**Bakersfield College**

**Program Review – Annual Update**

**I. Program Information:**

Program Name: Dean of Instruction – Nursing, Allied Health, Fire Technology, Student Health and Wellness Center, Career and Technical Education Department and the Dual Enrollment Program

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:

This administrative unit provides direct support to three academic departments (Nursing, Allied Health, and Fire Technology) as well as administrative support to the Student Health and Wellness Center, Career and Technical Education department and the Dual Enrollment program. With a focus on the Institutional Learning Outcomes, the Dean’s office supports all aspects of the instructional, student services, and administrative units overseen so that students, faculty and staff can carry out the mission of the College with greater efficiency and flexibility.

Program Mission Statement:

The mission of the Office of Dean of Instruction – Nursing/Allied Health/Fire Technology/Student Health and Wellness Center/CTE/Dual Enrollment is to support, encourage and enhance the effectiveness of the faculty, staff and students by providing planning, budgeting, leadership, and professional development; as well as ensure District and College policies, procedures, and practices are ensured.

**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. Implement College reorg for my area of responsibility | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | [x]  Completed: January 2016 (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**[x]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | Effectively negotiated administrative reorganization – with hiring of 3 managers: Director Health Center, Assoc. Dean Nursing, CTE Program Manager.Due to growth in Allied Health/Fire programs there is now 5 faculty not represented by a faculty chair, need to designate Faculty Chair for this area. |
| 2. Foster a comprehensive and rich learning environment – Initiate a Tobacco Free Campus | [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) [x]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**[x]** Ongoing: 9/19/16 (Date) | Legislation AB 1594 is awaiting Governor’s signature |
| 3. Increase campus wide focus on CTE programs with a focus on integration with SSSP and Student Equity Initiatives | [x]  1: Student Learning [x]  2: Student Progression and Completion [ ]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**[x]** Ongoing: 9/19/16 (Date) | Core Indicator results for all CTE programs improved – College wide cored indicators improved to 22 of 34 indicators at or above negotiated level (from 14 of 34), with 4 being not reported. Integration with Equity/SSSP continues to be problematic |
| 4. Support Student Success initiatives  | [x]  1: Student Learning [x]  2: Student Progression and Completion [ ]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**[x]** Ongoing: 9/19/16 (Date) | New program Development* Public Health Sciences AS-T launched
* Health Information Technology Faculty hired
* Paramedic Program AS/CA approved and received national accreditation

16/17 goals* Successful completion of Rad Tech national accreditation
* Support development of new Allied Health CA’s
* Regional collaboration for Internship
 |
| 5. Effectively meet expenditure requirements for all grants, GU001 and restricted funds and oversee contract negotiations for Fire Technology/Allied Health Affiliation Agreements | [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: 9/19/16 (Date) | Effective grant management resulted in:* CTE Enhancement grant ($450,000) – purchased equipment for CTE programs (Welding, Ag, Nursing, Manufacturing, and Digital Arts and renovated to CTE Classrooms (Digital Media and Computer Studies/ Business).
* VTEA ($550,00) – supported equipment upgrades for Electronics, Commercial Music, Digital Media and personnel CTE Advisors and Job Development Specialist
* CCCCO – Nursing grants ($303,000) supported measures to increase RN

Contract Negotiations:* Re-negotiated 20+ Allied Health agreements

16-17 Grants/Contracts* Olive Drive Training Center agreements (3) to be re-negotiated with City and County Fire
* CCCCO ADN Enrollment growth grant ($159,000)
* CCCCO CTE Data Unlocked grant ($50,000)
* VTEA allocation increased to $590,000
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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. Provide administrative leadership for the implementation of the Strong Workforce recommendations and manage associated funding
 | [x]  1: Student Learning [x]  2: Student Progression and Completion [x]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | Strong Workforce recommendations are focused on improving student success. Effective expenditure management will aid college to meet financial responsibilities as well as enhance infrastructure for CTE programs. |
| 1. Implement re-org to support expanding Allied Health/Public Safety Programs
 | [x]  1: Student Learning [x]  2: Student Progression and Completion [ ]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | * Allied Health/Public Safety faculty (8 FT and 6 PT) will be represented by College recognized department chair with re-assigned time.
* Faculty and classified personnel will be adequate to support instructional needs
 |
| 1. Support development of curriculum for new Allied Health Programs
 | [x]  1: Student Learning [x]  2: Student Progression and Completion [ ]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | * Health Information Technology program will obtain national accreditation and offer online program Fall 2017.
* Public Health Science AS-T will receive CCCCO approval.
* Patient Navigator and Substance Abuse programs COA’s will be developed
 |
| 1. Improve effectiveness of Dual Enrollment Program
 | [x]  1: Student Learning [x]  2: Student Progression and Completion [ ]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | Dual Enrollment department will be developed and supported with appropriate staffing to improve effectiveness and efficiency of the Dual Enrollment program.  |

**III. Trend Data Analysis:**

Highlight ***any significant changes*** in the following metrics and discuss what such changes mean to your program. **N/A – See Program Reviews for all areas**

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. Other program-specific data that reflects significant changes *(please specify or attach).* All Student Affairs and Administrative Services should respond.

