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

Respondent: Dr. Nicholas, Chairperson
Response
Based on enrollment growth, we should hire a fulltime instructor. The FTES being generated has more than doubled in 2 years from 4.8 to 11.68.

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:
No Objectives Submitted.

Enrollment - Instructional Delivery Modes

<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 Enroll</td>
<td>Strong Decline [-6.98 %]</td>
<td>Strong Growth [10.00 %]</td>
<td>Strong Growth [52.27 %]</td>
<td>Strong Growth [59.70 %]</td>
</tr>
<tr>
<td>Day</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [30.43 %]</td>
</tr>
<tr>
<td>Evening</td>
<td>Strong Decline [-6.98 %]</td>
<td>Strong Growth [10.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Decline [-25.00 %]</td>
</tr>
</tbody>
</table>
OBJECTIVES:

Enrollment - Demographics

Instructional Modes Summary

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

Respondent: Dr. Nicholas, Chairperson

Response
The decline in evening classes may be due to more students taking online courses.

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

If yes, please list the programs and summarize the nature of your involvement:
We’ve started offer Marketing courses online, 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

Gender Distribution

<table>
<thead>
<tr>
<th></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>Male</td>
<td>19</td>
<td>17</td>
<td>15</td>
<td>27</td>
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<tr>
<td>Female</td>
<td>23</td>
<td>20</td>
<td>29</td>
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<td>56</td>
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<td>Fall 2004</td>
<td>Fall 2005</td>
<td>Fall 2006</td>
<td>Fall 2007</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>Strong Decline [-10.53 %]</td>
<td>Strong Decline [-11.76 %]</td>
<td>Strong Growth [80.00 %]</td>
<td>Strong Growth [59.26 %]</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>Strong Decline [-13.04 %]</td>
<td>Strong Growth [45.00 %]</td>
<td>Strong Growth [27.59 %]</td>
<td>Strong Growth [51.35 %]</td>
<td></td>
</tr>
<tr>
<td>Below 20</td>
<td>Strong Decline [-100.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [200.00 %]</td>
<td>Strong Growth [66.67 %]</td>
<td></td>
</tr>
<tr>
<td>20 - 24</td>
<td>Strong Decline [-20.00 %]</td>
<td>Strong Growth [37.50 %]</td>
<td>Strong Growth [127.27 %]</td>
<td>Strong Growth [76.00 %]</td>
<td></td>
</tr>
<tr>
<td>25 - 34</td>
<td>Strong Decline [-33.33 %]</td>
<td>Strong Growth [50.00 %]</td>
<td>Strong Growth [33.33 %]</td>
<td>Growth [5.00 %]</td>
<td></td>
</tr>
<tr>
<td>35 - 54</td>
<td>Strong Growth [30.77 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Decline [-11.76 %]</td>
<td>Strong Growth [53.33 %]</td>
<td></td>
</tr>
<tr>
<td>55 Above</td>
<td>Stable [0.00 %]</td>
<td>Strong Decline [-100.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [500.00 %]</td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td>Strong Growth [100.00 %]</td>
<td>Strong Growth [150.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [10.00 %]</td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>Decline [-5.26 %]</td>
<td>Strong Decline [-22.22 %]</td>
<td>Strong Growth [121.43 %]</td>
<td>Strong Growth [51.61 %]</td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td>Strong Growth [25.00 %]</td>
<td>Strong Decline [-30.00 %]</td>
<td>Strong Growth [100.00 %]</td>
<td>Strong Growth [107.14 %]</td>
<td></td>
</tr>
<tr>
<td>Indian</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Decline [-100.00 %]</td>
<td>Stable [0.00 %]</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>Strong Decline [-57.14 %]</td>
<td>Strong Growth [166.67 %]</td>
<td>Strong Decline [-50.00 %]</td>
<td>Strong Growth [50.00 %]</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Strong Decline [-66.67 %]</td>
<td>Strong Growth [50.00 %]</td>
<td>Strong Growth [66.67 %]</td>
<td>Strong Growth [20.00 %]</td>
<td></td>
</tr>
</tbody>
</table>
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 suggests strong growth and diverse demographics.

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.

