**Bakersfield College**

**Program Review – Annual Update 2015**

**I. Program Information:**

Program Name: Bakersfield College Foundation

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

***Bakersfield College Foundation Mission****:* The Foundation’s mission is to enhance the quality of the educational experience at Bakersfield College by raising funds for scholarships, capital projects and educational programs. The Foundation will do this by engaging the community through public relations, personal contacts, relationship-building and special events. The Foundation will also invest and successfully manage accounts to maximize Foundation revenue.

Describe how the program supports the Bakersfield College Mission:

The Bakersfield College Foundation is a non-profit corporation organized for education, scientific, cultural and charitable purposes under and pursuant to the laws of the State of California. The purpose of the Foundation, which is an auxiliary of Bakersfield College and registered with the Internal Revenue Service as a tax-exempt, non-profit corporation under Section 501 (c) 3 of the federal tax code, is to promote the general welfare of Bakersfield College by:

* Assisting and supporting Bakersfield College in fulfilling its role in serving the community of which it is a part
* Soliciting, raising and distributing money, property and other assets for the construction of buildings, the purchase of equipment and for other capital outlay needs
* Soliciting, raising and distributing money, property and other assets for the awarding of scholarships, loans and grants to students.

Program Mission Statement: The Foundation’s mission is to enhance the quality of the educational experience at Bakersfield College by raising funds for scholarships, capital projects and educational programs. The Foundation will do this by engaging the community through public relations, personal contacts, relationship-building and special events. The Foundation will also invest and successfully manage accounts to maximize Foundation revenue.

**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.

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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** |
| 1.Identify, track, cultivate and solicit our alumni and other friends | X[ ]  1: Student Learning X[ ]  2: Student Progression and Completion X[ ]  3: Facilities X[ ]  4: Oversight and Accountability X[ ]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**X[ ]** Ongoing: 9/28/2015\_\_(Date) | The work of the Foundation remains constant and all contribute to the College’s Strategic Plan. We’ve made progress on getting more alumni into our database |
| 2.Expand, educate, cultivate, motivate and solicit the Foundation board | X[ ]  1: Student Learning X[ ]  2: Student Progression and Completion X[ ]  3: Facilities X[ ]  4: Oversight and Accountability X[ ]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**X[ ]** Ongoing: 9/28/2015 (Date) | We reinvigorated a Nominating Committee for the Foundation Board. With five retirements from the Board, we need to replace them. We identified six potential candidates. We have asked four people to join the board. We have one acceptance so far. |

1. List new or revised goals (if applicable)

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| --- | --- | --- |
| **New/Replacement Program Goal** | **Which institutional goals will be advanced upon completion of this goal? (select all that apply)** | **Anticipated Results** |
| We are in the process of auditing the 500 + foundation accounts so that we can provide accurate and timely donor reports that will increase fundraising opportunities and raise more money for the College’s scholarships | X[ ]  1: Student Learning X[ ]  2: Student Progression and Completion X[ ]  3: Facilities X[ ]  4: Oversight and Accountability X[ ]  5: Leadership and Engagement  | We expect to complete this audit by the end of the 2015/2016 fiscal year |

**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). N/A
2. Changes in enrollment (headcount, sections, course enrollment and productivity). N/A
3. Success and retention for face-to-face, as well as online/distance courses. N/A
4. Changes in the achievement gap and disproportionate impact (Equity). N/A
5. Other program-specific data that reflects significant changes *(please specify or attach).* All Student Affairs and Administrative Services should respond. N/A

**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. We stayed focused on our program plan throughout the year.
2. How did your outcomes assessment results inform your resource requests? The results should support and justify resource requests. We hired a new Alumni and donor Relations Manager which our board had authorized. With this person on board, we see the need for more database input and we have asked and received authorization to add a day per week for our database person.
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). N/A
4. How do the program learning outcomes or Administrative Unit Outcomes align with Institutional Learning Outcomes? All Student Affairs and Administrative Services should respond. N/A

***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. We added an Alumni and Donors Relation Manager
2. Describe *any significant changes* in your program’s weaknesses since last year. None
3. If applicable, describe any unplanned events that affected your program. None

**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> N/A The Foundation has its own budget and processes requests for additional support from the Foundation Board.

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. We asked for an extra day per week for our database person which will enable us to input more data into our expanding database.
3. Professional Development:
4. 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. The executive director, the Alumni and Donor Relations Manager and the Departmental Assistant III have engaged in classes to learn the new database software.
5. What professional development opportunities and contributions can your program make to the college in the future? N/A
6. Facilities:
7. How have facilities’ maintenance, repair or updating affected your program in the past year as it relates to student success? N/A
8. How will your Facilities Request for next year contribute to student success? N/A

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? N/A
2. How will your new or repurposed classroom, office technology and/or equipment request contribute to student success? N/A
3. Discuss the effectiveness of technology used in your area to meet college strategic goals. Our new database software should enable us to contact more alumni and raise more money for the College.

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

**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. We are evaluating the various events we host to make them more effective in raising dollars for the College and engaging our current and future donors. We need assistance from the District to be able to add our alumni to our database.

**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) N/A**

[ ]  Curricular Review Form **(Instructional Programs Required)** N/A

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

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_