Bakersfield College Work Plan 2018-2019

Program Manager (Student Success & Equity) Lisa Robles Kent

2018-19 Goals:

**Strategic Direction #2: Student Progression and Completion**

1. Increase Guided Pathways initiative to ensure access, persistence, retention, and success.
   a. Expand Completion Coaching Community (CCC) efforts to promote student success by scaling up processes using high-tech tools (Starfish) and implementing high-touch approach (Case management)
   b. Streamline front-load process to better equip students to navigate on their path.
   c. Coordinate and implement 30 and 48+ Unit Letters to student who may qualify to graduate
   d. Provide leadership and accountability to Affinity CCC educational advisors.
   e. Support and develop collaborative initiatives for disproportionately impacted groups identified in the Integrated Plan: African American males, Hispanic/Latinos, and Veterans.

1. Provide strategic direction and funding support to educational advisor to increase course completion for African American students
2. Provide direction and support for Openhouses for 100+ African American and AB540/DREAMer High School students
3. Continue recruitment efforts
4. Continue community engagement
5. Coordinate with the Office of Institutional Effectiveness to evaluate student outcomes.
6. Develop and implement emergency response process for undocumented students; partner with SGA for DREAMer students
7. Organize and lead first annual DREAM Big Youth Education Conference for undocumented and English learner high school students
8. Continue collaboration with community to increase veteran enrollment; increase activity and attendance at annual Vetfest to engage campus and community; Co-lead in coordination of Vetweek
   a. Campus engagement and support - Flag garden and ribbons on campus
   b. Community Leader Breakfast
   c. VRC Ground-breaking Ceremony
   d. “Lecture in Levan”
   e. “Half-way Home” 30 Unit Coin Ceremony
   f. Operation: Not Forgotten – Care Package Drop-zone
g. Vetfest

9. Partner in the development of a newsletter providing updates to community on Veterans Resource Center (VRC) construction leading up to the reveal once completed.

10. Partner with VRC reveal and Openhouse

11. Coordinate After-hours Study Lounge in VRC

**Strategic Direction #4: Oversight and Accountability**

1. Support program director in areas pertaining to the Equity budget
   a. Budget cleanup; PHAREDs and expenditure transfers.
   b. Work with department assistants to understand and apply activity codes correctly to incoming expenditure requests.
   c. Support Integrated Plan budget reporting to the state chancellor’s office; assist in submitting report when due.
   d. Assist with equity annual audit organizing and presenting requested audit materials to demonstrate compliance with Equity regulations.

**Professional Development:**

- External Conferences: Hispanic Association of Colleges & Universities (Oct 2018); RP Group-Strengthening Student Success (Oct 2018); CCC Veteran Summit (April 2019); Keep the Dream Alive Conference (Nov 2018)
- Campus Committees: EOADC; Guided Pathways/Completion Coaching Community; Chicano/Latino Pre-Commencement Celebration