**Bakersfield College**

**Program Review – Annual Update 2015**

**I. Program Information:**

Program Name: Finance and Administrative Services

Program Type: [ ]  Instructional [ ]  Student Affairs [x]  Administrative Service

***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 Finance and Administrative services (FAS) department is a service. FAS is focused on ensuring the educational activities that are stated in the BC mission are fiscally and physically sustainable. FAS provides a safe environment for the campus constituency to do its work. (draft)

# 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.

Program Mission Statement:

# The Financial & Administrative Services department creates a student learning environment that is fiscally sustainable, structurally usable, publicly visible and securely accessible. Our department focuses on enhancing a learning environment that can nurture the short-term and long term aspirations of the students, faculty, staff and supportive constituency at Bakersfield College.

**II. 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
| 1. Creating a culture of fiscal accountability, security, physical structure sustainability (G5) | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [x]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**[ ]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) |  |
| 2. Data Driven Decision Making – FMO and Security | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [x]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**[ ]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) |  |
| 3. Establishing meaningful and sustainable budget targets | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**[ ]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) |  |
| 4. Contract approval procedures; engaging department heads in process development | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**[ ]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) |  |

1. 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)** | **Anticipated Results** |
|  | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [ ]  4: Oversight and Accountability [ ]  5: Leadership and Engagement  |  |

**III. 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. Changes in the achievement gap and disproportionate impact (Equity).
5. Other program-specific data that reflects significant changes *(please specify or attach).* All Student Affairs and Administrative Services should respond.

# The Finance and Administrative services (FAS) (share your thoughts for (E) above):

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

1. How did your outcomes assessment results inform your program planning? Use bullet points to organize your response.
2. How did your outcomes assessment results inform your resource requests? The results should support and justify resource requests.
3. 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).
4. How do the program learning outcomes or Administrative Unit Outcomes align with Institutional Learning Outcomes? All Student Affairs and Administrative Services should respond.

**-Continue to build internal communications and provide support in promoting college message.**

**-Identify student needs related to course material and services: and work to meet those needs.**

**-Providing a service environment focused on excellent customer service.**

# The Finance and Administrative services (FAS) (share your thoughts for (D) above):

***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.*

1. Describe *any significant changes* in your program’s strengths since last year.

# The Finance and Administrative services (FAS) (share your thoughts for (E) above):

1. Describe *any significant changes* in your program’s weaknesses since last year.

**The focus in all areas of Auxiliary services and Budget office has been developing, streamlining and communicating processes. This will continue into the next fiscal year. Effective and consistent communication will remain the gateway to ensuring that auxiliary and budget departments are making every effort to support and service each program and the college as whole.**

 **-Institution of new system for mailroom and graphics billing (chargeback system)**

 **-Institution of new graphics request process for design projects**

# The Finance and Administrative services (FAS) (share your thoughts for (F) above):

1. If applicable, describe any unplanned events that affected your program.

**N/A**

# The Finance and Administrative services (FAS) (share your thoughts for (G) above):

**V. Assess Your Program’s Resource Needs:** To request resources (staff, faculty, technology, equipment, budget, and facilities), please fill out the appropriate form. <https://committees.kccd.edu/bc/committee/programreview>

1. Human Resources and Professional Development:
2. If you are requesting any additional positions, explain briefly how the additional positions will contribute to increased student success. Include upcoming retirements or open positions that need to be filled.

**\*Mailroom-replacement of a 19hr position**

**\*S&R- replacement of 19 hr. position**

**Printshop-request for a permanent 19 hr. position to support full time Printshop employee**

**\*\*Plan is to request to combine mailroom and S&R into one department and combine the two 19hr positions into one full time position. This will stabilize overall coverage in the both areas and improve service levels.**

1. Professional Development:
2. Describe briefly the effectiveness of the professional development your program has been engaged in (either providing or attending) during the last year, focusing on how it contributed to student success.

**N/A**

1. What professional development opportunities and contributions can your program make to the college in the future?

**Budget Office will focus on provide several development opportunities in the 15-16 FY to engage employees responsible for budget development and maintenance.**

# The Finance and Administrative services (FAS) (share your thoughts for (A1 and A2) above):

1. Facilities:
2. How have facilities’ maintenance, repair or updating affected your program in the past year as it relates to student success?

**N/A**

1. How will your Facilities Request for next year contribute to student success?

**The relocation of all auxiliary services to the new M&O building will provide a more cohesive department and opportunity for development of universal processes and procedures for each area.**

# The Finance and Administrative services (FAS) (share your thoughts for (B1 and B2) above):

C. Technology and Equipment:

1. Understanding that some programs teach in multiple classrooms, how has new, repurposed or existing technology or equipment affected your program in the past year as it relates to student success?
2. How will your new or repurposed classroom, office technology and/or equipment request contribute to student success?
3. Discuss the effectiveness of technology used in your area to meet college strategic goals.

**Several technology upgrades to consider over the next fiscal year:**

**S&R/Mailroom; digital tracking software/devices for tracking receipt/delivery of packages and parcels from mailroom and S&R**

**Printshop: New black and white high production printers.**

# The Finance and Administrative services (FAS) (share your thoughts for (C3) above):

D. Budget: Explain how your budget justifications will contribute to increased student success for your program.

# The Finance and Administrative services (FAS) (share your thoughts for (D) above):

**VI. Conclusions and Findings:**

Present any conclusions and findings about the program. This is an opportunity to provide a brief abstract/synopsis of your program’s current circumstances and needs.

# The Finance and Administrative services (FAS) (share your thoughts for (VI) above):

**VII. Forms Checklist (place a checkmark beside the forms listed below that are submitted as part of the Annual Update):**

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

[ ]  Curricular Review Form **(Instructional Programs Required)**

[ ]  [Certificate Form](http://committees.kccd.edu/bc/committee/programreview) **(CTE Programs** **Required)**

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

[ ]  Professional Development Form [ ]  [ISIT Form](http://committees.kccd.edu/bc/committee/programreview) [ ]  [Facilities Form](http://committees.kccd.edu/bc/committee/programreview) (Includes Equipment)

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_