**Bakersfield College**

**Program Review – Annual Update**

**I. Program Information:**

Program Name: Dean of Instruction – Fine and Performing Arts, Social Sciences, and Foreign Languages

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 four academic departments (Art, Performing Arts, Foreign Languages, and Social Sciences, including BC’S Pre-Law pathway). The dean’s office ensures continuous operational services to promote student success, faculty support, and administrative efficiency. Additional responsibilities unique to this area include overseeing professional development experiences through New Faculty Seminar and Adjunct Faculty Orientation.

Program Mission Statement:

The Dean of Instruction’s office provides opportunities for BC’s diverse student population to pursue their educational goals related to the disciplines of Art, Performing Arts, Foreign Languages, and Social Sciences. The Dean’s office provides direct faculty support to meet their instructional and administrative needs. The Dean’s office ensures compliance with institutional processes and policies for the disciplines within the unit.

**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. Enhance the Pre-Law program through high school outreach/recruitment and through improved internal efforts (orientation sessions). | [x]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [ ]  4: Oversight and Accountability [ ]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**[x]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | The Pre-Law program has seen Increased student enrollment throughout the last year, currently at 48 students. In the Spring 2016, the program graduated its first class of 3 students. |
| 2. Provide additional opportunity for academic programs and faculty to connect with the dean’s office regarding matters of concern and improvement. | [ ]  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) | Through proactive opportunities for connection, communication, engagement, and professional development, there is enhanced mutual communication between faculty and the dean’s office. |

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** |
| Develop a continuous, seamless, year-long curriculum for New Faculty Seminar. Video record sessions. | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [ ]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | The development of a cohesive New Faculty Seminar experience should provide a greater degree of focus and continuity in the professional development of new faculty.  |
| Expand the Adjunct Faculty Orientation experience to more than twice per year. | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [ ]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | Adjunct faculty oftentimes feel excluded from, and under-informed about, campus/department activities. Additionally, only four hours per year of formal professional development exclusively for adjunct faculty is not sufficient to meet the needs of adjunct faculty. It is anticipated that expanding the AFO experience will better meet the needs of adjunct faculty. |

**III. Trend Data Analysis:**

Highlight ***any significant changes*** in the following metrics and discuss what such changes mean to your program.

*(this section is not applicable)*

**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.
	* An area of continued strength is the classified staff that support the ongoing operations of the unit with efficient and courteous service.
	* The faculty within the unit are collaborative and effective in their instructional fields.
2. Describe *any significant changes* in your program’s weaknesses since last year.
	* Continued program and enrollment growth and more faculty (full-time and adjunct), combined with declining fiscal resources, poses a weakness to the continuation of providing adequate instructional support to faculty, as well as to maintain program standards.
3. If applicable, describe any unplanned events that affected your program.

**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.
	1. Faculty and personnel needs are identified on their respective program reviews.
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.
	1. The classified staff in the Dean’s office occasional participate in campus-based or local professional development opportunities to enhance their knowledge of college operations and/or skills related to their responsibilities. These professional development opportunities ultimately translate to better customer to students and faculty, as well as more effective support for the dean.
	2. The Dean participates in occasional statewide conferences related to his areas of responsibility. These opportunities provide increased access to current instructional information, as well as opportunities for networking and collaboration.
5. What professional development opportunities and contributions can your program make to the college in the future?
	1. The unit piloted an area-wide faculty development seminar on the evaluation process. The workshop was very well received and can be ‘scaled-up’ to an institution-level program
	2. The dean is involved in supporting Adjunct Faculty Orientation, as well as the New Faculty Seminar series.
6. Facilities:
7. How have facilities’ maintenance, repair or updating affected your program in the past year as it relates to student success?
	1. Several facilities requests were made (non-program review) related to general maintenance and repairs, such as repairs to light fixtures, pest control, and instructional furniture. The fulfillment of these requests resulted in a safer environment for students and faculty which is more conducive to learning and instruction, thereby contributing to student success
	2. FA-8 (Media Arts lab) received a significant remodel, which has greatly enhanced student learning.
8. How will your Facilities Request for next year contribute to student success?
	1. (please refer to facility requests by individual programs).

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?
	1. N/A. We did not receive new or repurposed technology in 2015-16.
2. How will your new or repurposed classroom, office technology and/or equipment request contribute to student success?
	1. N/A. No ISIT requests will be made in AY 2016-17.
3. Discuss the effectiveness of technology used in your area to meet college strategic goals.
	1. Access to technology enhances the unit’s communication and operational effectiveness. Many processes are streamlined and expedited due to technology, such as scheduling, faculty evaluations, and other operational elements. As a result, the five institutional goals are more readily and effectively achieved, including: Student Learning; Student Progression and Completion; Facilities; Oversight and Accountability; and Leadership and Engagement

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

Budget enhancements will primarily fund operational needs for the Pre-Law program, which currently does not have a budget allocation. Expenses associated with this program include annual membership fees to maintain association with the ‘Pathways’ program, student travel to law schools, operational costs for Pre-Law Advisory Council, and professional travel. Funding will support the success of over 60 students enrolled in the Pre-Law program.

Additionally, there is a significant need for enhanced funding to purchase or support instructional supplies, non-instructional supplies, and professional development/travel. This is due to the higher number of faculty and students this office continues to serve.

Enhanced ADA funding is also required to support the \ need for ASL interpreting several of our deaf faculty, resulting in greater engagement by these faculty members with campus duties and functions, such as committee participation.

**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 well and advancing the strategic directions of the institution, as well as creating opportunities for students to achieve learning outcomes (SLOs, PLOs, and ILOs). Further effectiveness of the administrative unit’s success can be achieved with additional funding to support new programs that have not be included in past budget cycles, such as Pre-Law.

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

[x]  [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) [x]  [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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_