Barstow Community College

INSTRUCTIONAL
PROGRAM REVIEW

(Refer to the Program Review Handbook when completing this form)

PROGRAM: Supply Chain Management (WARE)

Academic Year: 2014-2015   **FULL PROGRAM REVIEW**   **Date Submitted:** Sept 25, 2015

Academic Year: 2015-2016   **ANNUAL UPDATE #1**   **Date Submitted:** Oct 7, 2016

Academic Year: **ANNUAL UPDATE #2**   **Date Submitted:**

By:

Faculty Lead: A. Henderson

Members:

1. Mission and Vision
2. Description and Overview
3. Program Data
4. Curriculum
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

Annual Update #1
Annual Update #2

1. Program Mission and Vision

A. Program Mission

Prepare students for entry level positions and careers in Supply Chain Management. Students gain foundational knowledge for jobs that leads to positions with increasing responsibility. Knowledge gained spans the general spectrum in the logistics occupation series. Graduates of will qualify for positions within federal, state, local agencies and the private sector. Employment opportunities include, but not limited to, the following: Inventory Control Technician, Logistics Technician, Logistics Services Salesperson, Material Technician, Production Technician, Purchasing Technician, Vendor Managed Inventory Support Technician and Warehousing Operations Support Technician.

B. Program Vision *(Where would you like the Program to be three years from now?)*

All WARE prefixed courses be transferable which simultaneously award students certifications or associate degrees and benefits upon transfer to CSU. Furthermore this vision directly supports Senate Bill 1440 (Padilla, 2010), the Academic Senates for California Community Colleges and California State University (CSU).

That content, objective and SLO of each WARE prefixed course produce and develops divergent thinking in all instances as oppose to convergent assimilation.

Establish partnerships with local firms to resolve real-world real-time supply chain management issues. Students with an accumulation of 15 hours in the program with a goal of getting a certificate or AS may participate. Participating students must document contributions and resolutions in portfolio format. Such initiative provides exposure to BCCs Supply Chain Management program.

C. Describe how mission and vision align with and contribute to the College's Mission and Vision

Divergent assimilation of concepts is a measurable pathway that empowers and give students confidence to think their best and do their best while becoming formally educated.

2. Program Description and Overview

Assume the reader does not know anything about the Program. Describe the Program, including—but not limited to—the following:

A. Organization, including staffing and structure

Supply Chain Management (SMC) provides a systematic way that actively manages goods, services and products that provides consumer value and achieve a sustainable competitive advantage for affordability. It represents a conscious effort by the supply chain firms to develop and run supply chains in the most effective ways possible. Activities cover everything from product development, sourcing, production (material management), as well as information systems needed to coordinate these activities. SMC draws heavily from the area of operations management, logistics, procurement, and information technology with the objective of an integrated approach.

Logistics vs. SCM/SCM vs. Logistics. The two are not mutually exclusive in no instance.   Supply chain management over past decades moved logistics to a globalized market of integrated information technology. The two are joined at the hip.

The program provides students with sufficient knowledge to gain entry level employment and ask the right questions that aids is rapid advancements. Student will become knowledgeable in domestic/international logistics, ecommerce, contracting, globalization, world-wide supply chain infrastructures, material handling technology and material management.

B. Who do you service (including demographics)?

A diversified high desert populous that consist of high school students, housewives, active/retired military, veterans, and those who wish a career change skill/trade via certificate or AS. BCC had developed pathways that accommodate the diversity.

C. What kind of services does your unit provide?

Career Technical Education (CTE): A program of study at BCC that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. The CTE initiative, in part, falls under and supports the California Career Pathways Trust (CCPT) created by Assembly Bill 86.

D. How do you provide them?

Campus classes, independent study, online and hybrid.

E. Does the program have a degree or certificate?   Both

3. Program Data

A. PERFORMANCE DATA

Discuss the program's performance on the specific data items listed below:

1) Full-time/Part-Time Faculty Ratio

No full time/4 part time instructors.

