**Bakersfield College**

**Program Review – Annual Update**

**I. Program Information:**

Program Name: *Dean of Instruction Office Unit, Bachelor of Science in Industrial Automation Degree Program (BDP), Engineering and Industrial Technology (EIT) and Apprenticeship*

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: *This unit supports the instructional activities and programmatic planning in each of the programs within the Engineering and Industrial Technology Department, Apprenticeship and Bachelor of Science Degree Program in Industrial Automation. Support includes managing faculty and staff evaluations, enrollment management strategies, the development and monitoring of budgets, and the facilitation of effective communication within the unit*. *An organizational chart illustrates the area division of responsibilities.*

Program Mission Statement:

**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. In the administration of the STEM grant, support the planning and development of three showcase labs for Biology and the Aera STEM Success Center. | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_9/6/2016\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | Biology lab technology additions were completed along with the STEM Success Center. |
| 2. Identify resources to support the development of an Industrial Technology program at the Delano Center. | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | Continuing to offer welding and engineering courses at the Delano Center. If awarded the Title III HSI STEM grant (expected announcement by 9/30/2016), this will provide funding to develop a full scale engineering and electronics technology program at the Delano Center. |
| 1. Support the development of the curriculum in a baccalaureate degree within the Industrial Technology programs. | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | All course outlines of record for 20 courses are completed and approved. Currently, faculty are completing development of course lectures, lab manuals, online shells, and |

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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. Complete first phase of BDP implementation and support processes. | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | Successfully developed the infrastructure processes and admitted the first junior class in Fall, 2016. |
| 1. Serve as the project director for the last year of the HSI STEM and the BC Administrative lead for the CCPT II grants. | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | Completed STEM grant facilities renovations and obtained a one year no-cost extension to continue support of STEM Supplemental Instruction in the Aera STEM Success Center.  Hired a CCPT II Program Manager and much work has been completed on the curricular alignment and dual enrollment initiatives with KHSD & Delano for CTE pathways. |
| 1. Seek additional federal grant funding and industrial donation opportunities. | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | Received funding from a Title V Collaborative grant with CSUB and a significant industry donation to support hire of an Engineering Program Manager to facilitate more broad based articulation with CSUB and Project Lead The Way programs. Also received a Prop 39 grant with Taft College to align the feeder courses into the Electronics Technology program at BC and the Energy Technology at Taft College. Submitted applications for a Title III HSI STEM grant and a collaborative NSF grants with CSUB. |
| 1. Guide a curricular reorganization within the EIT department. | 1: Student Learning  2: Student Progression and Completion  3: Facilities  4: Oversight and Accountability  5: Leadership and Engagement | Completed: \_\_\_\_\_\_\_\_\_\_ (Date)  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)  Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | Automotive faculty reorganized their entire program and have 19 courses with 10 certificates and 1 associates degree in the curriculum queue.  Hired a new construction faculty who is working with the architecture faculty to revamp the construction program into a construction management program. Engineering program curricular alignment to the state model curriculum is almost completed. |

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** |
|  | 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). ***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.

*In 2015-2016, Apprenticeship enrolled 156.6 FTES, a 12% decrease from last year. This program is fully staffed with adjunct faculty at a negligible FTEF. Engineering and Industrial Technology enrolled 669.3 FTES, a 10% increase from last year. Average FTEF is at 28.2 with 62% full-time contractual and 38% adjunct, overload, and summer. Since the BDP upper division courses did not begin until this fall, there was 0 FTES and 0 FTEF during 2015-2016.*

*Fortunately, the college hired a Counselor dedicated to counseling our Engineering and Industrial Automation students. Industrial Technology and Apprenticeship students’ educational planning needs are supported by the Educational Advisors in the Career Technical Education Office. Our new BDP and Engineering counselor met with 451 students, which included incoming and continuing students. There were 314 Student Educational Plans (SEPs) completed, including SEPs completed at local high school visits. In addition, this counselor also organized and facilitated six orientation meetings for students interested in the BDP.*

**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.

*This unit is now a year old and has made great strides in developing the administrative infrastructure to support existing programs, growing programs, and a baccalaureate program. A definite strength of the unit is the hard-working and dedicated staff. The area is growing with a new lower division program added, Industrial Safety, and additional faculty coming on board. In spite of the demands created by this growth, the unit communicates well and provides effective project management.*

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

*Significant growth of the area has revealed a lack of office space and adequate storage capacity for equipment. Faculty and staff are overextended with the implementation of the baccalaureate degree which is affecting morale and health of the participating individuals. Although this is a season, we need to be mindful of the unusual demands created by this initiative.*

1. 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.

*All positions requested in the area program reviews, including faculty and classified positions.*

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.

*Over the last year the designated Baccalaureate Degree Program (BDP) counselor and dean attended the BDP Student Services Meeting and two BDP Summits. In addition, the BDP Dean and the Delano Union School District Superintendent presented their BDP pathway collaboration at the 2016 International Community College Baccalaureate Association conference.*

*The Dean attended the California Community College Association of Occupational Education Conferences, Manufacturing Summit, and the California Career Pathways Trust Grantee Network in which significant information on dual enrollment and CTE innovations were explored. In addition, the Dean attended an Assessment Conference and Curriculum Summer Institute which strengthened knowledge to serve on the Assessment and Curriculum Committees.*

1. What professional development opportunities and contributions can your program make to the college in the future?
2. Facilities:
3. How have facilities’ maintenance, repair or updating affected your program in the past year as it relates to student success? ***N/A***
4. 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.

