**BAKERSFIELD COLLEGE**

2020-2021 Work Plan

Name: Marisa Marquez, Director of Counseling and Student Success  
Michael McClenic, Probation and Early Alert Program Manager

Area: Counseling and Advising:  
  International Students  
  Learning and Career Pathways  
  Probation and Early Alert Program  
  STEM Center  
  Student Development courses  
  Industrial Automation Bachelor’s Degree

Vision for Success Goal #1: Increase by at least 20 percent the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.

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<tr>
<th>Bakersfield College Goal</th>
<th>Area Work Plan</th>
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| **Goal #1 Completion** Bakersfield College will increase the total number of annually completed associate degrees from 1,165 in 2016-2017 to 1,552 in 2021-22, an increase of 33 percent. | **ENROLLMENT MANAGEMENT** ✓ Pre-collegiate Outreach (onboarding)**Counseling and Advising: Online Platform**  
- Expand reach of Counseling and Advising services through Learning and Career Pathways to first-time freshmen by partnering with Student Affairs programs such as Bridge, SID, Enrollment Express, and Finish In 4 collaborations.  
- Learning and Career Pathways target reporting, exclusively for African-American student engagement, retention and completion.  
- Assign additional Counseling Faculty support to Umoja Program.  
- Develop instructional, pre-recorded “how to” vignettes for social media to support momentum points, identify transfer pathways and completion of applications.  
- Collaborate with Early College Program to develop pilot program of “program of study” specific STDV B6 courses, open to high school freshman and Campus students.  
- Update Counseling and Advising Syllabus to reflect current Center procedures. |
- Increase the amount of STDV B6 sections offered through the Inmate Scholars Program.

**International Students:**
- Suspend recruitment and preliminary screening for eligibility criteria, until further notice from State of CA.
- Provide online new student orientation, onboarding and completion workshops.
- Weekly tracking of student enrollment progress: units enrolled and academic status.
- Collaborate with Admissions for student VISA status and attendance maintenance, via SEVIS.
- Collaborate with CSU Bakersfield to streamline transfer process.

**Learning and Career Pathways:**
- Counselor Leads assignments per Pathway.
- Advisor assignments (support) per Pathway.
- Advisor assignments (lead) with department Dean and Peer Mentors.
- Counselor Leads communicates with Pathway students via Starfish to ensure “momentum points” awareness and attainment: 15 units per semester, English and Math completed within first year of attendance, 30 units completed during first year, 9 units within program of study completed within first year, minimum grade point average of 2.0.
- Counselor Leads and Advisors to attend all Pathways meetings.
- Counselor Leads will pull reports via Starfish to track student progress.
- Counselor Leads and Advisors plan two Pathways events per semester and selection of Pathways class visits.
- Utilize Completion Form in student meetings.
- Develop Student Intake Form in Starfish

**Probation and Early Alert Program:**
- Conduct Item Analysis on Probation Quiz to improve reliability.
- Develop two additional forms of Probation Quiz so that form used can be changed each semester.
- Decrease the percentage of probation students by 2% based on spring 2020 versus spring 2021 data.
- Decrease the percentage of probation students by 2% based on fall 2019 versus fall 2020 data.
- Develop a “Probation Primer” for probation students unable to attend onsite probation workshops.
- Provide two Pathway to Success Conferences each semester.
- Provide three Probation Workshops each month (Main/Delano)
- Provide three Dismissal Reinstatement Workshops each month (Main/Delano).
- Decentralize the Probation Process: train a cadre of Counselors and Educational Advisors to provide on-the-spot services/clearance.
STEM Center:
- Expand reach of Counseling and Advising services by collaborating with MESA Program, class visits, SID, Enrollment Express, and Transfer Center.
- Provide STEM workshops on Graduation, Career Exploration, and Transfer.

Student Development Courses:
- Student centered course scheduling: flexible and scheduled.
- Modify all STDV syllabi to reflect current Counseling procedures amid remote environment.
- Providing a streamlined format and uniformity in information sharing: CSEP, Financial Literacy, Transfer, Career Exploration and support services (on and off campus).
- Provide Adjunct Faculty trainings.
- Provide classroom visits for Adjunct Faculty support.

Industrial Automation Bachelor’s Degree:
- Supervise and provide guidance to assigned IABS Counselor, in alignment with the Counseling Center.
- Collaborate with Outreach and Early College to provide target recruitment to increase enrollment rates in Industrial Automation A.S.
- Classroom visits to promote program.
- Host multiple information sessions for recruitment (campus and community).
- Organize “Signing Day” event.