**Student Success - Success/Retention**

### Student Success

<table>
<thead>
<tr>
<th></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>Total Success</strong></td>
<td>73.81 %</td>
<td>91.89 %</td>
<td>81.62 %</td>
<td>65.63 %</td>
<td>75.76 %</td>
</tr>
<tr>
<td><strong>Day Success</strong></td>
<td>0.00 %</td>
<td>0.00 %</td>
<td>0.00 %</td>
<td>47.62 %</td>
<td>60.00 %</td>
</tr>
<tr>
<td><strong>Evening Success</strong></td>
<td>73.81 %</td>
<td>91.89 %</td>
<td>81.62 %</td>
<td>74.42 %</td>
<td>78.13 %</td>
</tr>
<tr>
<td><strong>Online Success</strong></td>
<td>0.00 %</td>
<td>0.00 %</td>
<td>0.00 %</td>
<td>0.00 %</td>
<td>86.49 %</td>
</tr>
<tr>
<td><strong>College Avg.</strong></td>
<td>62.79 %</td>
<td>62.03 %</td>
<td>59.74 %</td>
<td>61.38 %</td>
<td>60.72 %</td>
</tr>
</tbody>
</table>
Success, Retention & Awards Summary

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

Respondent: Dr. Nicholas, Chairperson

Response: Success and Retention are far above the college average and showing strong growth.

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.

Curriculum - Course Updates

Course Updates, Syllabi & New Programs

Of the number of courses that need to be updated, how many have been completed?

# Done 2
OBJECTIVES:
Curriculum - SLOs

# 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:
Faculty email their syllabi to the Chair 2-3 weeks before the start of every semester. Also the Chair visits classes during the first week of the semester.

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

Please describe the new courses or programs:
n/a

Respondent: Dr. Nicholas, Chairperson

Validation Review
Data Evaluation: Accepted
Comments:

OBJECTIVES:
No Objectives Submitted.

Curriculum - SLOs

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?
No

Please describe your assessment plans for SLOs:
All courses have SLO's, but discipline SLO's and assessment plans will be developed by the end of fall 2008.

Have any courses assessed college or program SLOs?
No

Please describe your assessment of SLOs:
n/a

Respondent: Dr. Nicholas, Chairperson
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:

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

Respondent: Dr. Nicholas, Chairperson

Response
The trends suggest that a full-time faculty member may be 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:
Yes during the next FPIP cycle.

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? Yes

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

Do all full-time faculty participate in a college-wide and/or Senate committee? No
Please provide a list of the discipline's full-time faculty and their committee assignment

There are no fulltime faculty in this discipline.

**Professional Development**

Have all of the faculty fulfilled their Flex requirements?  
Yes

Please Describe:

**Reports are submitted to Lloyd Thomas. Faculty attend seminars, conferences and have taken ETUDES training to teach online.**

Have you had any professional development for faculty?  
No

Please describe the professional development activities:

n/a

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

Please describe the mentoring activities:

The Chair meets with them 3-4 times before the start of each semester, communicates weekly online, and meets monthly during their first semester.

**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.

**Resources - Fiscal Budget**

Budget Status

Were you over, under or on your budget?  
On

Please describe:

n/a

Respondent: Dr. Nicholas, Chairperson
### Grants or Additional Funding Sources

Have you received any grants or any additional funding from other sources? **No**

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

If yes, please describe:

n/a

---

### Validation Review

Data Evaluation: **Accepted**

Comments:

---

### OBJECTIVES:

No Objectives Submitted.

---

### Resources - Facilities

#### Facilities

Were you satisfied with the discipline's facilities? **No**

Please describe:

*We need internet access, smart boards, and more up-to-date equipment.*

How have the current facilities impacted the discipline?

*The current facilities prevents us from using the most up-to-date technology.*

Have there been any changes in the discipline’s facilities in the past year? **No**

If yes, please describe:

n/a

Respondent: **Dr. Nicholas, Chairperson**

---

### 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>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>1 FTE</td>
<td>based on strong growth, a fulltime instructor is needed who can teach</td>
<td>In-Progress</td>
<td>2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marketing, Management and Business students.</td>
<td></td>
<td></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 have student learning outcomes on their syllabi and plan to complete course assessments in fall 2008.**

Have full-time faculty representatives from the Division attended monthly meetings of the Curriculum Committee? [No]

if yes, please list the representatives and describe:

**There are no fulltime faculty in this discipline.**

Respondent: **Dr. Nicholas, Chairperson**

---

**Comprehensive Program Review**

Do you have any comprehensive program review agenda items that should have been addressed? [No]

if yes, please describe:

**n/a**

---

**Program Accreditation / Certification**

Do you have any outside agency accreditations standards that should have been addressed? [No]

if yes, please describe:

**n/a**
**Validation Review**

Data Evaluation: [Accepted]

Comments:

**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>TotalEnrollment</td>
<td>Strong Decline [-6.98 %]</td>
<td>Strong Growth [10.00 %]</td>
<td>Strong Growth [52.27 %]</td>
<td>Strong Growth [59.70 %]</td>
</tr>
<tr>
<td>DayEnrollment</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [30.43 %]</td>
</tr>
<tr>
<td>EveningEnrollment</td>
<td>Strong Decline [-6.98 %]</td>
<td>Strong Growth [10.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Decline [-25.00 %]</td>
</tr>
<tr>
<td>OnlineEnrollment</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
</tr>
<tr>
<td>FTES</td>
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</tr>
<tr>
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<td>Strong Growth [10.00 %]</td>
<td>Strong Decline [-49.72 %]</td>
<td>Strong Growth [20.00 %]</td>
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<tr>
<td>TotalRetention</td>
<td>Strong Growth [20.61 %]</td>
<td>Strong Growth [6.35 %]</td>
<td>Strong Decline [-16.86 %]</td>
<td>Strong Growth [18.10 %]</td>
</tr>
<tr>
<td>TotalSuccess</td>
<td>Strong Growth [24.50 %]</td>
<td>Strong Decline [-10.96 %]</td>
<td>Strong Decline [-19.79 %]</td>
<td>Strong Growth [15.44 %]</td>
</tr>
<tr>
<td>MaleEnrollment</td>
<td>Strong Decline [-10.53 %]</td>
<td>Strong Decline [-11.76 %]</td>
<td>Strong Growth [80.00 %]</td>
<td>Strong Growth [59.26 %]</td>
</tr>
<tr>
<td>FemaleEnrollment</td>
<td>Strong Decline [-13.04 %]</td>
<td>Strong Growth [45.00 %]</td>
<td>Strong Growth [27.59 %]</td>
<td>Strong Growth [51.35 %]</td>
</tr>
<tr>
<td>Age20Enrollment</td>
<td>Strong Decline [-100.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [200.00 %]</td>
<td>Strong Growth [66.67 %]</td>
</tr>
<tr>
<td>Age2024Enrollment</td>
<td>Strong Decline [-20.00 %]</td>
<td>Strong Growth [37.50 %]</td>
<td>Strong Growth [127.27 %]</td>
<td>Strong Growth [76.00 %]</td>
</tr>
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<td>Age2534Enrollment</td>
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<td>Strong Growth [50.00 %]</td>
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<td>Growth [5.00 %]</td>
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<td>Strong Growth [53.33 %]</td>
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<td>Strong Growth [500.00 %]</td>
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<td>EthnicityAsianEnrollment</td>
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<td>Strong Growth [150.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [10.00 %]</td>
</tr>
<tr>
<td>EthnicityBlackEnrollment</td>
<td>Decline [-5.26 %]</td>
<td>Strong Decline [-22.22 %]</td>
<td>Strong Growth [121.43 %]</td>
<td>Strong Growth [51.61 %]</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Hispanic Enrollment</td>
<td>Indian Enrollment</td>
<td>White Enrollment</td>
<td>Other Enrollment</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------</td>
<td>-------------------</td>
<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td></td>
<td>Strong Growth [25.00 %]</td>
<td>Strong Decline [-30.00 %]</td>
<td>Strong Growth [100.00 %]</td>
<td>Strong Growth [107.14 %]</td>
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<tr>
<td></td>
<td>Strong Decline [-30.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Decline [-100.00 %]</td>
<td>Stable [0.00 %]</td>
</tr>
<tr>
<td></td>
<td>Strong Decline [-57.14 %]</td>
<td>Strong Growth [166.67 %]</td>
<td>Strong Decline [-50.00 %]</td>
<td>Strong Growth [50.00 %]</td>
</tr>
<tr>
<td></td>
<td>Strong Decline [-66.67 %]</td>
<td>Strong Growth [50.00 %]</td>
<td>Strong Growth [66.67 %]</td>
<td>Strong Growth [20.00 %]</td>
</tr>
<tr>
<td>FTER</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
</tr>
<tr>
<td>FTEH</td>
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<td>Stable [0.00 %]</td>
<td>Strong Growth [100.00 %]</td>
<td>Strong Growth [50.00 %]</td>
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<tr>
<td>FTEF</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
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<td>Strong Growth [33.33 %]</td>
</tr>
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<td>SectionCount</td>
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<td>Stable [0.00 %]</td>
<td>Strong Growth [200.00 %]</td>
<td>Strong Growth [33.33 %]</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? **Yes**

### Professional Development

Have all of the faculty fulfilled their Flex requirements? **Yes**
Have you had any professional development for faculty? **No**
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?

<table>
<thead>
<tr>
<th># Done</th>
<th># Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

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?

- No

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?

- No Objectives Submitted.

### Validation Review

Final Evaluation: Accepted

Comments:

### Submit Program Review

Program Review has been completed for this Unit.