**Enrollment - Census/FTES**

**Census Enrollment**

<table>
<thead>
<tr>
<th>Total Census Enrollment</th>
<th>Fall 2003</th>
<th>Fall 2004</th>
<th>Fall 2005</th>
<th>Fall 2006</th>
<th>Fall 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong Decline [-12.16 %]</td>
<td>329</td>
<td>289</td>
<td>431</td>
<td>375</td>
<td>657</td>
</tr>
</tbody>
</table>

**FTES**

<table>
<thead>
<tr>
<th>FTES</th>
<th>Fall 2003</th>
<th>Fall 2004</th>
<th>Fall 2005</th>
<th>Fall 2006</th>
<th>Fall 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong Decline [-7.96 %]</td>
<td>35.57</td>
<td>32.74</td>
<td>47.57</td>
<td>42.09</td>
<td>72.77</td>
</tr>
<tr>
<td>Section Count</td>
<td>Fall 2004</td>
<td>Fall 2005</td>
<td>Fall 2006</td>
<td>Fall 2007</td>
<td></td>
</tr>
<tr>
<td>Strong Growth [22.22 %]</td>
<td>49.42</td>
<td>28.72</td>
<td>34.13</td>
<td>29.25</td>
<td>32.09</td>
</tr>
<tr>
<td>Avg. Class Size</td>
<td>Fall 2004</td>
<td>Fall 2005</td>
<td>Fall 2006</td>
<td>Fall 2007</td>
<td></td>
</tr>
<tr>
<td>Strong Decline [-41.87 %]</td>
<td>9.00</td>
<td>11.00</td>
<td>14.00</td>
<td>14.00</td>
<td>22.00</td>
</tr>
</tbody>
</table>

**Percent Change**

**Enrollment Summary**

Given the trends in enrollment, what are the implications for your program?

**Respondent:** Dr. Nicholas, Chairperson
OBJECTIVES:

Enrollment - Instructional Delivery Modes

Percent Change

<table>
<thead>
<tr>
<th>Measure</th>
<th>Fall 2004</th>
<th>Fall 2005</th>
<th>Fall 2006</th>
<th>Fall 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Census</td>
<td>Strong Decline [-12.16 %]</td>
<td>Strong Growth [49.13 %]</td>
<td>Strong Decline [-12.99 %]</td>
<td>Strong Growth [75.20 %]</td>
</tr>
<tr>
<td>Day</td>
<td>Strong Decline [-8.84 %]</td>
<td>Stable [-1.02 %]</td>
<td>Strong Decline [-7.73 %]</td>
<td>Strong Growth [89.39 %]</td>
</tr>
</tbody>
</table>

Response

Increases are up/strong growth in 2007 in every category. There is a need for another full-time instructor.

Enrollment Growth Initiatives

Did you have any enrollment growth initiatives that occurred this year? No

If yes, please list any enrollment growth initiatives that occurred this year and comments on these:

n/a

Validation Review

Was a trend analysis done? -
Was a comparative analysis done? -
Was a detailed analysis done? -

Data Evaluation: Accepted

Comments:

OBJECTIVES:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Begins</th>
<th>Ends</th>
<th>Priority</th>
<th>Status</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase Enrollment</td>
<td>Sep, 2008</td>
<td>Sep, 2009</td>
<td>Medium</td>
<td>In-Progress</td>
<td>2007</td>
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</table>

Enrollment - Instructional Delivery Modes

Enrollment by Day, Evening, Online

<table>
<thead>
<tr>
<th>Year</th>
<th>Total</th>
<th>Day</th>
<th>Evening</th>
<th>Online</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2003</td>
<td>329</td>
<td>215</td>
<td>114</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Fall 2004</td>
<td>289</td>
<td>196</td>
<td>93</td>
<td>0</td>
<td>Strong Decline [-12.16 %]</td>
</tr>
<tr>
<td>Fall 2005</td>
<td>431</td>
<td>194</td>
<td>113</td>
<td>124</td>
<td>Strong Growth [49.13 %]</td>
</tr>
<tr>
<td>Fall 2006</td>
<td>375</td>
<td>179</td>
<td>105</td>
<td>91</td>
<td>Strong Decline [-12.99 %]</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>657</td>
<td>339</td>
<td>77</td>
<td>241</td>
<td>Strong Growth [75.20 %]</td>
</tr>
</tbody>
</table>

