Bakersfield College
Special Report
Baccalaureate Degree

Submitted to:
Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges

October 3, 2016
To: Accreditting Commission for Community and Junior Colleges, Western Association of Schools and Colleges

From: Sonya Christian

President, Bakersfield College
1801 Panorama Drive
Bakersfield, CA 93305

I certify there was broad participation/review by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Signatures:

Sonya Christian, President, Bakersfield College October 3, 2016

Dennis Beebe, President, Board of Trustees, KCCD October 3, 2016

Sandra Serrano, Chancellor, KCCD October 3, 2016

Steven Holmes, President, Academic Senate October 3, 2016

Nan Gomez-Heitzeberg, Chief Instructional Office October 3, 2016
## Contents

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Requirement 1. Authority</td>
<td>3</td>
</tr>
<tr>
<td><strong>Standard I.A. Mission</strong></td>
<td></td>
</tr>
<tr>
<td>Standard I.A.1</td>
<td>4</td>
</tr>
<tr>
<td>Standard I.A.2</td>
<td>5</td>
</tr>
<tr>
<td>Standard I.A.3</td>
<td>6</td>
</tr>
<tr>
<td><strong>Standard I.B. Assuring Academic Quality and Institutional Effectiveness</strong></td>
<td></td>
</tr>
<tr>
<td>Standard I.B.2</td>
<td>7</td>
</tr>
<tr>
<td>Standard I.B.3</td>
<td>8</td>
</tr>
<tr>
<td>Standard I.B.7</td>
<td>8</td>
</tr>
<tr>
<td><strong>Standard I.C. Institutional Integrity</strong></td>
<td></td>
</tr>
<tr>
<td>Standard I.C.1</td>
<td>9</td>
</tr>
<tr>
<td>Standard I.C.3</td>
<td>10</td>
</tr>
<tr>
<td>Standard I.C.4</td>
<td>10</td>
</tr>
<tr>
<td><strong>Standard II.A. Instructional Programs</strong></td>
<td></td>
</tr>
<tr>
<td>Standard II.A.1</td>
<td>11</td>
</tr>
<tr>
<td>Standard II.A.3</td>
<td>12</td>
</tr>
<tr>
<td>Standard II.A.5</td>
<td>13</td>
</tr>
<tr>
<td>Standard II.A.6</td>
<td>14</td>
</tr>
<tr>
<td>Standard II.A.9</td>
<td>15</td>
</tr>
<tr>
<td>Standard II.A.10</td>
<td>15</td>
</tr>
<tr>
<td>Standard II.A.11</td>
<td>16</td>
</tr>
<tr>
<td>Standard II.A.12</td>
<td>17</td>
</tr>
<tr>
<td>Standard II.A.13</td>
<td>18</td>
</tr>
<tr>
<td>Standard II.A.14</td>
<td>19</td>
</tr>
<tr>
<td><strong>Standard II.B. Library and Learning Support Services</strong></td>
<td></td>
</tr>
<tr>
<td>Standard II.B.1</td>
<td>20</td>
</tr>
<tr>
<td><strong>Standard II.C. Student Support Services</strong></td>
<td></td>
</tr>
<tr>
<td>Standard II.C.6</td>
<td>20</td>
</tr>
<tr>
<td><strong>Standard III.A. Human Resources</strong></td>
<td></td>
</tr>
<tr>
<td>Standard III.A.1</td>
<td>21</td>
</tr>
<tr>
<td>Standard III.A.2</td>
<td>22</td>
</tr>
<tr>
<td>Standard III.A.7</td>
<td>23</td>
</tr>
<tr>
<td><strong>Standard III.B. Physical Resources</strong></td>
<td></td>
</tr>
<tr>
<td>Standard III.B.3</td>
<td>24</td>
</tr>
<tr>
<td>Standard III.C. Technology Resources</td>
<td>25</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>Standard III.C.1</td>
<td></td>
</tr>
<tr>
<td>Standard III.D. Financial Resources</td>
<td>26</td>
</tr>
<tr>
<td>Standard III.D.1</td>
<td></td>
</tr>
<tr>
<td>Standard IV.A. Decision Making Roles and Processes</td>
<td>27</td>
</tr>
<tr>
<td>Standard IV.A.4</td>
<td></td>
</tr>
<tr>
<td>Catalog Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Certification of Continued Institutional Compliance with Commission Policies</td>
<td>29</td>
</tr>
<tr>
<td>Links to Evidence</td>
<td>32</td>
</tr>
</tbody>
</table>
PROTOCOL AND POLICY ON THE ACCREDITATION OF BACCALAUREATE DEGREES

[After the approval through the Substantive Change process and institutional implementation of the Baccalaureate Degree, evaluators will examine the evidence to support the Eligibility Requirement and Standards listed and determine that the College meets the Standard with respect to the Baccalaureate Degree.]

Eligibility Requirements

1. Authority: The institution is authorized or licensed to operate as a post-secondary educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates. Private institutions, if required by the appropriate statutory regulatory body, must submit evidence of authorization, licensure, or approval by that body. If incorporated, the institution shall submit a copy of its articles of incorporation.

Specified Baccalaureate Degree Program Evaluation Criteria:
- Authority requires that an institution be authorized or licensed as a post-secondary institution to award degrees. An institution wishing to gain approval for a baccalaureate degree will have to provide evidence of the institution’s authorization to offer the degree, as required by each of the jurisdictions or regions in which it operates.

Evidence:
- BC-1 Bakersfield College 2012 Self Evaluation Report
- BC-2 Notification Letter from Brice Harris, California Community College Chancellor
- BC-3 California Community College Board of Governors March 2015 Minutes
- BC-4 California Community College Chancellor’s Office Press Release
- BC-5 SB850 Bill Authorizing the Baccalaureate Degree Pilot Program
Accreditation Standards

The Accreditation Standards listed below apply to the institution as a whole and to each baccalaureate program. As appropriate, the list includes criteria indicating how the Standards specifically apply to baccalaureate programs. In addressing the standards, the institution must also address and provide evidence of its practices for the baccalaureate program-specific evaluation criteria identified below.

MISSION

Standard I.A. Mission:

Standard I.A.1, The mission describes the institution’s broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)

Specified Baccalaureate Degree Program Evaluation Criteria:
• Baccalaureate degrees generally extend beyond previously identified credentials, service areas, and intended student populations. Member institutions may need to make changes within the institutional mission to reflect these differences.
• The baccalaureate degree program must align with the Institutional mission.
• Student demand for the baccalaureate degree should demonstrate its correlation with the institutional mission.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

“Bakersfield College revised the Mission Statement in 2015 to reflect its participation in the pilot program to offer a Bachelor of Science Degree in Industrial Automation. It had been revised in 2014 to reflect the updated Institutional Learning Outcomes and in response to the 2014 ACCJC Standards. The Kern Community College District Board of Trustees adopted the newly revised Mission Statement on May 7, 2015. The College publishes the Mission Statement in a variety of college documents, including the catalog, and posts it on the Panorama and Delano campuses and on the college website.” (BC-6)

Bakersfield College provides opportunities for students from diverse economic, cultural, and educational backgrounds to attain Associate and Baccalaureate degrees and certificates, workplace skills, and preparation for transfer. Our rigorous and supportive learning environment fosters students’ abilities to think critically, communicate effectively, and demonstrate competencies and skills in order to engage productively in their communities and the world.