	TRADITIONAL	ONLINE
2) Course Completion Rate	WARE 52 1.0	WARE51 0.57 WARE53 0.69 WARE57 0.73 WARE59 0.54 WARE61 0.56
3) Course Success/Retention Rate	WARE 52 7-4 57%	WARE 51 21-4 -19% WARE 53 16-4-25% WARE 55 11-4-36% WARE 57 15-3-2% WARE 59 28-10-36% WARE 61 9-2-22%

Commented [SE1]: I have no idea what these numbers mean.

4) WSCH/FTEF Ratio

Full-time:	N/A	N/A
Part-time:	N/A	N/A

5) Fill Rate

WARE 52 - 17	WARE 51- 21 WARE 53- 37 WARE 55- 18 WARE 57-26 WARE 59- 37 WARE 61- 13

Commented [SE2]: Meaning?

Reflect on the data above:

The assumption for reflection is transformation of above data collected into credible and proactive changes that will improve Items 3 and 4 as it correlate to classroom/teacher performance.

Commented [SE3]: I don't know what this means.

B. PROGRESS ON PROGRAM LEVEL OUTCOMES (PLOS) AND STUDENT LEARNING OUTCOMES (SLOS)

1) List your Program Level Outcomes (PLOs).

Program Learning Outcome:
Upon completion of the Supply Chain Management Certificate of Achievement students will have gained sufficient knowledge to perform and distinguish the following:

1.   Know the role and historical developments of supply chain management and the interface of integrated logistics, when and how to apply.

2.   The relationships of Operations, Warehousing, Distribution Centers and Material Management as each relate to supply chain management and functions of each.

3.   Know and apply sound inventory management principles, understand the science of JIT (Just-In-Time) replenishment, cost associated with carrying and storage of inventory.

Program Learning Outcome:
Upon completion of the Supply Chain Management Associate of Science students will have gained sufficient knowledge to perform the following with minimal guidance:

1.   Contribute sufficient knowledge needed for multidisciplinary logistics teams to effectively evaluate cost saving measures.

2.   Contribute to special projects as they apply to process improvements. Have the ability to independently provide basic input to a specific in-house inventory management issue.

3.   Compare 3rd party logistics provider needs to those of their clients in negotiations,
      bids, contracts and mutual benefits within legal and regulatory guidelines.

2) Summarize the progress you have made on Program Level Outcomes.

The thrust, or design, of Program Level Outcomes (POL) are skills/knowledge acquired when requirements for certificate/AS have been met; keeping in mind each WARE course supports elements of the PLO. Therefore, progress can be best determined when all requirements have been achieved to grant students certificates/AS.

3) Summarize the progress made on course-level outcomes and assessments; use specific data, if possible.

Course level outcomes are measurable by in place rubrics and no changes are anticipated at this time.

4) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

Expanded applications of group exercises/projects with remarkable results such as independent research, examples of new concepts along with their opinions and recommendations.

5) Reflecting on the responses for #2 and #3 above, what will you implement for the next assessment cycle?

Explore/implement tools of "Sidekick" to create inspiring and engaging electronic (web based) presentations/conferencing.

C. SUPPORTING ASSESSMENT DATA *(See Handbook for additional information)*

1) Provide a list of any additional measures *(not included in 3.A.)* **that you have chosen to gauge your program's effectiveness** *(e.g.: transfers, degrees, certificates, satisfaction, student contacts, student headcount, Perkin's data, etc.).*

Approximately 2 years ago BCC Supply Chain Management (SCM) instructors developed and implemented a WARE Course Survey. Purpose was four-fold: 1) An attempt to get a reasonable determination of higher education goals of students enrolled; 2) Why students take WARE pre-fixed courses; 3) Increase retention, fill, completion rate; 4) Effectiveness. The surveys were posted/handed out at the start of each live/online class and ask to be returned completed before class ended. Surveys where gathered and then forwarded to the lead BCC SCM instructor. Lead instructor then sent them to counselors for follow-up. No feedback today on effort.

From 13 submitted, attached are two actual copies of the survey (WARE 59 Intro to Purchasing) – May 2015:

 WARE Student Survey

Name: _Randall G. Barrientos_____

Student ID# _B00231073___

-What is your career goal? _Earn a Certificate in Logistics___.

