

ACADEMIC PROGRAM REVIEW COMMITTEE
Solano Community College

Membership:

Ferdinanda Florence—Coordinator
Kevin Spoelstra—Applied Technology & Business
Nick Cittadino—Counseling
Vacant—Health Sciences
Chris McBride—Liberal Arts
Katherine (Kitty) Luce—Library
Dmitriy Zhiv—Math
Maureen Powers—Social & Behavioral Sciences

Ex Officio:

Damany Fisher—Research & Planning
David Williams—VPAA
Vacant—Dean

Absent: Chris, Dmitriy, Damany, David

Minutes—Monday, March 25, 2019
2:30-4:00 p.m., Room 902

1. Approval of Agenda—1st Nick, 2nd Kitty
2. Public Comment—none
3. Approval of Minutes, 3/11/19, as amended—1st Maureen, 2nd Kitty
4. Coordinator's report and discussion
 - a. Unanimous committee vote to recommend the adoption of eLumen upon the expiration of the Governet contract: Senate President requested that the Coordinator delay the proposed March 18 report of the vote to the Senate. The President advised the Coordinator that she would be absent from the March 18 meeting; she requested time to allow the Senators to view a presentation from eLumen, and time for the Senate to establish a format for the timely and consistent presentation of all relevant subcommittees' positions. The VPAA has scheduled a final presentation to the Senate on Monday, April 22, at 3:00, which will be open to any and all interested parties.
 - b. Coordinator's presentation to School of Social and Behavioral Science's March 15 School meeting: At the meeting, Coordinator reviewed the template and standardized survey.
 - i. Some faculty noted that data provided from Tableau seemed inaccurate; the Coordinator stated that faculty are welcome to meet with the Coordinator to obtain more or updated data using Tableau. She further noted that additional data was available from the Research and Planning webpage (Interactive Data tab→ Online Factbook), so that faculty could augment or substitute some data charts pre-loaded in the program templates.
 - ii. The Coordinator also reviewed the standardized survey and advised that faculty will need to submit to the Coordinator within one week any additional questions that they would like added to the survey, so that Research and Planning can create customized Qualtrix surveys for each program. Two faculty, representing the Anthropology and Political Science programs, respectively, submitted additional questions related to course offerings. Coordinator sent the surveys to Institutional Research

and Planning, but noted that the office is currently overloaded with work, according to an automated email reply. However, Damany sent word via email that the office will work to provide the surveys in a timely manner.

- c. Revisions to Program Review handbook: Committee members continued making revisions to the handbook, tightening and updating deadlines; eliminating outdated instructions; and removing unnecessary, inconsistent, and inaccurate language. Coordinator will present another draft, based on members' feedback, at the next meeting.

- 5. Adjournment—1st Kevin, 2nd Maureen