

ACADEMIC PROGRAM REVIEW COMMITTEE

Solano Community College

Minutes for Monday January 27, 2014, 2:30-4:00pm Room 443

Attendance: Amy Obegi (Faculty coordinator), Kevin Anderson, Lue Cobene, Joseph Conrad, Ferdinanda Florence, Tonmar Johnson, Steven Springer

1. The following self-studies were reviewed by committee members:

- a. Fire Technology
- b. Journalism

2. Discussion of program review database:

Amy asked members for input on having a database to be easily accessed for accreditation and analyzing purposes. Members discussed the pros and cons and made the following suggestions.

- Use Word format first, as with SLOs.
- Have the original source document placed in the shared drive by the writer.
- The Coordinator or another point person could review it and discuss with the writer.
- The process would be slowed down and not as clean or clear if everyone were given update access.
- Use Google Docs to set up a form with designated mandatory and discretionary fields, everyone could contribute and then a point person would select evidence and possibly add other information.
- First pencil in and then type information; cut and paste into form; send form to excel for the advantage of sorting and other excel functions.
- This should be a working document, templates will evolve as a program changes and grows.
- Many people aren't versed in Excel. Workshops and guidelines would be helpful.
- An open source database would allow access from anywhere.

After Peter Cammish told Amy a CurricUNET format is available for program review, she spoke with CIO Roger Clague, and will speak with Accreditation Coordinator Annette Dambrosio, about the potential to link that format to Accreditation goals. Kevin noted that the CurricUNET curriculum review is helpful with information available regarding writers, dates, and approvals. Ferdinanda pointed out ACCJC wants to see the College mission tied to ILOs and PLOs, so Program Review should lead back to the mission. The process shouldn't have and it should be seamless with planning. Ferdinanda suggested inviting a CurricUNET representative to demonstrate their program review format and note the IT resources needed. Amy will ask Dean Cammish to extend that invitation.

The meeting was adjourned at 4:02 pm

Training will be held for programs undergoing review on Friday, January 31, 2014.