

## Lisa Holmes

---

**From:** Eva M. Bagg  
**Sent:** Friday, February 24, 2023 11:33 AM  
**To:** Eva M. Bagg  
**Subject:** Program Review 2021-22 Cycle - Closing the Loop  
**Attachments:** 2021-22-BAPs-Chart\_updated.pdf

Dear BCC:

I would like to thank everyone who participated in the 2021-2022 program review cycle. Whether you submitted a full program review or an annual update, participated in the training sessions or were responsible for shepherding the process as part of the program review committee, thank you and congratulations. Program review is an important process as it is the main vehicle we rely on for continuous quality improvement expected by not only our accreditors but by our students. It is through this process that our strengths shine and opportunities for improvements come to light, allowing us to focus on what can be done to continuously strengthen our programs.

The purpose of this memo is to inform you all of the end result of the 2021-2022 program review cycle's request for resources and share which requests were funded and which were not, in the spirit of not only transparency but celebration.

### Program Reviews and Annual Updates

A list of the Program Review schedule and links to submitted documentation are available on the BCC website at the following hyperlink: [Schedule for Program Review](#)

- Full Program Reviews Submitted: 32 (Instructional-24, Non-Instructional-8)
- Annual Updates Submitted: 20: (Instructional-17, Non-Instructional-3)

### Resource Requests

Per the established process, resource requests were submitted via Budget Allocation Proposal (BAP) forms along with the area's program review and/or update. The BAP form includes the following broad categories: Facilities, Staffing, Technology, and Other. Resource requests are tied to program/area goals and aligned with one or more Barstow Community College (BCC) Strategic Priorities.

The collaborative prioritization process involved the deans and vice presidents. Resource requests from their respective areas were reviewed and assigned either a #1, #2, or #3. Initial prioritized items were then reviewed at the Cabinet level and further prioritized based on budget, alignment with strategic priorities, and needs of the areas/programs. Those requests not funded are being resubmitted for the next program review cycle.

### Requests, Amounts, Funding Sources

- BAPs submitted: 48 (Instructional-25, Non-Instructional-23) from the following programs/areas. Some programs/areas submitted multiple BAPs.

- Art History
  - Athletics
  - Automotive Technology
  - Biology
  - Business Office
  - Chemistry
  - Diesel Technology
  - Distance Education & Instructional Technology (DEIT)
  - Elementary Teacher Education
  - English
  - Human Resources
  - Kinesiology
  - Library
  - Maintenance & Operations (M&O)
  - Political Science
  - Sciences
  - Sociology
  - Special Programs and Services
  - Studio Arts
  - Teaching & Learning Support Center (TLSC)
- Allocation Totals Grouped by Funding Source
    - General Fund Allocation = \$128,880
    - Higher Education Emergency Relief Fund (HEERF) = \$91,170
    - Career & Technical Education (CTE) = \$11,000
    - Physical Plant/Instructional Support(PPIS) = \$385,000
    - Department Budget = \$11,361
    - Capital Outlay = \$100,000
    - **Total = \$727,411**

Attached is a chart of each Resource Request/BAP, by category and dollar amount.

As many of you are aware, we are well into the current cycle of program review, which will inform the budget for the next fiscal year.

Again, thank you to everyone participating in this important process, and especially to the Program Review Committee tri-chairs and members who oversee and support the process and are always seeking to refine how we integrate continuous program improvement with resource allocation at our college.

Regards,  
Eva

**Eva Bagg, Ph.D.**  
**Superintendent-President**