

**ACADEMIC PROGRAM REVIEW COMMITTEE**  
**Solano Community College**

**Membership:**

Ferdinanda Florence—Coordinator  
Chris McBride—School of Liberal Arts  
Vitalis Enemmuo—Health Sciences  
Katherine (Kitty) Luce—Library/Counseling  
Maureen Powers—Social & Behavioral Sciences  
Kevin Spoelstra—Applied Technology & Business  
Dmitriy Zhiv—Math

**Ex Officio:**

Robert Gabriel—Dean of Health Sciences  
Peter Cammish—Dean of Research and Planning  
David Williams—VPAA

Absent: Vitalis, Peter, David

Minutes—Monday, April 9, 2018  
2:30-4:00 p.m., Room 902

1. Approval of Agenda—1<sup>st</sup> Chris, 2<sup>nd</sup> Dmitriy
2. Public Comment –none
3. Minutes from 3/26/18 for approval—1<sup>st</sup> Maureen, 2<sup>nd</sup> Chris
4. Coordinator’s report and discussion items
  - a. Status report for Applied Technology and Business programs. Coordinator noted that several reports are near completion and ready to be submitted for dean review. Two AT&B programs were completed in 2017 after delays: Computer Information and Mechatronics. The committee agreed that these two programs should be addressed in the two-year abridged review (in 2020), but that a six-year review at this point would be redundant.
  - b. Form to pay adjuncts for PR work. Committee reviewed a draft of the updated form; coordinator will meet with VPAA to ensure the new form will be workable.
  - c. Program Review module mockup discussion. Committee members reviewed and discussed the module components, noting areas of technical concern and suggesting revisions to content. Overall, more explanatory language and directions will be needed (e.g., “please upload relevant files and complete the narrative in the box provided”).

Committee members recommended additional fields to describe each goal, with parenthetical explanations/definitions:

    - i. Level of urgency: “urgent” (program cannot operate until goal is met/goal mandated by law) or “important” (impacts success and operation of program);
    - ii. Time frame: “short term” (within the current academic year) or “long term” (beyond the current academic year)
    - iii. Source for funds: “internal” (Dean-level, using department-level funds allocated to Schools) or “external” (Institutional-level, using funds beyond the School)
5. Adjournment—1<sup>st</sup> Dmitriy, 2<sup>nd</sup> Chris
6. Review of Fire Tech and Auto Tech reports