**Bakersfield College**

**Program Review – Annual Update 2015**

**I. Program Information:**

Program Name: **Maintenance and Operations Department**

Program Type:  Instructional  Student Affairs  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 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.

Program Mission Statement: Bakersfield College Maintenance and Operations Department is dedicated to meet the ever-changing needs of a dynamic and diverse institution by providing BC with a safe ,secure, pleasant , and accessible environment to support our college in achieving excellence in teaching and learning. We do this with pride, integrity and respect.

**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.Fully Utilize the School Dude Program** | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | **Continued staff training on School Dude. Work W/ All Depts. To input labor and material cost, to better reflect the M&O budget needed. Prioritize request on safety basis first.** |
| 2**. Utilize our irrigation tech to water more efficiently.** | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  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** |
| **M&O is looking to develop a preventative maintenance plan.** | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | **A well maintained and sustainable campus to promote student safety and success.** |

**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.

**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.

***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.*

* + Describe *any significant changes* in your program’s strengths since last year. **Completion of the student services air handling, liquid fertilizer system for the football sports complex, completion of major repairs to the 25 meter pool.**

1. Describe *any significant changes* in your program’s weaknesses since last year. **Open door policy and building better communication tactics.**
2. If applicable, describe any unplanned events that affected your program. **Unplanned short staffing due to retirements and injuries.**

**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.
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**. Plumbing technician and maintenance tech to attend pool chemical training. This will allow the testing to be done in-house to ensure the swim classes meet state requirements.**
5. What professional development opportunities and contributions can your program make to the college in the future?

* **In order to keep up with the constant changing environment in equipment, funding, grants and materials, continued professional development is necessary. Use school dude program more effectively.**
* **M&O will continue to research alternative approaches for scheduling to better fit the Campus’s needs.**

1. **Facilities:**
2. How have facilities’ maintenance, repair or updating affected your program in the past year as it relates to student success? **Yes, student services air handling project, by providing a more stable air flow and air quality, pool repairs and sports fertilizer station.**
3. How will your Facilities Request for next year contribute to student success**? Students in SS building will be in a comfortable tolerable environment. Students will swim in a clean and safe pool. Sport fields will be easier to maintain for our student athletes.**

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? **New or repurposed computers for our trades would make our department and workflow run more efficient to help maintain a safe campus for student success. We will be submitting a request as many of the computers we work on now are outdated and slow. This makes it difficult to keep up with the work order requests we receive through School Dude.**

Discuss the effectiveness of technology used in your area to meet college strategic goals. **M&O would be able to contribute to student success by reviewing work order request more efficiently, providing for the needs of faculty and their classrooms. Having reliable computers would mean the ability to track and maintain request in a timelier manner.**

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

**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**. Maintenance & Operations department is the source in which the daily needs of the campus, its students, staff and faculty are cared for. We provide services that keep bathrooms stocked, facilities clean and safe, grounds maintained, and practice sustainability in many of our efforts. From unlocking a classroom door to cleaning out ever trash can on campus, we are here to serve and provide a solution to all problems that arise in the course of each day. We take pride in maintaining this Campus and its needs. Our goal is to be fully staffed and take a more preventative approach on campus.**

**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)**

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

[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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_