-Are you seeking (circle all that apply):
          a. WARE Certificate.
          b. WARE AS Degree.
          c. Meet job requirements.
          d. Job Advancement.

-When do you expect to receive your: July/August 2015

a. WARE Certificate.
b. WARE AS Degree.

-How many units are you taking per semester toward your:
a. WARE Certificate _9_.
b. WARE AS Degree____.
c. Other ____.

WARE Student Survey

Name: _Carl D. Painter_____

Student ID# __b00072552_____

-What is your career goal? Within 5yrs, I plan on being a Program Manager.

-Are you seeking (circle all that apply):
a. WARE Certificate.
b. WARE AS Degree.
c. Meet job requirements.
d. Job Advancement.

-When do you expect to receive your: I expect to receive my WARE AS Degree at the end of the Summer Semester.
a. WARE Certificate.
b. WARE AS Degree.

-How many units are you taking per semester toward your:
a. WARE Certificate ____.
b. WARE AS Degree__9__.
c. Other ____.

1a)If this is a CTE program ending with a certificate or degree, include data on employment opportunities, compliance with advisory recommendations, and fiscal viability of program. *(Include labor market and demand information using resources in CTE and the PR Handbook.)*

Occupational outlook Southern California –Logistics:

-Median Pay: $72,780 per year.
          $34.99 per hour.
-Entry level education: Bachelor's degree.
-Number of jobs: 125,000.
-Job outlook 2012 – 2022: 22% (much faster than average).
-Employment change, 2012- 2022: 27,600.

2) Summarize the results of the measures listed in #1 above:

In determination.

3) 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.)*

In determination.

| Commented [SE4]: Doing a program review is the time to make that determination. |

D. TWO YEAR SCHEDULING PLAN

1) What is the program's Two-Year Scheduling Plan?

Thrust of the plan is to provide students a progressive pathway for rapid completion of required courses for a certificate or AS in approximately two years or less.

| Commented [SE5]: What is the plan in detail? |

2) What changes, if any, have been made since the last Program Review?

No significant changes to the Two-Year Schedule planned. Current plan appears to be working well and fully accommodating BCC requirements.

3) How effective has the Two-Year Scheduling Plan been in meeting student needs and educational goals? If this is a degree or certificate pathway, can students complete in two years?

No adverse feedback; the assumption therefore is the plan meets student needs in addition to supporting BBC distance/campus education objectives and requirements.

4) Reflecting on the responses above, what are the goals for the next program review cycle?

Current plan meets requirements/objective. Will make adjustments if needed and as applicable.

4. Curriculum

A. List any <u>new</u> courses or program changes since the last program review. Be sure to include if any new courses have approved prerequisites or corequisites.

Program Changes: From Warehousing and Logistics to Supply Chain Management.

Supply Chain Management sufficiently embraces the evolution and concept of logistics in a globalized and ecommerce consumer market and society. The Council of Supply Chain Management Professionals (CSCMP) and Manufacturing Skill Standards Council (MSSC) defines logistics as that part of supply chain management that plans, implements and controls the efficient effective flow and distribution of good and services and related information from the point of origin to the point of consumption in order to meet customer requirements. This concept therefore has considerably reduced the warehouse footprint and globalized movement of materials, goods and services to rapid replenishment. The rapid replenishment has therefore taken on the role of distribution of goods as oppose to long term storage. Albeit warehousing has taken on sophisticated automated material handling concepts that accommodates just in time resupply as oppose to added expense of carrying huge amounts of inventory. Courses offered at BCC embrace the scope of supply chain management as oppose the limited focus of warehousing and logistics. The name change was approved by the Warehousing/Logistics Advisory Committee Feb 18, 2014.

New Course: (Approved) - WARE 54 (Applications for Material Handling) replaced WARE50 (Forklift Operations). WARE50 was archived Spring 2014. WARE50 was a live class (only) and did not fully support BCCs distant learning initiatives. Furthermore, WARE 50 was never scheduled since inception of the Warehousing/Logistics (Supply Chain Management) program more than 8 years ago. It is anticipated that replacing WARE 50 with WARE 54 will increase completion/retention. Adding WARE 54 will change pathway to attaining a certificate/AS in Supply Chain Management.

