

ACADEMIC PROGRAM REVIEW COMMITTEE

Solano Community College

Minutes – Monday August 18, 2014

2:30-4:00pm Room 445

Attendance: Amy Obegi, Kevin Anderson, Curtiss Brown, Lue Cobene, Joe Conrad, Ferdinanda Florence, Maurice McKinnon, Leslie Minor

Past Minutes: 1-27-14, 2-24-14, 3-10-14, 4-28-14 distributed online for information. Will be voted on next meeting, 9/8/14

1. *Status of programs from CTE & Business.* A list of the status of CTE/BUS program review self-studies was distributed to Dean Morinec before the semester began, which was passed on to faculty in the area. There are some programs that have only part-time faculty or new full-time faculty members. The question of compensation for part-time faculty was brought up. Last year there was money to pay adjunct at an hourly rate to complete program review, yet because of the budget freeze there was uncertainty whether this would be feasible this year. Amy Obegi agreed to contact VP White to determine the status of adjunct compensation.

2. *APR Committee Membership.* The committee agreed that deans, VPs, and members of research and planning should be advisory to the committee and not involved in the faculty-driven process of self-study review and feedback according to the rubrics. Deans and the VP have the opportunity to provide feedback at other steps in the program review process. The pros and cons of a student representative on the committee was discussed. It was decided that it would be appropriate to have a student member at the advisory level, but not directly involved in the review of self-studies.

3. *Benchmarks for programs undergoing review.* For schools undergoing review now (Schools of Social and Behavioral Sciences, Health Sciences, ½ of Math & Sciences, and Counseling's Academic Programs), there are benchmark guidelines for this Fall semester. They are completion of sections 1.3-1.6 by the beginning of September; 2.1-2.19 by the middle of October; sections 3 & 4 by the middle of November, and by the end of the semester, completion of section 5. Deans were asked to remind faculty of these guidelines; program review committee members and chairs can offer assistance as needed.

4. *Recent and upcoming trainings.* A program review workshop called "It's writing time" was presented at Fall flex. PR open office hours will be held this semester at dates to be announced in the near future.

5. *New data for PR reports.* New data was made available by Peter Cammish and Pei-lin Van't Hul. This data includes student transfer information. At the next meeting the drop box will be explored so committee members have a clear working knowledge of data available to programs.

6. *Discussion with Senate President regarding compensation for committee members.* At the end of spring semester, Amy Obegi talked with Michael Wyly about a goal of compensation for committee members. The time to review self-study goes beyond what is typical of committee membership. Senate President Wyly was in agreement. However, with the current budget freeze, it was unclear if this goal would currently be attainable.

7. *Discussion with VP of Academic Affairs regarding goals.* At the end of spring semester Amy Obegi talked with Diane White about the institutional goals she hopes to see reflected in program review self-studies. She said her chief focus is on student success, access, and equity, and hoped programs would provide thorough analysis of how their programs are fairing in these areas.

8. *Update on idea of a flex presentation.* Amy Obegi brought the idea of a flex presentation that outlined planning processes (Program Review, EMP, FMP, PLOs, SLOs, etc., including timelines, reasons for the planning documents, and resource allocation (strategic proposals, Perkins, instructional equipment requests) tied to plans to the Assessment Committee and to VP White. Members of the Assessment committee thought it was a valuable idea, VP White wasn't sure if the details were refined enough yet to do such a presentation. The APR Committee is still in support of such a presentation and Ferdinanda Florence volunteered to spearhead the presentation.

9. *Program Review Committee Evaluation.* It was agreed that it would be beneficial to create an evaluation where committee members can assess the committees in which they serve. Most subcommittees of the Senate do not currently have such an evaluation, and it was suggested that the chairs of the various standing subcommittees of the Senate could get together and create one document to poll its members. Amy Obegi said she would bring this idea to the Academic Senate for discussion.

10. *Creation of a program review yearly status report; thoughts about its integration with PLO assessments, EMP, etc.* The APR committee agreed that a single follow up report that encompasses Program Review, PLO Assessment and EMP would be beneficial. Faculty would be able to more clearly see how the program goals are similar across plans, and would be less bogged down with continued requests for reports. Amy Obegi agreed to bring this idea to the Academic Senate for discussion of the viability of such a document and a possible task force to initiate such a document.

11. *Discussion of APR process when it gets to the VP level.* The committee discussed the potential need to change the PR process as written in the self-study handbook. There are some faculty members who do not want to make changes requested by the VP, so the process is stalled. As written, until the self-study is accepted, it doesn't move on to publication. It was suggested that a new process be written that states if the program faculty do not make changes within 30 days, the self-study will go on to the publication process. However, any factual errors (data) will be noted and an addendum will be added with a citation that provides the correct data. No changes would be made to the document based on philosophical differences. It was suggested that faculty concerns be brought to the Academic Senate

President. A draft of the proposed changes would be drafted and brought to VP White and Academic Senate President Wyly for reviews.

12. *Upcoming reviews:* Autobody is nearly completed and will be coming to the APR committee for evaluation soon.

Upcoming meeting dates:

September 8
September 22
October 13

October 27
November 10
November 24