

ACADEMIC PROGRAM REVIEW COMMITTEE

Solano Community College

Agenda – Monday September 12, 2016

2:30-4:00pm Room 444

Attendance: Amy Obegi, Lue Cobene, Vitalis Enemmuo, Ferdinanda Florence, Tonmar Johnson, Robert Gabriel

Approval of Agenda, 1st Tonmar, 2nd Lue (approved unanimously)

Approval of Minutes from 8/22/16, 1st Ferdinanda, 2nd Vitalis (approved unanimously)

Action Items

Lue Cobene made a motion to approve that Chemistry, Geology, Engineering, and Biology have gone through the program review process and are ready to be published on the Solano College website. 2nd by Tonmar (approved unanimously)

Ferdinanda Florence made a motion to approve the 2016-2017 program review goals, Vitalis 2nd (approved unanimously). See attached below

Discussion/Information Items:

1. Membership – still need a CTE, Math/Science, Counseling, Social and Behavioral Sciences representative
2. Status of programs under review/accreditation (see attached handout). Leslie Minor completed the program reviews that she had on her desk. Robert Gabriel asked for feedback on whether EMT (Emergency Medical Technician) should be reviewed separately in the next round. The committee said yes since they are not governed by the BRN review. Even if there isn't a degree, the analysis can help understand student success rates, scheduling, resource needs, etc.
3. Yearly program review follow-up – CurriCUNET page. Ferdinanda and Amy shared their drafts of a yearly program review follow-up form. It would mainly consist of program goals and any updates/changes to those goals. They shared their idea of having the form on CurriCUNET rather than a hard-copy. This would be easy to update and access by faculty, deans, and administrators and could more easily link to institutional planning. For example, if there was a goal of a faculty hire, a box could be checked that would alert administration of the request. They also suggested changing the way the goals are written. Rather than short or long term, separate goals into categories that align with the program review self-study rubric.

The committee seemed in favor of this idea and suggested using time at the next meeting to brainstorm what the CurriCUNET page might look like.

4. Update on evaluation of program review committee. Once all the feedback has been collected the committee will discuss the findings and begin to make recommendations for changes to the process and template
 - a. Faculty survey, deadline September 22, 2016
 - b. Committee members feedback, deadline September 12, 2016
 - c. Stakeholders, deadline September 19, 2016
 - d. Dean’s feedback, complete
 - e. Superintendent President/Vice President of Academic Affairs, will come to our next meeting on September 26, 2016
5. A team of faculty members met to review the General Science Program Review self-study. Feedback will be compiled by the Academic Program Review Coordinator and shared with the discipline faculty.
6. The math program review will be discussed by a team of faculty reviewers on Monday, September 19th.

The next meetings are:

September 26

October 10

October 24

November 14

November 28

Academic Program Review Goals - approved

	Initiative / Goal	Description for this Initiative / Goal
1	Timely feedback to faculty undergoing program review	Review discipline program review self-studies and provide feedback as they are completed by discipline faculty
2	Create a yearly follow-up process	Determine the best process for early updates of program review
3	Style sheet	Create a “style sheet” to add to the handbook and distribute to faculty undergoing review in an effort to make reports more uniform
4	Individual and group support/training	Provide support and training to those undergoing the program review process (faculty, deans, etc.)
5	Program Review template and process assessment	Conduct a comprehensive assessment of the program review process and template. Feedback collected from faculty, APRC, administration, and key stakeholders

6	Hire faculty program review coordinator	Update job description and advertise the position fall 2016
7	Recruit members	Find replacement faculty for schools of CTE, Math/Science, and Counseling
8	Support accreditation self-study	Work with faculty accreditation co-chairs and administrators to integrate program review information
9	Closing the loop	Support in the development of processes that link program review recommendations with institutional short and long-term planning
10	Update By-Laws	Work with Academic Senate to ensure the mission and membership of the committee are accurately reflected in the Senate by-laws.

Update on programs status

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	VP Feedback Provided; Awaiting Faculty Response
Auto Tech	CTE & B	NS; abridged PR submitted
Biology Majors	M & S	Awaiting APRC vote
Biology Non-Majors	M & S	Complete
Biotechnology	M & S	NS
Business	CTE & B	VP Feedback Provided; Awaiting Faculty Response
Chemistry	M & S	Awaiting APRC vote
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 APRC vote
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	VP Feedback Provided; Awaiting Faculty Response
Geology	M & S	Awaiting APRC vote
History	S & BS	Awaiting faculty's response to APRC feedback
Horticulture	M & S	VP Feedback Provided; Awaiting Faculty Response

Human Services	S & BS	Complete; abridged submitted
Interdisciplinary Studies	C	VP Feedback Provided; Awaiting Faculty Response
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	VP Feedback Provided; Awaiting Faculty Response
Marketing	CTE & B	VP Feedback Provided; Awaiting Faculty Response
Math	M & S	Awaiting APRC Feedback
Mechatronics	CTE & B	VP Feedback Provided; Awaiting Faculty Response
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	VP Feedback Provided; Awaiting Faculty Response
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	VP Feedback Provided; Awaiting Faculty Response
Sports Medicine	HS	VP Feedback Provided; Awaiting Faculty Response
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