In addition, the baccalaureate program discipline faculty developed a mission statement for the Industrial Automation program which aligns with the College mission.
Industrial Automation Baccalaureate Program Mission Statement:

The Baccalaureate Program in Industrial Automation is designed to prepare individuals for technical management careers in industries which utilize automation, including the petroleum, manufacturing, logistics and agriculture industry sectors, in order to improve the regional economy.

This updated college mission statement is displayed on the college website and included in the college catalog (BC-7, BC-8, p. 11). The Industrial Automation Baccalaureate Program Mission Statement is included in an addendum to the 2016-2017 college catalog (BC-9).

The student population Bakersfield College serves is largely Hispanic at 61.6% with 81% underprepared, entering the College at the remedial Math or English level. Six year completion rates of students who obtain a degree, certificate, or four year college transfer status is low at 37.7%, while students completing in Career Technical Education disciplines is higher at 42.2%.

The Baccalaureate program provides a clearly defined pathway for students in our community seeking such degree completion. Student demand for the careers described in the Industrial Automation program mission statement is reflected in the growth of the number of students enrolling in the lower division Electronics Technology courses that are prerequisite to the upper division Industrial Automation program. From 2011 to 2015, enrollment in Electronics Technology courses increased 110% and students declaring Electronics Technology as a major increased 55% (BC-10).

The learning outcomes of the courses offered in the Bachelor of Science degree in Industrial Automation and the resulting learning outcomes of the program were intentionally designed to align with the institutional learning outcomes described in the college mission statement (BC-11, p. 12, BC-12).

Evidence:
BC-6 Bakersfield College Midterm Report 2015
BC-7 Bakersfield College Mission Statement
BC-8 Bakersfield College 2016-2017 Catalog
BC-9 Bakersfield College 2016-2017 Catalog Baccalaureate Degree Addendum
BC-10 Electronics Technology Program Review Data
BC-11 2015 Bakersfield College Substantive Change Proposal
BC-12 Baccalaureate Degree Learning Outcome Mapping Excel Workbook

Standard I.A.2: The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.
Specified Baccalaureate Degree Program Evaluation Criteria:

- The assessment of data, in addition to measuring institution effectiveness, must also demonstrate the effectiveness and success of the baccalaureate program.

**College:** Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Bakersfield College has developed an integrated planning process built on data assessment. This can be illustrated by the College Renegade Scorecard prominently displayed on the College website. It includes data metrics on Student Profiles, Student Success, and Institutional Effectiveness, as well as an assessment of initiatives outlined in the Bakersfield College Strategic Directions document. There is an assessment of initiatives related to the baccalaureate degree within the Renegade Scorecard (BC-13, BC-14).

Campus programs are required to submit annual program reviews that include justifications for resource allocation based on analysis of data. The baccalaureate program will follow the institutional processes of program review, assessment of learning outcomes, and alignment with the strategic directions of the college. The initial cohort of students in the baccalaureate program begins Fall 2016, but the lower division Electronics Technology program, which provides the technical prerequisites for the baccalaureate degree, does provide assessment data in their program review document (BC-15).

**Evidence:**
- BC-13 Renegade Scorecard
- BC-14 Strategic Directions Document
- BC-15 Electronics Technology Program Review 2015

**Standard I.A.3:** The institution’s programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.

Specified Baccalaureate Degree Program Evaluation Criteria:

- The baccalaureate program is clearly aligned with the institutional mission.
- The institution has included the baccalaureate degree in its decision making and planning processes, and in setting its goals for student learning and achievement.

**College:** Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The Bakersfield College mission statement is central to planning and decision-making at all levels of the College and is the foundation of the college’s Strategic Directions developed to guide the goals and planning processes of the institution (BC-8, p. 11).

The mission statement for the Bachelor of Science degree program in Industrial Automation aligns with the College mission statement (BC-9). It is central to the planning and resource allocation requests for the baccalaureate program as evidenced in the annual Program Review documents submitted by the area (BC-16, BC-17). Goals for student
learning are embodied in the learning outcomes determined for the courses and the overall program (BC-12). Achievement benchmarks were projected based on past success and retention rates of students enrolled in the lower division Electronics Technology courses (BC-18).

Evidence:
- BC-8  Bakersfield College 2016-2017 Catalog
- BC-9  Bakersfield College 2016-2017 Catalog Baccalaureate Degree Addendum
- BC-12  Baccalaureate Degree Learning Outcome Mapping Excel Workbook
- BC-16  Baccalaureate Degree Program Review 2015
- BC-17  Baccalaureate Degree Program Review 2016
- BC-18  Baccalaureate Degree Program Assumptions

ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS

Standard I.B.2 The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services. (ER 11)

Specified Baccalaureate Degree Program Evaluation Criteria:
- Student learning outcomes for upper division baccalaureate courses reflect higher levels of depth and rigor generally expected in higher education.
- Assessment must be accurate and distinguish the baccalaureate degree outcomes from those of other programs.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The College identifies learning outcomes for all courses and programs which are communicated to the public via access to the College curriculum database (BC-20). Program Learning Outcomes are also available in the online Catalog (BC-8, p. 55-141). Assessments of these learning outcomes are ongoing and recorded annually on the Assessment Committee website (BC-21). Each administrative and student service unit identifies learning outcomes for their area, as well as assessment results, in the annual program review process.

Discipline faculty in the baccalaureate degree program have identified course level Student Learning Outcomes that reflect the rigor generally expected in higher education (BC-12). An assessment plan was developed for the course and program learning outcomes to be completed in collaboration with the Industrial Automation Advisory Committee for the baccalaureate degree (BC-19).

Evidence:
- BC-8  Bakersfield College 2016-2017 Catalog
- BC-12  Baccalaureate Degree Learning Outcome Mapping Excel Workbook
- BC-19  Baccalaureate Degree Assessment Plan
Standard I.B.3: *The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information.* (ER 11)

Specified Baccalaureate Degree Program Evaluation Criteria:

- The Institution has institution-set standards for the baccalaureate program and assesses performance related to those standards. It uses this assessment to improve the quality of the baccalaureate program.
- Student Achievement standards are separately identified and assessed for baccalaureate programs to distinguish them from associate degree programs.

**College:** Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The College has established standards for student achievement and communicates metrics that represent the attainment of these standards using the Bakersfield College Renegade Scorecard (BC-13). These metrics serve as one tool to guide data-informed decision-making at the college.

Persistence rates for the initial cohort of 2016-17 upper division students were projected based on past Electronics Technology success and retention rates (BC-18). Course level success and retention rates for the baccalaureate degree will be collected in the college’s operational data store. Institutional Research staff at the District Office provide summaries of this data which are integrated into the annual program review process (BC-16, BC-17).

**Evidence:**
- BC-13 Renegade Scorecard
- BC-16 Baccalaureate Degree Program Review 2015
- BC-17 Baccalaureate Degree Program Review 2016
- BC-18 Baccalaureate Degree Program Assumptions

Standard I.B.7: *The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The institutional evaluation policies and practices recognize the unique aspects and requirements of the baccalaureate program in relation to learning and student support services and resource allocation and management.
“Bakersfield College regularly evaluates policies just prior to printing the yearly college catalog; instructional programs through the annual program review process for instructional programs, student and learning support services, and administrative services; and its governance policies as described in the Decision Making document. The College Council reviews and approves changes to governance committee charges each year. The College President provides “Closing the Loop” written updates to the college community on opening days each fall and spring.” (BC-6, BC-23)

Evaluation of the requirements of the baccalaureate program is accomplished by the College annual program review process.

