Berkeley City College's mission is to provide our diverse community with educational opportunities, promote student success, and to transform lives.

Introduction and Directions

The Peralta Community College District has an institutional effectiveness process which consists of the following components: a District-wide Strategic Plan which is updated every six years; Comprehensive Program Reviews which are completed every three years; and Annual Program Updates (APUs) which are completed in non-program review years.

The Program Review 2021-22 timeline has been developed for each program and services to guide through the semester. Please review and work with your Deans, Managers, Department Chairs and/or Supervisors to complete this Program Review.

The Program Review is intended to primarily focus upon planning for the subsequent two years and institutional effectiveness. The Program Review process directly leads to the institutional resource allocation process and budget planning for the following academic year (2022-23 PR/APU & Resource Allocation Cycle). This is an opportunity for each administrative unit, support service program, and department to reflect on progress made and identify areas of program improvements to achieve student success and elimination of achievement gap that are identified in the Berkeley City College Strategic Plan 2021-26. In this process of making continuous quality improvement, there is an opportunity for each program, student services, and department to request additional resources that support achieving the stated goals.

Please email the completed Program Review to your Deans or Managers by [date], 2021.

If you have questions regarding other material in the Program Review, please contact your Dean or Manager. If you have questions regarding data, please contact Dr. Phoumy Sayavong, Senior Researcher and Planning Analyst (psayavong@peralta.edu).

COLLEGE PROFILE (to be updated)
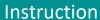
*Use PowerBI link to show disaggregated data

Student Demographics	2016-2017	2017-2018	2018-2019	2019-2020
Annual Headcount (non duplicated)	11,195	11,041	10,903	10,759
Total Enrollment (census)	34,402	32,850	30,298	31,007
Ethnicity				
African-American	18%	15%	16%	15.2%
American Indian/Alaskan Native	0.2%	0.2%	0.2%	0.3%
Asian	24%	22%	22%	21.5%
Filipino	3%	2%	2%	2.4%
Hispanic	22%	24%	25%	25.9%
Multi-Ethnicity	3%	7%	7%	6.9%
Pacific Islander	0.4%	0.3%	0.3%	0.3%
Unknown	5%	4%	3%	5.1%
White Non-Hispanic	25%	24%	24%	22.5%
Gender				
Female	55%	55%	55%	56%
Male	43%	43%	42%	41%
Unknown	2%	3%	3%	3%
Age Group				
19 or Less	28%	27%	29%	30%
20 to 24	35%	35%	33%	32%
25 to 29	16%	16%	16%	15%
30 to 34	7%	8%	8%	8%
35 to 39	4%	4%	4%	4%
40 to 49	5%	5%	5%	5%
50 +	5%	5%	5%	6%
Full-Time/Part-Time Status	**Fall 2017**	**Fall 2018**	**Fall 2019**	**Fall 2020**
Full Time	21%	18%	18%	15%
Part Time	79%	82%	82%	86%

College Outcomes	2017-2018	2018-2019	2019-2020
Full Time Equivalent Students (FTES)	4140	3864	3696
Productivity (avg faculty-student ratio)	13.4	13	13.2
Success Rate (%)	67%	69%	67%*
Degrees + Certificates Awarded (#)	1,021	948	1,106

*Excludes "EW" grades

Name(s) of members completing this Program Review	Department/Program	Completion Date

Click here to access your prior program's PR/APU reports. (show link to previous PR)

DEPARTMNT DESCRIPTION

1. Please verify the mission statement for your department. If your program has not created a mission statement, provide details on how your department supports and contributes to the College's mission.

2. **List your faculty and/or staff with assignments in fall 2021.**

Full Time	Part Time

3. **List your current Department Goals.**

4. **How do the goals align with the College and District's goals?**

(add drop down or check boxes that includes college and district goals)

5. **How will you measure the achievement of these goals in the next three years?**

Year 1 Targets		Year 2 Targets		Year 3 Targets	
Fall	Spring	Fall	Spring	Fall	Spring

6. Describe your three-year projected utilization of facilities, including labs, support for online learning, and other spaces. (narrative)

Year 1	Year 2	Year 3

7. **What are the essential functions of your department, any unique characteristics or trends? Provide specific examples.**

8. **Discuss the relationship and engagement with other support services, programs, departments, or administrative units and how these relationships support your area to meet its goals.**

> [blank box]

9. **Describe how external factors (if applicable), such as State and Federal laws, advisory board recommendations, district and college governance have an impact on the support services your department provides.**

> [blank box]

In the boxes below, add improvement actions that are directly related to the Department Description. If there are no improvement actions in this area, leave blank. *If you have more than one Improvement Plan, add more by copying and pasting the table below.*	
IMPROVEMENT ACTIONS	
Department/Discipline:	
Action Name:	
Description:	
To be completed by [Date]:	
Responsible person:	

STUDENT EQUITY & SUCCESS

10. Using the data dashboards, review and reflect upon the outcome trends for your department.

> **Data Dashboards and Planning Documents**
>
> 2021-22 Dashboards for Program Review
> 1. Course Completion and Retention Rates Dashboard – Instruction
> 2. Course Completion and Retention Rates Dashboard – Student Services
> 3. Enrollment Trend and Productivity Dashboard
> 4. Degrees and Certificates Dashboard
>
> **Planning Documents** (Education Master Plan, College Strategic Goals, Student Equity Plan, District Strategic Goals, Vision for Success, Guided Pathways, Technology Plan, Facilities Plan)
>
> *For assistance with data dashboards, contact Phoumy Sayavong at psayavong@peralta.edu*

10a. Describe any significant changes (successes and/or challenges) and discuss what the changes mean to your program and what can be done to address them.
   o Consider whether performance gaps exist for disproportional impacted students (see BCC's Student Equity Plan). Click here for additional guidance for how to view and use equity data.

