Enrollment Summary

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

Respondent: Dr. Nicholas, Chairperson

Response: None at this time.

Enrollment Growth Initiatives

Did you have any enrollment growth initiatives that occurred this year? [ ]

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.

Weekly Check*

TotalCensusEnrollment

Fall 2004 Fall 2005 Fall 2006 Fall 2007
Strong Decline [5.49 %] Strong Decline [10.47 %] Strong Growth [11.69 %] Strong Decline [0.00 %]

FTEG

SectionCount

Avg. Class Size

Strong Growth [60.00 %] Stable [0.00 %] Stable [0.00 %] Stable [0.00 %]

Strong Decline [36.91 %] Strong Decline [11.13 %] Strong Growth [12.53 %] Stable [0.11 %]

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>TotalCensusEnrollment</td>
<td>Decline</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
<td>Stable</td>
</tr>
<tr>
<td>FTEG</td>
<td>Decline</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
<td>Stable</td>
</tr>
<tr>
<td>Avg. Class Size</td>
<td>Strong Decline</td>
<td>Stable</td>
<td>Stable</td>
<td>Stable</td>
</tr>
</tbody>
</table>
## Instructional Modes Summary

### Please comment on the enrollment pattern in these instructional delivery modes:

**Online/On ground, Day and Evening**

Response: Courses in this program need to be offered online.

## 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:

## 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
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>Female</td>
<td>Stable [0.00 %]</td>
<td>Strong Decline [14.89 %]</td>
<td>Strong Growth [30.00 %]</td>
<td>Stable [1.92 %]</td>
</tr>
<tr>
<td>Below 20</td>
<td>Strong Decline [14.29 %]</td>
<td>Strong Growth [66.67 %]</td>
<td>Strong Decline [40.00 %]</td>
<td>Strong Decline [-33.33 %]</td>
</tr>
<tr>
<td>20 - 24</td>
<td>Strong Decline [21.88 %]</td>
<td>Strong Growth [24.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [9.68 %]</td>
</tr>
<tr>
<td>25 - 34</td>
<td>Strong Growth [13.04 %]</td>
<td>Strong Decline [38.46 %]</td>
<td>Strong Growth [37.50 %]</td>
<td>Strong Growth [22.73 %]</td>
</tr>
<tr>
<td>35 - 54</td>
<td>Strong Growth [14.29 %]</td>
<td>Strong Decline [-29.17 %]</td>
<td>Strong Growth [23.53 %]</td>
<td>Strong Decline [-33.33 %]</td>
</tr>
<tr>
<td>55 Above</td>
<td>Strong Decline [-33.33 %]</td>
<td>Strong Decline [-100.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [100.00 %]</td>
</tr>
<tr>
<td>Asian</td>
<td>Strong Growth [28.57 %]</td>
<td>Strong Decline [-33.33 %]</td>
<td>Strong Decline [16.67 %]</td>
<td>Strong Growth [100.00 %]</td>
</tr>
<tr>
<td>Black</td>
<td>Strong Decline [12.82 %]</td>
<td>Strong Growth [17.76 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [10.53 %]</td>
</tr>
<tr>
<td>Hispanic</td>
<td>Strong Growth [27.27 %]</td>
<td>Strong Decline [-32.14 %]</td>
<td>Strong Growth [62.63 %]</td>
<td>Strong Decline [-20.69 %]</td>
</tr>
<tr>
<td>Indian</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
</tr>
<tr>
<td>White</td>
<td>Strong Decline [60.00 %]</td>
<td>Strong Growth [50.00 %]</td>
<td>Strong Growth [33.33 %]</td>
<td>Strong Decline [-37.50 %]</td>
</tr>
<tr>
<td>Other</td>
<td>Stable [0.00 %]</td>
<td>Strong Decline [-37.50 %]</td>
<td>Strong Decline [-40.00 %]</td>
<td>Strong Growth [66.67 %]</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: None at this time.