Evidence:
BC-6  Bakersfield College Midterm Report 2015
BC-16 Baccalaureate Degree Program Review 2015
BC-17 Baccalaureate Degree Program Review 2016
BC-23 Closing the Loop April, 2016

INSTITUTIONAL INTEGRITY

Standard I.C.1: The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors. (ER 20)

Specified Baccalaureate Degree Program Evaluation Criteria:
• Information related to baccalaureate programs are clear and accurate in all aspects of this Standard, especially in regard to learning outcomes, program requirements, and student support services.

Bakersfield College provides accurate information regarding official college policies, procedures, financial costs, and outcomes, as well as information on academic quality, courses, programs of study, and the credentials of college leadership and faculty via the College Catalog published every year. The catalog also includes accurate information about the accreditation status of the College.

The Bachelor of Science degree in Industrial Automation is described in an addendum to the College Catalog housed on the Bakersfield College website (BC-9). This addendum describes the program of study, program learning outcomes, and courses required for the degree. On the Baccalaureate Degree website, additional information is provided for the student, including a detailed Application Guideline which provides application instructions,
a sample student educational plan, and program costs (BC-24). Quick Facts about the Baccalaureate Degree Program and Student newsletters are documented on this website (BC-25, BC-26).

**Evidence:**
BC-9  Bakersfield College 2016-2017 Catalog Baccalaureate Degree Addendum  
BC-24  Bachelor of Science Degree Industrial Automation Application Guidelines  
BC-25  Bachelor of Science Degree Industrial Automation Quick Facts Sheet  
BC-26  Baccalaureate Degree Program Student Newsletters

**Standard I.C.3:** *The institution uses documented assessment of student learning and evaluation of student achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public.*  
 *(ER 19)*

Specified Baccalaureate Degree Program Evaluation Criteria:
- The assessment results of student learning and student achievement in the baccalaureate programs are used in the communication of academic quality.

*College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.*

Documented assessment of student learning is posted on the Bakersfield College Assessment Committee website and student achievement results are summarized in the Renegade Scorecard, with detailed information for each discipline provided by the District Office Institutional Research Office (BC-21, BC-13, BC-22).

The baccalaureate degree program begins at the freshmen and sophomore level with Electronics Technology prerequisite courses. Ongoing assessments of learning outcomes within these courses are reflected in the mapping of student learning outcomes to the program and institutional learning outcomes, as well as the assessments of course level outcomes posted on the Assessment Committee website (BC-27, BC-28). Likewise, student achievement data for these courses is annually summarized by the Institutional Research Office and posted on the District Office website to be integrated in the program review process (BC-10).

**Evidence:**
BC-10  Electronics Technology Program Review Data  
BC-13  Renegade Scorecard  
BC-21  Assessment Committee  
BC-22  KCCD Institutional Research Program Review Data  
BC-27  Sample Learning Outcome Mapping for Electronics  
BC-28  Sample Assessment for Electronics
Standard I.C.4: The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.

Specified Baccalaureate Degree Program Evaluation Criteria:
- The purpose, content, course requirements and learning outcomes of the baccalaureate programs are clearly described.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Dissemination of information about the College's program offerings is provided in the College Catalog posted on the Bakersfield College website. The catalog serves as a resource for both students and employees regarding academic quality, courses, programs of study, and expected learning outcomes (BC-8).

The Baccalaureate Degree Program addendum to the 2016-17 Bakersfield College Catalog outlines the mission, prerequisite requirements, general education requirements, program learning outcomes, curriculum overview and course descriptions (BC-9).

Evidence:
BC-8  Bakersfield College 2016-2017 Catalog
BC-9  Bakersfield College 2016-2017 Catalog Baccalaureate Degree Addendum

INSTRUCTIONAL PROGRAMS

Standard II.A.1: All instructional programs, regardless of location or means of delivery, including distance education and correspondence education, are offered in fields of study consistent with the institution's mission, are appropriate to higher education, and culminate in student attainment of identified student learning outcomes, and achievement of degrees, certificates, employment, or transfer to other higher education programs. (ER 9 and ER 11)

Specified Baccalaureate Degree Program Evaluation Criteria:
- The baccalaureate degree field of study aligns with the institutional mission.
- Student demand for the baccalaureate degree program demonstrates its correlation with the institutional mission.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Bakersfield College ensures that all instructional programs are offered in fields of study consistent with the institution’s mission of providing opportunities for a diverse student population to attain degrees and certificates, workplace skills, and preparation for transfer.

The student population Bakersfield College serves is largely Hispanic at 61.6% with 81% underprepared, entering the College at the remedial Math or English level. Six year completion rates of students who obtain a degree, certificate, or four year college transfer
status is low at 37.7%, while students completing in Career Technical Education disciplines is higher at 42.2% (BC-13).

The mission of the baccalaureate degree program identifies preparation for a specific technical pathway that aligns with the College Mission. Student demand for the careers described in the Industrial Automation program mission statement is reflected in the growth of students enrolling in the lower division Electronics Technology courses that are prerequisite to the upper division Industrial Automation program. From 2011 to 2015, enrollment in Electronics Technology courses increased 110% and students declaring Electronics Technology as a major increased 55% (BC-10). Labor market data for the College service area demonstrates increased demand over the next ten years for occupations supported by the baccalaureate degree program (BC-31).

Curriculum developed for the upper division coursework was designed for a combination of various delivery modalities with 55% of the courses approved to be taught fully online, 45% approved to be taught in a hybrid learning environment and all courses approved for face to face instruction (BC-29).

Evidence:
- BC-10 Electronics Technology Program Review Data
- BC-13 Renegade Scorecard
- BC-29 Baccalaureate Degree Program Course Outline of Record
- BC-31 CCC Pilot Baccalaureate Degree Program – Occupational LMI

Standard II.A.3: The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution’s officially approved course outline.

Specified Baccalaureate Degree Program Evaluation Criteria:
- Learning outcomes for baccalaureate courses, programs, and degrees are identified and assessed consistent with institutional processes.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Assessments of student attainment of learning outcomes are regularly conducted by Bakersfield College faculty. These assessments and mappings of course, program, and institutional outcomes are documented on the Assessment Committee website, where they are publically available (BC-21). Course syllabi include student learning outcomes, evaluation processes of student work and grading criteria. Faculty submit narratives about their assessments of student learning outcomes and subsequent impact on teaching during their regularly scheduled evaluation process.

In the upper division baccalaureate program, approved course outlines for all courses have
identified student learning outcomes (BC-29). Students receive a course syllabus with these approved learning outcomes. Faculty have developed an assessment plan for the upper division baccalaureate course learning outcomes and the overall program learning outcomes, including collaborative feedback from the program’s advisory board members (BC-19).

