

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

Minutes—Monday, November 13, 2017
2:30-4:00 p.m., Room 712

Absent: Chris, David, and Peter

1. Approval of Agenda—1st Maureen, 2nd Dmitriy
2. Public Comment--none
3. Minutes from special meeting of 10/6/17 and meeting of 10/23/17; vote for approval (with approvals sent from Ruth Fuller and Chris McBride, in attendance on 10/6): 1st Dmitriy, 2nd Vitalis
4. Coordinator's report and discussion items
 - a. Current status of IS/US degrees: The Curriculum Committee unanimously voted on 10/31/17 to approve the deletion of the eight US/IS degrees submitted. Two degrees, Interdisciplinary Studies—Wellness and University Studies—Liberal Studies with Education Emphasis, will remain in the catalog. Rob noted the need for some timeline or mechanism for future action regarding the remaining degrees; for example, if Kinesiology faculty do not put forward a revised or new program in a given timeframe, would failure to act at some point trigger the deletion of the IS—Wellness degree? The committee discussed the need for a transparent process and timeline, now that the task forces assigned by the Academic Senate have fulfilled their charge. The coordinator will request that the Senate consider this issue in her report to the Senate later in the day.
 - b. Current status of English Program Review report: The coordinator received an OK from Lisa Giambastiani to streamline and organize the English Program Review Self-Study Report, which had become unwieldy and stalled in the process. The Coordinator folded the contents of the current draft of the report into the new template, moving some information from the body of the report to an appendix. This new draft was sent to Josh Scott, who is chairing the English department meeting on 11/17/17. The coordinator will help facilitate discussion of the draft, and the department may vote at that time to move the draft forward to the dean.

- c. **Spongey Dec. deadline for update forms:** The committee discussed the delayed response, on the part of most programs, to the Program Review update forms. Though the Academic Senate supports the delay of the deadline until December, given the temporary closure of campus due to the October fires, it may reduce confusion to leave the original October deadline in place and simply urge faculty to respond by the end of the semester. The coordinator will visit the Kinesiology department meeting on Friday, 11/17, to answer questions about the update form and facilitate departmental discussion about goals and priorities.
- d. **Template and handbook revisions:** The coordinator created a year-by-year Program Review schedule, based on the revised assessment schedule that was recently created by Assessment coordinator Amy Obegi. Schools noted in boldface will complete six-year self-study reports:

2017-2018

School of Applied Technology and Business

School of Health Sciences & Counseling -- Abridged Program Review (CTE)

School of Social & Behavioral Sciences -- Abridged Program Review (CTE)

School of Liberal Arts and Library-- Abridged Program Review (CTE)

2018-2019

School of Math & Sciences -- Abridged Program Review (CTE)

2019-2020

School of Health Sciences & Counseling

School of Social & Behavioral Sciences

School of Applied Technology and Business -- Abridged Program Review (CTE)

School of Liberal Arts and Library-- Abridged Program Review (CTE)

2020-2021

School of Math & Sciences

2021-2022

School of Liberal Arts and Library

School of Applied Technology and Business -- Abridged Program Review (CTE)

School of Health Sciences & Counseling -- Abridged Program Review (CTE)

School of Social & Behavioral Sciences -- Abridged Program Review (CTE)

The schedule indicates that there are no six-year reports to prepare in 2018-19. Therefore, the committee decided to put further discussion of six-year template revisions on the shelf until 2018. The committee should spend 2018 reviewing AT&B reports submitted in March, and use the submitted reports to inform any revisions to the six-year report template. Abridged program reviews are an immediate concern; the current handbook includes guidelines regarding the two-year report's contents, but there is no official template to standardize the format of the

report. Another pressing concern is the current handbook, which includes outdated timelines and procedures. The committee continued discussions from earlier meetings of the two-year template and handbook, and voted unanimously to send the drafts of both documents to the Academic Senate for discussion and approval. The coordinator will advise the Senate that the drafts are ready for their review.

- e. Mid-year goals check: The committee reviewed the goals set at the beginning of the Fall semester, and verified that all goals are still in progress.

5. Adjournment: 1st Kevin, 2nd Vitalis