

ACADEMIC PROGRAM REVIEW COMMITTEE

Solano Community College

Minutes – Monday October 24, 2016

2:30-4:00pm Room 444

In Attendance: Amy Obegi, Peter Cammish, Lue Cobene, Ferdinanda Florence, Ruth Fuller, Robert Gabriel, and Maureen Powers.

Approval of Agenda, 1st R. Fuller, 2nd F. Florence, approved unanimously.

Approval of Minutes from 10/10/16 – Tabled as they were not yet complete.

Public Comment – None.

Discussion/Information Items:

1. *Status of programs under review.* A Obegi reported that Biology, Sports Medicine, and Geography were added to the Program Review website. Emails were sent to programs that have received VP feedback to check in on the status of their reviews. A November 22nd deadline was set for getting on this semester's consent agenda for approval. Math feedback from APRC will be sent out tomorrow.
 - a. Art Program Review was assigned to a team of faculty committee members. The review will take place at the Nov. 14th meeting.
2. *Meeting with Superintendent President C. Esposito-Noy and AS President M. Wyly.* A. Obegi joined C. Esposito-Noy and M. Wyly for a portion of their weekly meeting to discuss how the revision of the program review template and handbook is at a standstill. The APRC is committed to making the document a meaningful part of the integrated planning process. However, without administration guidance on how that should be done (in relation to faculty hiring, technology plans, etc.) we can't move forward. Our group of faculty committee members are not in the position to decide the integrated policies for the whole campus. It was agreed that a special planning work meeting would be held on Friday in November (most likely the 18th) to try and better articulate the planning process. A. Obegi expressed her reservations that the PR process and template may not be able to be completed and approved by the end of the semester unless integrated planning decisions are made soon.
3. *Meetings in November.* Due to a special meeting of the Academic Senate on hiring on November 28th (which overlaps with Academic Senate), a special meeting of the APRC was set for November 21st. Per Brown Act we will still hold a meeting on the 28th, but it will be shorter.

4. *Evaluation of program review process and template.* Prior to the meeting, F. Florence separated the template from the handbook and made formatting changes to the template to make it more user friendly. A. Obegi integrated the suggested content changes to the document from the previous meeting. The committee went through the revised document to make additional changes to support clarity and ease of use. The specific recommendations were to:
- 1.2 Change the wording so the program could highlight 2-3 aspects of their program that embody the mission of the college.
 - 1.3 Remove WSCH.
 - 1.5 Consider adding a closing the loop section.
 - Educational Master Plan recommendations were removed. After the planning meeting we will see if this is feasible.
 - Table 4 and 2.4– Add the word “Outcome” before Assessments
 - Align SLO section closer to language provided in the assessment committee.
 - Consider a nesting graphic as an appendix to clarify relation between GELO, ILOs, etc.
 - Add in section 3.1 a discussion of courses that haven’t been offered in two years and plans for moving forward.
 - Change wording in 3.2 to optimize rather than maximize.
 - Omit section 3.5 as that is part of curriculum review.
 - Consider taking out reference to the OEI initiative until there is further clarity if the college is going to participate.
 - Added 4.2 Counseling question based on school meeting with the counselors. Feedback was to schedule a meeting to update counselors about changes to the program, possible career/transfer options for students, suggested sequencing, and any other information that would be important to share.
 - Add the clarifier in section 5.2 that we are looking at courses with 5 or more sections per semester.
 - 6.1 was changed to FTEF.
- a. VPAA suggested changes to program review process – Tabled due to lack of time to discuss.
- b. Idea/Questions related to changes to the process (see attachment) – Tabled. Will have a more complete picture of how to move forward after the integrated planning meeting in November.

The next meetings are:

November 14

November 21

November 28