Validation Review

Was a trend analysis done? No
Was a comparative analysis done? No
Was a detailed analysis done? No
Data Evaluation: Accepted
Comments:

OBJECTIVES:

No Objectives Submitted.

Student Success - Success/Retention
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:
The trend in Student Success may imply the need for Management tutors and other instructional support.

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: 5
# Due: 0

If course updates are due, please describe the discipline’s plan for updating courses:
Three were updated; 2 were archived.

Are instructors’ class syllabi collected?
Yes

Please describe the course syllabi collection procedure:
Faculty email their syllabi to the Chair weeks before the start of every semester.

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

Please describe the new courses or programs:

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

- Has the Advisory Board provided any recommendations and/or outcomes?  
  - **Yes**  

- 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?  
  - **Yes**

- 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: 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?  
  - **Yes**

- 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:  

#### Validation Review

**Data Evaluation:** Accepted  
**Comments:**  

**OBJECTIVES:**  
No Objectives Submitted.

FTEF

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

Response

No adjustments at this time.

Faculty Hiring

Do you see a need to increase full-time, tenure-track faculty?  No

Do you plan to submit a FP/IP application?  No

Please Describe:

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?  Yes

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

There are no full-time faculty in this discipline.

Professional Development

Have all of the faculty fulfilled their Flex requirements?  Yes

Please Describe:

Faculty attend seminars and took 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:

I meet with faculty weekly before they begin to teach.
Validation Review

Was a trend analysis done? [ ]
Was a comparative analysis done? [ ]
Was a detailed analysis done? [ ]
Data Evaluation: [ ]
Comments:

OBJECTIVES:

No Objectives Submitted.

Resources - Fiscal Budget

Budget Status

Were you over, under or on your budget? [ ]
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? [ ]
Please indicate the amount of any additional grants or funding:

If yes, please describe:

n/a

Validation Review

Data Evaluation: [ ]
Comments:

OBJECTIVES:

No Objectives Submitted.

Resources - Facilities

Facilities

Were you satisfied with the discipline's facilities? [ ]
Please describe:

We need smart boards, internet access, and more up-to-date equipment.
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
Respondent: Dr. Nicholas, Chairperson

Supplies & Equipment

Were you satisfied with your instructional supplies and equipment? [ ]
please describe:

n/a
OBJECTIVES:
No Objectives Submitted.

Validation Review

Data Evaluation: Accepted
Comments: 

OBJECTIVES:
No Objectives Submitted.

Resources - Resource Request

No Resources Submitted.

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 syllabus and will complete course assessments in 2008.

Have full-time faculty representatives from the Division attended monthly meetings of the Curriculum Committee? Yes

if yes, please list the representatives and describe: The Chair of the Division attends monthly Curriculum meetings.

