

ACADEMIC PROGRAM REVIEW COMMITTEE

Solano Community College

Minutes – Monday August, 22 2016

2:30-4:00pm Room 444

In Attendance: Amy Obegi (Coordinator), Lue Cobene, Vitalis Enemmuo, Ferdinanda Florence, LaVonne Slaton, ex-officio Robert Gabriel

Approval of Agenda, 1st Lue, 2nd LaVonne, approved unanimously

Discussion/Information Items:

1. Membership – We are in need of representatives from CTE/Business (LaVonne Slaton is determining whether it will fit in her schedule), Counseling/Library (Brenda Tucker was assigned to Vallejo on Mondays), and Math/Science (Joe Conrad has stepped down to work in the Math lab).
2. Status of programs under review/accreditation – Documentation is below. Chief difficulties are delays in getting program reviews through the process. Some faculty are well behind schedule, as are some deans and the Vice-President of Academic Affairs. To be an effective, meaningful process we have to be timelier. A 30 day deadline for VP feedback was suggested. Coordinator will contact VP, deans, and faculty members who have outstanding reviews to facilitate completion. The Academic Program Review Committee (APRC) suggested a conversation with SP Esposito-Noy about consequences for non-completion at all levels. Committee member Cobene suggested we document for accreditation the reasons/barriers for completion when we have programs that haven't finished so that we are transparent in reporting. Also, that we have documented plans for getting those programs to completion.
3. Math and General Science self-studies were assigned to a team of faculty reviewers
4. Evaluation of program review process:
 - a. Faculty survey is at the office of Institutional Research and Planning awaiting formatting. We are also awaiting feedback from Senate President Wyly and VP Minor on the survey
 - b. Program Review Coordinator Obegi is meeting with the VP and Dean's at the Administration Meeting on Wednesday morning August 24th to get the dean's feedback on the program review process.
 - c. The committee's feedback is due on September 7, 2016

- d. The committee would like to invite Superintendent President Esposito-Noy and VP Minor to a future program review committee meeting to get their feedback on the process and hear the input of the committee. Coordinator Obegi will make the invite. Committee member Obegi, Cobene, Johnson, and Florence met with the President and VP of Academic Affairs over the summer to ask them to review the process and template. They agreed they would and provide feedback early fall. Celia conveyed that she was the process to be thorough but not overly cumbersome. Analysis should be data driven, relevant, and utilized for institutional planning and program improvement.
- e. Coordinator Obegi will solicit input from “stakeholders” who have worked closely with committees related to the program review template (curriculum, basic skills, distance education, equity, assessment, etc.).
- f. Committee member Florence suggested we look at service area program review process to get ideas as we review the academic program review process.

5. 2016-2017 committee goals

Our goals for the academic year were discussed. Coordinator Obegi will type them into the Academic Senate Committee reporting form.

- a. Hiring a replacement for the Academic Program Review Faculty Coordinator to lead the committee through the next five year program review cycle.
- b. Assessing the program review process and handbook to make changes based on the feedback received.
- c. Training the school of CTE and Business Spring 2017 for the next cycle of program reviews
- d. Review outstanding self-studies submitted to the APRC.
- e. Train and support faculty undergoing review
- f. Create a style sheet
- g. Develop a process for yearly or mid-term reporting on program review goals that can sync up with accreditation reporting. Committee member Florence agreed to draft a form.
- h. Work with the accreditation team to provide relevant program review information for the self-study report
- i. Consider whether an executive summary would be useful for program review reporting

- j. Consider a pathway from which a program can move to a revitalization process

Meetings Fall Semester are tentatively the 2nd and 4th Monday of the month between 2:30-4:00pm.

Meetings this semester are:

August 22

September 12

September 26

October 10

October 24

November 14

November 28

STATUS UPDATE OF PROGRAMS UNDER REVIEW

PROGRAM	SCHOOL	STATUS
Accounting	CTE & B	Complete
Aeronautics	CTE & B	Complete
Anthropology	S & BS	Complete
Astronomy	M & S	NS
Art	LA	Awaiting Dean's Feedback
Auto Body	CTE & B	Awaiting VP Feedback
Auto Tech	CTE & B	NS; abridged PR submitted
Biology Majors	M & S	Awaiting VP Feedback
Biology Non-Majors	M & S	Complete
Biotechnology	M & S	NS
Business	CTE & B	Awaiting VP Feedback (will send to VP 4/26/16)
Chemistry	M & S	Awaiting faculty's response to VP feedback
Communications	LA	NS
Computer Information Systems	CTE & B	APRC feedback given; awaiting faculty response
Cosmetology	CTE & B	Complete; abridged submitted
Criminal Justice	CTE & B	Complete; abridged submitted
Drafting	CTE & B	Complete
Early Childhood Education	S & BS	Complete; abridged submitted
Engineering	M & S	Awaiting faculty's response to VP Feedback
English	LA	NS
Film/Television	LA	Complete
Fire Technology	CTE & B	Needs rewriting; abridged submitted
Foreign Language	LA	Awaiting Dean's Feedback

General Science	M & S	Awaiting APRC Feedback
Geography	M & S	Awaiting faculty's response to VP feedback
Geology	M & S	Awaiting faculty's response to VP feedback
History	S & BS	Awaiting faculty's response to APRC feedback
Horticulture	M & S	Awaiting VP feedback
Human Services	S & BS	Complete; abridged submitted
Interdisciplinary Studies	C	Awaiting data from ITRP
Interior Design	LA	Complete
Journalism	LA	Complete; second PR submitted January 2016
Kinesiology	HS	Dean's feedback given, awaiting faculty response
Library		NS
Management	CTE & B	Awaiting VP Feedback
Marketing	CTE & B	Awaiting VP Feedback
Math	M & S	Awaiting APRC Feedback
Mechatronics	CTE & B	Awaiting VP feedback
Music	LA	NS
Nursing	HS	APRC feedback given, awaiting faculty response
Nutrition	HS	NS
Occupational Education	CTE & B	Complete
Office Technology	CTE & B	NS in entirety; abridged complete
Philosophy	LA	NS
Photography	LA	Complete; abridged complete
Physics	M & S	Complete
Political Science	S & BS	Awaiting VP Feedback
Pre-Allied Health	M & S	Complete
Psychology	S & BS	Complete
Real Estate	CTE & B	NS
Social Sciences/Ethnic Studies	S & BS	APRC feedback provided; awaiting faculty response
Sociology	S & BS	Awaiting faculty response to VP feedback
Sports Medicine	HS	Awaiting VP feedback
Theater Arts	LA	NS
Waste Water	M & S	NS
Welding	CTE & B	Complete; abridged complete

NS = Not submitted by faculty to the APRC/APRC initial feedback = Report not complete according to the document rubric, awaiting resubmission