Measure Fall 2004 Fall 2005 Fall 2006 Fall 2007

Page Description
### Instructional Modes Summary

Please comment on the enrollment pattern in these instructional delivery modes:
Online/on ground, Day and Evening

**Respondent:** Dr. Nicholas, Chair

**Response**
Fall 2007 evening student decline (-26.67) is probably/directly related to the strong increase (164.84) in online class offerings.

### Program Participation

Did you offer any courses this year in any of the following programs:
Online/on ground, hybrid classes, High School Outreach, ACT program, Weekend College?

If yes, please list the programs and summarize the nature of your involvement:
We offer courses online, hybrid, at high schools, in ACT and Weekend College.

### Validation Review

- Was a trend analysis done? -
- Was a comparative analysis done? -
- Was a detailed analysis done? -

**Data Evaluation:** Accepted

**Comments:**

### OBJECTIVES:

No Objectives Submitted.

### Enrollment - Demographics

<table>
<thead>
<tr>
<th>Evening</th>
<th>Strong Decline [-18.42 %]</th>
<th>Strong Growth [21.51 %]</th>
<th>Strong Decline [-7.08 %]</th>
<th>Strong Decline [-26.67 %]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Decline [-26.61 %]</td>
<td>Strong Growth [164.84 %]</td>
</tr>
</tbody>
</table>

---

**Page Description**
OBJECTIVES:

Measure | Fall 2004 | Fall 2005 | Fall 2006 | Fall 2007
---|---|---|---|---
Male | Growth [4.62 %] | Strong Growth [15.44 %] | Strong Decline [-8.28 %] | Strong Growth [96.53 %]
Female | Strong Decline [-9.83 %] | Strong Growth [53.85 %] | Strong Decline [-12.08 %] | Strong Growth [56.87 %]
20 - 24 | Decline [-4.72 %] | Strong Growth [31.68 %] | Strong Decline [-12.78 %] | Strong Growth [233.33 %]
25 - 34 | Strong Growth [15.38 %] | Strong Growth [54.67 %] | Strong Decline [-25.86 %] | Strong Growth [46.51 %]
35 - 54 | Decline [-3.51 %] | Strong Growth [43.64 %] | Strong Decline [-7.59 %] | Strong Growth [34.25 %]
55 Above | Strong Growth [16.67 %] | Stable [0.00 %] | Strong Growth [57.14 %] | Strong Growth [9.09 %]
Asian | Strong Growth [20.00 %] | Strong Growth [86.67 %] | Strong Decline [-35.71 %] | Stable [2.78 %]
Black | Strong Decline [-13.29 %] | Strong Growth [46.72 %] | Strong Decline [-8.96 %] | Strong Growth [48.63 %]
Hispanic | Stable [0.00 %] | Strong Growth [28.99 %] | Decline [-3.37 %] | Strong Growth [31.40 %]
Indian | Stable [0.00 %] | Stable [0.00 %] | Stable [0.00 %] | Stable [0.00 %]
White | Decline [-3.45 %] | Strong Decline [-10.71 %] | Strong Growth [20.00 %] | Strong Growth [273.33 %]
Other | Strong Growth [27.27 %] | Strong Decline [-10.71 %] | Strong Decline [-24.00 %] | Strong Growth [315.79 %]

Demographics Summary

Based on these demographic trends in enrollment, are there any implications for the discipline? Please describe:

Respondent: Dr. Nicholas, Chairperson

Response:
The trend of strong growth, 2007, suggests the need for another Full-Time Instructor.