**Evidence:**

- BC-21 Assessment Committee
- BC-29 Baccalaureate Degree Program Course Outline of Record
- BC-19 Baccalaureate Degree Assessment Plan

**Standard II.A.5:** The institution’s degrees and programs follow practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. The institution ensures that minimum degree requirements are 60 semester credits or equivalent at the associate level, and 120 credits or equivalent at the baccalaureate level. (ER 12)

Specified Baccalaureate Degree Program Evaluation Criteria:

- A Minimum of 40 semester credits or equivalent of total upper division coursework including the major and general education is required.
- The academic credit awarded for upper division courses within baccalaureate programs is clearly distinguished from that of lower division courses.
- The instructional level and curriculum of the upper division courses in the baccalaureate degree are comparable to those commonly accepted among like degrees in higher education and reflect the higher levels of knowledge and intellectual inquiry expected at the baccalaureate level.
- Student expectations, including learning outcomes, assignments and examinations of the upper division courses demonstrate the rigor commonly accepted among like degrees in higher education.
- The program length and delivery mode of instruction are appropriate for the expected level of rigor.

**College:** Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The Bakersfield College Catalog 2016-17 lists the general education requirements for an Associate Degree (pages 50-54). “Every degree requires a minimum number of units of general education in the following five subject areas: Communication in the English Language; the Physical Universe and Its Life Forms; Arts, Foreign Language, Literature and Philosophy; Social, Political, and Economic Institutions; Lifelong Understanding; and Self-Development. In addition to demonstrating competence in writing and computational skills, the student who successfully completes these requirements will have had an introduction to the major areas of knowledge. Bakersfield College also requires students to take courses that are inclusive of multicultural perspectives found in American and global society. The quality and rigor of these courses is consistent with the academic standards appropriate to higher education.” (BC-6).
In the baccalaureate degree program, 60 lower division units include 41 units of lower division General Education and 19 units of required technical coursework in Electronics Technology. Sixty upper division units include 51 units in technical topics specifically targeting automation and 9 units of upper division General Education coursework. Upper division coursework will cover a broad range of industrial topics including automation networks and systems, automation measurement and motion control, and automation applications in manufacturing and production processes, but will also include courses in project management, leadership and entrepreneurship, quality assurance and facilities planning and operations (BC-30).

**Evidence:**

- BC-6  Bakersfield College Midterm Report 2015
- BC-30 Baccalaureate Degree Program Outline

**Standard II.A.6:** *The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education.*¹ (ER 9)

Specified Baccalaureate Degree Program Evaluation Criteria:
- Baccalaureate courses are scheduled to ensure that students will complete those programs in a reasonable period of time.

**College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.**

“The geographic size of Bakersfield College’s service area and the economic challenges of its students demand that the College offer courses at sites convenient to students. Course schedules are built around work and life schedules of students, and student educational and individual goals are identified through a variety of means.” (BC-1)  

Student educational pathways illustrating a semester by semester schedule of courses required to complete an Associate's degree or certificate in a timely manner are included in the College curriculum inventory database for the lower division courses (BC-20). A complete list of semester course offerings can be found online several months prior to the beginning of each semester (BC-32).

The approved program outline of record for the Bachelor of Science degree in Industrial Automation includes a suggested four semester pattern to obtain credit for the lower division prerequisite courses and the planned four semester pattern to obtain credit for the upper division program (BC-30).

---

¹ Glossary- Established expectations in higher education (also, appropriate for, accepted in, common to, accepted norms in, etc): Shared and time honored principles, values and practices within the American community of higher education.
**Evidence:**

- BC-1 Bakersfield College 2012 Self Evaluation Report
- BC-20 Bakersfield College CurricUNET Database for Lower Division Courses
- BC-30 Baccalaureate Degree Program Outline
- BC-32 Bakersfield College Online Schedule – Banner Web Search

**Standard II.A.9:** The institution awards course credit, degrees and certificates based on student attainment of learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education. If the institution offers courses based on clock hours, it follows Federal standards for clock-to-credit-hour conversions. (ER 10)

Specified Baccalaureate Degree Program Evaluation Criteria:

- Baccalaureate Degrees and the course credit in those programs are based on student learning outcomes. These outcomes are consistent with generally accepted norms and equivalencies in higher education, especially in relation to upper division courses.

**College:** Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

“Bakersfield College awards academic credit based on accepted practices in higher education and in compliance with the California Code of Regulations.” (BC-6) Bakersfield College clearly articulates the requirements for the awarding of degrees and certificates along with the criteria for evaluating student learning and awarding course credit in the Bakersfield College Catalog. “The catalog details student achievement requirements for all degree and certificate programs including minimum competencies in reading, grade point average requirements, and courses needed for specific fields of study.” (BC-1, BC-8)

Student evaluation processes and grading criteria are published in course outlines and appear in course syllabi. Faculty conduct ongoing assessment of learning outcomes and ensure that the course content and outcomes are aligned.

All Advisory Committee and the program outline for the baccalaureate program include learning outcomes reflective of the rigor in upper division courses and programs (BC-29, BC-30). Programmatic planning for the baccalaureate degree included research of four year technical degree programs offered in a variety of universities.

**Evidence:**

- BC-1 Bakersfield College 2012 Self Evaluation Report
- BC-6 Bakersfield College Midterm Report 2015
- BC-8 Bakersfield College 2016-2017 Catalog
- BC-29 Baccalaureate Degree Program Course Outlines of Record
- BC-30 Baccalaureate Degree Program Outline

**Standard II.A.10:** The institution makes available to its students clearly stated transfer-of-credit policies in order to facilitate the mobility of students without penalty. In accepting
transfer credits to fulfill degree requirements, the institution certifies that the expected learning outcomes for transferred courses are comparable to the learning outcomes of its own courses. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements as appropriate to its mission. (ER 10)

Specified Baccalaureate Degree Program Evaluation Criteria:

- Policies for student transfer into the baccalaureate program ensure that all program requirements are fulfilled, including completion of the minimum required semester units, prerequisites, experiential activities, and general education.

"Bakersfield College accepts credit for most lower division courses taken at accredited institutions of higher learning. A member of the Admissions and Records Office evaluates incoming College transcripts to ascertain that the expected learning outcomes are comparable to Bakersfield College’s expectations. When questions arise, faculty in the discipline where the course falls are consulted to verify transferability. To meet its strategic goal of providing transfer level courses required by Title 5, Bakersfield College maintains articulation agreements with four-year colleges that include major preparation, general education, and transferable-course agreements, which are available at the Articulation System Stimulating Inter-institutional Student Transfer website." (BC-1)

The College has dedicated a counselor to provide academic counseling services to engineering and the baccalaureate degree cohort of students. All applications for the baccalaureate program are submitted to this counselor along with unofficial transcripts. A member of the Admissions and Records Office, in conjunction with the Electronics Technology faculty, evaluates official transcripts to determine if the learning outcomes are comparable to the prerequisite courses for the upper division program. The Baccalaureate Degree Program counselor manually tracks each student’s progress through application to acceptance into the program (BC-33).

Evidence:
BC-1 Bakersfield College 2012 Self Evaluation Report
BC-33 Baccalaureate Degree Program Counselor Checklist

Standard II.A.11: The institution includes in all of its programs, student learning outcomes, appropriate to the program level, in communication competency, information competency, quantitative competency, analytic inquiry skills, ethical reasoning, the ability to engage diverse perspectives, and other program-specific learning outcomes.

