

ACADEMIC PROGRAM REVIEW COMMITTEE

Solano Community College

Minutes – Monday October 13, 2014

2:30-4:00pm Room 445

APR Coordinator Amy Obegi called the meeting to order at 2:34 pm

In attendance: Peter Cammish, Lue Cobene, Ferdinanda Florence, Maurice McKinnon, Amy Obegi, John Yu

1. Approval of Agenda

Moved by Ferdinanda Florence and seconded by Peter Cammish to approve Oct 13, 2014 agenda.

Motion carried unanimously.

2. Approval of Past Minutes: 1-27-14, 2-24-14, 3-10-14, 4-28-14, 8-18-14

Moved by Lue Cobene and seconded by Ferdinanda Florence to group and approve the minutes.

Motion carried unanimously.

3. Program Review Updates:

- Upcoming Reviews

Business Management and Marketing was forwarded to full-time and part-time faculty in the program with a deadline of October 17th to give feedback before submitting to the dean. Maurice announced she now has Nursing to review. Drafting and Occupational Education will be coming in soon. The Committee provided feedback on Aeronautics. A beautifully done Cosmetology document came in but was submitted in pieces that need to be standardized for the web. Lue suggested adding a style sheet for Program Reviews.

- Committee Membership

Amy contacted Risha Slade, Student Life Coordinator, about having a student representative on the Committee. Risha will discuss this with the ASSC to develop an official process. Counselor Rebecca LaCount will be the new Student Services representative. Steven Springer, now stationed in Vacaville, remains interested in helping with reviews if needed. It is an asset to have additional experienced people and his offer will be considered when there is an influx of reviews.

- Open Office Hours: October 14, 2014 from 12:30-1:30, Conference Room 414

Amy announced there may be an additional time scheduled for assistance in November. Amy has also been helping people individually and faculty who have questions can be directed to contact her.

- AS Approval of Change to the VP Process

The Academic Senate approved the revision on October 6th. Amy edited the Handbook to reflect the change and also asked IT to post it on the APR web page. She noted that, in reading the rest of the APR process, some clarity is needed and a flow chart had been discussed.

The following comments and suggestions were made:

- Encourage faculty to review feedback from their dean and make any needed revisions, such as fiscal, before submission to the Committee. Lue suggested revising the steps to a checkbox list.
- After the dean's review, the faculty, rather than the dean, should submit the document to the Committee.
- Where it states the rubric will be used add "if the template isn't complete, based on the rubric, it will be sent back for completion".
- The dean should send incomplete documents back to the Program Review faculty before reviewing it and before it is submitted to the Committee.
- To be a faculty driven process, deans write their narrative about content but faculty can choose whether or not to make changes. Faculty submit the report directly to APR.
- The Committee reviews and writes a narrative, based on the rubric, to either strengthen or support the submission. The Committee always gives feedback in an advisory capacity.
- The Committee forwards the document to the VPAA.
- If faculty choose not to follow a dean's input and send it back, the dean should respond to that by informal discussion with the lead person or group and final comments documented. Multiple people should be aware without adding more work. The dean would provide their narrative and sign off that they reviewed the document and gave feedback.

Amy will work to finalize the form and she may attend the deans' meeting to discuss what the Committee would like to do regarding narratives without forcing faculty changes. Amy asked members to continue this review and share suggested changes.

- AS Discussion of: Yearly Status Report for all Planning Processes and Subcommittee Evaluation Form

The Senate suggested first piloting its own assessment before putting a form forward to subcommittees. This Committee could work along with the Senate as they formulate plans. Ferdinanda, LaNae, Peter, and Amy will serve on a taskforce to discuss potentially getting all processes into one document. To create a yearly follow-up to Program Review, do program level assessments, and EMP, updates are needed. Integration and links between all the planning processes are needed. Faculty need a clear timeline for report and plan due dates to become a systematic, rather than rushed, process. Many of the forms already used contain all the information but they are redundant and not tied together. A flow chart and master calendar would tie everything together and show steps to what needs to be done. Members shared ideas to help people be organized and have a cycle for continuous improvement for efficiency. Project management software could provide quick view of levels and be helpful for routine and other items. A basic framework calendar showing a couple years in advance that can be added to was suggested as well as a master calendar for Academic Affairs related items.

- Program Review Report in Database:

Peter explained information on the data chart and pointed out onscreen the changes that were made.

Amy would like to see this data being used going forward. Joe suggested how he'd like to see the template reformatted to make it easier to cut and paste things in and the addition of brief explanations by title added to clarify what the different data is.

- AS Website Link for Program Review

Amy reported APR has been set up under the Academic Senate web page where links connect to the different subcommittees.

4. Plans for PR website upgrades

The Committee discussed where feedback should be placed and whether information should be duplicated on APR and Research and Planning web pages. Agendas and minutes will be placed on the APR page and past data and reports will remain under Research and Planning with links added to both sites. A definition of the APR Committee and contact information will be added to the APR page. Documents not for public view could be placed online if there is no objection and if passwords are used to log in. Website access information can be added to trainings at the beginning of spring semester.

5. Training/Support for Deans

Meeting in the process of being scheduled

6. Other Items/Future Goals

Per an email request from Dean Morinec Real Estate's Program Review will be postponed for one year so they can redo their Curriculum Review this year.

Upcoming meeting dates:

October 27

November 10

November 24

Meeting adjourned at 4:00 pm.