> [blank box]

10b. How does the department plan to address these changes?
   o Review BCC's Student Equity Plan and focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard and other related Plans and goals to support your answer.

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10c. What recommendations do the department have to address the challenges?

Year 1 Action Items	Year 2 Action Items	Year 3 Action Items

In the boxes below, add improvement actions that are directly related to Student Equity & Success. If there are no improvement actions in this area, leave blank. *If you have more than one Improvement Plan, add more by copying and pasting the table below.*	
IMPROVEMENT ACTIONS	
Department/Discipline:	
Action Name:	
Description:	
To be completed by [Date]:	
Responsible person:	

ASSESSMENT

Berkeley City College is committed to a culture of assessment to improve instruction, services, and institutional planning. Findings from SLO, PLO, ALO assessments, and program review data are used to direct resources for areas that are institutional priorities that are articulated in the Educational Master Plan and BCC Strategic Plan. *Due to the critical role that course and program assessments play in our institutional planning and to be in compliance with the Accreditation requirements, the Program Review resource allocation requests require the completion of assessment in order to qualify.*

11. List and describe the department/program's progress and reflection on Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and/or Service Area Outcomes (SAOs). If your department/program offers a degree or certificate, please describe the department's progress on Program Learning Outcomes (PLOs).
    - *Show equity plan and data dashboards*
    - *Include disaggregation issue (ACCJC). Need direction from Assessment Committee.*

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12. **How does your department, program, or unit ensure that students are aware of learning or service area outcomes?**

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13. **Where are the service area and/or program level outcomes published? If on a website, please specify the URL.**

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14. Briefly describe three of the most significant plans for department/service area improvements for the next three years as a result of what you learned during the Assessment process.

Year 1	Year 2	Year 3

15. What do members of your dept/service area do to ensure that meaningful dialogue takes place in both developing and assessing your dept/service area outcomes?

16. Briefly describe the results of any student satisfaction surveys or college surveys that included evaluation and/or input about the effectiveness of the services provided by your department, program or administrative unit. How has this information informed department, program or administrative unit planning and goal setting?

17. Have your assessment results been recorded in CurricuNet Meta? ☐ Yes ☐ No

    If no, what was the reasons for not having been able to assess?
- ☐ Courses were planned to be offered but cancelled
- ☐ COVID–19 disruption (in person to OL conversion)
- ☐ Other:

17a. When do you plan to assess these courses that you did not complete this semester? Indicate the plan in the department assessment calendar. Work with your assessment liaison, if you need assistance**.** Click here to view your Assessment Calendar

In the boxes below, add improvement actions that are directly related to Assessment. If there are no improvement actions in this area, leave blank. *If you have more than one Improvement Plan, add more by copying and pasting the table below.*	
IMPROVEMENT ACTIONS	
Department/Discipline:	
Action Name:	
Description:	
To be completed by [Date]:	
Responsible person:	

ENGAGEMENT

18. Discuss how faculty and staff have engaged in institutional efforts such as committees, presentations, and departmental activities. Please list the committees that full-time faculty/staff/admin participate in.

19. Discuss how faculty and staff have engaged in community activities, partnerships and/or collaborations.

20. Discuss how adjunct faculty members are included in departmental training, discussions, and decision-making.

In the boxes below, add improvement actions that are directly related to Assessment. If there are no improvement actions in this area, leave blank. *If you have more than one Improvement Plan, add more by copying and pasting the table below.*

IMPROVEMENT ACTIONS	
Discipline:	
Action Name:	
Description:	
To be completed by [Date]:	
Responsible person:	

Prioritized Resource Requests

In the boxes below, add a 3-year resource requests for your department/program that *have not been funded by existing funding sources*. For each request, state the year (e.g., Year 1, Year 2, or Year 3) the item will be needed. Provide justifications from your request based on evidence from your responses in questions 1 through 20 above. If there are no resource requested, leave the boxes blank.

You will be required to present your request(s) to the Institutional Planning & Allocation Resources (IPAR) Committee in order to qualify for funding. Work with your administrator or supervisor to estimate costs.

Resource Category	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Estimated Cost	Overall Priority Ranking (1=Most important)
Personnel					
Classified Staff					
Student Worker					
Part Time Faculty					
Full Time Faculty					
Instructional Assistant					
Professional Development	Description/Justification			Estimated Cost	
Department wide PD needed					
Personal/Individual PD needed					
Supplies	Description/Justification			Estimated Cost	

Software			
Books, Magazines, and/or Periodicals			
Instructional Supplies			
Non-Instructional Supplies			
Technology & Equipment	Description/Justification	Estimated Cost	
New			
Replacement			
Facilities	Description/Justification	Estimated Cost	
Classrooms			
Offices			
Labs			
Other			
Library	Description/Justification	Estimated Cost	
Library materials			
Library collections			
OER			
Other	Description/Justification	Estimated Cost	
OTHER Description			

Thank you for your time and effort in completing the Program Review!