

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: Kevin, Maureen, David

Minutes—Monday, April 23, 2018
2:30-3:30 p.m., Room 902

1. Approval of Agenda—1st Dmitriy, 2nd Kitty
2. Public Comment –none
3. Minutes from 4/09/18 for approval—1st Dmitriy, 2nd Chris
4. Coordinator’s report and discussion items
 - a. Program review update: resource requests (Excel spreadsheet). Coordinator met with VPAA regarding potential use of the resource request form (culled from submitted program update forms and AT&B reports submitted to date). The committee discussed the absence of a formal link between Program Review and instructional equipment requests and hiring decisions; the forms currently ask for a box to be checked, to indicate if the request relates to a Program Review goal. In the absence of a more substantive/ integrated link, the coordinator emailed the Excel spreadsheet to all deans, at the suggestion of the VPAA, with a note suggesting that the document be used to inform decision-making.
 - b. Program Review module mockup.
 - i. Committee members discussed the modifications suggested by the VPAA, in a meeting with the coordinator, to the “goals” areas of the module. Members agreed to add a field related to anticipated cost (so that goals can be sorted accordingly); and modify the field regarding funding source (so that faculty need not determine whether the goal could be met with existing departmental funds). The choices for funding should read: no funds requested; added ongoing expense; one-time expense.
 - ii. Other modifications were made, based on committee discussion, including moving a question about time-to-transfer to the “scheduling” portion of the module (Curriculum, Section 3) from Section 5, Student Success.
 - iii. Committee members completed the preliminary review of the draft, and agreed that the coordinator should ask the Senate to review the draft at this point. With Senate approval, the coordinator will move forward in reaching out to SCC’s Governet contact to begin preliminary discussion of the module. Specific wording and format changes are anticipated,

especially given the uncertainty surrounding CurricUNET Meta's technical capabilities.

5. Assignment of program reports for review: Aeronautics (Dmitriy and Chris); Cosmetology (Kevin and Maureen); and Criminal Justice (Kitty and Vitalis).
6. Adjournment—1st Kitty, 2nd Vitalis