Validation Review

Was a trend analysis done? - ✔
Was a comparative analysis done? - ✔
Was a detailed analysis done? - ✔
Data Evaluation: Accepted
Comments:

OBJECTIVES:
Given the data, please describe the trend in Student Success. What are the implications for your program?

**Respondent:** Dr. Nicholas, Chairperson

**Response:**
The trend is pretty consistent with the college average.
### Validation Review

<table>
<thead>
<tr>
<th>Objective</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trend analysis done?</td>
<td>✔</td>
</tr>
<tr>
<td>Comparative analysis done?</td>
<td>✔</td>
</tr>
<tr>
<td>Detailed analysis done?</td>
<td>✔</td>
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</table>

**Data Evaluation:** Accepted

**Comments:**

### OBJECTIVES:

#### Curriculum - Course Updates

**Course Updates, Syllabi & New Programs**

- Of the number of courses that need to be updated, how many have been completed? 
  - # Done: 7
  - # Due: 0

- If course updates are due, please describe the discipline's plan for updating courses:
  - n/a

- Are instructors' class syllabi collected?
  - Yes

- Please describe the course syllabi collection procedure:
  - Syllabi are emailed to the chair, and requested by the Chair via memo or in-class visits.

- Have you developed any new courses and/or programs in the last year?
  - No

- Please describe the new courses or programs:

**Respondent:** Dr. Nicholas, Chair

### Validation Review

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Evaluation:</td>
<td>Accepted</td>
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</table>

**Comments:**

### OBJECTIVES:

#### Curriculum - SLOs

**Page Description**
Resources

Curriculum Committee webpage with Institutional and Program SLOs listed
42 single course assessments by West faculty
SLO Tutorial on Janet Fulks' Bakersfield CC website

Student Learning Outcomes

Have program SLOs been developed for this discipline? No
Does the discipline have assessment plans for program SLOs? Yes
Please describe your assessment plans for SLOs:
SLO’s will be developed by the end of October 2008.
Have any courses assessed college or program SLOs? No
Please describe your assessment of SLOs:
n/a
Respondent: Dr. Nicholas, Chair

Validation Review

Data Evaluation: Accepted
Comments:

OBJECTIVES:
No Objectives Submitted.

Vocational - Advisory Requirements

Advisory Board Actions

Do you have an Advisory Board? No
Do you have minutes of your Advisory Board meetings? No
Please provide copies of your minutes (electronic or paper) and list the meeting dates in the last year:
n/a
Has the Advisory Board provided any recommendations and/or outcomes? No
Of those recommendations and/or outcomes, which have been acted upon, and what is your plan of action with regard to other recommendations and/or outcomes:
n/a
Respondent:
OBJECTIVES:

No Objectives Submitted.

Resources - Personnel

FTEF Full-Time/Part-Time/Total

<table>
<thead>
<tr>
<th>Measure</th>
<th>Fall 2004</th>
<th>Fall 2005</th>
<th>Fall 2006</th>
<th>Fall 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total FTEF</td>
<td>1.53</td>
<td>2.26</td>
<td>2.88</td>
<td>2.98</td>
</tr>
<tr>
<td>Full-Time FTEF</td>
<td>0.7</td>
<td>1.2</td>
<td>1.16</td>
<td>0.8</td>
</tr>
<tr>
<td>Part-Time FTEF</td>
<td>0.83</td>
<td>1.06</td>
<td>1.72</td>
<td>2.18</td>
</tr>
</tbody>
</table>

Percent Change

<table>
<thead>
<tr>
<th>Measure</th>
<th>Fall 2004</th>
<th>Fall 2005</th>
<th>Fall 2006</th>
<th>Fall 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total FTEF</td>
<td>Strong Growth [47.71 %]</td>
<td>Strong Growth [27.43 %]</td>
<td>Growth [3.47 %]</td>
<td>Strong Growth [54.70 %]</td>
</tr>
<tr>
<td>Full-Time FTEF</td>
<td>Strong Growth [71.43 %]</td>
<td>Decline [-3.33 %]</td>
<td>Strong Decline [-31.03 %]</td>
<td>Stable [0.00 %]</td>
</tr>
<tr>
<td>Part-Time FTEF</td>
<td>Strong Growth [27.71 %]</td>
<td>Strong Growth [62.26 %]</td>
<td>Strong Growth [26.74 %]</td>
<td>Strong Growth [74.77 %]</td>
</tr>
</tbody>
</table>

Please comment on the trends in FTEF. What are the implications for your program?