Respondent: Dr. Nicholas, Chairperson

Comprehensive Program Review

Do you have any comprehensive program review agenda items that should be 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>Total Enrollment</td>
<td>Decline</td>
<td>Strong Decline</td>
<td>Strong Decline</td>
<td>Stable</td>
</tr>
<tr>
<td>Day Enrollment</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
<td>Strong Decline</td>
<td>Strong Decline</td>
</tr>
<tr>
<td>Evening Enrollment</td>
<td>Stable</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
<td>Strong Growth</td>
</tr>
<tr>
<td>Online Enrollment</td>
<td>Stable</td>
<td>Stable</td>
<td>Stable</td>
<td>Stable</td>
</tr>
<tr>
<td>FTES</td>
<td>Decline</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
<td>Stable</td>
</tr>
<tr>
<td>ACS</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
<td>Strong Decline</td>
<td>Stable</td>
</tr>
<tr>
<td>Total Retention</td>
<td>Decline</td>
<td>Growth</td>
<td>Stable</td>
<td>Strong Decline</td>
</tr>
<tr>
<td>Total Success</td>
<td>Strong Decline</td>
<td>Strong Decline</td>
<td>Strong Decline</td>
<td>Strong Decline</td>
</tr>
<tr>
<td>Male Enrollment</td>
<td>Strong Decline</td>
<td>Decline</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
</tr>
<tr>
<td>Female Enrollment</td>
<td>Stable</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
<td>Stable</td>
</tr>
<tr>
<td>Age20 Enrollment</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
<td>Strong Decline</td>
<td>Strong Decline</td>
</tr>
<tr>
<td>Age224 Enrollment</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
<td>Stable</td>
<td>Strong Growth</td>
</tr>
<tr>
<td>Age2534 Enrollment</td>
<td>Strong Growth</td>
<td>Strong Decline</td>
<td>Strong Decline</td>
<td>Strong Decline</td>
</tr>
<tr>
<td>Age3554 Enrollment</td>
<td>Strong Growth</td>
<td>Strong Decline</td>
<td>Stable</td>
<td>Strong Decline</td>
</tr>
<tr>
<td>Age55 Enrollment</td>
<td>Strong Decline</td>
<td>Strong Decline</td>
<td>Stable</td>
<td>Strong Growth</td>
</tr>
<tr>
<td>EthnicityAsian Enrollment</td>
<td>Strong Growth</td>
<td>Strong Decline</td>
<td>Strong Decline</td>
<td>Strong Decline</td>
</tr>
<tr>
<td>EthnicityBlack Enrollment</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
<td>Stable</td>
<td>Strong Growth</td>
</tr>
<tr>
<td>EthnicityHispanic Enrollment</td>
<td>Strong Growth</td>
<td>Strong Decline</td>
<td>Stable</td>
<td>Strong Decline</td>
</tr>
<tr>
<td>EthnicityIndian Enrollment</td>
<td>Stable</td>
<td>Stable</td>
<td>Stable</td>
<td>Stable</td>
</tr>
<tr>
<td>EthnicityWhite Enrollment</td>
<td>Strong Decline</td>
<td>Strong Growth</td>
<td>Stable</td>
<td>Strong Decline</td>
</tr>
<tr>
<td>FTER</td>
<td>Strong Decline</td>
<td>Stable</td>
<td>Strong Decline</td>
<td>Stable</td>
</tr>
<tr>
<td>FTEH</td>
<td>Strong Growth</td>
<td>Stable</td>
<td>Stable</td>
<td>Stable</td>
</tr>
<tr>
<td>FTEF</td>
<td>Strong Growth</td>
<td>Stable</td>
<td>Stable</td>
<td>Stable</td>
</tr>
<tr>
<td>Section Count</td>
<td>Strong Growth</td>
<td>Stable</td>
<td>Stable</td>
<td>Stable</td>
</tr>
</tbody>
</table>

**Enrollment Growth Initiatives**

Did you have any enrollment growth initiatives that occurred this year?

**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?

**Faculty Hiring**

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

Do you plan to submit a FPPI application?

**Faculty Evaluations**

Have all evaluations for faculty and staff that are due been completed?

**Professional Development**

Have all of the faculty fulfilled their Flex requirements?

Have you had any professional development for faculty?

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

**Facilities**

Were you satisfied with your facilities?

**Supplies & Equipment**

Were you satisfied with your instructional supplies and equipment?

**Grants or Additional Funding Sources**

Did you receive any donated equipment and/or grants?
### Course Updates, Syllabi & New Programs

<table>
<thead>
<tr>
<th>Of the number of courses that need to be updated, how many have been completed? # Done</th>
<th># Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are instructors’ class syllabi collected? # Done</th>
<th># Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you developed any new courses and/or programs in the last year? # Done</th>
<th># Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

### Student Learning Outcomes

<table>
<thead>
<tr>
<th>Have you developed SLOs for your discipline? # Done</th>
<th># Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you have assessment plans for program SLOs? # Done</th>
<th># Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have any courses assessed college or program SLOs? # Done</th>
<th># Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

### Advisory Board

<table>
<thead>
<tr>
<th>Do you have an Advisory Board? # Done</th>
<th># Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you have minutes of your Advisory Board meetings? # Done</th>
<th># Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Has the Advisory Board provided any recommendations and or outcomes? # Done</th>
<th># Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

### 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.