Academic Senate & Subcommittee

Committee Goals for Academic Year 2015-2016

Committee Name: Academic Program Review Committee

Committee Roles and Responsibilities:

Provide feedback on Academic Program Reviews, make policy recommendations on the Academic Program Review processes, provide training and support to faculty, deans, and the administers undergoing the program review process, and shepherd Academic Program Reviews through the various stages of feedback until they reach publication

ACCJC Standard(s) Addressed:
X Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
___ Standard II: Student Learning Programs and Support Services
___ Standard III: Resources (Human, Physical, Technology, Financial)
___ Standard IV: Leadership and Governance

Committee Members: Amy Obegi (Faculty Coordinator), Lue Cobene (Liberal Arts), Joseph Conrad (Math/Science), Vitalis Enemmuo (Health Sciences), Tonmar Johnson (Social & Behavioral Sciences), Brenda Tucker (Counseling)

Ex Officio: Peter Cammish, Pei-Lin Van't Hul, John Yu, Robert Gabriel, Neil Glines, Maire Morinec, Keydron Guinn, Leslie Minor, Jocelyn Mouton

Identify the initiatives/goals this Committee will undertake.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

	Initiative / Goal	Description for this Initiative / Goal
1	Brown Act compliance	Make changes to membership and to operating procedures to ensure Brown Act compliant
2	Timely feedback to faculty undergoing program review	Review discipline program review self-studies and provide feedback as they are completed by discipline faculty
3	Style sheet	Create a "style sheet" to add to the handbook and distribute to faculty undergoing review in an effort to make reports more uniform
4	Individual and group support/training	Provide support and training to those undergoing the program review process (faculty, deans, etc.)
5	Committee self-assessment	Undergo self-assessment of the Academic Program Review Committee

6	Refine/clarify 2 year abridged program review process	Determine how 2 year abridged program reviews for CTE programs integrate with the Academic Program Review committee and its processes
7	Website updates	Ensure the Academic Program Review website is up-to-date
8	Support accreditation self-study	Work with faculty accreditation co-chairs and administrators to integrate program review information
9	Closing the loop	Support in the development of processes that link program review recommendations with institutional short and long-term planning
10	Update By-Laws	Work with Academic Senate to ensure the mission and membership of the committee are accurately reflected in the Senate by-laws.
11	APR process assessment	Develop an assessment to be given to stakeholders (faculty and administration) about the program review process to use to revise the Academic Program Review template and handbook as part of a continued cycle of subcommittee improvement

Mid-Year Committee Evaluation Report for Academic Year __Feb. 2016____

Accomplished and In Progress Initiatives: Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.

	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative
1	Brown Act	C	Membership changed to ensure Brown Act compliance; agendas published; minutes posted online
2	Timely feedback to faculty undergoing program review	IP	We continue to work to provide timely feedback
3	Style sheet	IP	Have met to discuss, haven't yet completed – consider using a database, or creating as part of the revised template
4	Individual and group support/training	IP	Conducted Fall flex meeting, met with program faculty in-person and by email including Social Sciences, Astronomy, Chemistry, Photography, CIS, Auto Body, Nursing, etc.
5	Committee self-assessment	IP	Utilizing approved goals form

6	Refine/clarify 2 year abridged program review process	IP	Discussed in APRC meeting, will need a formal, published decision
7	Website updates	IP	Updating minutes and agendas, will need to consider adding additional information online
8	Support accreditation self-study	IP	Working to make changes to the template to meet needs of a bachelor's level review
9	Closing the loop	IP	Developing forms to look at the primary findings of the program reviews submitted. Will meet with Accreditation coordinators to share information gleaned from program reviews.
10	Update By-Laws	IP	Making contact with AS for information

Year End _Committee Evaluation Report_ for Academic Year __2015-2016_____

Part 1 Accomplished and In Progress Initiatives: Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
1	Brown Act Compliance	C	Made changes to the APRC membership and operating procedures to be Brown Act compliant
2	Timely feedback to faculty undergoing review	C	This year the committee reviewed and provided feedback to the following disciplines: Political Science, Horticulture, Non-Majors Biology, Sociology, Computer Information Systems, Engineering, Nursing, Sports Medicine, Social Sciences, Biology Majors, Business, Marketing, Management, Geology, and History
3	Individual and group support/training	C	A flex workshop was held on the required flex day in the fall. Individual meetings were held with faculty from the following disciplines: Library, Sports Medicine, Astronomy, Waste Water, CIS, Nursing, Social Sciences, Business/Marketing/Management, Kinesiology, Film/TV, Chemistry, Photography, General Sciences
4	Support accreditation self-study	C	Met with an accreditation coordinator to answer questions she had and updated the shared drive to provide access to those collecting information for the self-study. An assessment calendar for the college was created by the APRC coordinator and was passed by the Senate.
5	Website updates	C	Minutes and agendas updated online
6	Committee self-assessment	C	Completed the committee goals and self-assessment form for 2015-2016
7	APR process assessment	IP	Several forms and surveys have been created to assess the APR process and template. They will garner feedback from faculty, the Academic Program Review Committee, Administrators (a meeting is set up to also discuss in May), deans, and stake holders. The due date for all feedback will be September 2016. Recommendations will be made to the Academic Senate in the fall.

