

ACADEMIC PROGRAM REVIEW COMMITTEE  
**Solano Community College**

**Membership:**

Ferdinanda Florence—Coordinator  
Chris McBride—School of Liberal Arts  
Vitalis Enemmuo—Health Sciences  
Katherine (Kitty) Luce—Library/Counseling  
Maureen Powers—Social & Behavioral Sciences  
Kevin Spoelstra—Applied Technology & Business  
Dmitriy Zhiv—Math

**Ex Officio:**

Robert Gabriel—Dean of Health Sciences  
Peter Cammish—Dean of Research and Planning  
David Williams—VPAA

Absent: Peter Cammish, David Williams

**Minutes – Monday, September 25, 2017**  
**2:30-4:00 pm, Room 712**

1. Approval of Agenda—1<sup>st</sup> Chris; 2<sup>nd</sup> Kitty
2. Public Comment—none
3. Minutes from 9/11/17 –vote for approval: 1<sup>st</sup> Dmitriy; 2<sup>nd</sup> Maureen
4. **Coordinator’s report and discussion items**
  - a. Status report for programs and need to catch up with Perkins fund programs: Coordinator noted that some two-year abridged reports have fallen through the cracks, due to the transition to a six-year assessment schedule and the transition to new coordinator at mid-academic year. Liberal arts programs receiving Perkins funds were sent customized abridged templates in September (due in January). CDFS and Human services were due in Spring—customized templates were just sent. Maire Morinec will be contacted to see if there is any flexibility in the two-year cycle, and verify expected deadlines for each Perkins-funded program.
  - b. Assessment schedule by year rather than by School: A re-arranged schedule would clarify what is expected each academic year to identify more easily those programs that are falling behind.
  - c. Task forces on “general degrees” update: coordinator has not yet determined current status of each task force’s efforts. Timely movement of launched program deletion proposals through the curriculum approval process in CurricUNET is uncertain. Coordinator will follow up with articulation officer and other curriculum representatives at the next Curriculum Committee/Tech Review meeting (9/26/17). Coordinator will ask Senate for outreach re: TMC for Elementary Education, and will follow up with VPAA to inquire about contract funds for Elementary Teacher course creation.

Once the AA-T in Elementary Education is created, the college will have to determine what to do with the existing University Studies degree in education. Maureen noted the potential usefulness of a degree/certificate focused on adult education (for example, corporate training, professional development, parenting skills, etc.).

- d. Revisions to template and handbook for 2018-19: Guidelines for the abridged report's contents were in the handbook but there was no approved template. A template was developed to help faculty comply with the requirements. This ad-hoc template should be reviewed by Maire Morinec to determine what aspects are required by the Chancellor's Office and how much flexibility the committee might have to make substantive changes.
6. Biotech report review assigned to Vitalis and Dmitriy for next meeting.
8. Adjournment—1<sup>st</sup> Kitty, 2<sup>nd</sup> Dmitriy
9. Feedback for Music (Maureen and Chris)