

Instructional Program Review – Annual Update Template

Program Name

Indicate if AA; AS; AA-T; AS-T; Certificate

Program Name: Entrepreneurship and Innovation

Submitter: Denise Pasley

I. Annual Update Form: Progress towards Achieving Goals

An Annual Update must be submitted each year that a Program Review is not submitted.

For Existing Goals, copy and paste each goal from your Program Review.

Goal 1

NA

Progress

Click or tap here to enter text.

Resource Requested?

Choose an item.

Goal 2

NA

Progress

Click or tap here to enter text.

Resource Requested?

Choose an item.

Goal 3

NA

Progress

Click or tap here to enter text.

Resource Requested?

Choose an item.

Goal 4

NA

Progress

Click or tap here to enter text.

Resource Requested?

Choose an item.

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Goal 5

NA

Progress

Click or tap here to enter text.

Resource Requested?

Choose an item.

For New Goals, complete the below information.

GOAL #1

Prepare a proposal for a student-run business opportunity (BCC Coffee Shop) to provide students with practical experience in entrepreneurial and innovative learning.

Objective 1

Discuss policies and procedures for establishing an on campus coffee shop with BCC administration.

Actions, Tasks

Set a meeting with administrators and managers to determine first steps.

Determine location and set up procedures and timelines for coffee shop.

Establish student participation in coffee shop establishment.

Outcomes, Measures, Assessment

Information will be gathered from administrators to determine first steps.

A location will be established for the coffee shop.

Student involvement in the set up of the coffee shop will be determined (e.g. naming, employment opportunities, mission, vision).

Objective 2

Prepare draft of proposal for establishing coffee shop start up policies and procedures.

Actions, Tasks

Research third party suppliers.

Determine staffing needs for coffee shop.

Establish student participation in coffee shop startup (e.g. naming, vision, mission, etc.).

Restart Collegiate Entrepreneurship Organization (CEO) Club to prepare student workers for management positions in coffee shop.

Propose an advisory board of students, faculty, and staff to oversee coffee shop operations.

Outcomes, Measures, Assessment

A draft of a proposal will be completed by March 2022.

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Objective 3

Obtain approval of proposal for establishing coffee shop start up policies and procedures.

Actions, Tasks

Submit draft to BCC administrators for review and revision.

Outcomes, Measures, Assessment

A proposal will be approved in spring 2022.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 3: Build Community

Choose an item.

GOAL #2

Collaborate with Dr. Micheal Stull at CA State SB to articulate ENTR 1 course to their program.

Objective 1

Set appointment with Dr. Stull to discuss articulation of ENTR 1.

Actions, Tasks

Set an appointment with Dr. Stull to discuss articulation.

Attend meeting with Dr. Stull and note required revisions.

Outcomes, Measures, Assessment

Information will be gathered to be used in revision of ENTR 1 course for articulation.

Objective 2

Revise ENTR 1 course per directions of Dr. Stull.

Actions, Tasks

Information from Dr. Stull will be used to complete curriculum committee paperwork will be gather.

Outcomes, Measures, Assessment

Curriculum Committee paperwork will be completed for ENTR 1 course in spring 2022.

Objective 3

Submit course revision to Curriculum Committee for approval.

Actions, Tasks

Collaborate with Curriculum Committee on changes.

Complete and submit necessary curriculum paperwork.

Attend Curriculum Committee meeting to support approval of course revision.

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Outcomes, Measures, Assessment

ENTR 1 course is revised and approved through the Curriculum Committee to align with the CSUSB Entrepreneurship program.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 3: Build Community

Choose an item.

GOAL #3

Create noncredit courses in Entrepreneurship and Innovation certificate by fall 2022.

Objective 1

Contact Dean for comments on CTE impact.

Actions, Tasks

Email Dean for meeting date to discuss possibility of creating noncredit courses.

Contact Curriculum Committee.

Complete noncredit paperwork for ENTR1, ENTR2, ENTR 3 & ENTR 4.

Submit paperwork to Curriculum Committee.

Attend Curriculum Committee meeting to answer questions when courses are included on the agenda.

Outcomes, Measures, Assessment

Entrepreneurship courses are approved by Fall 2022.

Objective 2

Prepare Curriculum paperwork for Entrepreneurship courses.

Actions, Tasks

Gather information for submitting noncredit paperwork.

Complete noncredit paperwork for Entrepreneurship courses.

Outcomes, Measures, Assessment

Noncredit paperwork will be submitted to Curriculum Committee in spring 2022.

Objective 3

Submit noncredit paperwork to Curriculum Committee.

Actions, Tasks

Complete noncredit paperwork.

Submit noncredit paperwork before the last day to be accepted in spring 2022.

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Outcomes, Measures, Assessment

Noncredit paperwork for ENTR1, ENTR2, ENTR 3, and ENTR4 will be approved in spring 2022.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 3: Build Community

Choose an item.

GOAL #4

Increase student awareness of Entrepreneurship and Innovation learning opportunities through Quick Pitch competition.

Objective 1

Set regular meetings with Quick Pitch planning team members.

Actions, Tasks

Set initial planning meeting in December 2021.

Set planning meeting dates to begin in January 2022.

Outcomes, Measures, Assessment

Regular meeting dates will be set from December 2021 through May 2022.

Objective 2

Develop a marketing plan for Quick Pitch competition participants with planning team by February 2022.

Actions, Tasks

Decide on pitch focus and development workshops.

Decide quick pitch date/time.

Decide participant prize levels and other competition perks.

Develop marketing materials for Quick Pitch competition participants.

Decide planning team member roles for pitch competition.

Outcomes, Measures, Assessment

There will be a clear marketing strategy to obtain participants that will be implemented by the end of February 2022.

Objective 3

Obtain donor funds for Quick Pitch competition.

Actions, Tasks

Decide Quick Pitch sponsorship levels and where the funds will be held.

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Create a flyer to approach potential businesses for sponsorships.

Use marketing materials to approach potential donors.

Outcomes, Measures, Assessment

There will be a list of participant donors to include on Quick Pitch program.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 3: Build Community

Choose an item.

GOAL #5

Completed Quick Pitch competition 2022.

Objective 1

Secure venue.

Actions, Tasks

Decide whether competition will be live or online.

Decide if viewers can be live and online.

If live, complete paperwork for venue.

Promote Quick Pitch competition to community.

Outcomes, Measures, Assessment

Promotional material for the Quick Pitch competition will be completed by March 2022.

Objective 2

Gather and prepare Quick Pitch participants through workshops with dates by February 2022.

Actions, Tasks

Decide which topics should be covered to prepare students for competition.

Set dates for preparation workshops.

Find presenters for preparation workshops.

Reach out to participants with preparation workshop dates.

Outcomes, Measures, Assessment

Participant workshops will be scheduled and presented.

Objective 3

Finalize planning team member duties on day of event.

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Actions, Tasks

Check venue.

Review planning team duties.

Connect with participants for needs or concerns.

Decide on arrival time to venue.

Outcomes, Measures, Assessment

Plans and contingencies will be in place for competition day.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 3: Build Community

Choose an item.

II. Resource Requests:

What does the program need to meet its goals and objectives?

Programs can submit their requests for resources by utilizing the Resource Request Form. Requests should be evidence-based and tied to goals and objectives stated above.

This form may also be updated and submitted in Years Two and Three if needed.