<u>WARE 54 –Applications for Material Management (COURSE CONTENT</u>):

Explore the development of high tech methods and methodologies of short distance movement of goods/materials at distribution facilities. This exploration will be devoted to learning objectives and outcomes that will give students knowledge of automated material handling applications as they apply to loading, unloading, palletizing, de-palletizing, rapid inventory retrieval and inventory management. This knowledge will allow students to ask the right questions which in most instances leads to rapid advancement. Listed are the material handling applications that will be traversed, studied and analyzed:

1.   Historical developments of Material Handling Equipment. The wheel, first form of material of material handling. Consumer driven / globalization.
2.   Warehouse/Distribution Center Design: First in First Out, Last in First Out.
3.   Need for Automation: Meeting customer demands in a globalized market.
4.   Control Procedures: Lean production, reduction of inventory carrying costs.
5.   Distribution and Oder Processing. Just in time inventory management
6.   Industrial Health and Safety: Maximized production.
7.   Rapid inventory retrieval applications: Competition driven.

Pathway CURRENT

Certificate of Achievement Required Courses:

*	WARE 50	Forklift Operations	0.5
*	WARE 51	Intro to Operations/Supply Chain Mgmt.	3.0
*	WARE 52	Intro to Warehousing/Distribution	3.0
*	WARE 53	International Logistics	3.0
*	WARE 55	Principles of Logistics	3.0
*	WARE 57	Materials Management	3.0

*	WARE 59	Intro to Purchasing	3.0
*	WARE 61	Project Management	3.0
*	BADM 51	Business Math	3.0
		Total:	<u>**24.5**</u>

Associate of Science Warehousing and Logistics Required Courses. Major Core Requirements <u>24.5 same as above.</u>

In addition:
Option 1 (Business 12 Units)

* AAC 1A Principles of Accounting	3.0	
* BADM 1 BUSINESS LAW 1	3.0	
* BADM 5 Intro to Business	3.0	
* BADM 6 Business Communication	3.0	

Units required for major	24.5
General Requirements	27.0
Electives	9.0
Total Unites Required	<u>**60.5**</u>

Pathway (Proposed)
Certificate of Achievement Required Courses:

*	WARE 54	Applications for Material Handling	3.0
*	WARE 51	Intro to Operations/Supply Chain Mgmt.	3.0
*	WARE 52	Intro to Warehousing/Distribution	3.0
*	WARE 53	International Logistics	3.0
*	WARE 55	Principles of Logistics	3.0
*	WARE 57	Materials Management	3.0
*	WARE 59	Intro to Purchasing	3.0
*	WARE 61	Project Management	3.0
*	BADM ( ) **	International Business	3.0
		Total:	<u>**27.0**</u>

 Associates of Science, Supply Chain Management Required Coerces: Major Core Requirements <u>Same as above 27.0</u>

In addition
Option I (Business 12 units)

*	ACCT IA Principles of Accounting	3.0
*	BADM I Business Law I	3.0
*'	BADM5 Intro to Business	3.0
*	BADM6 Business Communication	3.0

Units Required for Major	27.0
General Ed requirements	27.0
Electives	6.0
Total Units Required:	<u>**60.0**</u>

** To be developed. Proposed by the BCC Supply Chain Management Advisory Committee Feb 18, 2014.

B. Verify currency of curriculum: Other than above, what changes have been made in the curriculum since the last full program review? (*Updates, delivery mode changes, archives, deletions, revisions, etc.*)

WARE 50 (Material Handling) archived.

1) *CURRICULUM CURRENCY: Verify that all Transfer Level Courses are current and aligned for transfer.* (*May require reviewing ASSIST or meeting with Articulation Officer.*)

ASSIST shows there are currently no transfer level WARE pre-fixed courses.

2) *CURRICULUM DEVELOPMENT: Verify that all textbooks on Course Outlines of Record (COR) are up to date. Normally, textbook editions should be within five years for articulation.* (*Contact Articulation Officer for additional information.*)

CORs for all WARE per-fixed courses requires updating.

