Program Manager - Basic Skills
2017 – 2018

Strategic Direction 1: Student Learning
1. Re-establish Habits of Mind (HoM) approach to for all Basic Skills and incoming students
   a. Track participation numbers for Basic Skills students attending Habits of Mind (HoM)
2. Assist with innovative ways to increase participation in academic support services
   a. Track participation numbers for Basic Skills students attending academic support services
   b. Track participation numbers for Basic Skills students attending SI sessions

Strategic Direction 2: Student Progression and Completion
1. Track Basic Skills students on completion of Basic Skills English and Math course within first year
   a. Track successful completion rates of those Basic Skills courses
2. Assist with enhancing Academic Support Serviced for online students
   a. Recently purchased laptops for online tutoring
   b. Purchase supplies and/or equipment necessary to increase and enhance academic support services for students enrolled in any English and Math Basic Skills course
3. Assist with improving Habits of Mind (HoM) program
   a. Track participation rates of those students enrolled in a English and Math Basic Skills course for those who have participated in Habits of Mind (HoM)

Strategic Direction 4: Oversight and Accountability
1. Track Basic Skills students on completion of Basic Skills English and Math course within first year
   a. Track successful completion rates of those Basic Skills courses
2. Assist with enhancing Academic Support Serviced for online students
   a. Recently purchased laptops for online tutoring
Purchase supplies and/or equipment necessary to increase and enhance academic

Strategic Direction 5: Leadership and Engagement
1. Develop and continue a full understating of transparent budget management for effective allocation of BSI and BSSOT funds
   a. Create and maintain
2. Participate in campus-wide committees
3. Participate in Bakersfield College conferences, summits, and events
4. Continue participation BSI Coordinator webinars, regional meetings, and conferences