Specified Baccalaureate Degree Program Evaluation Criteria:

- Student learning outcomes in baccalaureate programs are consistent with generally accepted norms in higher education and reflect the higher levels expected at the baccalaureate level.
College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

All courses and programs at Bakersfield College have identified learning outcomes that align with the Institutional Learning Outcomes. "In order to achieve these outcomes, students must be able to demonstrate competency in analytic inquiry skills, ethical reasoning, and have the ability to engage diverse perspectives." (BC-6)

Student learning outcomes in the baccalaureate degree courses reflect the higher levels of outcomes expected at the baccalaureate level. Upper division general education requirements of the baccalaureate degree include courses in technical writing, industrial and organizational psychology, and industry ethics which directly align with the Institutional Learning Outcomes. In addition, all course outlines developed for the program included sections with sample topics and expected outcomes of oral presentations, research assignments and applications of problem solving (BC-29).

Evidence:
BC-6  Bakersfield College Midterm Report 2015
BC-29  Baccalaureate Degree Program Course Outlines of Record

Standard II.A.12: The institution requires of all of its degree programs a component of general education based on a carefully considered philosophy for both associate and baccalaureate degrees that is clearly stated in its catalog. The institution, relying on faculty expertise, determines the appropriateness of each course for inclusion in the general education curriculum, based upon student learning outcomes and competencies appropriate to the degree level. The learning outcomes include a student’s preparation for and acceptance of responsible participation in civil society, skills for lifelong learning and application of learning, and a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, the sciences, mathematics, and social sciences. (ER 12)

Specified Baccalaureate Degree Program Evaluation Criteria:
- At least 36 semester units or equivalent of lower and upper division general education is required, including at least 9 semester units or equivalent of upper division general education coursework.
- At least 9 semester units or equivalent of upper division general education coursework is required.
- The general education requirements are integrated and distributed to both lower division and upper division courses.
- The general education requirements are distributed across the major subject areas for general education; the distribution appropriately captures the baccalaureate level student learning outcomes and competencies.
College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

“The Bakersfield College Catalog 2016-17 lists the general education requirements for an Associate Degree (pages 50-54). Every degree requires a minimum number of units of general education in the following five subject areas: Communication in the English Language; the Physical Universe and Its Life Forms; Arts, Foreign Language, Literature and Philosophy; Social, Political, and Economic Institutions; Lifelong Understanding; and Self-Development. In addition to demonstrating competence in writing and computational skills, the student who successfully completes these requirements will have had an introduction to the major areas of knowledge. Bakersfield College also requires students to take courses that are inclusive of multicultural perspectives found in American and global society. The quality and rigor of these courses is consistent with the academic standards appropriate to higher education.” (BC-6, BC-8)

General Education courses meeting the California State University General Education Pattern are required to graduate with the Bachelor of Science degree in Industrial Automation from Bakersfield College. This includes 41 units of a broad base of lower division general education satisfying areas of English Language Communication and Critical Thinking, Scientific Inquiry and Quantitative Reasoning, Arts and Humanities, Social Science, and Lifelong Learning and Self-Development. In addition, students must complete 9 units of upper division general education in Technical Writing (English discipline), Industrial and Organizational Psychology (Psychology discipline), and Industry Ethics (Philosophy discipline) (BC-29).

Evidence:
BC-6  Bakersfield College Midterm Report 2015
BC-8  Bakersfield College 2016-2017 Catalog
BC-29  Baccalaureate Degree Program Course Outlines of Record

Standard II.A.13: All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core. The identification of specialized courses in an area of inquiry or interdisciplinary core is based upon student learning outcomes and competencies, and include mastery, at the appropriate degree level, of key theories and practices within the field of study.

Specified Baccalaureate Degree Program Evaluation Criteria:
• The baccalaureate degree programs include a focused study on one area of inquiry or discipline at the baccalaureate level and include key theories and practices appropriate to the baccalaureate degree level.
Bakersfield College offers 103 programs which lead to 67 degrees and 36 certificates of achievement. In addition, the College offers 27 local certificates called job skills certificates. The institution has made a commitment to high quality education through focused study in at least one area of inquiry and/or an established interdisciplinary core (BC-8).

The baccalaureate degree program includes a focused study on Industrial Automation and includes courses with the fundamental and advanced theories and practices in this emerging technical field. For example, students learn the introductory concepts and application of programmable logic controllers, the core concept of industrial automation, during their freshmen year. In the upper division curriculum, they are exposed to more advanced applications of programmable logic controllers in industrial motion control, industrial automation networks, industrial automation systems, systems design and integration, and systems implementation (BC-29).

Evidence:
BC-8  Bakersfield College 2016-2017 Catalog
BC-29  Baccalaureate Degree Program Course Outlines of Record

Standard II.A.14: Graduates completing career-technical certificates and degrees demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification

Specified Baccalaureate Degree Program Evaluation Criteria:
• The CTE baccalaureate degree ensures students will be able to meet employment standards and licensure or certification as required in the field of study.

"Bakersfield College advisory committees for the vocational and occupational programs meet regularly to review student learning outcomes and evaluate entry-level competencies. Standards for some occupational programs are established by outside accrediting or regulatory agencies and require external license and certification for employment. Discussion, evaluation, and planning among advisory committees, regulatory agencies, and Bakersfield College are ongoing throughout the year. The Bakersfield College curriculum committee reviews and approves learning objectives that have been established for the entire institution." (BC-1)

An Advisory Committee for the baccalaureate degree was formed in 2015 and meets biannually, at which curriculum review is one of the main topics. The purpose of these meetings is to ensure relevancy of the program content to industry practice and standards (BC-34, BC-35).
LIBRARY AND LEARNING SUPPORT SERVICES

Standard II.B.1: The institution supports student learning and achievement by providing library and other learning support services to students and to personnel responsible for student learning and support. These services are sufficient in quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education and correspondence education. Learning support services include, but are not limited to, library collections, tutoring, learning centers, computer laboratories, learning technology, and ongoing instruction for users of library and other learning support services.

Specified Baccalaureate Degree Program Evaluation Criteria:
- Learning support services to support the baccalaureate program are sufficient to support the quality, currency, rigor and depth of the baccalaureate degree and reflect the unique needs of this program.
- Resource collections are sufficient in regard to the rigor, currency, and depth expected of baccalaureate programs.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Bakersfield College supports student learning and achievement through the integration of a variety of learning support services into the instructional programs. Examples include tutoring, Supplemental Instruction, the Writing Center, and specialized labs.

The Baccalaureate Degree Program in particular uses specialized labs: Instrumentation and Process Control lab, Computer Integrated Manufacturing lab, and a newly renovated Robotics lab. In order to satisfy student requests for additional time on task, faculty are offering office hours on Friday evenings to allow students more hands-on experience with the highly technical equipment utilized in the program.

A librarian served on the committee developing the pilot program, and the Library collection includes a specialized database to support the program. The database has already been accessed over 13,000 times (BC-36).

Evidence:
BC-36 Library – Applied Science EBSCO Usage
STUDENT SUPPORT SERVICES

Standard II.C.6: The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs. The institution defines and advises students on clear pathways\(^2\) to complete degrees, certificate and transfer goals. (ER 16)

Specified Baccalaureate Degree Program Evaluation Criteria:
- The prerequisites and other qualifications for the baccalaureate are appropriately communicated and applied to students.
- The advising of students related to the baccalaureate degree appropriately identifies course sequencing and pathways.

