

**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: Chris, Kevin, Dmitriy, Robert, Peter, David

Minutes—Monday, February 26, 2018  
2:30-4:00 p.m., Room 902

1. Approval of Agenda, as amended—1<sup>st</sup> Kitty, 2<sup>nd</sup> Maureen
2. Public Comment—none
3. Minutes from 2/12/18 for approval—1<sup>st</sup> Kitty, 2<sup>nd</sup> Vitalis
4. Coordinator's report and discussion items
  - a. Form, based on the Assessment model, to pay adjuncts for PR work: Committee discussed the need to keep track of total hours that adjunct faculty work, so that they don't exceed the allotted seven hours per semester, per the new contract. Committee members discussed the format of the form, and made modifications and additions, including a log of days/hours work. Committee also discussed the program-level demands on adjuncts who represent programs without full-time faculty: PLO assessments, Program Review work, curriculum work (creation/ modification /deletions of programs and courses within the program), application for Perkins funds, etc.
  - b. Standard survey questions and placement in template. Committee members discussed and modified the standard survey questions. The current draft will be discussed by the committee at the next meeting. Committee members also discussed the need to create a standardized reporting method, or use Survey Monkey as both the standard delivery method and the standard data collection and reporting method.
  - c. Program Review module in CurricUNET Meta. The Coordinator showed the committee a mockup of what the module could look like, and how it might be arranged. Committee members discussed how the module might link to the Assessment module and be used for integrated planning. The Committee discussed areas where the content could be changed (wording and types of prompts/questions asked), and will address issues of content along with format issues as we move forward. The Coordinator will meet with Amy Obegi (Assessment Coordinator) to review the mockup and discuss next steps.
  - d. Excel spreadsheet to capture data in Yearly Program Review Update forms. Kitty shared a sample spreadsheet, and noted that data entry takes about 15-20 minutes per

program. The Coordinator noted that the module, once implemented, should perform the same function as the spreadsheet, but the module will take some time to develop, if the pace of the Assessment module implementation is any indication.

5. Office Technology report assigned to Kitty and Vitalis for review.
6. Adjournment: 1<sup>st</sup> Maureen, 2<sup>nd</sup> Vitalis.