Respondent: Dr. Nicholas, Chairperson

Response

Based on the growth trends, another full-time instructor is needed.

Faculty Hiring

Do you see a need to increase full-time, tenure-track faculty? [Yes]

Do you plan to submit a FPIP application? [Yes]
Please Describe:

I plan to submit an FPIP application for another full-time faculty member.

Evaluation data for faculty & staff provided by: Office of Academic Affairs

### Faculty Evaluations

Have all evaluations for faculty and staff that are due been completed?  
No

If "No," please describe the plan for completing evaluations:

Evaluations will be completed by the end of 2008.

Do all full-time faculty participate in a college-wide and/or Senate committee?  
Yes

Please provide a list of the discipline's full-time faculty and their committee assignment

Gwen Thomas; Larry Harris was Senate rep in 2007.

### Professional Development

Have all of the faculty fulfilled their Flex requirements?  
Yes

Please Describe:

Flex reports have been turned in to Lloyd Thomas. Business faculty attend many conferences and have taken ETUDES training for online instruction.

Have you had any professional development for faculty?  
Yes

Please describe the professional development activities:

Faculty meetings with guest speakers.

Do you have any mentoring of part-time faculty to ensure integrity of course outline?  
Yes

Please describe the mentoring activities:

I meet with new adjunct faculty at least 4 times before they begin teaching and monthly during their first semester.

### Validation Review

<table>
<thead>
<tr>
<th>Analysis</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trend analysis</td>
<td>-</td>
</tr>
<tr>
<td>Comparative analysis</td>
<td>-</td>
</tr>
<tr>
<td>Detailed analysis</td>
<td>-</td>
</tr>
</tbody>
</table>

Data Evaluation:  
Accepted

Comments:

### OBJECTIVES:

No Objectives Submitted.
# Resources - Fiscal Budget

## Budget Status

<table>
<thead>
<tr>
<th>Were you over, under or on your budget?</th>
<th>On</th>
</tr>
</thead>
</table>

Please describe:

**Budget is basically salaries and supplies.**

Respondent: **Dr. Nicholas, Chairperson**

## Grants or Additional Funding Sources

<table>
<thead>
<tr>
<th>Have you received any grants or any additional funding from other sources?</th>
<th>No</th>
</tr>
</thead>
</table>

Please indicate the amount of any additional grants or funding: $

If yes, please describe:

**n/a**

## Validation Review

<table>
<thead>
<tr>
<th>Data Evaluation:</th>
<th>Accepted</th>
</tr>
</thead>
</table>

| Comments: | |

OBJECTIVES:

**No Objectives Submitted.**

## Resources - Facilities

## Facilities

<table>
<thead>
<tr>
<th>Were you satisfied with the discipline's facilities?</th>
<th>No</th>
</tr>
</thead>
</table>

Please describe:

**We needed smart-boards, internet access, and more up-to-date equipment like computers.**

How have the current facilities impacted the discipline?

**The current facilities prevent us from using the most current technology.**

Have there been any changes in the discipline's facilities in the past year?

If yes, please describe:

**n/a**
Supplies & Equipment

Were you satisfied with your instructional supplies and equipment?  
Yes
please describe:
They were adequate.

Validation Review

Data Evaluation:  Accepted
Comments:

OBJECTIVES:

No Objectives Submitted.