<table>
<thead>
<tr>
<th>College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bakersfield College has adopted and adheres to admission policies consistent with the Bakersfield College mission. The college catalog includes information about learning resources, admissions, residency policies, and registration procedures. Each program is described with learning outcomes and the requisite courses for the program in addition to general education requirements (BC-8). Prior to registration, students are required to meet with a counselor to develop an educational plan that outlines the sequencing of courses required to meet the student's completion goal.</td>
</tr>
<tr>
<td>Application Guideline information provided to potential baccalaureate degree students includes all prerequisite requirements, criteria for admittance, and procedures (BC-24). All applicants to the program are required to meet with the dedicated baccalaureate counselor who develops a detailed and complete educational plan for the applicant.</td>
</tr>
<tr>
<td>Evidence:</td>
</tr>
<tr>
<td>BC-8  Bakersfield College 2016-2017 Catalog</td>
</tr>
<tr>
<td>BC-24  Bachelor of Science Degree Industrial Automation Application Guidelines</td>
</tr>
</tbody>
</table>

HUMAN RESOURCES

Standard III.A.1: The institution assures the integrity and quality of its programs and services by employing administrators, faculty and staff who are qualified by appropriate education, training, and experience to provide and support these programs and services. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated and address the needs of the institution in serving its student population. Job descriptions are directly related to institutional mission and goals and accurately reflect position duties, responsibilities, and authority.

\(^2\) Glossary- Pathways: The specific selection and progression of courses and learning experiences students pursue and complete and they progress in their education toward a certificate, degree, transfer, or other identified educational goal.
Specified Baccalaureate Degree Program Evaluation Criteria:

- The job descriptions for faculty members teaching in the baccalaureate degree accurately reflect the duties and responsibilities associated with the position.

**Evidence:**
- BC-38 Sample Electronics Faculty Job Announcement
- BC-39 Sample Engineering Faculty Job Announcement

Standard III.A.2: Faculty qualifications include knowledge of the subject matter and requisite skills for the service to be performed. Factors of qualification include appropriate degrees, professional experience, discipline expertise, level of assignment, teaching skills, scholarly activities, and potential to contribute to the mission of the institution. Faculty job descriptions include development and review of curriculum as well as assessment of learning. (ER 14)

Specified Baccalaureate Degree Program Evaluation Criteria:

- The qualifications for faculty teaching upper division courses in the baccalaureate degree include the requirement for a master’s degree (or academic credentials at least one level higher than the baccalaureate degree) or doctoral degree, in an appropriate discipline.
- In cases where no Master’s degree is available for the field of study, the qualifications for faculty teaching upper division courses in the baccalaureate degree include a bachelor’s degree in the discipline or closely related discipline, and a Master’s degree in any discipline, and demonstrated industry work experience in the field for a minimum of six years, and commonly required industry-recognized certification or professional licensure.
• The Commission may require some faculty in non-career technical education baccalaureate programs to have the recognized terminal degree in the field of study.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

All Bakersfield College faculty meet the minimum qualifications as defined by the California State Chancellor’s Office. The Faculty Contract includes specific references to curriculum development and review and assessment of learning (BC-40).

Since Industrial Automation is an emerging field with only a few universities in the country offering degrees specific to this field, faculty assigned to teach in the upper division program possess either a master’s or doctoral degree in a closely related field or a bachelor’s degree in a closely related discipline, along with a master’s degree in any discipline and at least six years of experience. Several faculty within the Engineering and Industrial Technology Department meet these minimum qualifications and have expertise specific to the courses they are assigned to teach. Listed below is a table of the current faculty assigned to teach at least one course in the program during an academic year.

<table>
<thead>
<tr>
<th>Title</th>
<th>Discipline</th>
<th>Degree</th>
<th>% Teaching Load in Baccalaureate Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Industrial Automation/Electronics</td>
<td>MS, Industrial Engineering</td>
<td>57%</td>
</tr>
<tr>
<td>Professor</td>
<td>Manufacturing</td>
<td>MS, Mechanical Engineering Technology</td>
<td>17%</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Electronics</td>
<td>MS, Electronics Engineering Technology</td>
<td>33%</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Engineering</td>
<td>PhD, Petroleum Engineering</td>
<td>17%</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Industrial Safety</td>
<td>MA, Homeland Security &amp; BS, Occupational Safety and Health</td>
<td>10%</td>
</tr>
<tr>
<td>Professor</td>
<td>Industrial Drawing</td>
<td>Masters of Education &amp; BS, Industrial Technology</td>
<td>33%</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>English</td>
<td>PhD</td>
<td>10%</td>
</tr>
</tbody>
</table>

Evidence:
BC-40 Community College Association (CCA) Contract 2014-17

Standard III.A.7: The institution maintains a sufficient number of qualified faculty, which includes full-time faculty and may include part-time and adjunct faculty, to assure the
fulfillment of faculty responsibilities essential to the quality of educational programs and services to achieve institutional mission and purposes.

Specified Baccalaureate Degree Program Evaluation Criteria:

- There is at least one full-time faculty member assigned to the baccalaureate program.

**College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.**

Bakersfield College adheres to the California Code of Regulations, Title 5, requiring districts to increase the number of full-time faculty over the prior year in proportion to the amount of growth in funded credit full time equivalent students. “This results in setting the Faculty Obligation Number (FON) which ensures that the appropriate number of faculty is hired to meet the needs of the institution. An adequate number of support staff is in place to support faculty and students.” (BC-1)

Seven of the 21 faculty assigned to the Engineering and Industrial Technology Department possess the minimum qualifications to teach courses in the baccalaureate program. An additional faculty is pursuing a master’s degree in preparation to qualify for teaching in the program beginning Fall 2017. This comprises 38% of the department. Although one faculty member is assigned as the lead faculty for the baccalaureate degree program, utilizing a variety of instructors supports the core belief that students benefit from diverse perspectives. In addition, the three upper division general education courses taught in the program are from disciplines requiring master’s degrees. Identified faculty for these courses include two faculty with PhD’s and one with a master’s degree.

**Evidence:**

BC-1  Bakersfield College 2012 Self Evaluation Report

**PHYSICAL RESOURCES**

**Standard III.B.3: To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.**

Specified Baccalaureate Degree Program Evaluation Criteria:

- The facilities and other physical resources utilized by the baccalaureate program are evaluated for feasibility and effectiveness for the program on a regular basis.

**College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.**

“The physical resources at Bakersfield College support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.” (BC-1)
“The Facilities Master Plan is a long-term (15-25 years) planning document for capital projects that is a requirement for getting money from the state to ensure that we are in the facilities funding queue along with the other 70+ community college districts. The processes and procedures are in place to identify and relate capital projects within the campus community to the Facilities Master Plan and are working as planned to ensure the campus’s long term vision is maintained and changes to planned capital projects have the proper review and oversight to minimize the impact on institutional goals. A Five Year Construction Plan provides an annual summary of current and proposed capital outlay projects and is updated and submitted to the Chancellor of the California Community College system.