BC MATRICULATION STEPS, REGISTRATION & FINANCIAL AID APPLICATION COMPLETION:
- BC Matriculation Steps Completion, Financial Aid Applications (FAFSA & CADAA), and Registration Support

Counseling and Advising:
- Collaborate with Outreach and Early College; assign Counselors at top feeder high schools to develop CSEPs in Starfish.
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<th>ADT EARLY AWARENESS</th>
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<td>✓ Increased awareness for students to complete ADT prior to high school graduation</td>
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Counseling and Advising:

- Pilot “program of study”, ADT specific STDV B6 for high school students.

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<th>STUDENT PROGRESS &amp; RETENTION</th>
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<td>✓ Intrusive Counseling/Advising (include financial aid) and Tutoring Support</td>
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Counseling and Advising:

- Track, monitor, and outreach to assigned students via Learning and Career Pathways completion team: momentum points, completion/graduation, and transfer.
  - Complete 100% CSEP completion, via Starfish.

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<th>MOMENTUM POINTS</th>
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<td>✓ First Year Completion: 15 units per term, complete 30 units/9 core pathway units/College-level Math &amp; English within year one</td>
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Counseling and Advising:

- Track, monitor and outreach to students within Learning and Career Pathways Counselor leads and assigned Educational Advisors.
  - Advisors work with assigned Deans and Peer Mentors per department in completion initiatives.
  - Develop instructional, pre-recorded “how to” vignettes for social media to support momentum points, identify transfer pathways and completion of applications

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<th>TECHNOLOGY</th>
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<td>✓ Technology will be used to enhance and strengthen student support processes</td>
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Counseling and Advising:

- Provide live transfer, Pathways, and Degree Program workshops
  - Utilize Starfish Degree Planner to update degree completion/transfer roadmap, academic advising, and counseling for student success, retention and degree completion.
• Utilize Starfish for students to schedule their own appointments with Counselors.
• Provide live and recorded training for all Counselors and Educational Advisors, including professional staff and other faculty, to ensure consistent and accurate academic advising and counseling.

| Strategic Directions, Student Centered Funding Formula, Equity |  
|  
| 1 – Student Learning  
| 2 – Progression and Completion, Equity, SCFF  
| 3 – Facilities and Technology  

**Vision for Success Goal #2:** *Increase by 35 percent the number of CCC students transferring annually to a UC or CSU*

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| **Goal #2: Transfer**  
Bakersfield College will increase the number of completed ADT degrees from 552 in 2016-2017 to 745 in 2021-22, an increase of 35% percent.  
|  
| **ADT COMPLETION**  
✓ Increase the number of completed ADT degrees by monitoring CSEPs (Finish in 4 and IGETC), cohort progress tracking, and providing university exposure  
|  
| **Counseling and Advising:**  
• Track, monitor and outreach to students within Learning and Career Pathways Counselor leads and assigned Educational Advisors.  
• Advisors work with assigned Deans and Peer Mentors per department in completion initiatives.  
• Develop instructional, pre-recorded “how to” vignettes for social media to support momentum points, identify transfer pathways and completion of applications.  
|  
| **Transfer Center:**  
• Transfer Pathways: Curriculum, Faculty, and Student support  
• Work with Faculty to develop AICCU, CSU, HBCU, and UC pathway templates for completion: Associate Degrees for Transfer  
• Work with Faculty to develop and update Pathway templates: UC Transfer Pathways degrees (Chemistry and Physics)  
• Collaborate with Finish In 4! Program in partnership with CSUB  
• BC.CSU Bakersfield Satellite Center online Advising  
• Transfer Day! (Fall, Spring)  

- HBCU Day! (Fall, Spring)
- Classroom visits to promote transfer.
- Collaborate with and promote Financial Aid application completion sessions.

