



Barstow Community College
**NON-INSTRUCTIONAL
PROGRAM REVIEW**

PROGRAM:

Academic Year: FULL PROGRAM REVIEW Date Submitted:

Academic Year: ANNUAL UPDATE #1 Date Submitted:

Academic Year: ANNUAL UPDATE #2 Date Submitted:

By:

Lead:

Members:

1. Mission and Vision
2. Description and Overview
3. Data
4. Policies & Processes
5. Internal Factors
6. External Factors
7. Continuing Education and Professional Development
8. Prior Goals and Objectives
9. Action Plan: Goals/Objectives/Actions
10. Resources

1. Mission and Vision

A. Service Area/Administrative Unit Mission

The office of the president in partnership with the elected board of trustees, provides the leadership necessary to guarantee educational quality, promote student success and engagement, maintain fiscal solvency, and develop and nurture useful community, regional, state, and national relationships.

B. Service Area/Administrative Unit Vision *(Where would you like the Program to be three years from now?)*

Achieving student success and community vitality.

C. Describe how mission and vision align with and contribute to the College's [Mission](#) and [Vision](#)

By providing the leadership that enables all segments of the institution to ensure that service to the community and all students remains the highest priority.

DATE: Oct 16, 2013

ANNUAL UPDATE #1: Both mission and vision have been reviewed and are ok as is. No changes needed at this time.

DATE:

ANNUAL UPDATE #2:

2. Service Area/Administrative Unit Description and Overview

Assume the reader does not know anything about the Service Area or Administrative Unit. Describe the unit, including—but not limited to—the following:

- A. Organization, including staffing and structure
- B. Who do you service (including demographics)?
- C. What kind of services does your unit provide?
- D. How do you provide them?

Staffing consists of two (2) full-time positions, the President/Superintendent of the college and the Executive Assistant to the President. The Office of the President serves the entire college (staff and students) and carries out the directives of the elected Board of Trustees and oversees the operations of the college. The President's Office communicates both internally with the entire college and externally with the local community and on a regional, state and national level.

DATE: Oct 16, 2013

ANNUAL UPDATE #1: No changes needed.

DATE:

ANNUAL UPDATE #2:

3. Data

A. ASSESSMENT DATA

- 1) List all quantitative and/or qualitative measures that you have chosen to gauge the effectiveness of your unit.

With the arrival of a new Superintendent/President in July 2013, new goals were identified, previous goals were retired and measurements/assessments of newly defined goals will take place by update #2.

- 2) Summarize the results of these measures.

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B. PROGRESS ON SERVICE AREA/ADMINISTRATIVE UNIT OUTCOMES (SAO/AUO)

- 1) Summarize the progress your unit has made on SAO/AUO measures you have applied since your last program review.

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- 2) Describe any improvements made by your unit as a result of the outcomes assessment process. What did you learn from your evaluation of these measures, and what improvements have you implemented, or do you plan* to implement, as a result of your analysis of these measures? (*List any resources required for planned implementation in #10: Resources.)

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4. Policies & Processes

- A. What recent changes in policies, procedures and processes have impacted or will impact your Service Area or Administrative Unit? (BCC BP/AP; Federal, State & local regulations; departmental guidelines)

B. Describe the effect the changes or updates in policies and processes in 4.A have had on the unit.

C. In addition to (or in response to) those listed in 4.A, what in-house policies, procedures, and processes need to be updated, created, or deleted?

DATE:

ANNUAL UPDATE #1:

DATE:

ANNUAL UPDATE #2:

5. Internal Factors *(see Handbook for worksheet)*

A. Strengths

Conversion to BoardDocs-which will help with reviewing and maintaining BP/AP's. 2) Effective and collegial relationship between the president and executive assistant. 3) Effective relationship between the president and the board of trustees

B. Weaknesses

Staff coverage during times of vacation or leave from the office. Limited staffing.

DATE:

ANNUAL UPDATE #1:

DATE:

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6. External Factors *(see Handbook for worksheet)*

A. Opportunities

B. Threats

Accreditation, 2) State Budget, 3) Board of Trustee Elections, 4) Community Needs Assessments, 5) Reporting and accountability requirements of local, regional, state and federal organizations.

DATE:

ANNUAL UPDATE #1: Opportunities: Regular communication with the City of Barstow and business leaders. Positive presence within the community.

Threats: Delayed construction efforts. Economic growth of community.

DATE:

ANNUAL UPDATE #2:

7. Continuing Education/Professional Development

A. What continuing education and/or professional development activities have program/unit members participated in during the current cycle?