**Dual Enrollment program:**

* 15/16 – Offered 125 sections at 8 high schools serving approximately 600 students
* Fall 2016 – Offering 135 sections at 24 high schools serving approximately 2000 students

**Allied Health/Public Safety Programs:**

* 15/16 - 3 new educational programs developed (Paramedic COA/AS and Public Health AS-T)

**CTE Department:**

* VTEA – expended 98% of $550,000 allocation
* CTE Enhancement funds – expended $450,000 allocation supporting CTE equipment and 2 classroom upgrades

**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.

The most significant change in this administrative unit’s strength has been in our ability to ensure compliance with rules and regulations for CTE programs and funding responsibilities.

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

The most significant change to this administrative unit is the addition of the Dual Enrollment Program management responsibilities. This new responsibility has increased the Dean’s office significantly with 50-75% of the workweek being dedicated to Dual Enrollment activities.

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

Responsibility for Dual Enrollment with no support staff to support the workload has created a tremendous strain upon the unit. In addition, the state passage of the Strong Workforce recommendations will have a significant impact on the workload for this administrative unit – the effects are unknown at this time but given that there is $2.5 million dollars of new funding there will be significant reporting, compliance and auditing issues associated with this funding.

**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.

**Dual Enrollment program**:

By supporting an efficient and effective Dual Enrollment program, the College promotes college attendance and increases access to college level courses for Kern County high school students. The Dual Enrollment program does not currently have any support personnel and the work for the Program is being done out of the Dean’s office. The program must fill the vacant Program Manager position – currently being recruited for and add a DA 3 to support associated work. In addition, the college must evaluate the workload created in the Human Resources and Admission and Records Office with the addition of support technicians for each department. By providing additional staff this improve the efficiency and effectiveness of this growing program, which has tripled in size over the last year.

**Allied Health/Public Safety Department**:

Supporting the creation of an Allied Health/Public Safety department provides leadership opportunities for faculty, as well promotes the development of new Allied Health programs, which increases access to education and training for healthcare training for students. The College must provide faculty leadership for this growing area by providing re-assigned time/extra duty days utilizing the CCA formula for Chairs. This department consists of 8 different Programs, which must complete 9 program reviews and supports 8 FT faculty and 6 PT faculty.

**Health Information Technology**:

The Health Information Technology program provides an alternative educational pathway for students interested in healthcare. Employment opportunities in healthcare remain high and will continue to be and provide graduates with high paying careers. The College currently only offers 3 healthcare programs and these programs are impacted; the addition of this pathway provides an alternative for the 2500+ declared healthcare majors.

In order to obtain mandatory accreditation the program must hire an additional FT faculty member and provide a DA 3 staff member to support this program as well as the Rad Tech/Public Health Science programs.

**Nurse Assistant Program**:

Replacing this position will allow the department to continue to provide an entry level job for students interested in Nursing/Allied Health, as well as serve as a foundational course for the nursing programs. The CNA program is currently staffed with PT faculty and a nursing faculty member who is shared between the CNA and VN programs. The nursing faculty member will retire June 2016 and must be replaced in order to continue this program, which serves over 225 students per year.

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.

Dean’s office has been able to support multiple CTE faculty members and CTE Ed Advisors with attendance at professional development conferences costing over $75,000. In addition, I was able to provide the classified staff in my area with 2 retreats so that we could focus on assessment of strengths/weaknesses as well as goal development for the department.

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

Utilizing VTEA funds we will continue to provide funding to support professional development activities for CTE faculty and Ed advisors.

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

Two additional offices were built within FACE 16 to allow for increased staffing needs, however this work was only partially completed by not installing new carpet in the entire space or painting of the interior of the room.

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

Cosmetic work to FACE 16 will provide an environment that is more conducive to a professional work environment.

1. Technology and Equipment:
2. 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**
3. How will your new or repurposed classroom, office technology and/or equipment request contribute to student success? **N/A**
4. Discuss the effectiveness of technology used in your area to meet college strategic goals. **N/A**
5. Budget: Explain how your budget justifications will contribute to increased student success for your program.

Currently there is not a budget to support the Dean’s office or the Dual Enrollment Program. In order to accomplish the responsibilities associated with Dual Enrollment there must be an established budget. The budget dollars will be used to support clerical staff to improve program efficiency and effectiveness.

**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.

Overall, this administrative unit is functioning effectively and advancing the strategic directions of the College, as well as creating opportunities for students to achieve Student learning outcomes (SLO’s/PLO’s/ILO’s). Further effectiveness of the administrative unit’s success can be achieved with funding to support personnel requests to enhance and support the effectiveness of existing programs, as well as allow for additional educational programs.