**Bakersfield College**

**Comprehensive Program Review**

**I. Program Information:**

Program Name: Bookkeeping Certificate of Achievement

Program Type: [x]  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: Bakersfield College provides opportunities for students from diverse economic, cultural, and educational backgrounds to attain 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.

The Bakersfield College Accounting Program supports this mission by providing a pathway to obtain an Accounting degree or Bookkeeping Certificate. Students earning these degrees and certificates will obtain skills for employment and be prepared to work in the Accounting field with critical thinking and communication skills for success.

Program Mission Statement: The Bookkeeping program provides students with the knowledge and skills necessary for employment and growth in the accounting profession. Using the language of business, accountants assemble and analyze, process, and communicate essential information about financial operations.

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| ***Instructional Programs only:***1. List the degrees and Certificates of Achievement the program offers
2. If your program offers both an A.A. and an A.S. degree in the same subject, please explain the rationale for offering both.
3. If your program offers a local degree in addition to the ADT degree, please explain the rationale for offering both.
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**II. Progress on Program Goals, Future Goals, and Action Plans:**

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 goals, please duplicate this section.

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| **Current Program Goals** | **Which institutional goals from the 2015-2018 Strategic Directions for Bakersfield College will be advanced upon completion of this goal? (select all that apply)** | **Progress on goal achievement****(choose one)** | **Comments** |
| 1. 1. **Identify the skills and knowledge necessary for the degree and certificate, specifically the outcomes from the support courses that are relevant.** | [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: \_10/2/2016 (Date) | Curriculum review and revision is ongoing |
| 2.Incorporate more realistic accounting problems in the intro to Accounting class | [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: \_10/2/2016 (Date) | New textbook has Sage 50 problems and we are working on getting student access to software foe free. |

1. List the program’s goals for the next three years. Ensure that stated goals are specific and measurable. State how each program goal supports the College’s strategic goals. Each program must include an action plan.

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| **Future Goals** | **Which institutional goals from the 2015-2018 Strategic Directions for Bakersfield College will be advanced upon completion of this goal? (select all that apply)** | **Action Plan** | **Timeline for Completion** | **Lead person for this goal** |
| 1. | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [ ]  4: Oversight and Accountability [ ]  5: Leadership and Engagement  |  |  |  |
| 2. | [ ]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [ ]  4: Oversight and Accountability [ ]  5: Leadership and Engagement  |  |  |  |

**III. Trend Data Analysis:**

Review the data provided by Institutional Research. Provide an analysis of program data throughout the last three years, including:

1. Changes in student demographics (gender, age and ethnicity).

No demographic data breakdown has been provided for these two Accounting programs, and we cannot identify students in specific courses without either guessing as to the students‘ demographic information. Demographic data is provided in aggregate for the complete BMIT – Business Administration course offerings, but it is not broken down by “Subject Major.” Reviewing the aggregate results indicates that, other than a slight increase in Hispanic/Latino students, and a significant reduction in African American students, no significant trends can be identified.B

1. Changes in enrollment (headcount, sections, course enrollment, and productivity).

Enrollments remain steady throughout the program and lead students to an AA degree.

1. Changes in achievement gap and disproportionate impact.
2. Success and retention for face-to-face as well as online/distance courses.

Success and retention rates are much higher for f2f classes compared to online. Overall retention rates are improving.

1. Degrees and certificates awarded (three-year trend data for each degree and/or certificate awarded). See item G.
2. Other program-specific data (please specify or attach).
3. List degrees and certificates awarded (three-year trend data for each degree and certificate awarded). Include targets (goal numbers) for the next three years.

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| Full Name of Degree or Certificate | 2011- 2012 | 2012- 2013 | 2013- 2014 | 2014- 2015 | 2015- 2016 | 2016- 2017 |
| Bookkeeping CA | 17 | 24 | 15 | 20 | 15 | 15 |
| Accounting AA | 17 | 14 | 19 | 27 | 16 | 15 |
|  |  |  |  |  |  |  |
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**IV. Program Assessment:**

Use attached **Assessment Report Form Comprehensive Tab**

1. Discuss your program’s strengths.

Our strength are our people. The faculty care and make sure students are well-prepared for the future careers in Accounting

1. Discuss your program’s weaknesses.

Having to do too many other things that takes away from helping students.

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

**V. Resource Analysis:** 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.

**VII. Faculty and Staff Engagement:**

1. Discuss how program members have engaged in institutional efforts such as college committees, presentations, and departmental activities.

Most department members are serving on committees on campus as well as in the community. Faculty serve as board members at Youth

Connection, and Consumer Credit Counselors of Kern and Tulare Counties and we also work closely with the Bakersfield Women’s Business Conference being held September 29. Each committee with a BMIT rep has a member serving in that capacity. Also, member so the faculty are also serving in co‐chair positions on college committees. The department holds regular department meetings and special meeting with special areas that do not include the whole group (Computer Science Faculty, Office Technology Faculty, etc.)

1. Instruction Only: Discuss how adjunct faculty are included in departmental training, discussions and decision-making.

All faculty are invited to department meetings and part‐time faculty who are able to attend usually do.

**VIII. 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.