Still being transparent in completing projects, school dude input, and scheduling maintenance projects and custodial classroom cleaning timelines.
5. If applicable, describe any unplanned events that affected your program.
   * Understaffed for events set up.
   * Capital construction projects disruptions to daily campus operations. Reduction in budget from summer projects and program review projects.

**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. (Faculty Request form; Classified Request form)
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.

* M&O Manager has attended the CCFC conference with the focus on better utilization of staff, how to manage bond programs, sustainable products, water conservation and moving towards having a “green campus”.
* M&O Manager has attended campus security conference focusing on a safe environment for student success.
* Plumbing technician and HVAC technician attended pool chemical training. This will allow the testing to be done in-house to ensure the swim classes meet state requirements.

1. Provide rationale for future professional development opportunities and contributions that your program can make.

* In order to keep up with the constant changing environment in equipment, funding, grants and materials, continued professional development is necessary.
* M&O will continue to research alternative approaches for scheduling.

1. 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?

1. If yes, how has the outcome contributed to student success?
2. If no, how will your facilities request contribute to student success?
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?
   1. If yes, how has this technology contributed to student success?
   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).
2. Changes in enrollment (headcount, sections, course enrollment and productivity).
3. Success and retention for face-to-face, as well as online/distance courses.
4. 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. Fully utilize the school dude work order system and start to input information for school dude preventative maintenance. 2. Receiving the M&O request from the annual program reviews process from each department to prioritize potential projects. Safety projects will take priority over the other entire project request. This will continue to help us maintain our preventative maintenance program. | 1: Student Success  2: Communication  X 3: Facilities & Infrastructure  4: Oversight & Accountability  5: Integration  6: Professional Development | Completed:  \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  **X** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | 1. Ongoing staff training. The next step is to continue to work with all departments to input labor hours and material in order to obtain real project cost for overall M&O budget. 2. Ongoing based on current budget. |

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** |
| **M&O is looking to develop a preventative maintenance plan within 3 to 5 years based on the Educational Master Plan and Facilities Master Plan.** | X 1: Student Success X 2: Communication  X 3: Facilities & Infrastructure X 4: Oversight & Accountability  X 5: Integration  X 6: Professional Development | **A well maintained campus substainable environment to achieve student success.** |

**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.

Trying to be fiscally prudent, M&O prioritizes projects based on safety needs.

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

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

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

[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?