C. List any courses not in full compliance with appropriate guidelines, including ASSIST, C-ID, Curriculum Committee, prerequisite validation, etc. (*NOTE: Any courses that have not been updated in the past six years may not be in compliance. See Curriculum Manual or Articulation Officer for additional information, if necessary.*)

> Determined all are in compliance.

D. **Curriculum Development: What is the plan for maintaining the currency and viability of your curriculum** *(including all modes of delivery)***?**

> Annual meetings with the BCC Supply Chain Management Advisory Committee to ensure curriculum is meeting industry needs and standards.

5. Internal Factors *(see Handbook for additional information)*

A. **Strengths:** *Current aspects of the program or department that serve it and its future well. These aspects include what it does well, what it's known for, what it takes pride in, and so forth. Strengths represent competencies or characteristics that the department or program may wish to enhance or preserve actively, even aggressively.*

> The only college in the in high desert that offers certificates/AS and in Supply Chain Management (SCM). This formal education provides opportunities for high desert residence seeking news skills, retraining, employment opportunities, upward mobility, advancements or promotions to qualify for specific positions at the nearby USMC logistics base, Ft Irwin, Barstow railroad company, Wal-Mart Barstow, Home Depot Barstow and Wal-Mart High Desert Distribution Center. Development of courses that support specific organizational/company needs.

B. **Weaknesses:** *The program or department's **internal** vulnerabilities. These are areas that, if not addressed, could become liabilities, or could contribute to an erosion of the department's capacities and future growth. They represent areas where the organization needs to improve if it is to be successful for the long term.*

> Add a certified Supply Chain Management instructor to current adjunct teaching staff.

6. External Factors *(see Handbook for additional information)*

A. **Opportunities:** *Current trends and events occurring **outside** the department that, if taken advantage of, is likely to have a positive effect on its long-term success. Examples may include: realistic training opportunities; industry trends; revenue-generation opportunities; development of new tools or technology to help manage workload.*

> Consider creating and tailoring SCM classes that supports training needs of logistics firms in Southern California. It would bring revenue to the college in addition to showcasing the program, demonstrating flexibility and adaption to requirements in the logistics industry.

B. **Threats:** *Current trends and events occurring **outside** the department or program that could jeopardize its success represent potential threats. Examples may include: state, regional, or institutional economic/budget climate; loss of support services; seasonal fluctuations in workload.*

> It is believed Ft Irwin and the MCLB maybe downsizing, and possibly outsourcing work to private companies. That being the case, these private companies will have training needs, BCC can accommodate.

7. Continuing Education/Professional Development

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

B. How did this benefit your department and the College?

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

To be determined.

8.   Prior Goals/Objectives

- Briefly summarize the progress your program 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.)*
- If the program does not have prior goals and objectives, please explain.

Goals from Program Review Oct 1 2013; were met.
-Two Year Plan was implemented and functional.
-WARE 50 was archived and new course developed (WARE54),
-WARE Survey was developed that met state wide success model.
-Advisory Committee; Annual meetings are regular, See recommendation for development of an International Business course for SCM program.

9.   Goals/Objectives/Actions (ACTION PLAN)

A.   **GOALS:** Formulate Program Goals to maintain or enhance program 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 ACHIEVING 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 area provides 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**	**OBJECTIVE**		**ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE**	**OUTCOMES, MEASURES, and ASSESSMENT**
#1	Develop an International Business course. (4A)	*List all that apply:* 1. Educational Services	**#1**	Get done prior to next Program Review Update.	Person to get it done.	Program quality and completeness.
			#2			
			#3			
	Additional Information:				
#2	Review transferability of all WARE pre-fixed courses.(1B),	*List all that apply:* 1. *Educational Services*	**#1**	Get done prior to next Program Review Update	Person to get it done.	Benefits students upon transfer to CUS.
			#2			
			#3			
	Additional Information:				
#3	Update Course of Outlines for WARE pre-fixed courses/ BCC Catalog Program Description (4B2).	*List all that apply:* 1.Educational Services	**#1**	Get done prior to next Program Review Update	Person to get it done.	Educational correctness and integrity.
			#2			
			#3			
	Additional Information:				

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.3)

IMPORTANT: A **BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source
1	1	One WARE instructor to	$4600	Yes	
2	1	Be paid for approximately 100 hours.			
3	1				

Annual Update #1	Academic Year:	2016

1. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs)
(from #3B of full PR)

A) List your Program Level Outcomes:

Program Learning Outcome:
Upon completion of the Supply Chain Management Certificate of Achievement students will have gained sufficient knowledge to perform and distinguish the following:

1.   Know the role and historical developments of supply chain management and the interface of integrated logistics, when and how to apply.