Resources - Resource Request

<table>
<thead>
<tr>
<th>Resource</th>
<th>Quantity</th>
<th>Description</th>
<th>Status</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>40</td>
<td>Hours</td>
<td>Classified office assistant</td>
<td>In-Progress</td>
</tr>
</tbody>
</table>

Accreditation - Progress Report

WASC Accreditation Planning Agendas

Have the faculty in the discipline initiated the alignment of student learning outcomes and course assessment?  
Yes
if yes, please describe:

Adjunct faculty members have student learning outcomes on their syllabi and are completing course assessments.

Have full-time faculty representatives from the Division attended monthly meetings of the Curriculum Committee?  
No
if yes, please list the representatives and describe:

n/a

Respondent: Dr. Nicholas, Chairperson

Comprehensive Program Review

Do you have any comprehensive program review agenda items that should have been addressed?  
No
### OBJECTIVES:

No Objectives Submitted.

### Supplemental Material

Supplemental Materials:

No Supplemental File(s).

### Final Summary

#### Measure Summary

<table>
<thead>
<tr>
<th>Measure</th>
<th>Fall 2004</th>
<th>Fall 2005</th>
<th>Fall 2006</th>
<th>Fall 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Enrollment</td>
<td>Strong Decline [-12.16 %]</td>
<td>Strong Growth [49.13 %]</td>
<td>Strong Decline [-12.99 %]</td>
<td>Strong Growth [75.20 %]</td>
</tr>
<tr>
<td>Day Enrollment</td>
<td>Strong Decline [-8.84 %]</td>
<td>Stable [-1.02 %]</td>
<td>Strong Decline [-7.73 %]</td>
<td>Strong Growth [89.39 %]</td>
</tr>
<tr>
<td>Evening Enrollment</td>
<td>Strong Decline [-18.42 %]</td>
<td>Strong Growth [21.51 %]</td>
<td>Strong Decline [-7.08 %]</td>
<td>Strong Decline [-26.67 %]</td>
</tr>
<tr>
<td>Online Enrollment</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Decline [-26.61 %]</td>
<td>Strong Growth [164.84 %]</td>
</tr>
<tr>
<td>FTES</td>
<td>Strong Decline [-7.96 %]</td>
<td>Strong Growth [45.30 %]</td>
<td>Strong Decline [-11.52 %]</td>
<td>Strong Growth [72.89 %]</td>
</tr>
<tr>
<td>ACS</td>
<td>Strong Decline [-41.87 %]</td>
<td>Strong Growth [18.82 %]</td>
<td>Strong Decline [-14.30 %]</td>
<td>Strong Growth [9.71 %]</td>
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<tr>
<td>Total Retention</td>
<td>Strong Growth [13.80 %]</td>
<td>Decline [-4.19 %]</td>
<td>Stable [-0.34 %]</td>
<td>Decline [-4.40 %]</td>
</tr>
<tr>
<td>Total Success</td>
<td>Stable [-2.99 %]</td>
<td>Stable [0.55 %]</td>
<td>Strong Growth [6.65 %]</td>
<td>Growth [3.01 %]</td>
</tr>
<tr>
<td>Male Enrollment</td>
<td>Growth [4.62 %]</td>
<td>Strong Growth [15.44 %]</td>
<td>Strong Decline [-8.28 %]</td>
<td>Strong Growth [96.53 %]</td>
</tr>
</tbody>
</table>