*We are requesting a replacement copier in our office. The current copier breaks down around 1.5 times a month because it cannot support the high output needs of the unit. This will allow for more efficient support of the unit, thus providing better customer service to our student population.*

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

*All budget requests for this Dean Office are included in the BDP budget request.*

**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.

*Listed below are the accomplishments and work plan of the dean supervising this unit. The aligned Strategic Direction for each accomplishment and goal is also included. Hopefully, this summarizes the good work being accomplished in the unit and the breadth of goals set for the unit.*

**Major Accomplishments**

**July 2015 to June 2016**

**Office of Instruction**

***Prepared by Liz Rozell***

* Worked with the Baccalaureate team to develop an implementation plan for Bachelor of Science degree in Industrial Automation. (SD #1.2)
  + All curriculum course outlines and the program outline were completed and approved by the KCCD Board of Trustees and the State Chancellor’s office.
  + Received Regional Consortium CTE Endorsement.
  + Developed admittance procedures and application process.
  + Provided orientations for potential baccalaureate students.
  + Coordinated initial student support services.
  + Purchased equipment and planned facilities renovation for new automation lab.
* Facilitated program redesigns in EIT. (SD #1.7)
  + Automotive programs streamlined and aligned better with ASE. Curriculum submitted and in approval queue.
  + Began program planning for an integrated Construction, Architecture, and Woodworking program, packaged along with a Construction Management program.
  + Began initial collaborative efforts to develop an inter-disciplinary Industrial Safety program.
* Utilized the CCPT2 Grant to form strong CTE pathways with the high schools. (SD #2.5)
  + Collaborated with KHSD and the CCPT2 consortium for program alignment and planning.
  + Facilitated conversations with the CCPT2 Pathway Faculty.
  + Supported and facilitated dual enrollment efforts in Welding, Electronics, Construction, and Industrial Drawing.
* Planned and supervised the 2015 summer camp for Middle School/Junior High School students using drone technology. Provided planning leadership for an expanded 2016 summer camp with seven academies for Middle School/Junior High School and High School students. (SD #2.15)
* Served on the campus committees (SD #1):
  + Strategic Directions Task Force; presented at Fall Opening Day.
  + Assessment Committee co-chair (Fall 2015)
  + Curriculum Committee co-chair
  + Program Review
  + Accreditation & Institutional Quality
* Facilities Planning (SD #3.9)
  + Provided design support in the construction phase of the Aera STEM Success Center.
  + Worked with KCCD and District architect to develop the FPP for the Science and Engineering Building replacement.
  + Worked with BC M&O Director and District architect to develop the plans for new automation lab for the Baccalaureate Degree.
* Supported collaborative initiatives with community partners (SD #5.15):
  + Served as Treasurer on the Kern County Science Foundation Board.
  + Attended American Society of Civil Engineers local meetings and events.
  + Networked with academic partners from CSUB, Cal Poly San Luis Obispo and the Engineering Liaison Council.
  + Attended EIT Advisory Board meetings.
  + Attended KEDC events.
  + Collaborated with industry partners on student success projects, such as Chevron (PLTW activities, scholarship support, Week Zero, etc.).
  + Hosted Engineering Day for high school students along with the Society of Petroleum Engineers.

**Work Plan**

**July 2016 to June 2017**

**Office of Instruction**

***Prepared by Liz Rozell***

* Continue working with the Baccalaureate team to implement the Bachelor of Science degree in Industrial Automation (SD #1)
  + Support faculty development of course lecture materials (online shells, lab manual and specific research project(s) or assignments)
  + Complete evaluation of applications and admittance of first BS Degree junior candidates
  + Coordinate student support services and develop a communication plan
  + Support completion of facilities renovation for new automation lab
  + Develop a data tracking database for student cohorts
  + Prepare for first accreditation visit
  + Maintain communication with statewide pilot program group
  + Update and enhance the Baccalaureate website
* Facilitate program redesigns and expansion in EIT (SD #1)
  + Ensure that the automotive courses for the restructured program are approved for full implementation
  + Support development of an integrated construction management program plan for Construction, Architecture, and Woodworking
  + Support the implementation of the Engineering Model Curricula into the curricular infrastructure of the engineering program, including a petroleum engineering track.
  + Support expansion of EIT offerings in Delano, including planning for a STEM pipeline at this center
  + Develop a portable applied welding program for the Arvin/Keene area
* Utilize the CCPT2 Grant to form strong CTE pathways with the high schools (SD #2)
  + Aggressively pursue dual enrollment opportunities and collaborate with KHSD, Delano, and other consortium partners
* Collaborate with Project Lead The Way (PLTW) (SD #2, #5)
  + Develop a strong PLTW presence in the county and serve as a hub for PLTW activities and planning
  + Become a PLTW participating college
  + Explore program alignment of programs to the El Camino Community College PLTW model
  + Coordinate with KHSD PLTW faculty and Chevron representatives
* Support collaborative initiatives with community partners (SD #5)
  + Serve on the Kern County Science Foundation Board
  + Serve on the Good Will Board
  + Attend American Society of Civil Engineers local meetings and events
  + Develop a stronger engineering articulation network with CSUB
  + Attend the California Engineering Liaison Council articulation meetings
  + Attend EIT Advisory Board meetings
  + Attend KEDC events and work with the local WIB
  + Collaborate with industry partners on student success projects, such as Chevron (PLTW activities, scholarship support, Week Zero, etc.)