8	Style sheet	IP	Two APRC members met to discuss the document. It was decided the creation of the style sheet would accompany the revised template to be launched Spring 2017.
9	Refine/clarify the two year abridged program review process	IP	Need to meet with the Perkins coordinator again and discuss recommendations made in the feedback that will be provided fall 2016 (see goal 7)
10	Closing the loop	IP	A form was created to garner input from APRC members about the most significant themes/needs that emerged from self-studies (due Sept. 2016). These will be compiled in a report that will be passed on to administration, Academic Senate and the accreditation coordinators.

Part 2 Unaccomplished Initiatives: Identify the initiatives this Committee has undertaken in the Fall 2015 semester that were not accomplished, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1	Update Bi-laws	Contacted AS, but it doesn't seem there is a formal document that outlines subcommittee membership, length of terms, mission, etc.	The AS creates a document to clarify subcommittee membership, length of terms, missions, etc. The APRC will need to formalize how long we believe our terms should be and what our formal mission statement is.
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Part 3: Complete the self-assessment narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?

    The committee has met its roles and responsibilities to a significant degree. We have reviewed and provided feedback to the programs who have turned in their self-studies, have helped support faculty undergoing review, and are working toward a thorough self-assessment to guide revisions for the next cycle of college-wide program reviews.

- How can the committee improve its effectiveness in meeting these roles and responsibilities?

  We need to increase membership on the committee so that we have no vacant seats. We could provide more group trainings and/or open office hours to faculty. We can continue to work diligently to get feedback back to faculty in a timely manner. The feedback provided by faculty, administrations, deans, etc. will be instrumental in improving the APR process.

- How effective was the committee in completing its initiatives?

  We completed most of our initiatives or they are in process.

- How might the committee improve its effectiveness in regard to completing initiatives?

  We may want to have more meetings per year or schedule meetings on a different date. Because the Academic Senate schedule sometimes encroaches on the Program Review schedule (2nd and 4th Monday), we sometimes are only able to meet one time per month.

- How effective was the committee in impacting student success?

  We are unsure. It will be interesting to get faculty feedback on how the program review process has improved their programs (or not). We do know the questions we ask in the APR template require faculty to document student success rates and make planned actions when they see shortcomings.

- How might the committee improve its effectiveness in regard to impacting student success?

  We can regularly make recommendations based on themes in the reports on how to improve student success (we are doing this at the end of the cycle, but could initiate yearly). The goal of the program review process in general is to make faculty aware of trends in their program to improve the success of students.

- What resources are needed to assist the committee in meeting its initiatives?

  Continued release-time for the program review coordinator. Timely feedback is needed at all levels (faculty, deans, APRC, and VP) in order to make this process current and efficient.

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

  The composition of the committee was changed Fall 2015. We need to fill vacant positions, define term lengths and recruit faculty who are willing and invested in giving timely feedback to their colleagues. We will need to add members in the 2016-2017 academic year.

- What topics should be addressed by the committee next year?
    - Hiring a replacement for the Academic Program Review Faculty Coordinator to lead the committee through the next five year program review cycle.

- o Assessing the program review process and handbook to make changes based on the feedback received.
  - o Training the school of CTE and Business Spring 2017 for the next cycle of program reviews
  - o Review outstanding self-studies submitted to the APRC.
  - o Train and support faculty undergoing review

- Are there additional roles or responsibilities this committee should be addressing?

  Not at this time. However, feedback from stakeholders may lead to additional roles and responsibilities.

- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?
  - o Program Learning Outcomes training by the Assessment Committee
  - o More resources/training on program initiatives that could be undertaken by disciplines to support student success, particularly among groups who are less successful in specific disciplines
  - o More ideas on how discipline faculty can promote access to students that are underrepresented in their disciplines
  - o It is clear that many disciplines are in dire need of more full-time faculty (ex. Business/Marketing/Management just has one full-time faculty member, Film/TV, Journalism, etc. have none). We need to connect the findings in the program review report clearly to the hiring processes.
  - o Finding clear pathways to link and make more efficient our planning process. For example, finding ways to make program review, the education master plan, and the discontinuance process more fluid.
  - o There are facility needs in may programs (leaking ceilings, insufficient janitorial services in classrooms and labs, etc.).

    The feedback provided to the APRC will clarify additional issues. We will forward these to the Academic Senate in the fall.