The Facilities Planning Committee reviews and provides recommendations to College Council for new and improved facilities and infrastructure improvements to enhance current and future learning environments. The Facilities Planning Committee serves to provide the President with a venue for reviewing on-going and proposed projects that impact the physical campus plants and facilities.” (BC-6)

Facility needs were identified early in the application process to the Baccalaureate Degree Pilot Program. There are three existing labs utilized in the lower division Electronics program: Basic Electronics/Mechanical Systems lab, Motors/Instrumentation and Process Control lab, and the Computer Integrated Manufacturing lab. Although the latter two labs would also be utilized for the upper division courses, an additional lab to support the high end automation processes was identified as a facility need.

Recently, the Mathematics, Engineering, Science Achievement program was moved to a newly constructed Aera STEM Success Center which was partially funded by private industry. The vacated room resulting from this relocation was renovated into a new Robotics lab equipped with computer technology and five industry standard robotic arms, which supports many of the automation processes required in the upper division courses. To create more efficient workspace in the existing labs, the Computer Integrated Manufacturing Lab and the Instrumentation and Process Control Lab were reconfigured.

Annual program reviews are submitted by the discipline faculty and include an evaluation of facilities and equipment needs. (BC-16, BC-17)

Evidence:
BC-1 Bakersfield College 2012 Self Evaluation Report
BC-6 Bakersfield College Midterm Report 2015
BC-16 Baccalaureate Degree Program Review 2015
BC-17 Baccalaureate Degree Program Review 2016

TECHNOLOGY RESOURCES

Standard III.C.1: Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution’s management and operational functions, academic programs, teaching and learning, and support services.
Specified Baccalaureate Degree Program Evaluation Criteria:

- Technology services, support, facilities, hardware and software utilized by the baccalaureate program are appropriate and adequate for the program.

**College:** Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

“Bakersfield College (BC) utilizes a three-year technology plan to guide the long- and short-term maintenance of its technology, including hardware, software, and technology facilities in order to support the management and instructional functions of the college. This technology plan takes into account both the personnel changes and physical growth or changes in the campus environment, as well as projected and actual changes in the organizational structure of the college. The recently updated technology plan reflects the campus strategy for 2014-2017. Management, operational, and academic functions of technology are all evaluated on an ongoing basis by the Technology Support Services staff and the Information Systems and Instructional Technology (ISIT) Committee.

The college engages in the annual program review process, which provides data that is both specific to each unit and useful on an institutional level, informing instructional, student support services, and administrative unit plans. Technology assessment questions are included in the annual program review and are routinely refined by the ISIT and Program Review committees. The College implemented a three-year Comprehensive Program Review which includes an in-depth technology assessment. Additionally, an annual technology survey measures faculty and staff perceptions of the effectiveness of new technology deployed on campus. All of this data is used to direct and inform institutional planning.” (BC-6)

Much of the equipment in the lower division Electronics program and the upper division Industrial Automation program require computer interfaces. The Basic Electronics/Mechanical Systems lab and Motors/Instrumentation and Process Control lab are interfaced with laptops that the Technology Support staff service. The Computer Integrated Manufacturing and Robotics labs are equipped with desktops that are networked and maintained by the Technology Support staff.

**Evidence:**

BC-6  [Bakersfield College Midterm Report 2015](#)

**FINANCIAL RESOURCES**

**Standard III.D.1:** Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18)
Specified Baccalaureate Degree Program Evaluation Criteria:

- The financial resources allocated to the baccalaureate program are sufficient to support and sustain program student learning and effectiveness.
- Financial resources allocated to the baccalaureate program ensure the financial stability of the program.

**College:** Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

“Bakersfield College develops a schedule of classes for each instructional term designed to provide appropriate learning opportunities for students and to ensure adequate financial resources by meeting enrollment targets established by the Kern Community College District. This process leads to a budget allocation from the District from which the College develops an annual operating budget that adequately funds learning programs and services.” (BC-6)

“The “Closing the Loop” documents show how the various college planning processes in the committees lead to resource allocations to support the college mission. The criteria for budget decisions developed by the Budget Committee and approved by the Academic Senate and College Council show that all budget decisions will be aligned with College mission and goals.” (BC-6)

The Kern Community College District Board of Trustees approved the proposal for Bakersfield College to apply for participation in the California Community College Baccalaureate Degree Pilot Program. Included in this proposal was a preliminary budget for the duration of the pilot program to support a baccalaureate degree in Industrial Automation (BC-43). Financial resources for the program are reserved in the general budget of the college and are sufficient to meet the needs of the program.

During the 2015-16 planning year, 40% of the program costs were covered by general funds, 30% by the California Community Chancellor’s Office (through a special start up fund for all the pilot colleges), 20% by grants, and 10% by private donation. The budget for 2016-17 projects 65% general funding, 23% State Chancellor’s Office, 7% grant and 5% through private donations.

**Evidence:**

BC-6  Bakersfield College Midterm Report 2015
BC-43  Bakersfield College Baccalaureate Degree Proposal

**DECISION-MAKING ROLES AND PROCESSES**

**Standard IV.A.4:** Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.
Specified Baccalaureate Degree Program Evaluation Criteria:

- The faculty and academic administrators assigned to the baccalaureate program have responsibility for making recommendations to appropriate governance and decision-making bodies about the curriculum, student learning programs, and services for the program.

**College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.**

“The Kern Community College District Board policy authorizes the Academic Senate to collaborate with the administration to determine appropriate academic programs, courses, student learning outcomes, and services. As mandated by Title 5 of the California Education Code, the Academic Senate is granted the primary responsibility for making recommendations in the areas of curriculum and academic standards.

The Curriculum Committee serves as the coordinating and approving body for the curriculum that comprises the academic programs and services to support student learning. Representatives of the faculty and administration serve as co-chairs of the Curriculum Committee, which includes faculty, administrators, classified staff, and a student representative. The committee encourages collaboration and collegial dialogue among all academic stakeholders regarding curriculum issues. These discussions are part of a regular discourse that occurs through the assessment process, in annual program reviews, and meetings with Career and Technical Education advisory boards.” (BC-1)

Discipline faculty in the baccalaureate degree program initiated and discussed the development and evaluation of the curriculum for the upper division core. They collaborated with faculty developing the upper division general education courses and elicited feedback and review from the Industrial Automation Advisory Committee (BC-41).

A faculty representative from the Engineering and Industrial Technology Department serves as a member of the Curriculum Committee and the Dean of Instruction responsible for the administration of the baccalaureate degree program serves as administrative co-chair to the committee (BC-42).

**Evidence:**

- BC-1 Bakersfield College 2012 Self Evaluation Report
- BC-41 Industrial Automation Advisory Committee Agenda - May 20 2016
- BC-42 Curriculum Committee

**Catalog Requirements**

The institution assures that the Catalog provides the following information about the baccalaureate degree program:

1. General Information
   - Course Program and Degree Offerings
- Student Learning Outcomes for Programs and Degrees
2. Requirements for
- Degrees, Certificates, Graduation and Transfer

The catalog is reviewed and revised annually. An addendum to the catalog specifically outlining the Bachelor of Science, Industrial Automation degree is included on the college website.

Certification of Continued Institutional Compliance with Commission Policies

Standards and Performance with Respect to Student Achievement

The College has established standards for student achievement and communicates metrics that represent the attainment of these standards using the Bakersfield College Renegade Scorecard. These metrics serve as one tool to guide data-informed decision-making at the college. The program review process integrates outcomes assessment and achievement data to drive planning and resource allocation decisions, which are reported in the Closing the Loop documents.

