**Bakersfield College**

**Program Review – Annual Update**

**I. Program Information:**

Program Name: Events & Scheduling

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: Events & Scheduling is a melting pot for students and the community to work together on the campus. We promote the campus and encourage our community to come back to the campus for meetings and other events. We are passionate about our community and the wonderful folks that live in it and we want our student population to experience it.

Program Mission Statement:

“The Office of Events & Scheduling at Bakersfield College endeavors to balance the college’s educational responsibilities with its commitment to the cultural, social, and economic development of the Bakersfield community.

This department is a clearinghouse for all college events for faculty, staff, administration, and the community. It maintains and publishes the central scheduling calendar along with a complete list of all classrooms and meeting spaces.  Department personnel are available to coordinate all event needs such as site selection, catering, scheduling policies and procedures, contract administration and risk management compliance. The staff works in conjunction with classroom scheduling to assure that all needs are met for both academic and non-academic events.”

**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. New software
 | [ ]  1: Student Learning [ ]  2: Student Progression and Completion x[ ]  3: Facilities [ ]  4: Oversight and Accountability [ ]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**x[ ]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | Software will be forthcoming last quarter of 2016 |
| 1. Two large community events on campus
 | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [ ]  4: Oversight and Accountability x[ ]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**x[ ]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | International Soccer & Condor’s Winterfest |

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** |
| **none** | [ ]  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. 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):**

Use attached **Assessment Report Form AU Tab**

1. Describe *any significant changes* in your program’s strengths since last year. Large enrollment on campus caused for needed space for classrooms
2. Describe *any significant changes* in your program’s weaknesses since last year. Lack of space for weekly and bi-weekly meetings-scheduling often impossible
3. If applicable, describe any unplanned events that affected your program. Scheduler unable and unwilling to handle the position so we had to begin anew looking for a full time person. New individual starts 10/10/2016.

**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.
5. What professional development opportunities and contributions can your program make to the college in the future?
6. Facilities:
7. How have facilities’ maintenance, repair or updating affected your program in the past year as it relates to student success?
8. How will your Facilities Request for next year contribute to student success?

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.

D. 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.