

## Academic Senate & Subcommittee

### Committee Goals for Academic Year 2016-2017

**Committee Name:** Academic Program Review Committee

**Committee Roles and Responsibilities:**

Provide feedback on Academic Program Reviews, make policy recommendations on the Academic Program Review processes, provide training and support to faculty, deans, and the administrators undergoing the program review process, and shepherd Academic Program Reviews through the various stages of feedback until they reach publication

**ACCJC Standard(s) Addressed:**

X Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

\_\_\_ Standard II: Student Learning Programs and Support Services

\_\_\_ Standard III: Resources (Human, Physical, Technology, Financial)

\_\_\_ Standard IV: Leadership and Governance

**Committee Members:** Amy Obegi (Faculty Coordinator), Lue Cobene (Liberal Arts), Vacant (Math/Science), Vitalis Enemmuo (Health Sciences), Tonmar Johnson (Social & Behavioral Sciences), Vacant (Counseling), Vacant (Applied Technology & Business), Ferdinanda Florence (At-Large)

Ex Officio: Peter Cammish, Pei-Lin Van't Hul, Robert Gabriel, Leslie Minor

Identify the initiatives/goals this committee will undertake.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

	<b>Initiative / Goal</b>	<b>Description for this Initiative / Goal</b>
1	Timely feedback to faculty undergoing program review	Review discipline program review self-studies and provide feedback as they are completed by discipline faculty
2	Create a yearly follow-up process	Determine the best process for early updates of program review
3	Style sheet	Create a "style sheet" to add to the handbook and distribute to faculty undergoing review in an effort to make reports more uniform
4	Individual and group support/training	Provide support and training to those undergoing the program review process (faculty, deans, etc.)
5	Program Review template and process assessment	Conduct a comprehensive assessment of the program review process and template. Feedback collected from faculty, APRC, administration, and key stakeholders
6	Hire faculty program review coordinator	Update job description and advertise the position fall 2016

7	Recruit members	Find replacement faculty for schools of CTE, Math/Science, and Counseling
8	Support accreditation self-study	Work with faculty accreditation co-chairs and administrators to integrate program review information
9	Closing the loop	Support in the development of processes that link program review recommendations with institutional short and long-term planning
10	Update By-Laws	Work with Academic Senate to ensure the mission and membership of the committee are accurately reflected in the Senate by-laws.

### **Mid-Year Committee Evaluation Report for Academic Year \_\_Dec. 2016\_\_**

**Accomplished and In Progress Initiatives:** Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.

	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative
1	Timely feedback to faculty undergoing program review	C	During Fall 2016, the APRC provided feedback on the following program reviews: General Science, Math, and Art (which is 100% of the completed reviews turned into the committee this semester). The APRC was able to vote that the following program reviews have completed the process: AutoBody, Biology, Business/Marketing/Management, Chemistry, Engineering, Geology, Geography, Horticulture, Sociology, and Sports Medicine. There will be more program reviews that will come in for review Spring 2017 for which timely feedback will be required.
2	Create a yearly follow-up process	IP	Met with VPAA Guleff and Superintendent-President Esposito-Noy to advocate for a program review yearly update feature in CurriCUNET Meta. A financial investment will need to be made in the technology, and a template will need to be created.
3	Style sheet	C	Included as part of the new Program Review Template 2017-2018
4	Individual and group support/training	IP	Trainings were held on two optional flex days during the fall, and an individual meeting was held with English faculty. Trainings will be ongoing
5	Program Review template and process	C	Feedback was collected and analyzed from faculty, deans, administration, stakeholders and committee members.

	assessment		Based on this feedback, a revised program review process and template were created to be utilized 2017-2018. The goal was a more streamlined template that is linked to the integrated planning process. The new template was approved by the Academic Senate on December 5 <sup>th</sup> , 2016.
6	Hire faculty program review coordinator	IP	The position should be announced before the end of the term. Awaiting coordination from the VPAA and Human Resources
7	Recruit members	C	Ruth Fuller joined us from Library; in the spring Dimitriy Zhiv will join us from Math/Sciences and K. Spoelstra from CTE
8	Support accreditation self-study	IP	At the completion of the term, will ensure all relevant documents are posted to the shared drive. Will support in the writing of any needed accreditation reports related to program review.
9	Closing the loop	IP	The integrated planning meeting related to program review on 11/18/16 and the efforts to establish a CurriCUNET based goal update/dissemination of information feature will help us close the loop. Will work on a process for the APRC to share recurring themes arising from program review with administration and support the VPAA in developing an executive summary based on program reviews.
10	Update By-Laws	IP	Have not started yet

**Year End Committee Evaluation Report for Academic Year \_\_\_\_\_**

**To be completed August, 2017**

**Part 1 Accomplished and In Progress Initiatives:** Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative

**Part 2 Unaccomplished Initiatives:** Identify the initiatives this Committee has undertaken in the Fall 2015 semester that were not accomplished, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

	<b>Unaccomplished Initiative /Goal</b>	<b>Why/what were the barriers?</b>	<b>Recommendations</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Part 3: Complete the self-assessment narrative:**

**Self-Assessment**

- To what degree has the committee met its roles and responsibilities?
- How can the committee improve its effectiveness in meeting these roles and responsibilities?
- How effective was the committee in completing its initiatives?

We completed most of our initiatives or they are in process.

- How might the committee improve its effectiveness in regard to completing initiatives?
- How effective was the committee in impacting student success?
- How might the committee improve its effectiveness in regard to impacting student success?
- What resources are needed to assist the committee in meeting its initiatives?

## **Recommendations**

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.
- What topics should be addressed by the committee next year?
- Are there additional roles or responsibilities this committee should be addressing?
- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?