

ACADEMIC PROGRAM REVIEW COMMITTEE

Solano Community College

Minutes for Monday October 12, 2015

2:30-4:00pm Room 445

In Attendance – Voting Members: Amy Obegi (APR Coordinator), Kevin Anderson, Joe Conrad, Vitalis Enemmuo, Tonmar Johnson, Brenda Tucker

Ex-Officio: Peter Cammish, Robert Gabriel, Neil Glines

Meeting began at 2:35pm.

Approval of Agenda – Joe Conrad first, Brenda Tucker second, approved unanimously

Minutes for 9-28-15 - Joe Conrad first, Brenda Tucker second, approved unanimously

Discussion/Information Items:

1. Status of programs under review – Amy Obegi reported the status of the following programs:
 - a. Horticulture’s feedback from the APRC is not yet complete. Should be written by tomorrow and then disseminated to the committee members for their final review.
 - b. Business, Marketing, and Management completed their review under one umbrella document. They are currently awaiting Dean Morinec’s feedback, and then it will come to the APRC committee.
 - c. A. Obegi met with Autobody faculty and they are finishing up their changes based on APRC feedback. They will have the completed document me by the end of the week. I will forward on to VP Minor when it arrives.
 - d. Biology-Majors faculty reported they are working on their self-study, but due to demands of the Bachelor’s degree, they have yet to complete it.
 - e. Office Technology – A. Obegi met with the new full-time faculty member Dawn Carpenter to answer her questions about the abridged program review which she is working on. I will need to consult with Dean Morinec about the full program review which hasn’t been completed.
 - f. A. Obegi is in the process of setting up meetings with Nutrition faculty members so they can complete their program review. Dean Gabriel has also met with them to discuss their goals.

2. Update on VP feedback for program reviews – Status requests were sent to the VP of Academic Affairs by email on 7/29/15, 8/18/15, 9/8/15, 9/28/15, and 10/7/15, but to date no feedback has been provided to the programs that have submitted their self-studies for VP feedback, and a timeline for completion has not been offered. The committee feels that the lack of feedback is not only slowing down the efficiency of the process, but is hampering future reviews as those awaiting feedback cannot yet be submitted as models to others, and faculty cannot learn from the feedback the VP will be providing. Faculty are also feeling disgruntled. Vitalis Enemmuo suggested bringing the matter to the Academic Senate, and Amy Obegi suggested cleaning up the process language so that it has a specific time frame for when programs can expect VP feedback on their self-studies (within 30-60 days was suggested). Amy Obegi will contact VP Minor ahead of the Senate report.
3. Meeting scheduled with VP Minor and Neil Glines to discuss compensation for adjunct faculty in departments with no full-time faculty – October 22, 2015
4. Peter Cammish showed the committee the Tableau reports and the program review data that is available to faculty. The new system for data retrieval allows programs to analyze more specialized data sets, so they can review all the courses within a discipline or just specific subsets. It provides graphs and summary tables of all the data requested in the program review report, and is easy to download a .pdf or picture of the data that can be copied and pasted into the report.

Action Items:

1. Academic Program Review Committee Goals for 2015-2016. A motion was put forward to approve the APRC goals for 2015-2016 by Joe Conrad and was seconded by Tonmar Johnson. The motion passed unanimously.
2. Recommendation for APRC membership change, Amy Obegi made a motion to table the change of membership vote until more data could be collected about whether non-voting members could review program reviews. Joe Conrad seconded.

Self-Study Reviews:

1. A team of faculty members met to review the Political Science Program Review self-study.

Future meetings for this semester (Mondays 2:30-4:00pm, Room 445):

October 26
November 9

November 23