

18-month Work Plan—January 2013 to June 2014

Prepared by Emmanuel Mourtzanos

Updated October 1, 2013

Student Success

- Serve as a member of the Student Success Stewardship Team
- Serve as lead administrator for coordinating and implementing Achieving the Dream principles and practices at Bakersfield College.
- Provide co-leadership for Achieving the Dream Data Team
 - Congregate and empower a team of Data Coaches to explore and present data related to improving student success, retention, and completion
 - Equip and inform the Bakersfield College community regarding issue related to student success, retention, and completion through intention outreach (e.g., BC Data Summit)
- Intentional communication with, and outreach to, faculty (large-group and individual) to improve implement effective student success and retention in the classroom, as well as through advising and outreach (faculty-to-student contact)

Facilities and Infrastructure

- Provide input as warranted regarding various renovation projects and/or proposals (e.g., SPArC, Language Arts Building)
- Empower faculty to identify facility and/or safety needs, issues and concerns, which are reported to the Dean's office. The Dean's office coordinates with M&O to address and resolve those concerns.
- Provide input as warranted regarding Bakersfield College's organizational structure (e.g., BCATT, Re-org proposals)

Integration:

- Serve as co-chair of the Program Review Committee, seeking to further integrate the use of data and reporting with other college functions, operations and decisions.
- Providing supervision for seven faculty chairs, and seeking to better integrate and standardize information and operating procedures (curriculum development/revisions, assessment, program review, budget management, etc...)

Communication

- As Dean of Instruction, communicate timely information to faculty chairs, faculty and administrative staff.

- Regularly scheduled 1-on-1 meetings, Faculty Chair meetings (Dean's Advisory Council), and informal faculty lunches advance this initiative.
- As Program Review Co-Chair, provide necessary reports and information to various campus constituents who rely on Program Review data.
- As Data Team Co-Chair, present and report relevant student success, retention and completion. Equip Data Coaches to generate and circulate similar data.

Oversight and Accountability

- Seek to provide institutional oversight and accountability through administering an effective Program Review process. The Program Review process will serve as a model for continuous improvement.
- Provide input and leadership as deemed appropriate in the College's accreditation process with ACCJC.

Professional Development

- Promote involvement in professional development opportunities among faculty.
- Utilize insourcing opportunities for low-cost or no-cost professional development among faculty.
- Seeking continually development, both formal and informal, to better serve in my capacity as Dean.