Persistence rates for the initial cohort of 2016-17 upper division students were projected based on past Electronics Technology success and retention rates. Course level success and retention rates for the baccalaureate degree will be collected in the college’s operational data store. Institutional Research staff at the District Office provide summaries of this data which are integrated into the annual program review process.

Job placement rates will be collected and analyzed to ensure the Baccalaureate Degree Program aligns with the local labor market.

Credits, Program Length, and Tuition

• Bakersfield College conforms to the commonly accepted minimum semester program length of 60 hours. Bakersfield College also has and applies written policies and procedures for determining a credit hour that meet generally accepted expectations.
• The Baccalaureate Degree Program requires 120 semester credit hours for a bachelor’s degree.
• Tuition is mandated by Senate Bill 850 at $130 per unit ($46 per unit for apportionment and $84 per unit designated for upper division) for all California Community College Pilot Baccalaureate programs.
Transfer Policies

The College Transfer Policy is published in the Bakersfield College 2016-17 Catalog, page 36:

Students who wish to receive Bakersfield College credits for work completed at other colleges should have official copies of transcripts from such colleges sent to the Office of Admissions and Records. Upon student completion of a Request for Evaluation in the Office of Admissions and Records, those transcripts will be reviewed and credit given where appropriate. Bakersfield College only accepts transfer credits from schools that are accredited by regional accrediting commissions of schools and colleges. Transcripts from foreign institutions must be evaluated by an approved international academic credential evaluation service.

In addition, transcripts are evaluated by Baccalaureate Degree Program faculty.

Distance Education and Correspondence Education

In order to meet changing student needs, Bakersfield College offers distance education courses in a variety of modalities, both synchronous and asynchronous. Bakersfield College does not offer any courses in the correspondence education modality. The Baccalaureate Degree Program plans to offer courses in the face-to-face, hybrid, and online formats and follows the same process for developing, approving, and evaluating the courses.

- Distance education courses at Bakersfield College are developed by faculty and chairs through the existing curriculum development and approval process. Distance education courses must align with the Bakersfield College mission and meet the same standards as face-to-face courses. Each distance education course is sent through the curricUNET approval process.
- All distance education courses at Bakersfield College must have the same student learning outcomes as the face-to-face sections of the same course. These student learning outcomes may have differing assessment methods due to the modality, but these assessment methods must be approved for validity by the departmental faculty. Both distance education and face-to-face assessment results are included in discussions for each course and program.
  - These discussions are the basis for budgetary and structure changes requested in annual Program Reviews.
- Bakersfield College establishes that the student who registers for a distance education course is the same person who participates through the use of a secure student login and password system through the course management systems, Moodle and Canvas. In addition, Bakersfield College has an updated Proctoring Exam policy for distance education courses, and instructors are directed to inform students of both that policy and the Bakersfield College Student Honesty policy at the onset of the course.
- In order to ensure adequate student/faculty interaction, Bakersfield College has
developed a Regular, Effective Contact policy. This policy was developed in 2009 and approved by the Academic Senate in 2010. Again, instructors have been informed of this policy and asked to familiarize their students with the policy at the beginning of the course.

- In spring 2011, an Online Student Drop policy was developed, providing standards to determine when a student has stopped participating in an online course resulting in the expectation that the instructor will drop the student. This policy was approved by the Academic Senate in spring 2011, and faculty members were informed directly after approval.

**Institutional Disclosure and Advertising and Recruitment Materials**

Bakersfield College works diligently to assure accurate information to the public. To do so, Bakersfield College is careful not to assure employment unless employment arrangements have been made and can be verified; misrepresent job placement and employment opportunities for graduates; misrepresent program costs; misrepresent abilities required to complete intended program; or offer to agencies or individual persons money or inducements other than educational services of the institution in exchange for student enrollment. Finally, awards of privately endowed restricted funds, grants or scholarships are to be offered only on the basis of specific criteria related to merit or financial need. Verification of these standards is maintained through the office of the Vice President, Instruction.

- Bakersfield College has an accurate accreditation statement in the catalog:

  “Bakersfield College, approved by the Chancellor of the California Community Colleges, is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. The Western Association of Schools and Colleges is located at 10 Commercial Boulevard, Suite 204, Novato, California, and is an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. It meets all standards of the California State Department of Education and is listed in the Education Directory, Higher Education, Part 3, published by the United States Office of Education. The University of California, the California State University System, and other colleges and universities give full credit for appropriate courses completed at Bakersfield College. Student complaints must be in writing and directed to the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges at: www.accjc.org. Complaints may be made by contacting the ACCJC at 10 Commercial Boulevard, Suite 204, Novato, CA 94949 or at (415) 506-0234.”
Links to Evidence

BC-1  Bakersfield College 2012 Self Evaluation Report
BC-2  Notification Letter from Brice Harris, California Community College Chancellor
BC-3  California Community College Board of Governors March 2015 Minutes
BC-4  California Community College Chancellor’s Office Press Release
BC-5  SB850 Bill Authorizing the Baccalaureate Degree Pilot Program
BC-6  Bakersfield College Midterm Report 2015
BC-7  Bakersfield College Mission Statement
BC-8  Bakersfield College 2016-2017 Catalog
BC-9  Bakersfield College 2016-2017 Catalog Baccalaureate Degree Addendum
BC-10  Electronics Technology Program Review Data
BC-11  2015 Bakersfield College Substantive Change Proposal
BC-12  Baccalaureate Degree Learning Outcome Mapping Excel Workbook
BC-13  Renegade Scorecard
BC-14  Strategic Directions Document
BC-15  Electronics Technology Program Review 2015
BC-16  Baccalaureate Degree Program Review 2015
BC-17  Baccalaureate Degree Program Review 2016
BC-18  Baccalaureate Degree Program Assumptions
BC-19  Baccalaureate Degree Assessment Plan
BC-20  Bakersfield College CurricUNET Database for Lower Division Courses
BC-21  Assessment Committee
BC-22  KCCD Institutional Research Program Review Data
BC-23  Closing the Loop April, 2016
BC-24  Bachelor of Science Degree Industrial Automation Application Guidelines
BC-25  Bachelor of Science Degree Industrial Automation Quick Facts Sheet
BC-26  Baccalaureate Degree Program Student Newsletters
BC-27  Sample Learning Outcome Mapping for Electronics
BC-28  Sample Assessment for Electronics
BC-29  Baccalaureate Degree Program Course Outlines of Record
BC-30  Baccalaureate Degree Program Outline
BC-31  CCC Pilot Baccalaureate Degree Program – Occupational LMI
BC-32  Bakersfield College Online Schedule – Banner Web Search
BC-33  Baccalaureate Degree Program Counselor Checklist
BC-34  Bachelor of Science Industrial Automation Advisory Committee
BC-35  Bakersfield College Industrial Automation Advisory Committee By-Laws – DRAFT
BC-36  Library – Applied Science EBSCO Usage
BC-38  Sample Electronics Faculty Job Announcement
BC-39  Sample Engineering Faculty Job Announcement
BC-40  Community College Association (CCA) Contract 2014-17
BC-41  Industrial Automation Advisory Committee Agenda - May 20 2016
BC-42  Curriculum Committee