2.   The relationships of Operations, Warehousing, Distribution Centers and Material Management as each relate to supply chain management and functions of each.

3. Know and apply sound inventory management principles, understand the science of JIT (Just-In-Time) replenishment, cost associated with carrying and storage of inventory.

Program Learning Outcome:
Upon completion of the Supply Chain Management Associate of Science students will have gained sufficient knowledge to perform the following with minimal guidance:

1.   Contribute sufficient knowledge needed for multidisciplinary logistics teams to effectively evaluate cost saving measures.

2. Contribute to special projects as they apply to process improvements. Have the ability to independently provide basic input to a specific in-house inventory management issue.

3.   Compare 3rd party logistics provider needs to those of their clients in negotiations,
      bids, contracts and mutual benefits within legal and regulatory guidelines.

B) Summarize the progress you have made on Program Level Outcomes (PLOs):

The thrust, or design, of Program Level Outcomes (POL) are skills/knowledge acquired when requirements for certificate/AS have been met; keeping in mind each WARE course supports elements of the POL. Therefore, progress can be best determined when all requirements have been achieved to grant students certificates/AS.

C) Summarize the progress you have made on course level outcomes and assessments (SLOs):

Course level outcomes are measurable by in place rubrics and no changes are anticipated at this time.

D) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

Expanded applications of group exercises/projects with remarkable results such as independent research, examples of new concepts along with their opinions and recommendations.

E)   Reflecting on the responses for B) and C) above, what will you implement for the next assessment cycle?

Expanded applications of group exercises/projects with remarkable results such as independent research, examples of new concepts along with their opinions and recommendations.

2.   GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1	Develop an International Business course (4A)	Get done by next full Program Review	Human resource to get it done	Program enhancement and academic quality.

Goal #1 Annual Update: (Assess progress made toward goal attainment)

Developed BAP and submitted with this update for review and consideration.

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#2	Review transferability of all WARE prefixed courses	Get done prior to next full program review	Human resource to get it done.	Benefit BCC students upon transfer to CUS.

Goal #2 Annual Update: (Assess progress made toward goal attainment)

Developed BAP and submitted with this update for review and consideration.

	GOAL	OBJECTIVE		ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3	Update Courses of Outline for all WARE prefixed courses/BCC catalog Program Descriptions for degree/certificate.	#1	Get done prior to next full program review.	Human resource to get it done.	Academic correctness and integrity.
		#2			
		#3			

Goal #3 Annual Update: (Assess progress made toward goal attainment)

Developed BAP and submitted with this update for review and consideration.

3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, 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.3)

IMPORTANT: A **BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source
1	1	One WARE Instructor to be	$4600.00	Yes	
2	2	Paid for approximately			
3	3	100 hours			

Annual Update #2　　　　　　　Academic Year: [　　　　　　　　　　　]

1. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs)
(from #3B of full PR)

A) List your Program Level Outcomes:

[　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　]

B) Summarize the progress you have made on Program Level Outcomes (PLOs):

[　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　]

C) Summarize the progress you have made on course level outcomes and assessments (SLOs):

[　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　]

D) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

[　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　]

E) Reflecting on the responses for B) and C) above, what will you implement for the next assessment cycle?

[　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　]

2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1				

Goal #1 Annual Update: (Assess progress made toward goal attainment)

[　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　]

GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#2				

Goal #2 Annual Update: (Assess progress made toward goal attainment)

GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3	#1			
	#2			
	#3			

Goal #3 Annual Update: (Assess progress made toward goal attainment)

3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, 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.3)

IMPORTANT: A **BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

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