Page Description
<table>
<thead>
<tr>
<th>Category</th>
<th>Strong Decline</th>
<th>Strong Growth</th>
<th>%</th>
<th>Strong Growth</th>
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</thead>
<tbody>
<tr>
<td>Female Enrollment</td>
<td>-9.83%</td>
<td>53.85%</td>
<td></td>
<td>56.87%</td>
</tr>
<tr>
<td>Age20 Enrollment</td>
<td>-21.74%</td>
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<td></td>
<td>23.33%</td>
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<td>Age2024 Enrollment</td>
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<td>46.51%</td>
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<td>-3.51%</td>
<td>43.64%</td>
<td></td>
<td>34.25%</td>
</tr>
<tr>
<td>Age55 Enrollment</td>
<td>16.67%</td>
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<td></td>
<td>9.09%</td>
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<tr>
<td>EthnicityAsian Enrollment</td>
<td>20.00%</td>
<td>86.67%</td>
<td></td>
<td>48.63%</td>
</tr>
<tr>
<td>EthnicityBlack Enrollment</td>
<td>13.29%</td>
<td>46.72%</td>
<td></td>
<td>48.63%</td>
</tr>
<tr>
<td>EthnicityHispanic Enrollment</td>
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<td>28.99%</td>
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<td>31.40%</td>
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<tr>
<td>EthnicityIndian Enrollment</td>
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<td>Stable 0.00%</td>
<td></td>
<td>Stable 0.00%</td>
</tr>
<tr>
<td>EthnicityWhite Enrollment</td>
<td>-3.45%</td>
<td>-10.71%</td>
<td></td>
<td>27.33%</td>
</tr>
<tr>
<td>EthnicityOther Enrollment</td>
<td>27.27%</td>
<td>-10.71%</td>
<td></td>
<td>315.79%</td>
</tr>
<tr>
<td>FTER</td>
<td>71.43%</td>
<td>-3.33%</td>
<td></td>
<td>Stable 0.00%</td>
</tr>
<tr>
<td>FTeh</td>
<td>27.71%</td>
<td>62.26%</td>
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<td>74.77%</td>
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<td>FTEF</td>
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</tr>
<tr>
<td>Section Count</td>
<td>22.22%</td>
<td>27.27%</td>
<td></td>
<td>57.14%</td>
</tr>
</tbody>
</table>

**Enrollment Growth Initiatives**

Did you have any enrollment growth initiatives that occurred this year?  
No

**Program Participation**

Did you offer any courses this year in any of the following programs: Online/on ground, hybrid classes, High School Outreach, ACT program, Weekend College?  
Yes

**Faculty Hiring**

Do you see a need to increase full-time, tenure-track faculty?  
Yes

Do you plan to submit a FPIP application?  
Yes

**Faculty Evaluations**

Have all evaluations for faculty and staff that are due been completed?  
No

**Professional Development**

Have all of the faculty fulfilled their Flex requirements?  
Yes

Have you had any professional development for faculty?  
Yes

Do you have any mentoring of part-time faculty to ensure integrity of course outline?  
Yes

**Facilities**

Were you satisfied with your facilities?  
No

**Supplies & Equipment**
Were you satisfied with your instructional supplies and equipment?  Yes

Grants or Additional Funding Sources
Did you receive any donated equipment and/or grants?  No
Were you over, under or on your budget?  On

Course Updates, Syllabi & New Programs
Of the number of courses that need to be updated, how many have been completed?  # Done 7  # Due 0
Are instructors’ class syllabi collected?  Yes
Have you developed any new courses and/or programs in the last year?  No

Student Learning Outcomes
Have you developed SLOs for your discipline?  No
Do you have assessment plans for program SLOs?  Yes
Have any courses assessed college or program SLOs?  No

Advisory Board
Do you have an Advisory Board?  No
Do you have minutes of your Advisory Board meetings?  No
Has the Advisory Board provided any recommendations and or outcomes?  No

Past Unit Plan Objectives
What is the status of the objectives in the 2007 unit plan. Areas will evaluate the objectives included in the unit plan for 2007 in a grid with following measures: completed, in progress, deleted. Please explain outcome.
Based on your evaluation, what objectives or initiatives would you develop to improve this measure?

<table>
<thead>
<tr>
<th>Objective</th>
<th>Begins</th>
<th>Ends</th>
<th>Priority</th>
<th>Status</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase Enrollment</td>
<td>Sep, 2008</td>
<td>Sep, 2009</td>
<td>Medium</td>
<td>In-Progress</td>
<td>2007</td>
</tr>
</tbody>
</table>

Validation Review
Final Evaluation: Accepted
Comments:

Submit Program Review

Program Review has been completed for this Unit.