

ACADEMIC PROGRAM REVIEW COMMITTEE
Solano Community College

Membership:

Chris McBride –School of Liberal Arts
Vitalis Enemmuo – Health Sciences
Ruth Fuller – Library/Counseling
Maureen Powers – Social and Behavioral Sciences
Kevin Spoelstra – Applied Technology and Business
Dmitriy Zhiv – Math

Ex Officio:

Robert Gabriel – Dean of Health Sciences
Office of Research and Planning: Peter
Cammish and Pei-Lin Van't Hul
Consultant for VPAA matters—David
Williams

In attendance: Chris, Vitalis, Ruth, Robert, Ferd

Minutes – Monday, May 8, 2017
2:30-4:00 pm, Room 1301

1. Approval of Agenda—1st Ruth, 2nd Chris
2. Public Comment –none
3. Minutes from 4/24/17 –vote for approval: 1st Chris, 2nd Vitalis
4. Coordinator's report:
 - a. Senate approved yearly update form with amendments and comments:
 - Amendments:
 - Add lines for names of signatories/contributors; coordinator used language from template signature page;
 - Add a line for date of update;
 - Make it due Oct 30 to dean rather than August 30 this time around, since Assessment is also going to be introduced in the Fall.
 - Comments:
 - Senators addressed the challenge to balance the need for ease of updating against the need for thoughtful, collaborative work;
 - Senators noted that the form should be reviewed after implementation to assess effectiveness
 - Senators suggested that the form, in the future, might include helpful information for next steps; for example, if “create a new course” is one of the program's goals, then “See the Curriculum Handbook...” might appear somehow as an added suggestion.
 - b. Three Fall Flexcal workshops:
 - General degrees. Coordinator had suggested to the task force, via an email sent 5/2/17, that a group of sub-task forces be created to get down to brass tacks. These groups would be empowered by Lisa Abbott to make changes in CurricUNET, and would come up

with solutions to be reported to their respective schools for feedback. This plan will be presented to the Senate President, to be brought before the whole Senate at their last meeting, 5/15/17.

- PR yearly update. Faculty may not need any assistance on these forms, but this would be an opportunity for the coordinator to field questions and give guidance.
- Applied Tech & Business. The customized templates (pre-loaded with data) will be sent to Maire (school faculty have been already advised, at their last meeting, that these templates are coming). This workshop will give AT&B faculty an opportunity to ask preliminary questions.

c. Coordinator's summertime work: prep the yearly updates to give to deans, and prep the AT&B templates for Maire, to disseminate to departments. Coordinator will ask the VPAA if funds are available to compensate for this work; if not, coordinator will track time spent on summertime tasks, and will bank that time against Fall hours

5. Action items

a. Final review of new data charts; Peter was not present to show the data charts, but the versions shown at the previous meeting (4/24) were very near the final form. In the 2017-2018 academic year, one Committee goal will be to review the customized templates submitted by AT&B, to see what aspects of the data charts and other pre-loaded information need further modifications. No action needed at this time.

b. Vote to approve programs as having completed the PR process: Art, Interdisciplinary and University Studies; Math; Mechatronics; Political Science—1st Ruth, 2nd Chris

6. Further discussion

- Handbook revisions: Further reordering options were noted. The committee recommended that mapping charts and how-to information should be incorporated in the template prompts rather than in the handbook (to avoid needless hunting and cross-referencing). Ruth noted that the required library form could be included in the template as an appendix. Further handbook revisions will be discussed and finalized in the Fall.
- Status update for programs still in the review process: Coordinator noted that stalling and roadblocks can occur at various points in the process. The committee agreed that programs should move forward in the process, with the caveat that some stakeholders may opt not to participate, may withdraw participation, etc.

7. Adjournment – 1st Ruth, 2nd Christ

8. Foreign Languages discussion (Kevin, Dmitriy, Ferd) – rescheduled