**PROFESSIONAL DEVELOPMENT**

- Ensure ongoing updates on transfer requirements for UCs and CSUs

**Counseling and Advising:**

- Encourage Counselors and Educational Advisors to utilize online CSU “transfer” presentations to host BC transfer workshops (CSU system does not host transfer conferences).
- Assign Counselors and Educational Advisors to attend CSU campus specific webinars.
- CSU transfer week, encourage webinar attendance, Counselors and Advisors participate in/host BC transfer application workshops.
- Assign Counselors and Educational Advisors to attend Ensuring Transfer Success (UC).
- Assign Counselors and Educational Advisors to attend HBCU events.
- Assign Counselors and Educational Advisors to attend AICCU events.
- UC transfer week, encourage webinar attendance, Counselors and Advisors participate in/host BC transfer application workshops.
- Update/maintain CSU Breadth and IGETC patterns.
- Embed transfer and articulation training in weekly Renegade Success Meetings.
- Host flex week transfer and articulation workshops.

| Strategic Directions, Student Centered Funding Formula, Equity | 2 - Progression and Completion, Equity, SCFF 4 – Leadership and Engagement |
**Vision for Success Goal #3:** Decrease the average number of units accumulated by CCC students earning associate's degrees, from approximately 87 total units (the most recent systemwide average) to 79 total units—the average among the quintile of colleges showing the strongest performance on this measure.

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<td><strong>Goal #3: Unit Accumulation</strong></td>
<td><strong>REDUCED UNITS TO COMPLETION</strong></td>
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<td>Bakersfield College will decrease the average units earned per completed associate degree from 92 in 2016-2017 to 84 in 2021-22, a decrease of 9 percent.</td>
<td><strong>Utilize the AB 705 transfer-level Math and English placement, GP Momentum Points, and CSEP course completion</strong></td>
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<td><strong>Counseling and Advising:</strong></td>
<td><strong>Counselors and Educational Advisor assigned to AB 705 Committee.</strong></td>
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<td><strong>Create student CSEPs with auto momentum points embedded.</strong></td>
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<td><strong>Advocate for and encourage student enrollment in Kern Promise/Finish In 4!</strong></td>
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<td><strong>Counselor Leads manage Starfish communication to ensure “momentum points” awareness and attainment: 15 units per semester, English and Math completed within the first year of attendance, 30 units completed within the first year, complete 9 core pathway units within the first year, minimum grade point average of 2.0.</strong></td>
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<td><strong>Counselor Leads will pull reports via Starfish to track student progress.</strong></td>
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<td><strong>Counselors and Educational Advisors will engage in professional development throughout the academic year to stay current with Statewide and Bakersfield College initiatives.</strong></td>
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| **Strategic Directions, Student Centered Funding Formula, Equity** | **2 - Progression and Completion, Equity, SCFF** |
**Vision for Success Goal #4:** Increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 60 percent to an improved rate of 69 percent—the average among the quintile of colleges showing the strongest performance on this measure.

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<td><strong>Goal #4: Workforce</strong></td>
<td><strong>CAREER &amp; EMPLOYMENT READINESS</strong></td>
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<td>Bakersfield College will increase the percent of exiting CTE students who report being employed in their field of study from 66% percent in 2014-2015 to 69% in 2021-22, an increase of 3 percent.</td>
<td><strong>Counseling and Advising:</strong></td>
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<td>• Student completion management via Starfish to promote degree and certificate completion.</td>
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<td>• Pathways will collaborate with CTE and Job Placement, merging university representatives with local employers for transfer, career and employment readiness.</td>
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<td>• Develop an exit interview survey, per Pathway, for student self-report.</td>
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<td>• Provide Student Organizations members with workshops focused on resume building, etiquette dinners, and life skills</td>
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<td>• Inform Student Organizations of possible job opportunities passed down from other departments</td>
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| Strategic Directions, Student Centered Funding Formula, Equity | 1 – Student Learning |
|                                                             | 2 – Progression and Completion, Equity, SCFF |
Vision for Success Goal #5: Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40% within 5 years and fully closing those achievement gaps for good within 10 years.

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<td><strong>Goal #5: Equity</strong></td>
<td><strong>EQUITY-MINDED SERVICES (Racial, Digital...)</strong></td>
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| Bakersfield College will reduce the equity gaps among underrepresented student groups by 40% by 2024-2025, within 5 years and fully closing the achievement gaps by 2029-2030, within 10 years. | Counseling and Advising:  
  - Participate in mandatory, racial equity training.  
  - Advocate for racial equity in education. Embed training (guest speakers) and discussions within Renegade Success Meetings, designed to raise awareness and inspire action.  
  - Assign additional Counseling Faculty support to Umoja Program. |

| Cabinet Goals, Equity Minded Solutions, Authentic Care with a Focus on Racial Equity | 1 – Student Learning  
2 – Progression and Completion  
3 – Facilities and Technology  
4 – Leadership Engagement |
|---------------------------------------------------------------------------------------|--------------------------------------------------|