**Bakersfield College**

**Program Review – Annual Update**

**I. Program Information:**

Program Name: Dean of Counseling

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 one academic department (Counseling), as well as two additional programs (International and Veterans). The dean’s office ensures continuous operational services to promote student success, faculty support, and administrative efficiency.

Program Mission Statement:

The Dean of Counseling’s office provides opportunities for BC’s diverse student population to pursue their educational goals related to all disciplines. The Dean’s office provides direct support to meet the Counseling Departments instructional and administrative needs.

**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. | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [ ]  4: Oversight and Accountability [ ]  5: Leadership and Engagement  | [ ]  Completed: \_\_\_\_\_\_\_\_\_\_ (Date) [ ]  Revised: \_\_\_\_\_\_\_\_\_\_ (Date)**[ ]** Ongoing: \_\_\_\_\_\_\_\_\_\_ (Date) | Unknown due to the new Dean assignment as of Sept 1, 2016. |

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.** Support and enhance faculty efforts in teaching and advising. | [x]  1: Student Learning [x]  2: Student Progression and Completion [ ]  3: Facilities [ ]  4: Oversight and Accountability [ ]  5: Leadership and Engagement  | Increased number of comprehensive student educational plans completed. Increased student success listed through faculty SLO narratives.  |
| **2.** Promote innovation through interdisciplinary collaborations. | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [ ]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | Established collaborative relationships within institution and community partners. |

**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. Describe *any significant changes* in your program’s strengths since last year.
	* Unknown if previously measured
2. Describe *any significant changes* in your program’s weaknesses since last year.
	* Unknown if previously measured
3. If applicable, describe any unplanned events that affected your program.
	* Educational Administrator high turnover. The unit is on its third Dean in two years. Having a high turnover like this can decrease employee morale.

**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 classified needs are identified on respective program reviews (Counseling, International, & Veteran).
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.
	* The classified staff in the Dean’s office participate in college committees, campus-based conferences, and local professional development opportunities. These professional development opportunities ultimately enhance their ability to provide high level service to students and faculty, as well as support for the dean.
5. What professional development opportunities and contributions can your program make to the college in the future?
	* This administrative unit has played an essential role in the delivery of many on campus conferences providing organizational support.
	* This administrative unit will development seminars on student success. The seminars will address a portion of the mandate of SB 1456 legislation and what it means for the campus, in collaboration with essential departments on campus such as Student Success and Equity.
6. Facilities:
7. How have facilities’ maintenance, repair or updating affected your program in the past year as it relates to student success?
	1. NA
8. How will your Facilities Request for next year contribute to student success?
	1. Facilities requests were made through the program and not the administrative unit.
9. Technology and Equipment:
10. 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
11. How will your new or repurposed classroom, office technology and/or equipment request contribute to student success?
	1. N/A
12. 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 directions are more readily and effectively achieved: Student Learning; Student Progression and Completion; Facilities; Oversight and Accountability; and Leadership and Engagement
13. Budget: Explain how your budget justifications will contribute to increased student success for your program.
	1. Budget allocations were submitted under the Counseling Program and not the Administrative Unit.

**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 a Career Center and Transfer Center.