Executive Assistant Workshop and Policy and Procedure Workshop sponsored by the Community College League of California.

B. What are the continuing education and/or professional development plans for the upcoming cycle?

Regular attendance at CEO workshops. Regular attendance at internal participatory governance committees. Regular participation with community organizations.

DATE:

ANNUAL UPDATE #1: No changes needed.

DATE:

ANNUAL UPDATE #2:

8. Prior Goals/Objectives

Briefly summarize the progress your program/unit has made in meeting the goals and objectives identified in the most recent Program Review or Annual Update. (Include measurements of progress or assessment methods.)

With the arrival of a new Superintendent/President in July 2013, new goals were identified, previous goals were retired and measurements/assessments of newly defined goals will take place by update #2.

DATE:

ANNUAL UPDATE #1: The board met for its annual planning session in September and the following three goals (among others) were identified for the Superintendent/President for the 2013-2014 year:

- 1) Meet the training needs of local business and industry partners.
- 2) Ensure the accuracy of data and use of data in integrated planning efforts.
- 3) Work with appropriate community and city agencies to develop an operation plan for the PAC.

DATE:

ANNUAL UPDATE #2:

9. Goals/Objectives/Actions (ACTION PLAN)

- A. **GOALS:** Formulate Goals to maintain or enhance unit strengths, or to address identified weaknesses.
- B. **ALIGNMENT:** Indicate how each Goal is aligned with the College's [Strategic Priorities](#).
- C. **OBJECTIVES:** Define Objectives for reaching each Goal.
- D. **ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE:** Create a coherent set of specific steps (Actions/Tasks) that must be taken to achieve each Objective.
- E. **OUTCOMES:** State intended Outcomes and list appropriate measures and assessment methods for each Outcome.
- F. **ADDITIONAL INFORMATION:** This provides space for the additional communication of information necessary to further "close the loop" on the goal or action plan, as it relates to Institutional Planning. This may include references to other institutional documents, such as governing or compliance documents (i.e. Board Policy, Administrative Procedures, Title V), institutional planning documents (i.e. [Strategic Plan](#), [Educational Master Plan](#), [Facilities Plan](#), [Technology Plan](#)), or Board, Presidential, Supervisory or Departmental recommendations or goals, etc. (See *Handbook for additional examples*.)

Complete the following table with your Program's **ACTION PLAN**, which must include a **minimum of 3 goals**:

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1 Meet the training needs of local business and industry partners.	#1 Foster an innovative learning environment that respects diversity #4 Cultivate and enhance local partnerships.	Meet the economic development needs of the community and increase the standard of living in the community.	Strengthen current relationships and develop new relationships with business and industry.	Participate in meetings with new business & industry and increase number of meetings with existing business & industry. Increase number of training opportunities in the community.
			Work closely with CTE staff.	Number of meetings with dean & VP of Academic Affairs.
				Increase number of site visits with staff.
	<i>Additional Information:</i>			
	DATE:			
	DATE:			
#2 Ensure the accuracy of data and use of data in integrated planning efforts.	#6 Strengthen college planning and informed decision making.	To improve decision making.	Hiring of Dean of Research, Development & Planning	Work with Dean and IT Director to establish an action plan.
		To improve accuracy of reporting.	Hiring of IT Director	
			Collaborative work among departments.	
	DATE:			
	DATE:			

ACTION PLAN

	GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3	Work with appropriate community and city agencies to develop an operation plan for the PAC.	#4 Cultivate and enhance local partnerships. #6 Strengthen college planning and informed decision making.	Completed operation plan for the PAC.	Formation of the President's Advisory Group for the PAC comprised of appropriate community and city leaders.	Development of Advisory Group goals.
				Work with the VP of Admin and the Facilities Committee.	Utilize the Advisory Group planning process to implement decisions.
					Final approved operations plan.
	<i>Additional Information:</i>				
	DATE:				
	DATE:				
#4					
	DATE:				
	DATE:				
#5					
	DATE:				

ACTION PLAN

	GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
	DATE:				
#6					
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	DATE: <input style="width: 80px;" type="text"/>	ANNUAL UPDATE #2:	<input style="width: 95%; height: 20px;" type="text"/>		

10. Resources Required

List all significant resources needed to achieve the objectives shown in the table above, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.

IMPORTANT: A [BUDGET ALLOCATION PROPOSAL](#) must be completed and submitted for **EACH** new resource requested. *(Click the link to access the form.)*

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

ANNUAL UPDATE #1:

DATE:

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ANNUAL UPDATE #2:

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Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source